



COURTROOM
1 MUNICIPAL PLAZA
BEACON, NY 12508
AND LIVE VIA ZOOM

Mayor Lee Kyriacou
Councilmember George Mansfield, At Large
Councilmember Paloma Wake, At Large
Councilmember Molly Rhodes, Ward 1
Councilmember Justice McCray, Ward 2
Councilmember Wren Longno, Ward 3
Councilmember Dan Aymar-Blair, Ward 4
City Administrator Chris White

**January 3, 2022
8:00 PM
City Council Agenda**

Call to Order

Pledge of Allegiance

Roll Call

Public Comment

[Notice of Meeting Location January 3, 2022](#)

Reports: Mayor, City Council, and City Administrator

Local Laws and Resolutions

1. [Resolution No. 1 - Approving the 2022 City Council Rules of Procedure](#)
2. [Resolution No. 2 - Approving the Reappointment of Jill Reynolds to the Planning Board](#)
3. [Resolution No. 3 - Approving the Reappointment of J. Randall Williams to the Planning Board](#)
4. [Resolution No. 4 - Approving the Reappointment of Karen Quiana to the Planning Board](#)
5. [Resolution No. 5 - Approving the Reappointment of David Jensen to the Zoning Board of Appeals](#)
6. [Resolution No. 6 - Approving the Reappointment of Elaine Ciaccio to the Zoning Board of Appeals](#)
7. [Resolution No. 7 - Approving the Reappointment of Montos Vakirtzis to the Zoning Board of Appeals](#)
8. [Resolution No. 8 - Approving the Reappointment of Sam Adels to the Conservation Advisory Committee](#)
9. [Resolution No. 9 - Approving the Mayor's Appointment of George Mansfield as Acting Mayor](#)
10. [Resolution No. 10 - Designating the Poughkeepsie Journal as the City of Beacon Newspaper of Record for the Year 2022](#)
11. [Resolution No. 11 - Approving the 2022 City of Beacon Procurement Policy](#)
12. [Resolution No. 12 - Approving the 2022 City of Beacon Investment Policy](#)
13. [Resolution No. 13 - Approving the 2022 City Council Meeting Dates and Times](#)

14. Resolution No. 14 - Authorizing the City Administrator to Sign an Agreement with Keane and Beane for Legal Services
15. Resolution No. 15 - Authorizing the City Administrator to Sign an Agreement with Lanc and Tully for Engineering Services
16. Resolution No. 16 - Authorizing the City Administrator to Sign an Agreement with John Clarke Planning and Design, LLC for Planning Services
17. Resolution No. 17 - Authorizing the City Administrator to Sign an Agreement with Brown and Brown Insurance for Municipal Insurance Services

Approval of Minutes

1. City Council Meeting Minutes December 20, 2021

2nd Opportunity for Public Comments

Adjournment

City of Beacon City Council Agenda
01/03/2022

Title:

Notice of Meeting Location January 3, 2022

ATTACHMENTS

[Notice of Meeting Location January 3, 2022](#)



NOTICE OF PUBLIC MEETING LOCATION

PLEASE TAKE NOTICE that the City of Beacon City Council will be holding the City Council Workshop and Council Meeting of January 3, 2022 in the Courtroom at 1 Municipal Plaza, Beacon, NY 12508. The meeting will simultaneously be streamed via Zoom. The public can attend and comment in the Courtroom, or access the meeting via Zoom at

<https://us02web.zoom.us/j/86919893837?pwd=VmFpRVlFT1ZhSkcyRG1Obm1oYlI3QT09>

Webinar ID: 869 1989 3837 Passcode: 441729. To the extent internet access is not available, the public can attend and comment via telephone by dialing + 1 929 205 6099 and entering the Webinar ID: 869 1989 3837 Passcode: 441729.

PLEASE TAKE FURTHER NOTICE, that the City Council Workshop and Council Meeting of January 3, 2022 at 7:00 pm can be accessed live at

<https://www.youtube.com/channel/UCvPpigGwZDeR7WYmw-SuDxg>

City of Beacon City Council Agenda
01/03/2022

Title:

Resolution No. 1 - Approving the 2022 City Council Rules of Procedure

ATTACHMENTS

[Resolution No. 1 - Approving the 2022 City Council Rules of Procedures](#)

[2022 City Council Rules of Procedure](#)



CITY OF BEACON CITY COUNCIL

Resolution No. 1 of 2022

RESOLUTION APPROVING THE 2022 CITY COUNCIL RULES AND PROCEDURES

NOW THEREFORE, BE IT RESOLVED, that the City Council hereby approves the proposed 2022 City Council Rules and Procedures.

Resolution No. 1 of 2022			Date: January 3, 2022				
☐ Amendments						☐ 2/3 Required	
☐ Not on roll call.			☐ On roll call			☐ 3/4 Required	
Motion	Second	Council Member	Yes	No	Abstain	Reason	Absent
		Paloma Wake					
		Justice McCray					
		George Mansfield					
		Wren Longno					
		Molly Rhodes					
		Dan Aymar-Blair					
		Mayor Lee Kyriacou					
		Motion Carried					

CITY COUNCIL RULES OF PROCEDURE FOR PUBLIC MEETINGS¹

1. **MEETING SCHEDULE:** The City Council shall hold its regular (voting) meetings on the first (1st) and third (3rd) Monday of each month. Workshop (non-voting) meetings shall be held on the Monday before each regular meeting of the City Council, except during the months of July and August when workshop meetings shall be held on the night of and immediately prior to the regular meeting. If any meeting falls on a holiday, the meeting shall be rescheduled for the next work day. The meeting schedule for 2022 is attached as Attachment 1 and may be modified by a majority vote of the City Council.

Special meetings of the City Council shall consist of all meetings other than regular or workshop meetings at which four (4) or more members of the Council are present. A special meeting may be held on the call of the Mayor or by four or more Councilmembers, upon no less than twenty-four (24) hours (except if less notice is required by an emergency situation, then notice shall be as practicable) written notice via e-mail and telephone call to all Councilmembers and the Mayor.

2. **LOCATION OF MEETING AND CHANGES:** Unless otherwise announced, all meetings of the City Council shall be held at 7 p.m. in the Court Room at the Municipal Center located at One Municipal Plaza, Beacon, New York. Any changes in the date, time or location of the Council's meetings shall be determined by the Mayor and noticed in accordance with lawful requirements.
3. **QUORUM REQUIRED TO ACT:** A majority of the whole number of the City Council, including vacancies, abstentions and any members disqualified, shall constitute a quorum. Therefore, a quorum of the seven (7) member City Council is four (4) members. A quorum shall be necessary to take any formal action and to exercise any power, authority, or duty of the City Council. No member shall withdraw from a meeting of the Council without the permission of the Mayor when required to maintain a quorum.
4. **EXECUTIVE SESSIONS:** In accordance with Article 7 of the Public Officers Law, all meetings of the City Council shall be open to the public, except as provided that the Council may enter into an executive session, as defined by Article 7 of the Public Officers Law, to discuss those topics or items for which the Public Officers Law allows for a closed session. The decision to enter into an executive session for the purposes and in the manner as set forth in Article 7 of the Public Officers Law must be submitted by a motion calling for an executive session setting forth the general

¹ These Rules of Procedure are in addition to any requirements imposed upon the City Council by relevant State or Local Laws.

subject matter to be considered. The motion to enter into an executive session, its general subject matter thereof and the vote on the motion shall be recorded in the minutes of the open session. Attendance at an executive session shall be permitted to any member of the City Council and any other persons it authorizes.

5. **APPOINTMENTS**: For any proposed “senior” personnel appointments, following the announcement of the Mayor’s appointment, the Council may defer a vote on such appointment for an additional period to allow time for public comment and/or Council discussion. Such senior appointments shall include the City Administrator, Department Heads, new consultants for planning, engineering or city attorney, Police and Fire promotions, and such other personnel as the Council may decide. Any Councilmember is free to discuss the individual being appointed/promoted; however, certain matters discussed concerning the decision to hire the individual, including personnel files, may not be discussed in public and any Councilmember who wishes to discuss the particulars of a specific employee shall first confirm the discussion of same is appropriate with the City Attorney or City Administrator.
6. **VOTING**: A quorum, as defined in Section 3 of these Rules, shall be required to perform and exercise any power, authority or duty of the Council.
 - a. **Abstentions and Absences**: Abstentions and absences shall be considered a negative vote for the purposes of determining the final vote on a matter submitted to a vote.
 - b. **Silence**: In any vote, silence by any Councilmember shall be understood as a positive vote on a matter submitted to a vote.
 - c. **Questions**: The answer to a question submitted to the Council shall be made by counting the “ayes” and “nays” in response to a question seeking all members in favor and all opposed.
7. **ORDER OF BUSINESS – MEETING AGENDA**: The following is the order of business at all regular and special meetings of the City Council and shall be followed to the greatest extent possible where applicable:
 - a. Call to Order
 - b. Pledge of Allegiance
 - c. Roll Call
 - d. Public Comment
 - e. Community Segment (if scheduled)
 - f. Public Hearings (if scheduled)
 - g. Reports: Mayor, Councilmembers, and City Administrator
 - h. Appointments
 - i. Local Laws and Ordinances
 - j. Resolutions

- k. Budget Amendments
- l. Approval of Minutes
- m. Announcement of Next Meeting
- n. Second Public Comment
- o. Adjournment

The regular order of business at a meeting may at any time be suspended by majority vote of the Council.

8. GENERAL RULES OF PROCEDURE & STANDARD OF CONDUCT:

- a. Presiding Officer: The Mayor shall determine who presides at all meetings of the City Council. In the Mayor's absence, the Acting Mayor shall determine who presides at the meeting. In the event the Mayor has failed to appoint an Acting Mayor, or where such member is absent from the meeting, the Council shall determine who presides at the meeting.
- b. Guidelines for Councilmembers:
 - 1) Conflict of Interest. A Councilmember prevented from voting by a conflict of interest shall leave the City Council table during the debate, shall not vote on the matter, and shall otherwise comply with the State law and City ordinances concerning conflicts of interest.
 - 2) Non-Disclosure of Confidential Information. "Confidential information" for this rule is defined as follows:
 - a) Specific information, rather than generalized knowledge, received by a Councilmember as a result of their position that is not available to the general public on request; or
 - b) Information furnished to a Councilmember under circumstances as to suggest the information is confidential, including when the provider of the information identifies the information as confidential; or
 - c) Information made confidential by law, including specific intelligence information and specific investigative records compiled by investigative, law enforcement, and penology agencies, the nondisclosure of which is essential to effective law enforcement or for the protection of any person's right to privacy; or
 - d) Discussions held in Executive Session. No Councilmember may disclose confidential information or otherwise use such information for his or her personal gain or benefit or the gain or benefit of another. No council member may disclose confidential information to any person not entitled or

authorized to receive the information.

- c. Guidelines for Community Segments: Speakers are invited to speak and are placed on the agenda by prior arrangement with the Mayor's office and are placed on the agenda at the Mayor's discretion.
- d. Guidelines for Public Comment and Public Hearing Sessions:
 - 1) There shall be two (2) segments during each regular meeting of the City Council dedicated to public comment, one at the beginning of the meeting and another at the end.
 - 2) A speaker shall be allowed to speak at either the first public comment segment or the second, but not both.
 - 3) Those who would like to speak during either of the public comment segments should sign up on the sheet provided at the meeting and shall be allowed to speak on a first-come, first-serve basis. Remote speakers via Zoom shall be recognized following in-person speakers by raising hands on Zoom.
 - 4) The total time for all speakers at any one public comment segment shall not exceed thirty (30) minutes unless approved by a majority vote of the Council.
 - 5) The Presiding Officer may appoint a timekeeper for purposes of the public comment segments.
 - 6) Conduct of Speakers: All persons speaking before the Council shall conform to the following standards of conduct:
 - a) In-person speakers must step to the podium to address the Council and complete the sign-in sheet placed at the podium, unless they have signed in at the sign-in sheet placed at the table. Accommodations shall be made for all persons with disabilities who need such accommodation.
 - b) Remote speakers via Zoom must wait until authorized to speak by the Secretary to the City Mayor. Only remote speakers with a digital hand raised shall be called upon to speak. r hit the
 - c) Before addressing the Council, a speaker must provide their name, home municipality, and organization (if any) for the record.
 - d) A speaker's individual time to speak during the public comment session may not exceed three (3) minutes unless, in the Presiding Officer's sole discretion, additional time is granted.

- e) Speakers shall address all members of the Council and shall avoid speaking to any one member directly or to the general public present at the meeting.
 - f) A speaker's individual time to speak at a public hearing may not exceed five (5) minutes.
 - g) Speakers shall observe commonly accepted rules of courtesy, decorum, dignity and good taste. Biased and/or indecent language or conduct shall not be tolerated, and the Presiding Officer may withdraw the remaining time of the speaker if such decorum is violated.
 - h) A speaker may speak on any issue which is properly up for discussion on the agenda or which the City has the ability to act upon, provided that a speaker may not speak on any issue which has already been discussed at an earlier public hearing during the meeting or one that is to be discussed at a later public hearing during the meeting.
 - i) Any statements, comments or remarks made by a speaker shall not concern the motives of a member of the Council and/or constitute a personal and/or political attack or criticism of any member of the Council, any officer of the City or any employee of the City or the public.
 - j) The audience shall be respectful of all speakers and shall refrain from comments and gestures, private discussions, cell phone use, or other conduct that interferes with the orderly progression of the meeting.
 - k) Any speaker who fails to conform their conduct to the above shall be directed by the Presiding Officer to cease speaking and yield the floor.
- 7) Interested parties, or their representatives, not in attendance may address the Council by written submission.
 - 8) Debate or discussion between audience members and the speaker having the floor shall not be permitted.
 - 9) Debate or discussion with the speaker by a member of the Council, the Mayor, the City Administrator, City Attorney, a guest at the Council table, or any other City employee in the audience, who has information pertinent to the discussion shall not be permitted, except in the Presiding Officer's discretion.
9. **RULES OF ORDER.** All questions of order or procedure of the Council not herein provided for shall be decided in accordance with Robert's Rules of Order Revised for Deliberative Assemblies.

- 10. COUNCIL COMMUNICATION.** The City Administrator oversees the day-to-day operations of the City, including management of all City officers, employees, vendors and contractors. Councilmembers lack the authority to give orders, directions or instructions, either publicly or privately, to any City officer, employee, vendor or contractor. Any communication, whether written, electronic or verbal, with officers and employees of the City and members of the Council are to be expressed in a respectful and courteous manner and copied to the City Administrator.

During a meeting of the City Council, any Councilmember statements should be confined to the question before the Council and shall not involve a personal attack or criticism of any member of the Council, any officer, or employee of the City, or any member of the public.

- 11. RECORDING OF MEETINGS.** No person shall record the proceedings of the meetings of the City Council, or any part thereof, by electronic or any other type of recorder, nor with a “steno-type” or similar machine, nor by motion picture, television or any other type of camera or visual record, without having previously made application, in writing, to the City Council at least two (2) business days in advance of the meeting for which permission is requested and without having received written permission therefore. Permission shall be granted upon a finding that the recording and/or broadcasting will not be disruptive or obtrusive of the public meeting and reasonable conditions may be imposed upon the granting of the application. This rule shall not be construed to prohibit the use of a handheld audio recording device or video device which does not interfere with the meeting, or the making of notes by any person or persons at such meetings, whether or not such notes shall constitute a complete transcript of the proceedings, nor shall this rule apply to the City Clerk or to members of the City Council.

- 12. AMENDMENTS:** The foregoing Rules of Procedure may be amended from time to time by a majority vote of the Council.

City of Beacon City Council Agenda
01/03/2022

Title:

Resolution No. 2 - Approving the Reappointment of Jill Reynolds to the Planning Board

ATTACHMENTS

[Resolution No. 2 of 2022 Approving the Reappointment of Jill Reynolds to the Planning Board](#)



**CITY OF BEACON
CITY COUNCIL**

RESOLUTION NO. 3 OF 2022

**RESOLUTION APPROVING THE REAPPOINTMENT OF
JILL REYNOLDS TO THE PLANNING BOARD**

BE IT RESOLVED THAT, the Mayor hereby reappoints, with the consent of the City Council, Jill Reynolds to the Planning Board to a term set to begin on January 4, 2022 and set to expire on December 31, 2024.

Resolution No. 2 of 2022			Date: January 3, 2022				
☐ Amendments						☐ 2/3 Required	
☐ Not on roll call.			☐ On roll call			☐ 3/4 Required	
Motion	Second	Council Member	Yes	No	Abstain	Reason	Absent
		Paloma Wake					
		Justice McCray					
		George Mansfield					
		Wren Longno					
		Molly Rhodes					
		Dan Aymar-Blair					
		Mayor Lee Kyriacou					
		Motion Carried					

City of Beacon City Council Agenda
01/03/2022

Title:

Resolution No. 3 - Approving the Reappointment of J. Randall Williams to the Planning Board

ATTACHMENTS

Resolution No. 3 of 2022 Approving the Reappointment of J. Randall Williams to the Planning Board



**CITY OF BEACON
CITY COUNCIL**

RESOLUTION NO. 3 OF 2022

**RESOLUTION APPROVING THE REAPPOINTMENT OF
J. RANDALL WILLIAMS TO THE PLANNING BOARD**

BE IT RESOLVED THAT, the Mayor hereby reappoints, with the consent of the City Council, J. Randall Williams to the Planning Board to a term set to begin on January 4, 2022 and set to expire on December 31, 2024.

Resolution No. 3 of 2022			Date: January 3, 2022				
☐ Amendments						☐ 2/3 Required	
☐ Not on roll call.			☐ On roll call			☐ 3/4 Required	
Motion	Second	Council Member	Yes	No	Abstain	Reason	Absent
		Paloma Wake					
		Justice McCray					
		George Mansfield					
		Wren Longno					
		Molly Rhodes					
		Dan Aymar-Blair					
		Mayor Lee Kyriacou					
		Motion Carried					

City of Beacon City Council Agenda
01/03/2022

Title:

Resolution No. 4 - Approving the Reappointment of Karen Quiana to the Planning Board

ATTACHMENTS

[Resolution No. 4 of 2022 Approving the Reappointment of Karen Quiana to the Planning Board](#)



**CITY OF BEACON
CITY COUNCIL**

RESOLUTION NO. 4 OF 2022

**RESOLUTION APPROVING THE REAPPOINTMENT OF
KAREN QUIANA TO THE PLANNING BOARD**

BE IT RESOLVED THAT, the Mayor hereby reappoints, with the consent of the City Council, Karen Quiana to the Planning Board to a term set to begin on January 4, 2022 and set to expire on December 31, 2024.

Resolution No. 4 of 2022			Date: January 3, 2022				
☐ Amendments						☐ 2/3 Required	
☐ Not on roll call.			☐ On roll call			☐ 3/4 Required	
Motion	Second	Council Member	Yes	No	Abstain	Reason	Absent
		Paloma Wake					
		Justice McCray					
		George Mansfield					
		Wren Longno					
		Molly Rhodes					
		Dan Aymar-Blair					
		Mayor Lee Kyriacou					
Motion Carried							

City of Beacon City Council Agenda
01/03/2022

Title:

Resolution No. 5 - Approving the Reappointment of David Jensen to the Zoning Board of Appeals

ATTACHMENTS

[Resolution No. 5 of 2022 Approving the Reappointment of David Jensen to the Zoning Board of Appeals](#)



**CITY OF BEACON
CITY COUNCIL**

RESOLUTION NO. 5 OF 2022

**RESOLUTION APPROVING THE REAPPOINTMENT OF
DAVID JENSEN TO THE ZONING BOARD OF APPEALS**

BE IT RESOLVED THAT, the Mayor hereby reappoints, with the consent of the City Council, David Jensen to the Zoning Board of Appeals to a term set to begin on January 4, 2022 and set to expire on December 31, 2024.

Resolution No. 5 of 2022			Date: January 3, 2022				
☐ Amendments						☐ 2/3 Required	
☐ Not on roll call.			☐ On roll call			☐ 3/4 Required	
Motion	Second	Council Member	Yes	No	Abstain	Reason	Absent
		Paloma Wake					
		Justice McCray					
		George Mansfield					
		Wren Longno					
		Molly Rhodes					
		Dan Aymar-Blair					
		Mayor Lee Kyriacou					
Motion Carried							

City of Beacon City Council Agenda
01/03/2022

Title:

Resolution No. 6 - Approving the Reappointment of Elaine Ciaccio to the Zoning Board of Appeals

ATTACHMENTS

[Resolution No. 6 of 2022 Approving the Reappointment of Elaine Ciaccio to the Zoning Board of Appeals](#)



**CITY OF BEACON
CITY COUNCIL**

RESOLUTION NO. 6 OF 2022

**RESOLUTION APPROVING THE REAPPOINTMENT OF
ELAINE CIACCIO TO THE ZONING BOARD OF APPEALS**

BE IT RESOLVED THAT, the Mayor hereby reappoints, with the consent of the City Council, Elaine Ciaccio to the Zoning Board of Appeals to a term set to begin on January 4, 2022 and set to expire on December 31, 2024.

Resolution No. 6 of 2022			Date: January 3, 2022				
☐ Amendments						☐ 2/3 Required	
☐ Not on roll call.			☐ On roll call			☐ 3/4 Required	
Motion	Second	Council Member	Yes	No	Abstain	Reason	Absent
		Paloma Wake					
		Justice McCray					
		George Mansfield					
		Wren Longno					
		Molly Rhodes					
		Dan Aymar-Blair					
		Mayor Lee Kyriacou					
		Motion Carried					

City of Beacon City Council Agenda
01/03/2022

Title:

Resolution No. 7 - Approving the Reappointment of Montos Vakirtzis to the Zoning Board of Appeals

ATTACHMENTS

Resolution No. 7 of 2022 Approving the Reappointment of Montos Vakirtzis to the Zoning Board of Appeals



**CITY OF BEACON
CITY COUNCIL**

RESOLUTION NO. 7 OF 2022

**RESOLUTION APPROVING THE REAPPOINTMENT OF
MONTOS VAKIRTZIS TO THE ZONING BOARD OF APPEALS**

BE IT RESOLVED THAT, the Mayor hereby reappoints, with the consent of the City Council, Montos Vakirtzis to the Zoning Board of Appeals to a term set to begin on January 4, 2022 and set to expire on December 31, 2024.

Resolution No. 7 of 2022			Date: January 3, 2022				
☐ Amendments						☐ 2/3 Required	
☐ Not on roll call.			☐ On roll call			☐ 3/4 Required	
Motion	Second	Council Member	Yes	No	Abstain	Reason	Absent
		Paloma Wake					
		Justice McCray					
		George Mansfield					
		Wren Longno					
		Molly Rhodes					
		Dan Aymar-Blair					
		Mayor Lee Kyriacou					
		Motion Carried					

City of Beacon City Council Agenda
01/03/2022

Title:

Resolution No. 8 - Approving the Reappointment of Sam Adels to the Conservation Advisory Committee

ATTACHMENTS

Resolution No. 8 of 2022 Approving the Reappointment of Sam Adels to the Conservation
Advisory Committee



**CITY OF BEACON
CITY COUNCIL**

RESOLUTION NO. 8 OF 2022

**RESOLUTION APPROVING THE REAPPOINTMENT OF
SAM ADELS TO THE CONSERAVATION ADVISORY COMMITTEE**

BE IT RESOLVED THAT, the Mayor hereby reappoints, with the consent of the City Council, Sam Adels to the Conservation Advisory Committee to a term set to begin on January 4, 2022 and set to expire on December 31, 2023.

Resolution No. 8 of 2022			Date: January 3, 2022				
☐ Amendments						☐ 2/3 Required	
☐ Not on roll call.			☐ On roll call			☐ 3/4 Required	
Motion	Second	Council Member	Yes	No	Abstain	Reason	Absent
		Paloma Wake					
		Justice McCray					
		George Mansfield					
		Wren Longno					
		Molly Rhodes					
		Dan Aymar-Blair					
		Mayor Lee Kyriacou					
		Motion Carried					

City of Beacon City Council Agenda
01/03/2022

Title:

Resolution No. 9 - Approving the Mayor's Appointment of George Mansfield as Acting Mayor

ATTACHMENTS

[Resolution No. 9 - Approving the Mayor's Appointment of George Mansfield as Acting Mayor](#)



**CITY OF BEACON
CITY COUNCIL**

RESOLUTION NO. 9 OF 2022

**RESOLUTION APPROVING THE MAYOR'S APPOINTMENT
OF GEORGE MANSFIELD AS ACTING MAYOR**

BE IT RESOLVED, that pursuant to Section 3.04 of the Charter of the City of Beacon, the City Council hereby approves the Mayor's appointment of George Mansfield as Acting Mayor.

Resolution No. 9 of 2022			Date: January 3, 2022				
☐ Amendments			☐ On roll call			☐ 2/3 Required	
☐ Not on roll call.						☐ 3/4 Required	
Motion	Second	Council Member	Yes	No	Abstain	Reason	Absent
		Paloma Wake					
		Justice McCray					
		George Mansfield					
		Wren Longno					
		Molly Rhodes					
		Dan Aymar-Blair					
		Mayor Lee Kyriacou					
		Motion Carried					

City of Beacon City Council Agenda
01/03/2022

Title:

Resolution No. 10 - Designating the Poughkeepsie Journal as the City of Beacon Newspaper of Record for the Year 2022

ATTACHMENTS

Resolution No. 10 - Designating the Poughkeepsie Journal as the City of Beacon Newspaper of Record for the Year 2022



CITY OF BEACON CITY COUNCIL

Resolution No. 10 of 2022

DESIGNATION OF THE POUGHKEEPSIE JOURNAL AS THE CITY OF BEACON NEWSPAPER OF RECORD FOR THE YEAR 2022

BE IT RESOLVED THAT the City Council of the City of Beacon hereby designates the Poughkeepsie Journal as the City of Beacon's newspaper of record for 2022.

Resolution No. 10 of 2022			Date: January 3, 2022				
☐ Amendments						☐ 2/3 Required	
☐ Not on roll call.			☐ On roll call			☐ 3/4 Required	
Motion	Second	Council Member	Yes	No	Abstain	Reason	Absent
		Paloma Wake					
		Justice McCray					
		George Mansfield					
		Wren Longno					
		Molly Rhodes					
		Dan Aymar-Blair					
		Mayor Lee Kyriacou					
		Motion Carried					

City of Beacon City Council Agenda
01/03/2022

Title:

Resolution No. 11 - Approving the 2022 City of Beacon Procurement Policy

ATTACHMENTS

[Resolution No. 11 - Approving the 2022 City of Beacon Procurement Policy](#)

[City of Beacon Procurement Policy](#)



**CITY OF BEACON
CITY COUNCIL**

Resolution No. 11 of 2022

**RESOLUTION APPROVING
THE 2022 CITY OF BEACON PROCUREMENT POLICY**

NOW THEREFORE, BE IT RESOLVED, that the City Council hereby approves the 2022 Procurement Policy.

Resolution No. 11 of 2022			Date: January 3, 2022				
☐ Amendments						☐ 2/3 Required	
☐ Not on roll call.			☐ On roll call			☐ 3/4 Required	
Motion	Second	Council Member	Yes	No	Abstain	Reason	Absent
		Paloma Wake					
		Justice McCray					
		George Mansfield					
		Wren Longno					
		Molly Rhodes					
		Dan Aymar-Blair					
		Mayor Lee Kyriacou					
		Motion Carried					

CITY OF BEACON

PROCUREMENT POLICY

SECTION 1. PURCHASING TERMINOLOGY

Generally, local governments are required to advertise for **Competitive Bids** when procurements exceed certain dollar thresholds. **Purchase Contracts** involving expenditures in excess of \$20,000 and **Public Works Contracts** involving expenditures in excess of \$35,000 are generally subject to competitive bidding under General Municipal Law § 103. When using competitive bidding, contracts are awarded to the “lowest responsible bidder” after public advertisement for sealed bids. As further discussed below, the City may elect to award **Purchase Contracts**, which exceed the monetary threshold, on the basis of “best value,” as an alternative to awarding contracts to the “lowest responsible bidder.”

A **Purchase Contract** is an agreement between the City and a Vendor, supported by consideration, for the purchase of goods, equipment, work or services. Services, other than those necessary for the completion of public works contracts governed by the prevailing wage requirements of Article 8 of the Labor Law.

A **Public Works Contract** involves services and materials used for a public works related jobs, for example blacktopping in connection with a paving project or building construction.

When procurement is not subject to bidding requirements, the law generally requires that the procurement policy provide that alternative proposals or quotations be obtained by use of written **requests for proposals (RFPs)**, written quotations, verbal quotations or any other method that furthers the purpose of the law. An **RFP** generally is a document that provides detailed information concerning the type of service to be provided including minimum requirements and, where applicable, evaluation criteria that will govern the contract award. Potential service providers typically are supplied with copies of the **RFP** and are requested to submit proposals by a specified date. Proposals can be solicited via public advertisement, or a comprehensive list of potential vendors can be compiled with vendors contacted directly and provided with the **RFP**. An **RFP** can provide a mechanism for fostering increased competition for professional services and can ensure that these contracts are awarded in the best interests of the taxpayers.

SECTION 2. METHODS OF PROCUREMENT

A. Purchase Contracts

In the process of procurement for commodities or services on behalf of the City of Beacon, every effort shall be made to obtain the required number of proposals or quotations laid out below. If the required number of proposals or quotations cannot be obtained, the Purchaser shall document the attempts made to obtain the proposals. The City is not responsible for purchases made without a purchase order or without the proper documentation and approvals. Checks will not be processed unless this procurement policy is followed.

All awards shall be made to the lowest responsible bidder or by using the Best Value Procurement Method set forth herein. If the lowest bidder is deemed not responsible, facts supporting that judgment shall be documented and filed with the records supporting the procurement.

Up to \$999.99	Discretion of Department Head
\$1,000 - \$ 3,999.99	2 verbal quotations must be attached to the requisition.
\$4,000 - \$19,999.99	3 written, faxed or email quotations or requests for proposals must be attached to the requisition.
\$20,000 and above	Formal Competitive Bid Required

B. Public Works Contracts

In the process of procurement for commodities or services on behalf of the City of Beacon, every effort shall be made to obtain the required number of proposals or quotations laid out below. If the required number of proposals or quotations cannot be obtained, the Purchaser shall document the attempts made to obtain the proposals. All quotes (written or telephone) shall be documented and attached to all requisitions. The City is not responsible for purchases made without a purchase order or without the proper documentation and approvals. Checks will not be processed unless this procurement policy is followed.

All awards shall be made to the lowest responsible bidder. If the lowest bidder is deemed not responsible, facts supporting that judgment shall be documented and filed with the records supporting the procurement.

Public Works Contract Cont.

Up to \$999.99	Discretion of Department Head
\$1,000 - \$ 3,999.99	2 verbal quotations must be attached to the requisition.
\$4,000 - \$34,999.99	3 written, faxed or email quotations or requests for proposals must be attached to the requisition.
\$35,000 and above	Formal Competitive Bid Required

C. Professional Services

Professional services are not required to be competitively bid. Professional services generally include services rendered by attorneys, engineers, and certain other services requiring specialized or technical skills, expertise or knowledge, the exercise of professional judgment or a high degree of creativity. Departments must procure such services in accordance with the procedures below. Requests for deviation from the process must be documented and approved by the City Administrator or his/her designee. There is no requirement in General Municipal Law on the frequency of solicitation. Periodic solicitation can be made at reasonable intervals. RFPs are traditionally used as a means of obtaining the services of: attorneys, architects, engineers, surveyors, planners, accountants, underwriters, fiscal consultants and other professionals. An evaluation of proposals can consider price in addition to other factors such as experience, staffing and suitability for needs and may include negotiations on a fair and equal basis.

SECTION 3. BEST VALUE

In accordance with section 27 of the Municipal Home Rule Law and pursuant to General Municipal Law § 103, on May 5, 2014, the City Council enacted Chapter 53 “Purchasing” to exercise its authority to adopt standards permitting the City and its bodies, officers and agents, to apply the “best value” standard for awarding purchase contracts. Best value is defined in New York State Finance Law § 163.

Any purchase contract awarded by the City shall be awarded on the basis of lowest responsible bidder unless the City Administrator or his/her designee authorizes an award on the basis of "best value." “Best value” is defined as "the basis for awarding contracts for services to the offerer which optimizes quality, cost and efficiency, among responsive and responsible offerers." The head of the contracting Department shall, before award of the contract, prepare and submit to the City Administrator or his/her designee a written statement detailing the reasons it is in the best interests of the City of Beacon and its taxpayers to make an award on the basis of best value instead of lowest responsible bidder.

The City Administrator or his/her designee shall consider the contracting Department's submission and shall make a written determination, issued to the contracting Department, with respect to which standard shall be applied to the contract under review.

Factors which must be considered in awarding a purchase contract on the basis of best value are:

- (a) The need for the costlier option as compared with all lower bids, supported by specific facts;
- (b) The cost of the option chosen as compared with all lower bids;
- (c) The reputation of the bidder chosen for providing quality goods or services;
- (d) The durability, estimated life and estimated cost of maintenance of the goods; and
- (e) Such other considerations as the City Administrator or his/her designee shall deem relevant and material to the letting of the contract.

The bid award shall be accompanied by a written statement discussing these factors and explaining how the award is expected to result in savings for the City over time. Wherever possible, such statements shall also include objective and quantifiable analyses comparing the bid accepted to all less expensive options.

SECTION 4. LOCAL BUSINESS CONSIDERATION FOR QUOTATION

This consideration applies to formal written quotations, where the annual acquisition costs are estimated to be between \$5,000 and \$19,999. This Section does not apply for any contract to be awarded pursuant to the public bidding process required by General Municipal Law § 103. For this purpose, a "local business" shall refer to any operating, commercial entity located physically within the geographic borders of the County of Dutchess that employs at least one full- time employee.

When a formal written quotation is used and the lowest responsible and responsive bidder is not a local business, the lowest responsible and responsive local business bidder (if applicable or available), who is within 10% of the lowest responsible and responsive bidder, shall be provided with notice and an opportunity to reduce its bid to match that of the lowest responsible and responsive bidder. Notice shall be by telephone and either facsimile or electronic mail. The local business shall have three business days after the date of such notice to match the lowest bid in writing. Should the local business so match, it will be deemed the lowest responsible and responsive bidder and receive the award. Should the lowest responsible and responsive local business bidder decline to match, the next lowest responsible and responsive local bidder who is within 10% of the lowest responsible and responsive bidder will be given the same notice and opportunity to match the bid of the lowest responsible and responsive bidder as outlined above. This process shall continue as necessary until an award is made either to a responsible and responsive local business bidder who is within 10% of the lowest responsible and responsive bidder, or the lowest responsible and responsive bidder itself.

In instances where a local business and a non-local business submit equivalent lowest responsible and responsive bids, the City Administrator or his/her designee shall give preference to the local business.

In the event the only bidders are local, the bid will be awarded to the lowest responsible and responsive bidder. In the event there are two or more local businesses within 10% of the lowest bid and whose bid is tied, the award shall be determined by a lottery.

The lowest responsible and responsive bidder shall meet the requirements as set forth in the formal quotation and as determined by the City Administrator or his/her designee.

SECTION 5. EMERGENCY PURCHASES AND EMERGENCY PUBLIC WORKS CONTRACTS

The term “Emergency purchase” is defined in General Municipal Law § 103(4) as follows:

In the case of a public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants of a political subdivision or district therein, require immediate action which cannot await competitive bidding or competitive offering, contracts for public work or the purchase of supplies, material or equipment may be let by the appropriate officer, board or agency of a political subdivision or district therein

Consequently, unless the situation threatens lives, health or public property, the purchase of services or products must go through normal channels. In cases of emergency, the procurement of goods or services will be at the discretion of the proper department head and if possible, in consultation with the City Administrator or his/her designee. The following procedure will be used:

- a) Contact the vendor immediately and arrange the purchase or service.
- b) Notify the City Administrator in writing as soon as possible when the emergency purchases or services are necessary.
- c) If an emergency occurs and there is a need for a part or service, please fill out the requisition and give to the purchase order entry clerk on the next business day.

- d) Documentation as to the nature of the emergency shall be sent to the Director of Finance within five working days of the procurement.
- e) If advertising for bids and awarding the contract was required pursuant to General Municipal Law §103, then the City Council must consider at its next meeting, a resolution approving of the award of the contract without complying with the public bidding requirements due to an emergency.

SECTION 6. PIGGY-BACKING

In addition to the procedures and guidelines stated herein, in accordance with General Municipal Law § 103(16), effective November 13, 2013, the City may make purchases through bids solicited by the United States of America or any agency thereof, or by any state or any other political subdivision or district. Prior to such purchase, the Department making the purchase will ensure that a piggyback purchase qualifies as follows:

- a) **The original contract must have been made expressly available for use by other governments,** such as by inclusion of language in the contract stating that it is offered for use by other governmental entities.
- b) The original contract was awarded on the basis of the lowest responsible bidder or best value standard consistent with New York State Law. The Department head must confirm that the contract was properly let on one of these bases through inquiry into the procedure used when the contract was first awarded. Documentation demonstrating proper procedure should be obtained whenever possible;

The original contract must be attached to the purchase requisition. Any documentation from the agency allowing the City to piggy-back off the original contract must also be provided with the requisition before it can be processed and provided to the City Council for review when it awards a contract pursuant to the piggybacking method.

SECTION 7. EXCEPTIONS TO BIDDING

In all circumstances where a purchase is exempt from the bidding process, documentation supporting the details, must be provided with the requisition before it can be processed.

- a) ***Purchases through the New York State Office of General Services***
Certain State contracts for the procurement of commodities, equipment, materials, supplies, services, technology, and food products are made available to local governments through the New York State Office of General Services (OGS). Under General Municipal Law § 104 the City may make purchases at the same prices under the same terms as the State. All acquisitions must follow the State's required

procedures and any additional competitive procurement processes prior to the purchase of any goods or services. The entire state contract must be attached to the purchase requisition; the contract must include the item(s), vendor and price.

b) Purchases through Preferred Sources

New York State has enacted legislation to advance “special social and economic goals,” which accords certain providers with “preferred source” status. Procurements of commodities and/or services, when available in the “form, function and utility” required by the City, are required to be made from preferred sources and are not subject to competitive procurement requirements. Preferred sources include: Correctional Industries Program of the Department of Corrections and Community Supervisions (Corcraft); approved qualified, nonprofit agencies for the blind; approved special employment programs for mentally ill persons; approved qualified charitable nonprofit agencies for other severely disabled persons; and certain approved qualified veterans’ workshops.

c) Sole Source

In cases where a reasonably exhaustive and documented search discloses that a good or service is available from only one vendor or in cases where there is common knowledge of the existence of a monopolistic situation for a particular good or service being sought, that good or service may be purchased from a single identified vendor without competitive bidding or solicitation of quotations. The requesting department must complete and submit a Sole Source Justification form with the City Administrator or his/her designee. Determination of sole source status shall be at the discretion of the City Administrator or his/her designee.

d) Insurance

Insurance coverage (i.e., health, fire, liability and workers’ compensation) is not subject to competitive bidding. All agreements for insurance coverage will be investigated by the City Administrator or his/her designee. If competition is available in the market, RFPS will be requested, evaluated and an award made. If no competition is available a contract will be negotiated between the City and the respective carrier.

SECTION 8. TRAVEL REIMBURSEMENT

Employees attending a convention, conference or school must also submit a requisition (course, travel, meal reimbursement, lodging, etc.) along with an Authorization to Attend Form. This must be completed and signed by the City Administrator and then attached to each requisition. A copy of the course description should be attached to the requisition. All vouchers for reimbursement should be turned in within two weeks of completion.



APPENDIX A

GREEN PURCHASING POLICY

The City of Beacon recognizes the necessity of local governments leading the way to reduce or limit the environmental impacts of our operations and conserve our resources, therefore, the City hereby adopts the following green purchasing policy:

Energy Use: Priority shall be given to products which consume the least amount of energy in their manufacture, use and disposal. Where possible, Energy Star qualification and/or an equivalent elevated measure of efficiency should be a minimum requirement in any energy consuming equipment, device, vehicle or appliance purchase. Please see vehicle purchase policy for further details on vehicle requirements.

Sustainability of Materials: Priority shall be given to products which are made from sustainable materials, and/or contain a significant level of recycled or reprocessed material and which are manufactured locally, and/or which are packaged to reduce transportation costs.

Packaging: Priority shall be given to products which are minimally packaged using recycled, recyclable or biodegradable packaging materials.

Environmental Impacts: Priority shall be given to products which reduce impacts on the environment during manufacture, use or disposal.

Health Impacts: Priority shall be given to products which reduce or eliminate health risks to employees and/or citizens in their manufacture, use or disposal. In particular, products that are on California's list of Proposition 65 regulated chemicals and those that contain Chlorine, PVC, and/or emit unhealthy levels of chemical emissions during use should be avoided, if possible.

In addition, bid documents and requests for proposals shall be drafted to encourage environmentally preferable purchases and service by incorporating bidding specifications that procure goods and services with a reduced environmental impact where appropriate.

Nothing in this policy shall be construed as requiring the procurement of products or services that do not perform adequately for the intended use or not available at a reasonable price in a reasonable period of time.



APPENDIX B

CITY OF BEACON GREEN FLEET AND EQUIPMENT POLICY

1. BASIS FOR POLICY

- a. Energy costs represent a significant amount of spending for the City of Beacon government and the City desires to be a leader in environmental stewardship.
- b. The City of Beacon recognizes that energy use associated with the operation of its motor vehicle fleets exacerbates local air quality problems and results in greenhouse gas emissions that contribute to global climate change. While the operation and maintenance of the City vehicle fleet is essential to the ability to provide a wide range of services to the public, the fleet represents a significant environmental and financial cost to the City of Beacon.
- c. The transportation sector makes up nearly 70% of Beacon's community-wide greenhouse gas emissions according to a GHG inventory conducted by the City.
- d. The City wishes to lead by example when it comes to climate action and contribute to community-wide greenhouse gas reductions through its own operations.
- e. The City's vehicle fleet consumes approximately 35,320 gallons of gasoline and 27,070 gallons of diesel annually, amounting to the equivalent of 586 metric tons of carbon dioxide.
- f. The City recognizes that improving the efficiency of its fleet can lead to significant long-term monetary savings.
- g. The City has already purchased one plug-in hybrid electric vehicle and installed multiple electric vehicle charging stations with plans for more underway.
- h. The City of Beacon wishes to exercise its power as a participant in the marketplace to ensure that purchases and expenditures of public monies are made in a manner consistent with the policy of improving local air quality emissions and reducing greenhouse gas emissions.



- i. The City wishes to establish a green City vehicle fleet and equipment policy, which would support the objectives of fuel-efficient, low- emission and low-cost fleet and equipment operations.

2. FLEET INVENTORY

- a. In order to establish a baseline of data so that the Green Fleet and Equipment Policy can be established, implemented, and monitored, the Highway Superintendent, in conjunction with the Climate Smart Coordinator, shall develop an inventory and analysis of the fleet vehicles and equipment within each department or agency. This inventory shall be based off of the current inventory in the asset management plan and include:
 - i. Number of vehicles classified by model year, make, model, engine size, VIN, drivetrain type (2-wheel drive or 4-wheel drive), and the rated vehicle weight and classification (light-duty, medium duty, heavy-duty);
 - ii. Miles per gallon (or gallon equivalent) per vehicle;
 - iii. Type of fuel (or power source) used;
 - iv. Average cost per gallon (or gallon equivalent) of fuel;
 - v. Average fuel cost per mile;
 - vi. Annual miles driven per vehicle;
 - vii. Total fuel (or power consumption) per vehicle; and
 - viii. Vehicle function (tasks associated with vehicle's use).
- b. Once the Fleet and Equipment Inventory from each dept. is submitted, an analysis on vehicular use will be performed by the Highway Superintendent, in conjunction with the Climate Smart Coordinator. The analysis will examine:
 - i. Is vehicular use necessary
 - ii. Is the smallest, most efficient vehicle being used to carry out necessary tasks; and
 - iii. Can sustainable fuel vehicles adequately replace existing vehicles and accomplish substantially the same tasks?



3. GREEN FLEET AND EQUIPMENT POLICY

- a. It is the policy of the City of Beacon:
 - i. To purchase, lease, or otherwise obtain the most energy-efficient and cost-effective vehicles possible that meet the operational needs of the City.
 - ii. To purchase vehicles that are appropriately sized for the purposes for which they are intended.
 - iii. To manage and operate its fleet in a manner that is energy efficient and minimizes emissions.
- b. To prioritize the development of further Green Fleet Infrastructure.

4. GOALS

- a. It is the goal of this policy to reduce the greenhouse gas emissions from the City of Beacon fleet by more than New York State's emission reduction goal of 40% by 2030 through the combination of procurement, operations and technology, relative to the baseline established for year 2012 in the City's greenhouse gas inventory.
- b. It is also the goal of this policy to save the City money over time, as electric vehicles are generally cheaper to operate and maintain.

5. GREEN FLEET POLICY STRATEGIES

- a. In order to accomplish the goals above, the following policy strategies shall be implemented:
 - i. To support the growth of its Electric Vehicle (EV) Infrastructure the City will work to broaden its EV charging network over time, taking advantage of grant opportunities and incentives.
 - ii. The City shall prioritize the procurement of electric equipment when such an option is available for the given application at a cost of purchase and operation not substantially higher compared to conventional (gasoline or diesel) equipment and where service levels are not negatively impacted.



- iii. The City shall require the purchase of Plug in Hybrid Electric Vehicles (PHEV) or Electric Vehicles (EV) for Light-Duty Vehicles (sedans, vans, SUVs). Department heads may submit a written request to the City Council to waive this requirement. Waivers may be approved by the City Council by written resolution where a PHEV or EV option for a given application is unavailable or cost prohibitive.
- iv. The City shall prioritize the procurement of PHEV or EV) models for Medium and Heavy-Duty Vehicles when such an option is available for the given application at a cost of purchase and operation not substantially higher compared to conventional (gasoline or diesel) fuel vehicles and where service levels are not negatively impacted.
- v. Review all vehicle procurement specifications and modify them as necessary to ensure that the specifications are written in a manner flexible enough to allow the purchase or lease of green vehicles.
- vi. Review the fleet inventory to identify older vehicles that are used infrequently (or not at all), as well as those vehicles that are disproportionately inefficient, and schedule their elimination or replacement.

6. APPLICABILITY

- a. New emergency vehicles purchased under this policy must provide comparable performance, safety, and fuel availability during emergencies as conventionally powered emergency vehicles
- b. The additional cost of purchasing an electric or other lower emission vehicle that complies with this requirement of this policy will be analyzed against the reduction of fuel, maintenance requirement, and other costs incurred during the operating life of such vehicle.
- c. Wherever possible, grant funding will be used to help pay for the purchase of vehicles or equipment that complies with this policy, or that supports the deployment of appropriate sustainable technologies across the City fleet.

7. REPORTING

- a. Annually, the Highway Superintendent, in conjunction with the Climate Smart Coordinator, will provide a report to the Mayor and City Administrator



documenting the fuel use and emissions associated with the City of Beacon fleet and will include measured performance against stated goals.

- b. The report will summarize any activities related to the implementation of this policy.
- c. The annual report shall include, but not be limited to:
 - i. Documentation of the fuel use and emissions associated with the City of Beacon fleet;
 - ii. An assessment of whether or not the goals set forth in the policy have been attainable; and if not, the reasons relevant;
 - iii. Recommendations regarding actions to be taken in order to meet the goals set forth in the policy; and
 - iv. Recommendations as to specific changes or modifications to the policy that would promote the goals of the policy.

City of Beacon City Council Agenda
01/03/2022

Title:

Resolution No. 12 - Approving the 2022 City of Beacon Investment Policy

ATTACHMENTS

[Resolution No. 12 - Approving the 2022 City of Beacon Investment Policy](#)

[City of Beacon Investment Policy](#)



**CITY OF BEACON
CITY COUNCIL**

Resolution No. 12 of 2022

**RESOLUTION APPROVING
THE 2022 CITY OF BEACON INVESTMENT POLICY**

NOW THEREFORE, BE IT RESOLVED, that the City Council hereby approves the 2022 City of Beacon Investment Policy.

Resolution No. 12 of 2022			Date: January 3, 2022				
☐ Amendments						☐ 2/3 Required	
☐ Not on roll call.			☐ On roll call			☐ 3/4 Required	
Motion	Second	Council Member	Yes	No	Abstain	Reason	Absent
		Paloma Wake					
		Justice McCray					
		George Mansfield					
		Wren Longno					
		Molly Rhodes					
		Dan Aymar-Blair					
		Mayor Lee Kyriacou					
Motion Carried							

City of Beacon Investment Policy

I. SCOPE

This investment policy applies to all moneys and other financial resources available for deposit and investment by the City of Beacon on its own behalf or on behalf of any other entity or individual.

II. OBJECTIVES

The primary objectives of the local government's investment activities are, in priority order:

- To conform with all applicable Federal, State and other legal requirements (legality);
- To adequately safeguard principle (safety);
- To provide sufficient liquidity to meet all operating requirements (liquidity) and
- To obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

The City Council's responsibility for administration of the investment program is delegated to the City Administrator and Director of Finance who shall establish written procedures for the operation of the investment program consistent with these investment policies. Such procedures shall include internal controls to provide a satisfactory level of accountability based upon records incorporating the description and amounts of investments, the funds for which they are held, the places where they are kept and other relevant information, including dates of sale or other dispositions and amounts realized. In addition, the internal control procedures shall describe the responsibility levels of authority for key individuals involved in the investment program.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the City of Beacon to govern effectively.

Investments shall be made with prudence, diligence, skill, judgement and care, under circumstances then prevailing, which knowledgeable and prudent persons acting in the capacity would use, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of the City of Beacon to diversify its deposit and investments by financial institution, by investment instrument, and by maturity scheduling.

The governing board shall establish appropriate limits for the amount of investments which can be made with each financial institution or dealer, and shall evaluate this listing at least annually.

VI. INTERNAL CONTROLS

The Director of Finance is responsible for establishing and maintaining internal control procedures to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization, properly recorded, and managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITARIES

The banks and trust companies that are authorized for the deposit of moneys, and the maximum amount which may be kept on deposit at any time, are:

Depository Name	Maximum Amount
M&T Bank	\$40,000,000
Chase Bank	\$40,000,000
Citizens Bank	\$40,000,000

VII: SECURING DEPOSITS AND INVESTMENTS

All deposits and investments at a bank or trust company, including all demand deposits, certificates of deposit and special time deposits (hereinafter, collectively, "deposits") made by officers of the City of Beacon that are in the excess of the amount insured under the provisions of the Federal Deposit Insurance Act, including pursuant to the Deposit Placement Program in accordance with law shall be secured by:

1. A pledge of “eligible securities” with an aggregate “market value” (as provided by the GML Section 10) that is at least equal to the aggregate amount of deposits by the officers. See Schedule A of this policy for a listing of “eligible securities”.
2. A pledge of a pro rata portion of a pool of eligible securities, having in the aggregate a market value at least equal to the aggregate amount of deposits from all such officers within the State at the bank or trust company.
3. An “eligible surety bond” payable to the government for an amount at least equal to 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest category by at least two nationally recognized statistical organizations. The governing board shall approve the terms and conditions of the surety bond.
4. An “eligible letter of credit,” payable to the City of Beacon as security for the payment of 140 percent of the aggregate amount of deposits and the agreed-upon interest, if any. An “eligible letter of credit” shall be an irrevocable letter of credit issued in favor of the City of Beacon, for a term not to exceed 90 days, by a qualified bank (other than the bank where the secured money is deposited). A qualified bank is either one whose commercial paper and other unsecured short-term debt obligations (or, in the case of a bank which is the principal subsidiary of a holding company, whose holding company’s commercial paper and other unsecured short-term debt obligations) are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization, or one that is in compliance with applicable federal minimum risk-based capital requirements.
5. An “irrevocable letter of credit” issued in favor the City of Beacon by a federal home loan bank whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, as security for the payment of 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any.

IX. COLLATERALIZATION AND SAFEKEEPING

Eligible securities used for collateralizing deposits made by officers of City of Beacon shall be held by (the depository or a third party) bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities (or the pro rata portion of a pool of eligible securities) are being pledged to secure such deposits together with agree-upon interest, if any and any costs of expenses arising out of the collection of such deposits upon a default. It shall also provide the conditions under which the securities (or pro rata portion of a pool of eligible securities) held may be sold, presented for payment, substituted or release and the events of default which will enable the local government to exercise its rights against the pledged securities.

In the event that the pledged securities are not registered or inscribed in the name of the City of Beacon, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the City of Beacon or the custodial bank or trust company. Whenever eligible securities delivered to the custodial bank or trust company are transferred by entities on the books of a federal reserve bank or other book-entry system operated by a federally regulated entity without physical delivery of the evidence of the obligations, the records of the custodial bank or trust company shall be required to

show, at all times, the interest of the local government in the securities (or the pro rata portion of a pool of eligible securities) as set forth in the security agreement.

The custodial agreement shall provide that pledged securities (or the pro rata portion of eligible securities) will be held by the custodial bank or trust company or agent of, and custodian for, the City of Beacon, will be kept separated and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt, substitution or release of the collateral and it shall provide for the frequency of revaluation of collateral by the custodial bank or trust company and for the substitution of collateral when a change d in the rating of a security causes ineligibility. The security and custodial agreement shall also include all other provisions necessary to provide the City of Beacon with a perfected security interest in the eligible securities and to otherwise secure the local government's interest in the collateral, and may contain other provisions that the City Council deems necessary.

X. PERMITTED INVESTMENTS

As provided by General Municipal Law Section 11, the City Council of the City of Beacon authorizes the Director of Finance to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts in, or certificates of deposited issued by, a bank or trust company located and authorized to do business in the State of New York;
- Through a Deposit Placement Program, certificates of deposit in one or more "banking institutions: as defined in Banking Law Section 9-r;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America, where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- With approval of the State Comptroller, obligations issued pursuant to Local Finance Law Section 24.00 or 25.00 (i.e., Tax Anticipation Notes and Revenue Anticipation Notes) by any municipality, school district or district corporation in the State of New York other than the City of Beacon; and
- Obligations of the City of Beacon, but only with moneys in a reserve fund established pursuant to General Municipal Law Section 6-c, 6-d, 6-e, 6-f, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.

All investment obligations shall be payable or redeemable at the option of the City of Beacon within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchase with the proceeds of bonds or notes, shall be payable or redeemable in any event at the option of the City of Beacon within two years of the date of purchase. Time deposit accounts and certificates of deposit shall be payable within such time as the proceeds will be needed to meet expenditures for which the moneys were obtained, and shall be secured as provided in Sections VIII and IX herein.

Except as may otherwise be provided in a contract with bondholders and noteholders, any moneys of the City of Beacon authorized to be invested may be commingled for investment purposes, provided that any investment of commingled moneys shall be payable or redeemable at the option of the City of Beacon within such time as the proceeds shall be need to meet expenditures for which such moneys were obtained, or otherwise specifically provided in General Municipal Law Section 11. The separate identity of the sources of these funds shall be maintained at all times and income received shall be credited on a pro rata basis to the fund or account from which the moneys were invested.

Any obligation that provides for the adjustment of its interest rate on set dates is deemed to be payable or redeemable on the date on which the principal amount can be recovered through demand by the holder.

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

All financial institutions and dealers with which the City of Beacon transacts business shall be credit worthy, and have an appropriate level of experience, capitalization, size and other factors that make the financial institution or dealer capable and qualified to transact business with City of Beacon.

XII. PURCHASE OF INVESTMENTS

The Director of Finance is authorized to contract for the purchase of investments:

1. Directly, from an authorized trading partner
2. By participation in a cooperative investment agreement with other authorized municipal corporations pursuant to Article 5-G of the General Municipal Law and in accordance with Article 3-A of the General Municipal Law.

All purchase obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the City of Beacon by the bank or trust company.

Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law Section 10 (3)(a). The agreement shall provide that securities held by the bank or trust company, as agent of, and custodian for, the City of Beacon, will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to secure the local government's perfected interest in the securities and the agreement may also contain other provisions that the City Council deems necessary. The security and custodial agreements shall also include all other provisions necessary to provide the City of Beacon with the perfected interest in the securities.

The Director of Finance, where authorized, can direct the bank or trust company to register and hold the evidences of investments in the name of its nominee, or may deposit or authorize the bank or trust company to deposit, or arrange for the deposit of any such evidences of investments with a federal reserve bank or other book-entry transfer system operated by a federally regulated entity. The records of the bank or trust company shall show at all times, the ownership of such evidences of investments, and they shall be, when held in the possession of the bank or trust company, at all times, kept separate from the assets of the bank or trust company. All evidences of investments delivered to a bank or trust company shall be held by the bank or trust company pursuant to a written custodial agreement as set forth in General Municipal Law Section 10(3)(a), and as described earlier in his section. When any evidences of investments are so registered in the name of a nominee, the bank or trust company shall be absolutely liable for any loss occasioned by the acts of such nominee with respect to such evidences of investments.

XIII. COURIER SERVICE

The Director of Finance may, subject to the approval of the City Council by resolution, enter into a contract with a courier service for the purpose of causing the deposit of public funds with a bank or trust company. The courier service shall be required to obtain a surety bond for the full amount entrusted to the courier, payable to the City of Beacon and executed by an insurance company authorized to do business in the State of New York, with a claims paying ability that is rated in the highest rating category by at least two nationally recognized statistical rating organizations, to insure against any loss of the public deposits entrusted to the courier service of failure to deposit the full amount entrusted to the courier service.

The City of Beacon may agree with the depository bank or trust company that the bank or trust company will reimburse all or part of, but not more than, the actual cost incurred by the City of Beacon in transporting items for deposit through a courier service. Any such reimbursement agreements shall apply only to a specified deposit transaction, and may be subject to such terms, conditions and limitations as the bank or trust company deems necessary to ensure sound banking practices, including, but not limited to, any terms, conditions or limitations that may be required by the Department of Financial Services or other federal or State authority.

XIV. ANNUAL REVIEW AND AMENDMENTS

The City of Beacon shall review this investment policy annually, and it shall have the power to amend this policy at any time.

XV. DEFINITIONS

The terms “public funds,” “public deposits,” “bank,” “trust company,” “eligible securities,” “eligible surety bond,” and “eligible letter of credit” shall have the same meanings as set forth in General Municipal Law Section 10.

Schedule A

Schedule of Eligible Securities for Collateralizing Deposits and Investments in Excess of FDIC Coverage
(see Investment Policy, Section VIII)

Eligible Securities for Collateral	For purposes of determining aggregate "market value," eligible securities shall be valued at these percentages of "market value".
(i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government-sponsored corporation	100%
(ii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of market value of the obligation that represents the amount of the insurance or guaranty.	100%
(iii) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of this State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.	100%

City of Beacon City Council Agenda
01/03/2022

Title:

Resolution No. 13 - Approving the 2022 City Council Meeting Dates and Times

ATTACHMENTS

[Resolution No. 13 - Approving the 2022 City Council Meeting Dates and Times](#)

[City Council 2022 Meeting Dates and Times](#)



**CITY OF BEACON
CITY COUNCIL**

Resolution No. 13 of 2022

**RESOLUTION APPROVING
THE 2022 CITY COUNCIL MEETING DATES AND TIMES**

NOW THEREFORE, BE IT RESOLVED, that the City Council hereby approves the proposed 2022 City Council Meeting Dates and Times.

Resolution No. 13 of 2022			Date: January 3, 2022				
☐ Amendments						☐ 2/3 Required	
☐ Not on roll call.			☐ On roll call			☐ 3/4 Required	
Motion	Second	Council Member	Yes	No	Abstain	Reason	Absent
		Paloma Wake					
		Justice McCray					
		George Mansfield					
		Wren Longno					
		Molly Rhodes					
		Dan Aymar-Blair					
		Mayor Lee Kyriacou					
		Motion Carried					

City of Beacon
2022 Official Calendar

City Council Meetings (Voting Meetings):

Held 1st and 3rd Monday of each month; when holiday falls on Monday, meeting held on Tuesday. Meeting begins at 7:00 p.m. in Municipal Center Courtroom.

Monday, January 3, 2022

Tuesday, January 18, 2022 *(due to Martin Luther King Jr. holiday)*

Monday, February 7, 2022

Tuesday, February 22, 2022 *(due to Washington's Birthday holiday)*

Monday, March 7, 2022

Monday, March 21, 2022

Monday, April 4, 2022

Monday, April 18, 2022

Monday, May 2, 2022

Monday, May 16, 2022

Monday, June 6, 2022

Monday, June 21, 2022 *(due to Juneteenth holiday)*

*Tuesday, July 5, 2022 *(due to Independence Day holiday)*

*Monday, July 18, 2022

*Monday, August 1, 2022

*Monday, August 15, 2022

Tuesday, September 6, 2022 *(due to Labor Day holiday)*

Monday, September 19, 2022

Monday, October 3, 2022

Monday, October 17, 2022

Monday, November 7, 2022

Monday, November 21, 2022

Monday, December 5, 2022

Monday, December 19, 2022

* *Combined Regular City Council Meeting and Workshop*

City of Beacon
2022 Official Calendar

City Council Workshop Meetings (Non-Voting Meetings):

Held 2nd and last Monday of every; when holiday falls on Monday, meeting held on Tuesday. Meeting begins at 7:00 p.m. in Municipal Center Courtroom.

Monday, January 10, 2022

Monday, January 31, 2022

Monday, February 14, 2022

Monday, February 28, 2022

Monday, March 14, 2022

Monday, March 28, 2022

Monday, April 11, 2022

Monday, April 25, 2022

Monday, May 9, 2022

Tuesday, May 31, 2022 *(due to Memorial Day holiday)*

Monday, June 13, 2022

Monday, June 27, 2022

*Monday, July 5, 2022 *(due to Independence Day holiday)*

*Monday, July 18, 2022

*Monday, August 1, 2022

*Monday, August 15, 2022

Monday, September 12, 2022

Monday, September 26, 2022

Tuesday, October 11, 2022 *(due to Columbus Day holiday)*

Monday, October 31, 2022

Monday, November 14, 2022

Monday, November 28, 2022

Monday, December 12, 2022

* *Combined Regular City Council Meeting and Workshop*

City of Beacon City Council Agenda
01/03/2022

Title:

Resolution No. 14 - Authorizing the City Administrator to Sign an Agreement with Keane and Beane for Legal Services

ATTACHMENTS

Resolution No. 14 - Authorizing the City Administrator to Sign an Agreement with Keane and Beane for Legal Services

Agreement with Keane and Beane for Legal Services



**CITY OF BEACON
CITY COUNCIL**

Resolution No. 14 of 2022

**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO SIGN
AN AGREEMENT WITH KEANE AND BEANE FOR LEGAL SERVICES**

NOW THEREFORE, BE IT RESOLVED, that the City Council hereby authorizes the City Administrator to sign an agreement with Keane and Beane for legal services.

Resolution No. 14 of 2022			Date: January 3, 2022				
☐ Amendments						☐ 2/3 Required	
☐ Not on roll call.			☐ On roll call			☐ 3/4 Required	
Motion	Second	Council Member	Yes	No	Abstain	Reason	Absent
		Paloma Wake					
		Justice McCray					
		George Mansfield					
		Wren Longno					
		Molly Rhodes					
		Dan Aymar-Blair					
		Mayor Lee Kyriacou					
Motion Carried							

January 1, 2022

VIA E-MAIL

Mayor Lee Kyriacou
City of Beacon
One Municipal Plaza
Beacon, NY 12508

Re: Legal Services; Keane & Beane, P.C. 2022 Retainer

Dear Lee:

I write to confirm the terms of our firm's provision of legal services to the City of Beacon for 2022. As discussed, our firm will carry-over the basic terms of the City's 2021 retainer for general municipal legal services at a fixed monthly retainer of \$15,250.00 for such general municipal services, including meeting attendance. We will charge on an hourly basis using a discounted blended rate of \$225.00 for special projects and litigation. We will charge on an hourly basis using a rate of \$240.00 for associates and \$275.00 for partners for review of land use matters. We will also provide general municipal labor services (analysis of current contracts, drafting of policies, general advice on personnel matters, as some examples) as detailed below, within the monthly retainer. We will represent the City in traffic court matters within a separate monthly retainer of \$2,000.00.

General Retainer

For general municipal services, we will provide advice and counseling on the full range of municipal issues that will arise from time to time for a fixed annual charge to be paid in equal monthly installments billed the first of each month after the services are rendered. Among other things, the retainer will cover attendance at all City Council meetings, meeting with City staff at City Hall, consultation, advice, opinions on questions presented by City officials, review and preparation as necessary of routine City contracts, resolutions and other actions, and the like.

Special Projects, Labor & Litigation

For special projects, Labor (arbitration, mediation, fact finding, labor litigation, disciplinary proceedings and the like) and litigation, we will charge \$225.00 per hour for our services on a straight hourly basis at a blended rate, regardless of the attorney performing the work, as we have in prior years. We will obtain written approval from

Mayor Lee Kyriacou
January 1, 2022
Page 2

the City Administrator before working on matters outside the retainer so that Keane & Beane, P.C. and the City agree on what work is outside of the monthly retainer. We will render bills on the first day of each month for work done the prior month.

Litigation consists of any matter that is commenced by a formal court or arbitration notice, such as a Summons, Complaint, Petition, Notice of Petition, or Notice of Claim. In contrast, general advice on possible litigation prior to commencement of a proceeding or receipt of such notice will fall under the general municipal retainer.

Special projects consist of major City endeavors that are not typically done. This category includes matters such as special district formation and extension, land acquisition and disposition, complex contract work, preparation of complex legislation, major rezoning or comprehensive plan revisions, and the like. In contrast, advice to officials, standard vendor contract preparation and review, and drafting of routine legislation would be general retainer work.

We do not charge for travel time to attend meetings at City Hall. Travel time to other locations during business hours will be billed as though travelled from our Fishkill office, unless the actual starting point is closer to the destination. For example, if a meeting is scheduled with NYSDEC in New Paltz, travel time would be billed from City Hall or from a closer distance if such be the case.

Land Use Applications

For review of land use applications our firm will charge the City at a rate of \$240.00 per hour for associates and \$275.00 per hour for partners. We will bill in each instance on the first day of each month for work done in the prior month.

The City has authority to require land use applicants to reimburse the City's legal fees for State Environmental Quality Review Act reviews under New York State Environmental Conservation Law § 8-109(7)(a) and for special permit and other land use reviews under New York State Municipal Home Rule Law § 10 and § 22, the New York State General City Law and the City Code, so long as the fees are reasonable and necessary and incurred in connection with the City's examination and action on the applicant's project. Thus, review of an applicant's documents and submissions for compliance with law or approval requirements will be reimbursable and billed at full rates. Conversely, enforcement or Article 78 review proceedings will not be reimbursable, and they will, upon approval from the City Administrator, be charged to the City at the discounted rate set forth above depending on their nature.

Mayor Lee Kyriacou

January 1, 2022

Page 3

We look forward to continuing our work with the City.

Very truly yours,

Nicholas M. Ward-Willis

Nicholas M. Ward-Willis

NMW/sj

ecc: Chris White, City Administrator

ACKNOWLEDGED AND AGREED TO BY:

By: _____
Chris White, City Administrator

Dated: _____

City of Beacon City Council Agenda
01/03/2022

Title:

Resolution No. 15 - Authorizing the City Administrator to Sign an Agreement with Lanc and Tully for Engineering Services

ATTACHMENTS

Resolution No. 15 Authorizing the City Administrator to Sign an Agreement with Lanc and Tully, P.C. for Engineering Services

Agreement with Lanc and Tully for Engineering Services



**CITY OF BEACON
CITY COUNCIL**

Resolution No. 15 of 2022

**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO SIGN AN
AGREEMENT WITH LANC AND TULLY, P.C. FOR ENGINEERING SERVICES**

NOW THEREFORE, BE IT RESOLVED, that the City Council authorizes the City Administrator to sign an agreement with Lanc and Tully, P.C. for Engineering Services.

Resolution No. 15 of 2022			Date: January 3, 2022				
☐ Amendments			☐ On roll call			☐ 2/3 Required	
☐ Not on roll call.						☐ 3/4 Required	
Motion	Second	Council Member	Yes	No	Abstain	Reason	Absent
		Paloma Wake					
		Justice McCray					
		George Mansfield					
		Wren Longno					
		Molly Rhodes					
		Dan Aymar-Blair					
		Mayor Lee Kyriacou					
		Motion Carried					

LANC & TULLY

ENGINEERING AND SURVEYING, P.C.

John J. O'Rourke, P.E., Principal
David E. Higgins, P.E., Principal
John Queenan, P.E., Principal

Rodney C. Knowlton, L.S., Principal
Jerry A. Woods, L.S., Principal

John D. Russo, P.E., Principal
John Lenc, P.E., L.S.
Arthur R. Tully, P.E.

December 23, 2021

Christopher White
City Administrator
City of Beacon
1 Municipal Plaza Suite 1
Beacon, NY 12508

RE: 2022 Engineering Services

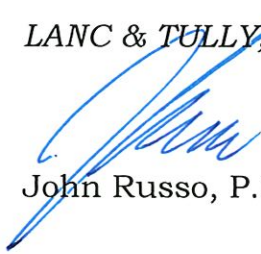
Dear Mr. White:

Please find enclosed our proposed rates for professional services for the year 2022. We understand the financial hardships placed upon the City of Beacon on a yearly basis in trying to complete infrastructure improvement projects, while trying to progress the City forwards with other projects, especially given the current times we are in. Although we have been holding our rates over the past several years, at this time we have had to make minimal increases in our rates due to increases in insurance and operating costs over the years.

As we have stated often in the past, we truly enjoy working for the City of Beacon and look forward to a continued relationship in the future. Please contact us if you have any questions or comments regarding this matter. If the attached rates have been found to be acceptable by the City, I would ask that you please sign below, and return the executed letter of approval to our office.

Very truly yours,

LANC & TULLY, P.C.


John Russo, P.E.

Signature & Title

Date Approved

CITY OF BEACON
MUNICIPAL HOURLY RATES 2022

Full Consulting Services

	Planning Board & State/Federal Funded Projects	Municipal (Non-Funded) Projects
Principal	\$ 105.00/hr.	95.00
Project Planner	\$ 100.00/hr.	90.00
Professional Engineer	\$ 105.00/hr.	95.00
Project Manager	\$ 99.00/hr.	89.00
Professional Land Surveyor	\$ 93.00/hr.	84.00
Land Surveyor	\$ 83.00/hr.	74.00
Engineer, Sr.	\$ 90.00/hr.	80.00
Engineer	\$ 76.00/hr.	68.00
Engineering Technician, Sr.	\$ 88.00/hr.	79.00
Engineering Technician	\$ 69.00/hr.	62.00
Surveying Technician, Sr.	\$ 78.00/hr.	70.00
Surveying Technician	\$ 68.00/hr.	60.00
Construction Technician	\$ 68.00/hr.	62.00
Survey Field Crew, 1-Man *	\$ 75.00/hr.	65.00
Survey Field Crew, 2-Men *	\$122.00/hr.	110.00
Survey Field Crew, 3-Men *	\$168.00/hr.	152.00
Clerical/Secretarial	\$ 40.00/hr.	36.00
Principal (Court – Min. 4 Hours)	\$200.00/hr.	200.00

* Rates shown for City projects not requiring payment at Prevailing Wage Rate. City projects requiring Prevailing Wage Rates will be adjusted based on the Prevailing Wage Rate established at the time of the project.

Printing will be charged extra. All charges are portal to portal. The above rates include the cost of long distance telephone calls, mileage driven within 50 miles of our office, and regular postage costs.

City of Beacon City Council Agenda
01/03/2022

Title:

Resolution No. 16 - Authorizing the City Administrator to Sign an Agreement with John Clarke Planning and Design, LLC for Planning Services

ATTACHMENTS

Resolution No. 16 - Authorizing the City Administrator to Sign an Agreement with John Clarke Planning and Design, LLC for Planning Services

Agreement with John Clarke Planning and Design, LLC for Planning Services



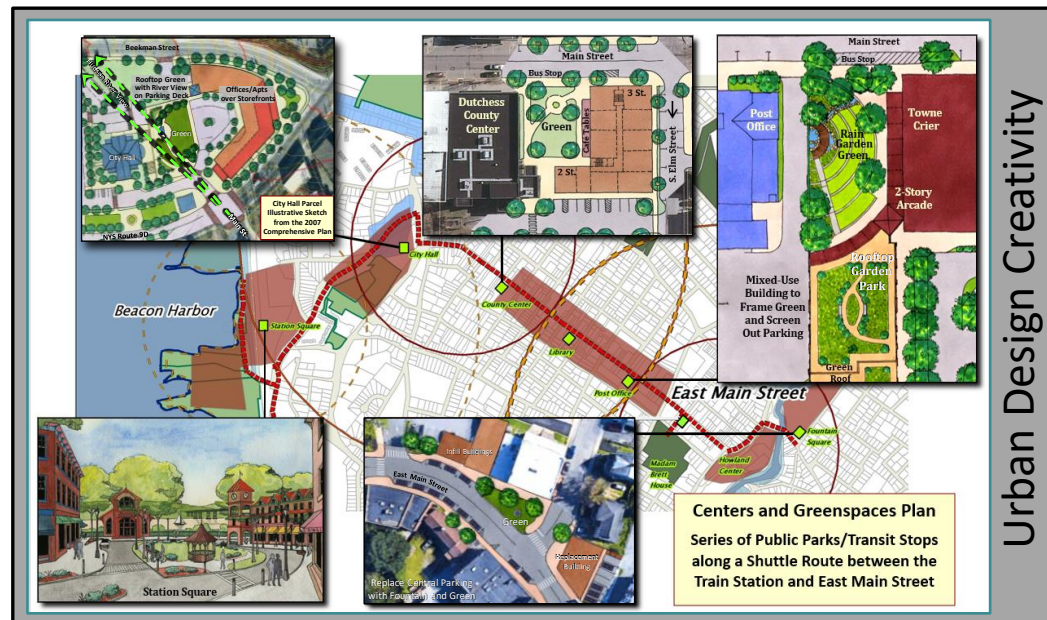
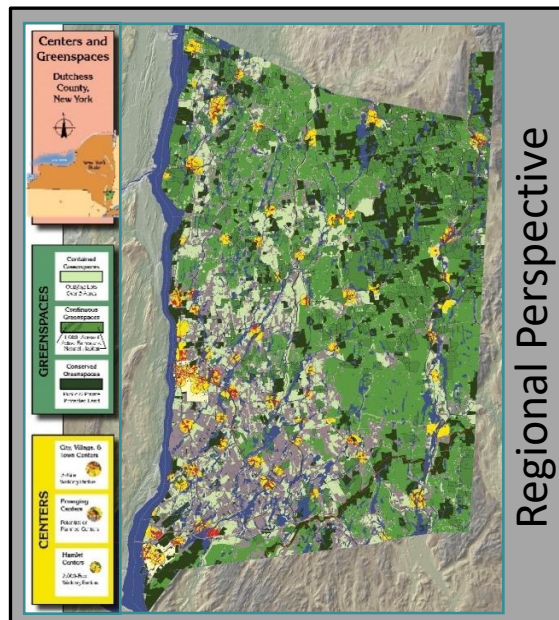
**CITY OF BEACON
CITY COUNCIL**

Resolution No. 16 of 2022

**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO SIGN AN
AGREEMENT WITH JOHN CLARKE PLANNING AND DESIGN, LLC
FOR PLANNING SERVICES**

NOW THEREFORE, BE IT RESOLVED, that the City Council hereby authorizes the City Administrator to sign an agreement with John Clarke Planning and Design, LLC for Planning Services.

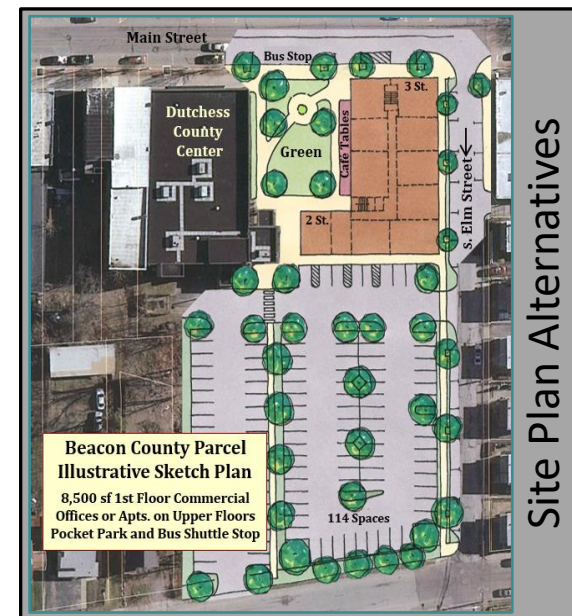
Resolution No. 16 of 2022			Date: January 3, 2022				
☐ Amendments						☐ 2/3 Required	
☐ Not on roll call.			☐ On roll call			☐ 3/4 Required	
Motion	Second	Council Member	Yes	No	Abstain	Reason	Absent
		Paloma Wake					
		Justice McCray					
		George Mansfield					
		Wren Longno					
		Molly Rhodes					
		Dan Aymar-Blair					
		Mayor Lee Kyriacou					
		Motion Carried					



City of Beacon Planner Proposal

November 19, 2021

John Clarke Planning and Design, LLC
25 Beech Street, Rhinebeck, NY 12572
845.797.4152 jclarkeplandesign@gmail.com



Mayor Kyriacou and City Council Members:

Beacon is one of my favorite places in the Hudson Valley. Working as Dutchess County's lead planner for Beacon since the mid-1990s and as City Planner for the last five years, I have witnessed a remarkable transformation. Once empty buildings have been reclaimed for active uses and Main Street sidewalks have come alive with more storefront businesses, new residents, and outside visitors. Land that was cleared 40 years ago during the Urban Renewal period has finally been rebuilt, and the link between Main Street and the Station is being restored.

My work with the County gave me an extensive range of experience, allowing me to interact with many municipalities and state agencies. I have also served as a Planning Board member for my home village for 20 years. I have found that working directly with the City Council and Beacon Planning Board, from beginning concepts to the completion of projects, has been very satisfying. The local level is where final decisions are made and the responsibilities for community improvements are most evident.

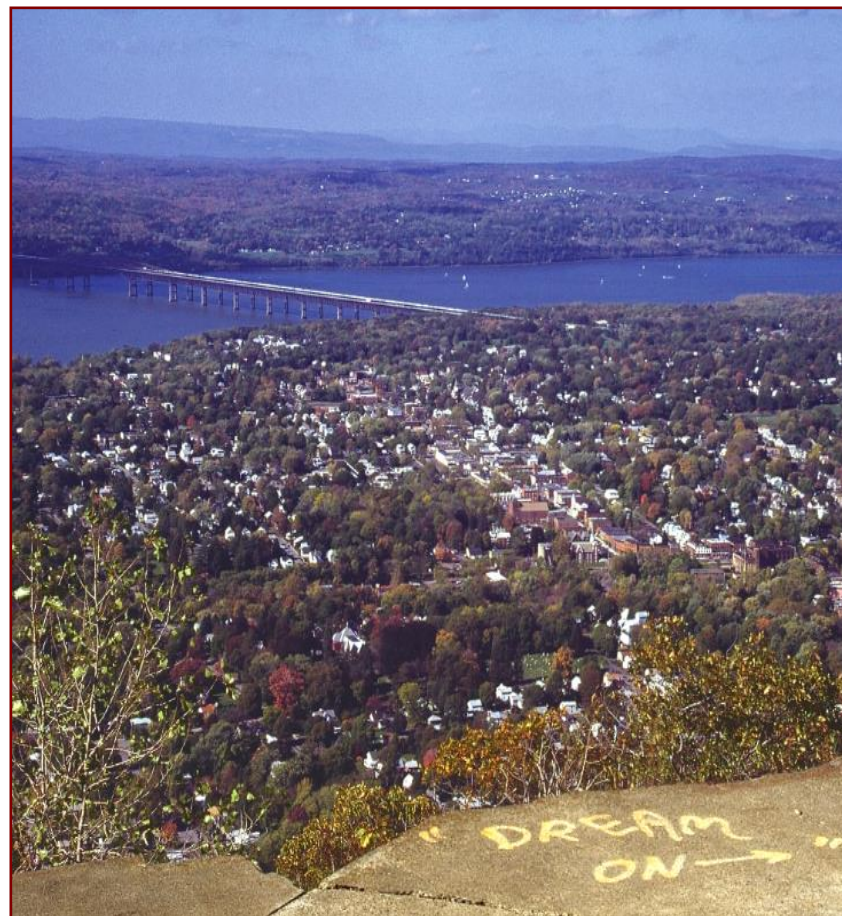
So having retired from county service, but not nearly ready to retire, becoming Beacon's consulting planner has been an ideal position. My broad background in planning, form-based codes, urban design, and historic preservation has been a good fit for the City.

I have turned down multiple consulting job offers over the last few years and decided to work exclusively for Beacon, so I am available to the City in any capacity that is needed. My goal is to help Beacon build on its recent success stories and make the City a better place to live.

Thanks for your consideration and I look forward to working with you in the future.



John Clarke Planning and Design, LLC



Regional and Countywide Experience

To be fully competent and creative, a City Planner needs a broad regional perspective. That means understanding the history, land use, and ecological systems of the Hudson Valley, how to work with the county and neighboring communities, how to interact with state agencies, and how take advantage of available outside funding sources.

County Background

I had 30 years of experience with the Dutchess County Department of Planning and Development, working at all levels from regional planning initiatives and neighborhood-scale plans to site design alternatives. I was originally hired to coordinate a three-year study of Dutchess County's historic resources, then to work on environmental reviews for municipalities all over the county as part of the federally-funded Community Development program.

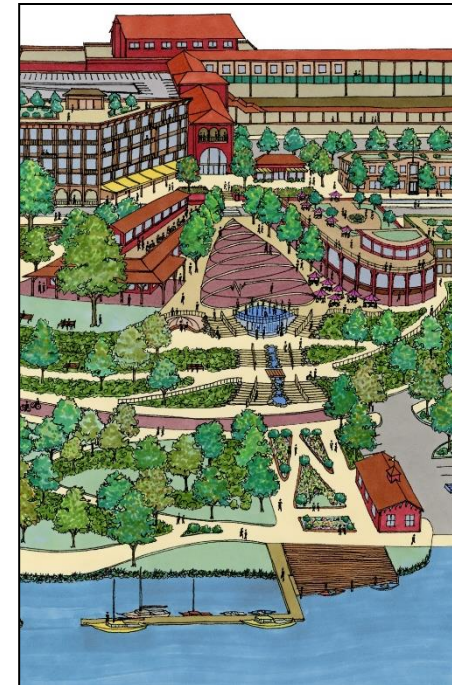
While still working full-time in the early 1990s, I attended night classes at Pratt Institute in Brooklyn, receiving a Master of Science in Urban Design degree with the 1994 Department of Graduate Architecture Certificate of Excellence in Urban Design. With this distinctive training in urban design, I was assigned as the department's lead planner for the cities of Beacon and Poughkeepsie. In 1999 I was promoted from Senior Planner to Development and Design Coordinator, a unique civil service title in the region created to reflect my specialty design skills.

Over the years, I have literally worked with and prepared plans for every city, town, village, and major hamlet in the county, including:

- Wrote Comprehensive Plans for the Village of Rhinebeck and the towns of Clinton, Dover, Pleasant Valley, and Poughkeepsie;
- Facilitated adoption of a new zoning law for the Town of Clinton and form-based code amendments for the City of Poughkeepsie Waterfront-Transit Oriented District and the Beacon Central Main Street and Linkage districts;
- Worked on or led multiple transportation planning projects for the Poughkeepsie-Dutchess County Transportation Council, such as pedestrian-oriented design plans for Rhinebeck, Hyde Park, Millerton, and Pine Plains;
- Directed major place-based plans, such as the City of Poughkeepsie Transportation Strategy, the LaGrange Town Center, and the Poughkeepsie Waterfront Redevelopment Strategy.

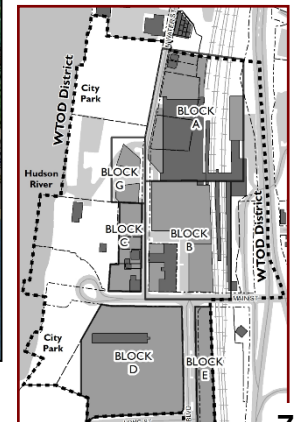


Worth Walking Plan for Rhinebeck Village reimagined the Post Office and Beekman Arms front yards as a unified village green, proposed a new infill building on the corner, and extended curbs to shorten crosswalks at the main intersections.



Poughkeepsie Waterfront Redevelopment Strategy

Sketch shows a new hotel, park plaza flanked by a public market and cafés, and a grand stairway on the path from the Railroad Station to the riverfront. The City also adopted a form-based code with specific standards for the Waterfront-TOD District.



My main role at the department was to interact with municipalities, local boards, and developers on specific design-related issues, from community streetscape plans to detailed site design alternatives. In later years I supervised the Planning Section, including work programs, training, budgeting, and, most importantly, coordinating the county referral program. I reviewed all the major site plans, special permits, variance requests, and proposed zoning changes with the planning staff and helped to formulate the county recommendation letters. When appropriate, I would attach site plan sketches to illustrate design suggestions for the board and applicant on building configuration, parking lot layout, or supplemental landscaping.

Regional Activities

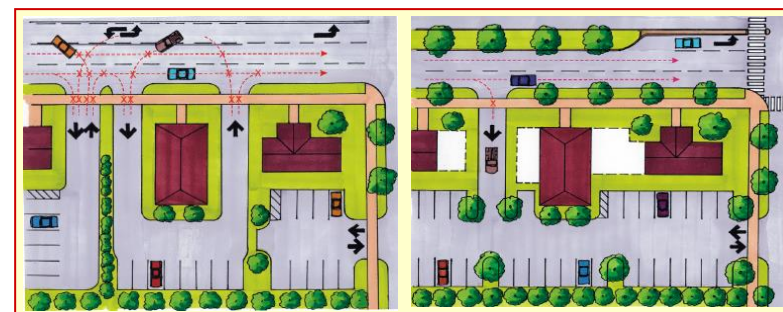
In the late 1990s, we were asked by the New York State Greenway Council to prepare the first countywide Greenway plan, becoming a model for the Hudson River Valley region. I managed the project and was the principal author of *Greenway Connections*, *Greenway Compact Program* and *Guides for Dutchess County Communities*, which subsequently received a New York State Planning Federation award. I was in charge of Greenway coordination with the State, adjacent counties, and the 29 of 30 municipalities in Dutchess County that have voluntarily joined the Greenway Compact by cross-referencing *Greenway Connections* in their zoning and subdivision regulations.

Dutchess County's Greenway successes over the last 15 years include:

- Contributed to the protection of over 3,400 acres of priority greenspaces through the county's open space and farmland protection program;
- Built new regional trail systems, including the Harlem Valley Rail Trail, segments of the Hudson River Greenway Trail, Dutchess Rail Trail, and connections to the Walkway Over the Hudson;
- Created Quiet Cove Riverfront Park, a new park along the Hudson River;
- Encouraged a majority of Compact communities to undertake revisions to their comprehensive plans and zoning laws, consistent with the Greenway principles and guidelines; and
- Dutchess County communities have received almost \$2 million in Greenway-related grants.



Centers and Greenspaces vision map for Dutchess County



Greenway Guide image shows that sharing driveways and parking and channeling left turns can ease congestion, drastically reduce potential accident points (x), add parking, and make space for business expansion.

The most effective tools in *Greenway Connections* are the Greenway Guides, illustrated guidelines on specific subjects that were designed to be used as references for local boards, but have also been copied in planning documents all over the country. The Greenway Guides supply good planning advice and illustrate practical solutions on a variety of issues to help local officials with everyday decisions, highlighting some of the best examples of effective designs and case study success stories from Dutchess County. I composed and helped to illustrate almost all of the Greenway Guides.

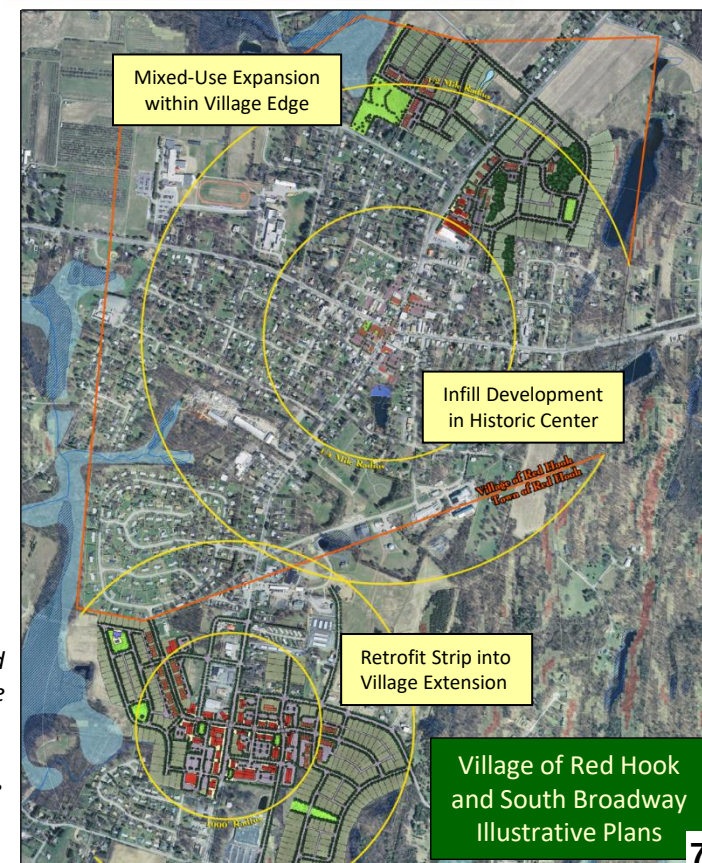
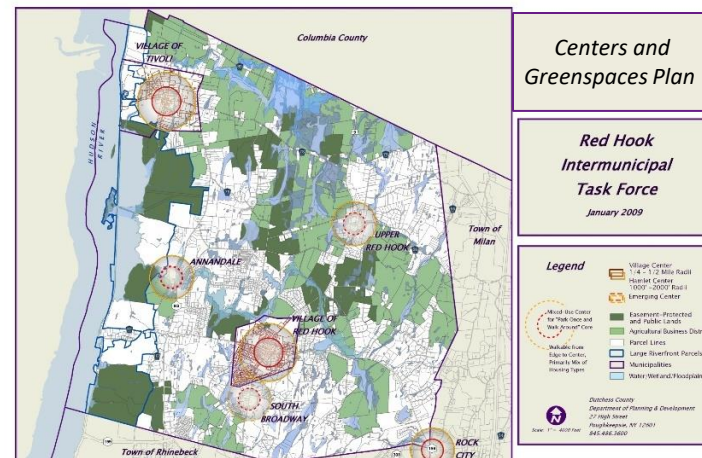
I also designed the Department's innovative Centers and Greenspaces initiative, which was incorporated into a Greenway Guide with countywide and regional influence. This approach integrates land use, transportation, and ecological planning to help implement Greenway principles in local plans and prevent commercial strip and residential sprawl patterns. Simplified mapping methods encourage municipalities to specifically identify natural and agricultural greenspaces for possible future protection, balanced by priority growth centers with positive smart growth potential.

Centers and Greenspaces strategies and mapping were first applied in the town plans for Rhinebeck, Pleasant Valley, and Poughkeepsie and the 2007 City of Beacon Comprehensive Plan. They were most fully implemented in the Town of Red Hook intermunicipal plan and zoning, which won awards from the New York State Planning Federation and the Pace Land Use Law Center.

I was an original Charter-signing member of the Congress for the New Urbanism, a national organization of architects, planners, design professionals, developers, businesspeople, government officials, and interested citizens who promote well-designed, walkable cities and neighborhoods. I was on the Board of Directors of the New York CNU Chapter for eight years and also taught an "Urban Planning in Practice" course for multiple years in the Vassar College Urban Studies program.



Since the Red Hook Intermunicipal Plan was adopted in 2011, almost 1,000 acres of agricultural land have been protected. Also, through incentive zoning, the first major development (see photo to left) in the Traditional Neighborhood District next to the Village contributed \$660,000 to the Town's purchase of development rights fund for additional farmland.



GREEN INFRASTRUCTURE

Manage rainwater runoff near its source to emulate the area's pre-development hydrology, using green infrastructure practices that allow rainwater to percolate into the soil.

Green Infrastructure, also known as low impact development, light imprint, or environmentally sensitive design, is used to avoid or minimize the impact of rainwater runoff on the environment, especially upon wetlands and water bodies located downstream from development. New buildings, streets, and parking lots introduce impervious surfaces and modify the existing ground cover and vegetation, thereby accelerating runoff, increasing flooding, and intensifying the amount of pollutants and sediment that drain to water sources.

The conventional approach to handling increases in runoff is to use storm drains and pipes to convey the runoff to a detention pond or nearby waterbody. This not only modifies the natural water cycle of the land, it involves highly engineered solutions that are expensive to construct and maintain. A much better approach is to replenish the groundwater by retaining the hydrologic cycle as close to the natural pre-development state as possible.

The New York State Stormwater Management Design Manual provides guidance on implementing and designing Green Infrastructure techniques. Under the New York State Stormwater Pollution Discharge Elimination System (SPDES), Green Infrastructure methods are required for new development that will disturb one acre or more of soil, but these best practices should be implemented for projects of any size and redevelopment projects.



Bioretention swale at Marist College collects runoff from the parking lot, absorbs and filters rainwater, and includes an overflow grate for any flooding.



Green roof with greenhouse and vegetable gardens at New York City school reduces runoff and provides students all-season, hands-on ecological education.

Mark V. Morreim | Landscape Architecture

Green Infrastructure Principles:

Conserve existing natural land. Reuse of sites and buildings in developed places saves farmland, woods, wetlands, and natural drainage systems.

Promote compact development. For example, building at an average of eight dwelling units per acre rather than one unit per acre consumes far less land, creates fewer roads and parking lots, and can reduce impervious surfaces in the watershed by 60% and overall runoff per dwelling by 74%.

Take advantage of existing site features. Existing trees, well-drained soils, and natural drainageways may be used to emulate the pre-development hydrology, fit development into the site, and reduce infrastructure costs.

Minimize new impervious surfaces. Less impervious area means less runoff treatment, so avoid excessive paving, road widths, and parking lots.

Absorb stormwater near the source. Provide the maximum level of on-site infiltration that is feasible, given the constraints in the area.

Green Infrastructure Techniques:

Green roofs absorb rainwater with lightweight soils and plantings or they can be used to grow food in urban areas.

Roof downspouts should be directed to rain barrels, cisterns, yards, or planted areas, not stormwater pipes or impervious driveways and roads.

Rain gardens are small landscaped depressions that gather and infiltrate rainwater, usually planted with native, ornamental vegetation.

Bioswales are linear vegetated ditches along roads and parking lots, used for infiltration instead of conventional curbs and storm drain systems.

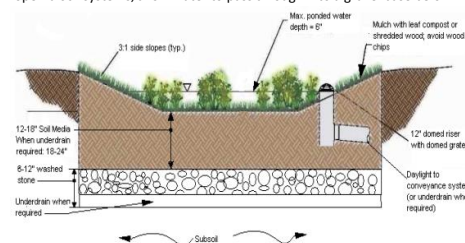
Stream daylighting replaces sub-surface pipes with an open stream to improve water quality, increase flood storage, and provide wildlife habitat.

Dry wells and infiltration chambers are underground storage structures, often used under parking lots on smaller parcels or in urban locations.

Planting trees is an effective way to soak up rainfall. In urban areas they can be used in planter boxes along sidewalks, roads, and parking lots.

Planted curb extensions are landscaped areas extending into parking lanes to absorb road runoff, provide space for street trees, and slow traffic.

Permeable pavement, including porous concrete and asphalt, pavers, and open block systems, allow water to pass through into a gravel base below.



Profile of a typical rain garden from the New York State Stormwater Management Design Manual, August 2010

Sources:

Rutgers Cooperative Extension, *An Introduction to Green Infrastructure Practices*, Fact Sheet FS1197, December 2012
USEPA, *Using Smart Growth Techniques as Stormwater Best Management Practices*, December 2005

Local Case Study: New York State Parks Taconic Region Headquarters in Staatsburg, Hyde Park

The park offices received the highest level of green building certification by incorporating a full range of energy and cost efficient features, such as low-flow water fixtures, geothermal heat pump system, solar panels, and model green infrastructure techniques.



Adaptive reuse of a vacant 1930s school building in the National Landmark Hudson River Historic District.



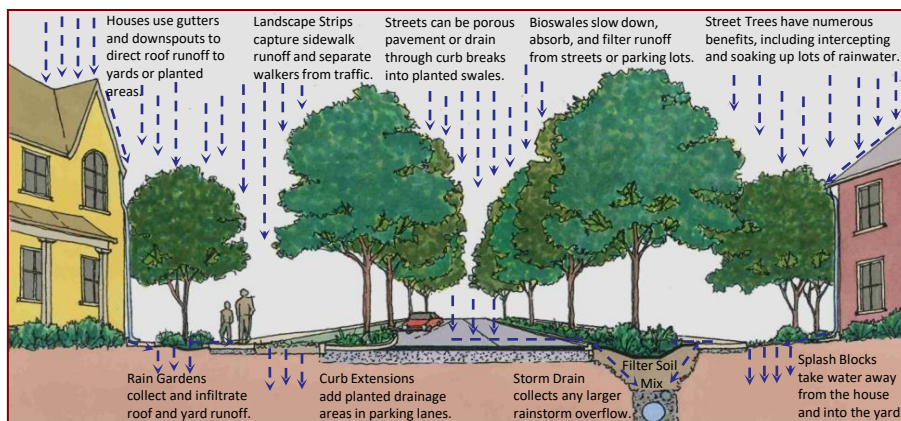
Underground pipe converted back into a stream, pond, and native vegetation for natural drainage and riparian habitat



Rain garden built into a planter box at the building entrance.



Permeable pavement and brick pavers in the parking lot with reinforced grass overflow parking to the rear.

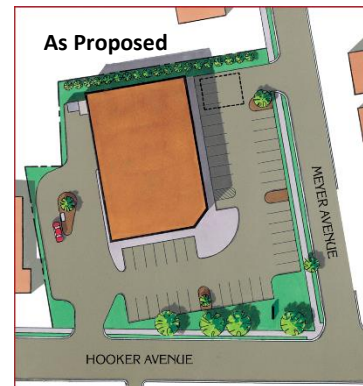


Site Review and Design Experience

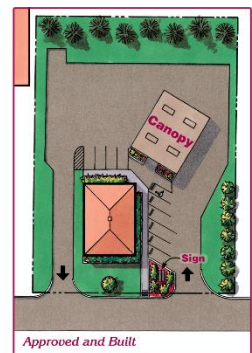
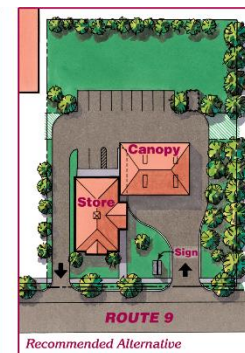
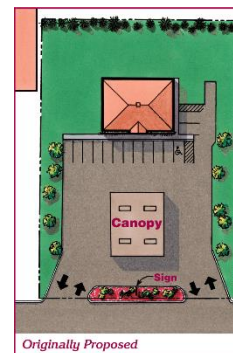
The Dutchess County Department of Planning and Development received around 500 to 600 local referrals every year. As lead planner for multiple communities, and in later years a supervisor of the entire referral process, I have reviewed thousands of site plans, special permits, variance requests, proposed plans, and zoning amendments and have submitted recommendations to local boards on all possible planning issues. I prepared comments on numerous environmental impact statements and other SEQRA documents. I am very familiar with best practices in the field.

Beyond this wide range of planning review experience, my specialties are design guidelines and site plan alternatives. Too many local boards in Dutchess County are purely reactive to submitted proposals, limiting comments to compromises on minor improvements or just giving in to poorly conceived plans because of the minimal standards in their law and the arguments from attorneys and engineers on the applicant's side. My preference is to provide stronger, more specific guidance in the adopted Plan and Zoning Law. By offering highly visual standards up-front, applicants will better understand what a community wants and be able to propose more compatible projects in the first application. This strategy helps to streamline the development review process for proposals that fit in with locally approved guidelines. Developers are also more likely to make investments that truly improve the community with a less confrontational, more transparent process.

I recommend that potential applicants meet with the board very early in the process. Pre-application sessions are the best opportunity to sketch site design alternatives and make architectural suggestions, before developers get locked into expensive, already-engineered plans. I have prepared hundreds of such sketches, showing possible site plan improvements that are consistent with the community's Comprehensive Plan principles and zoning standards. Many have been successfully adopted and made a dramatic difference. However, most came to the county too late in the process, after the local board had already committed to decisions that were too difficult to reverse. Working directly with the City's boards and applicants at the very beginning of the process would make the ability to sketch design options a valuable addition to the process.

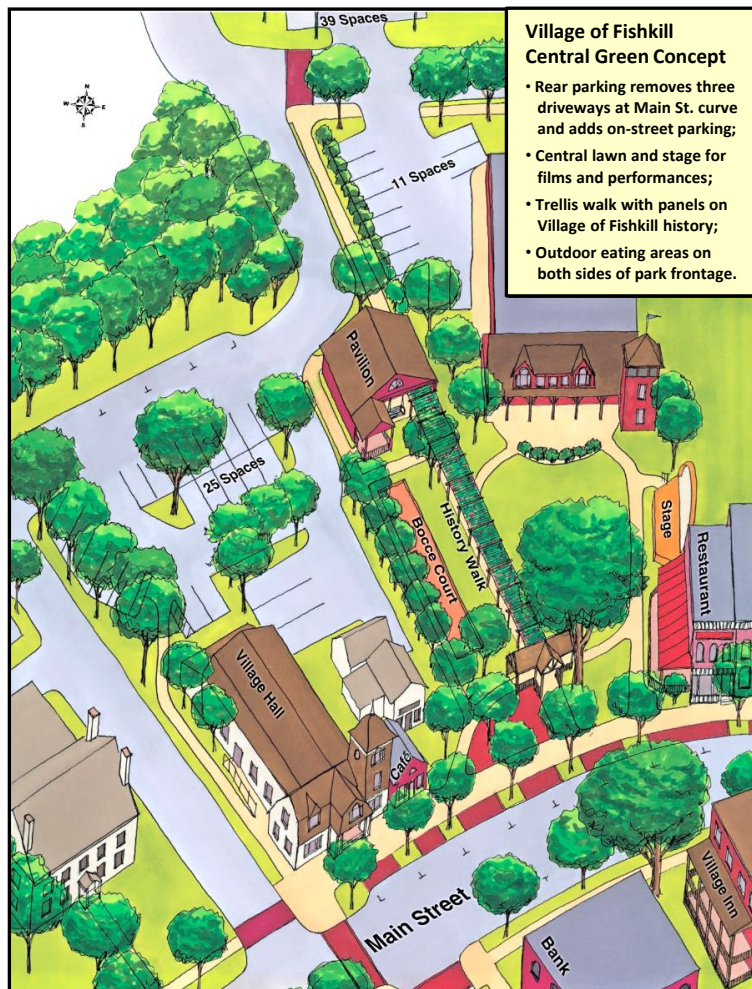


Proposed drug store in the City of Poughkeepsie would have taken down a house and featured front yard parking. My alternative saved the house, placed the store along the sidewalk, and put the parking in a secondary position to the side.

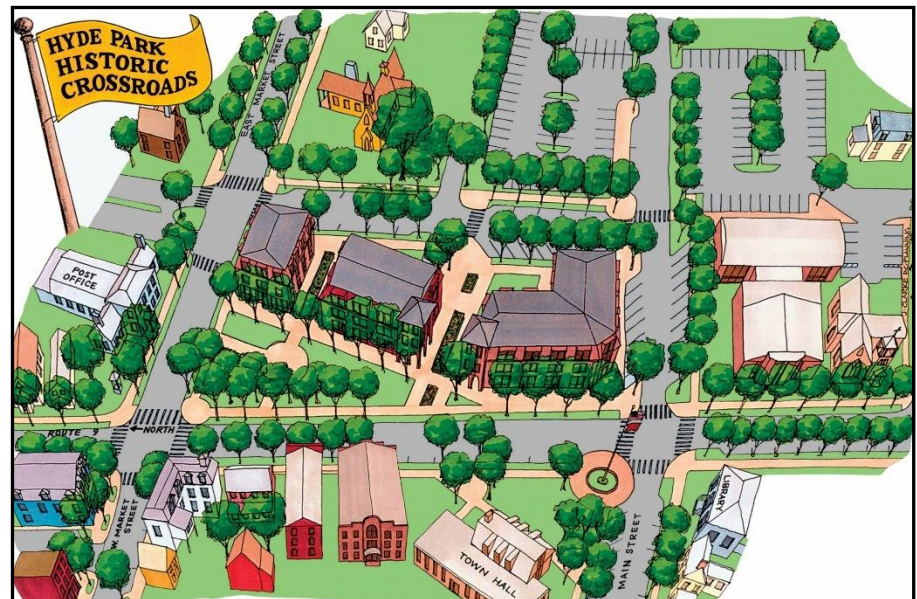


Alternative drawing convinced Rhinebeck to put the convenience store in front and the pumps and parking toward the rear, flipping the typical gas station layout for the first time in the region.





Three plans for inserting public greens in central places, incorporated into the Village of Fishkill Comprehensive Plan, the Crossroads Core zoning district in Hyde Park, and the Poughkeepsie Town Plan.



Rebuilding a Walkable Center

- Create corner park to visually link the FDR-era Post Office and Library;
- Frame park with mixed-use buildings;
- Add on-street parking and street trees to slow cars and protect pedestrians;
- Place shared parking behind buildings.

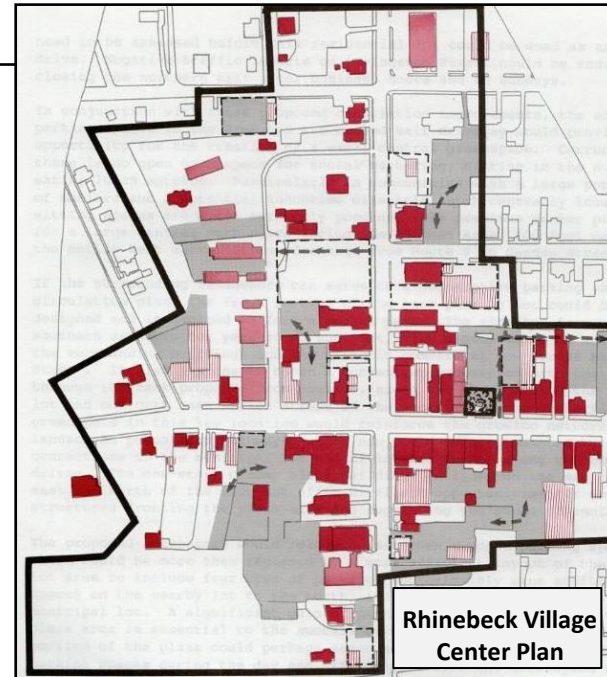


Planning Board Experience

I have worked directly with many Planning and Zoning Boards, providing advice from the County and Greenway perspectives. However, as a member of the Village of Rhinebeck Planning Board for the last 20 years, I fully appreciate the local viewpoint as well. Rhinebeck had a rotating leadership system, so I also served as Board Chair for several years.

Before joining the Planning Board, I wrote the Village of Rhinebeck Plan, so now as an active board member, I have had the opportunity to help implement many of the plan's proposals. I prepared the original version of the Historic District Overlay district, which was adopted in 2011 to finally provide design standards for the extensive Village Historic District. The entire Village Center is in the National Register Historic District, so our board has extensive experience working with applicants on architectural compatibility and community character issues. I also served on the Village's Zoning Committee, updating the 2001 Village Zoning Code.

As in my county work, I am not hesitant to offer site design suggestions or sketch out possible alternative designs. I believe it is the job of board members to fully represent the best long-term interests of the municipality and insist on wholesale changes, if the proposals are not consistent with the community context and the stated purposes and standards in the adopted Plan and Zoning Code.



The Rhinebeck Village Center Plan showed historic buildings in red, compatible buildings in pink, and incompatible ones striped. The Plan identified nine sites for infill buildings. Over half of them have since been filled-in or transformed into a more compatible form.



Recently proposed retail/hotel building on one of the parking lots identified for infill development.

A large car lot was replaced by this mixed-use building, its scale and architecture consistent with the adjacent historic building to the south.

Beacon Experience

I was the County's lead planner for Beacon since the mid-1990s, answering questions about the City from the public, working with business owners and potential developers, and responding to requests from city officials. I helped to prepare the winning nomination for the intense state competition to find a site for the Rivers and Estuaries Center, now the Beacon Institute. I was a member of the Beacon Transportation Linkages Committee and the group working with the City and Metro-North, trying to create positive changes for the area currently dominated by dead-all-day parking lots around the Train Station. I prepared streetscape designs for the Chamber of Commerce's successful application for a sizable state Main Street improvement grant.

I was an active participant in the 2007 Comprehensive Plan process, providing assistance to the project committee and consultants and contributing maps and design drawings that were included in the Plan's appendix. My Beacon Centers and Greenspaces map highlighted major greenspaces, trails, and centers defined by walking distances. It also identified prime redevelopment opportunities and a series of locations for public green spaces and transit stops, connecting the riverfront and Train Station with Main Street east to Fountain Square. More detailed drawings illustrated what a new Station Square might look like and how to replace the large parking lot frontage at the County Center on Main Street with a compatible new building and a public park.



Before



Design for Chamber of Commerce Main Street grant request showing:

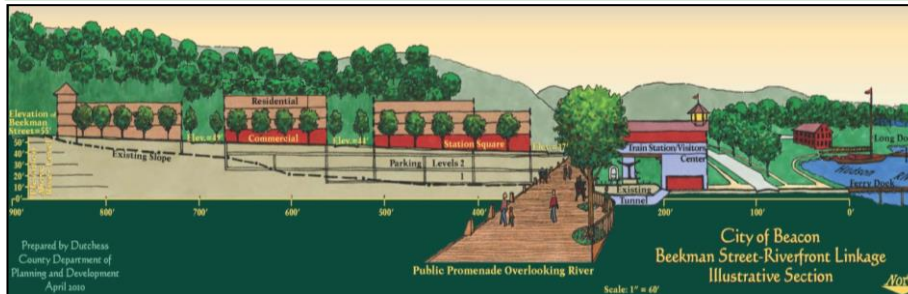
- reorganized parking lot;
- wider store sidewalk;
- frontage rain garden with row of shade trees.



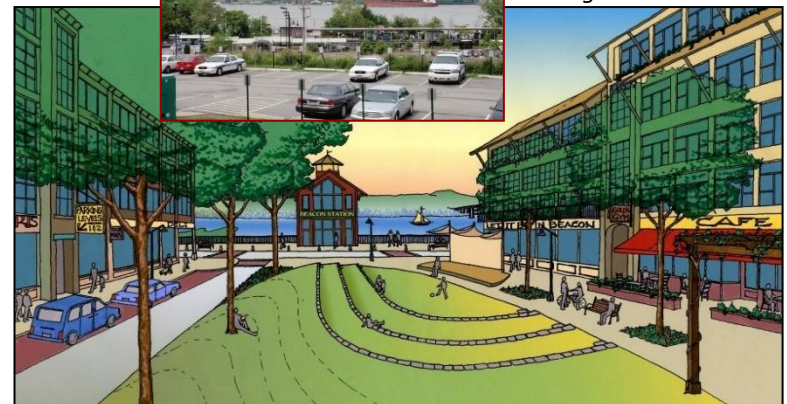
After



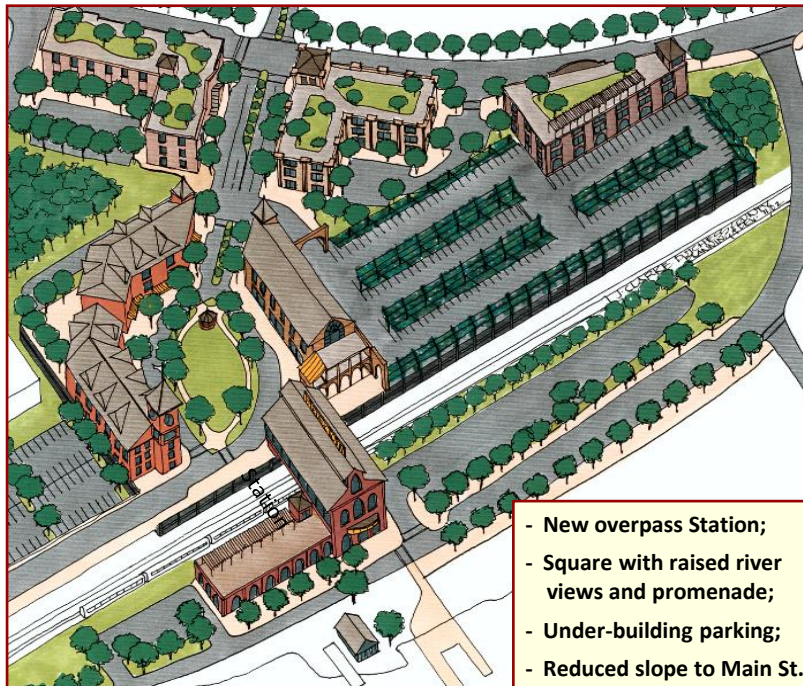
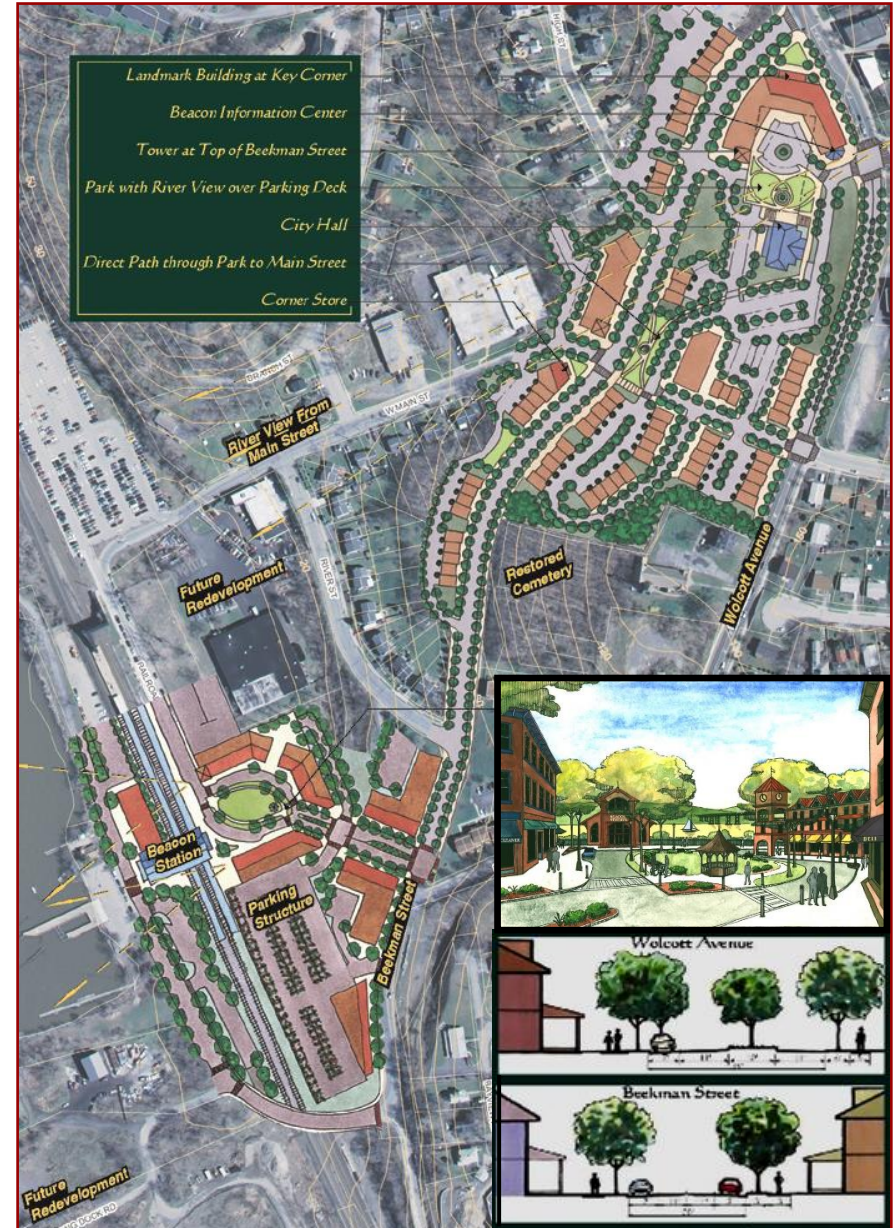
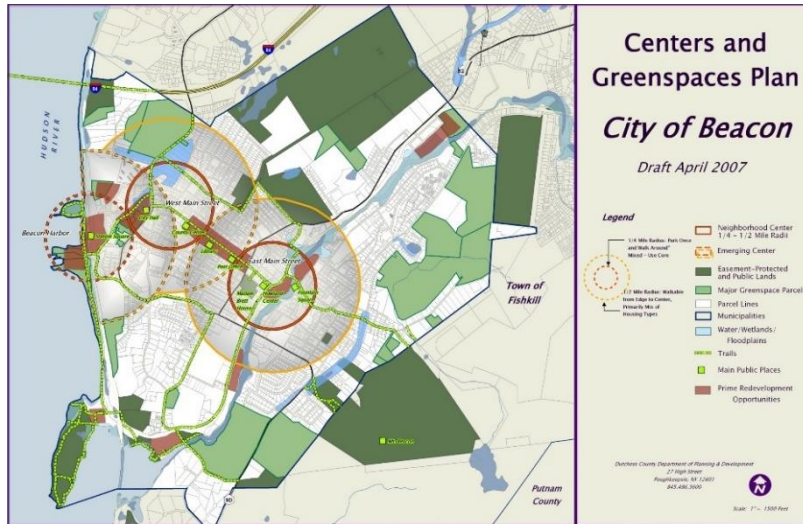
Existing View Looking South



Existing River View



2009 drawings show a new Station and overpass, parking hidden below buildings, elevated Station Square, and promenade with extensive river views, creating a direct and relatively level walk to Beekman Street.



Centers and Greenspaces map and illustrative sketches from 2007 Comprehensive Plan process, showing infill buildings linking the Train Station up to Main Street.

The City appointed the Central Main Street Linkage Committee in 2012 to rezone high priority redevelopment areas, as recommended in the Comprehensive Plan. Joel Russell, a land use attorney from Massachusetts, was hired to draft the amendments. I drafted the original mission statement for the Committee and, because of the limited nature of Joel's contract, I worked with the Committee Chair to help facilitate the public presentations, documentation of existing and historic conditions, work meetings, and revision process.

When questions were raised at the initial public meetings about the disruption of mountain views from taller buildings, I assembled a block-by-block photo-simulation analysis of the impacts from three- to four-story building heights. When other questions emerged about the shadows from four-story structures along the south side of Main Street, I produced a sketch showing shadow limits from the summer and winter solstices and a method to minimize shadows and apparent building heights by stepping back the top story 15 feet. This solution for a top story step-back was included in the final Central Main Street and Linkage districts, as were my streetscape sketches to illustrate the standards.

Joel drafted the overall zoning amendments, but asked me to write the Design Standards for the two districts. I also prepared two pages of annotated photos of Beacon buildings and other compatible structures to graphically demonstrate the individual standards. My original drawings from the Comprehensive Plan of potential Main Street and Linkage area infill buildings were also included in the final zoning amendments as Illustrated Sketch Plans.



Main Street sketch from 2007 Comprehensive Plan to left illustrated potential infill ideas. After adoption of the Central Main Street district, the concepts to right added potential height, square footage, and parking counts for the County Center parcel and adjacent properties.

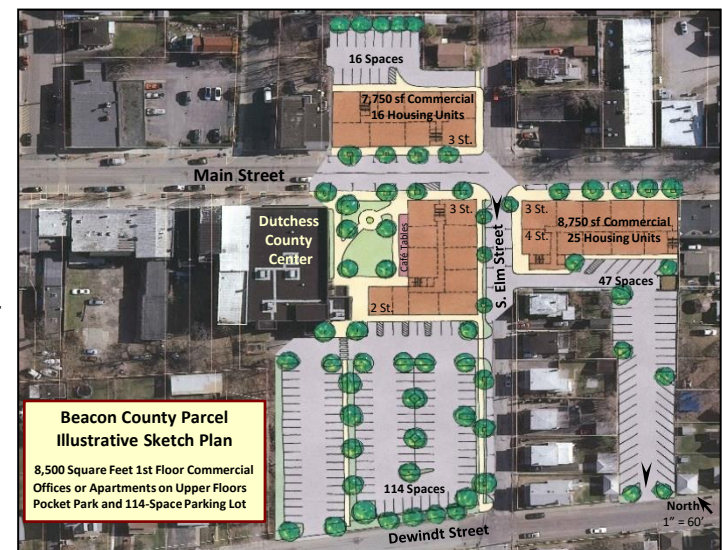
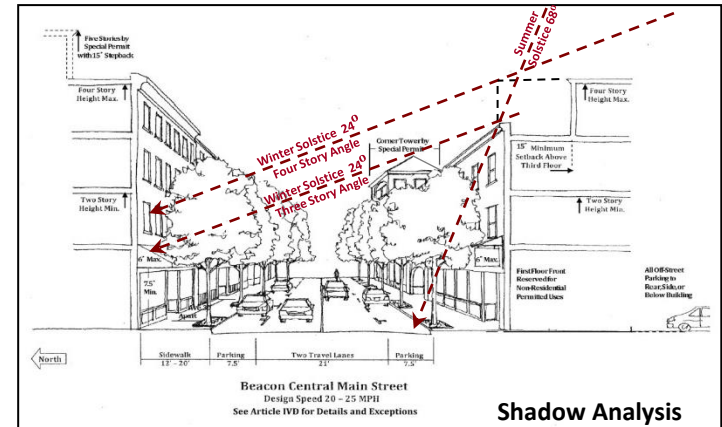
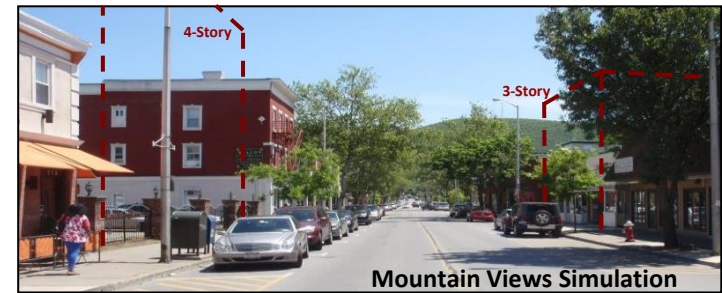
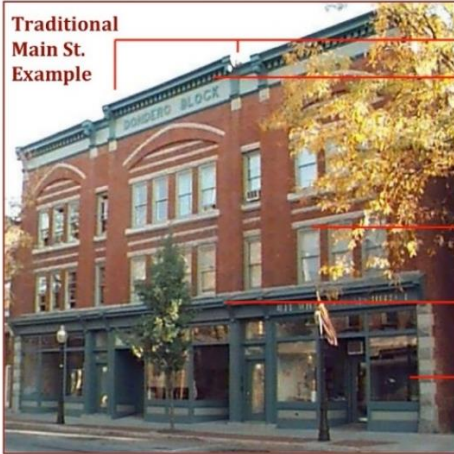


Photo-Illustrated Design Standards for the Central Main Street and Linkage Zoning Districts

Traditional Main St. Example



Façade and roof line breaks at intervals of no more than 35'

Top floor cornice feature

Bay windows, balconies and open porches may encroach up to 4' over the sidewalk

Primary window proportions greater in height than in width

Secondary storefront cornice or first floor articulation

Commercial first floor facing Main Street

More Modern Example



Design Standards Consistent Examples



Wood, brick, stucco, stone, or fiber-cement siding and trim recommended

Metal, glass, or canvas-type awnings and canopies or projecting signs may encroach up to 6 feet over the sidewalk above 7 feet

Street trees planted on average 30' - 40' apart

Commercial buildings shall have at least 70% glass on first floor facades between 2' and 10' above the sidewalk

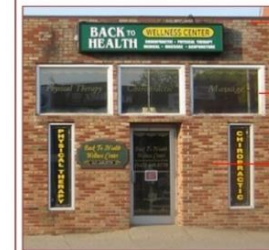


Design Standards Inconsistent Examples

Two-story minimum required, allowing second floor occupancy

Architectural features and windows should be continued on all sides, avoiding any blank walls

Vinyl, aluminum, or sheet metal siding or sheet trim shall not be permitted



Buildings should have a top floor cornice feature

Primary window proportions shall be greater in height than in width

Commercial buildings shall have at least 70% glass on the first floor facade



Vinyl and aluminum awnings shall not be permitted



Design Standards Consistent Examples

Wood, brick, stucco, stone, or fiber-cement siding and trim recommended

Bay windows, balconies and open porches may encroach up to 4' into the setback

Required landscaping between the sidewalk and building to enhance the streetscape



In the Linkage District, a setback of at least 15' behind the façade above the third story

Primary window proportions greater in height than in width

Secondary cornice or first floor articulation

Residential buildings shall have at least 30% glass on first floor facades



Top floor cornice feature

Façade and roof line breaks at intervals of no more than 35'

Street trees planted on average 30' - 40' apart

Metal, glass, or canvas-type awnings and canopies may encroach up to 6 feet over the sidewalk above 7 feet

Beacon City Planner

I was appointed City Planner in September of 2016, during the Comprehensive Plan Update process. I provided assistance to the consulting planners, BFJ Planning, and professional advice to the Plan Committee. My original 2007 idea for a series of public pocket parks extending from the Train Station to Fountain Square and integrated with civic buildings and transit stops was featured in the 2017 Plan Update. My concepts for a new Station with walkway overpass, elevated promenade frontage, and mixed-use development over structured parking, which would level the walk up to Beekman Street, was also included in the Plan and the revised Waterfront Development district.

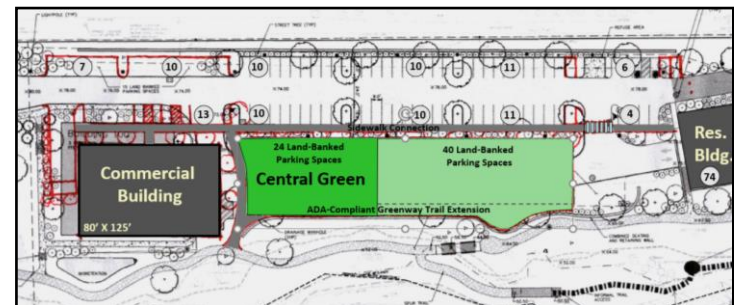
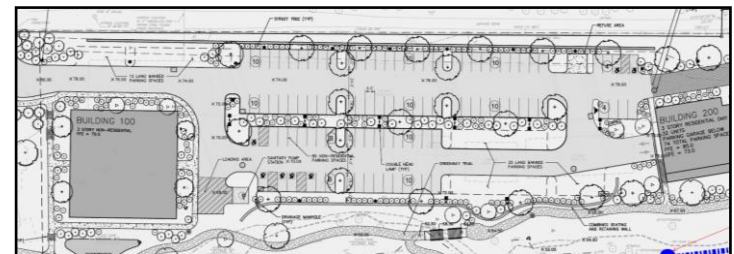
Since 2016, I have drafted or played a leading role for the City Council in many planning and zoning actions, including the following major initiatives:

- **Affordable-Workforce Housing** code revised;
- **CMS district** expanded and zoning standards amended;
- **FCD district** updated and new illustrated design standards added;
- **Complete Streets** policies and implementation checklist adopted;
- **Lot Area per Dwelling Unit** reduced with deductions for natural features;
- **Build-Out Analysis** prepared, short- and long-term, for Water Supply Plan;
- **Use and Dimensional Tables** transformed and comprehensive set of text amendments adopted, including changes to Special Permit standards;
- **Linkage and Waterfront Development** districts amended;
- **Transition district** created, along with other Zoning Map changes;
- **Lighting, Building Heights, and Off-Street Parking** standards revised;
- **Climate Smart Analysis** completed of Comprehensive Plan and Zoning;
- **Historic Preservation** section amended with new design standards;
- **Historic Inventory Forms** prepared to place 35 buildings into HDLO zone;
- **Re-Opening Outside Guidelines for City of Beacon Businesses** prepared.

Another primary task as City Planner has been to review development proposals and make recommendations to the Planning Board, working in concert with the City Engineer and Attorney. One of my strengths is the ability to provide not just written comments, but also alternative design concepts and sketches. As examples, for West End Lofts I insisted on changes to the proposed building and driveway location to open up designated views of the Hudson River from Wolcott Avenue, and for River Ridge I showed how a proposed central parking lot could be replaced by a central greenspace, again enhancing public river views.



Conceptual site plan for parcels along Fishkill Ave, showing the City Council what a build-out under the draft Transition zone bulk regulations and parking standards might likely produce.



The original 248 Tioronda proposal featured a large central parking lot between buildings. My sketch induced the applicant to relocate the loading area, create a central green overlooking the Creek, and add a connecting sidewalk and an ADA Greenway Trail extension.

The work of the City Planner position requires a breadth of planning experience. I have a strong background in not only typical planning and zoning tasks, but urban design, architecture, transportation, form-based codes, historic preservation, and environmental issues.

As examples of the diverse range of projects I have worked on over recent years, I participated in the Natural Resources Inventory Committee meetings, offering suggestions on Greenways and other ecological concerns. I prepared presentations on recent planning and zoning progress last year for the Community Forums. I am providing technical advice, intersection design concepts, and short- and long-term parking strategies for the Main Street Access Committee. I also produced the *Re-Opening Guidelines for City of Beacon Businesses* in response to the pandemic. This year, I provided original designs and graphics as part of the City's grant request for the \$10 million NYS Downtown Revitalization Initiative.



Redesign plan for the Main Street - East Main Street intersection prepared for the Main Street Access Committee.



Illustrative sketch plans for Main Street public greens submitted as part of NYS Downtown Revitalization Initiative grant application.

PLANNING AND DESIGN EXPERIENCE

Beacon City Planner, September 2016 – Present

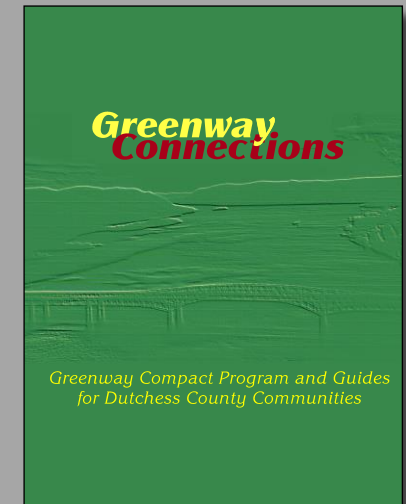
- Provided professional recommendations to the City Council and administration on planning policies, zoning regulations, grant applications, and development strategies.
- Worked closely with the Planning Board, Architectural Review Subcommittee, and City Engineer, reviewing proposed projects and offering technical recommendations and design alternatives.
- Advised the Council and Comprehensive Plan Committee on the 2017 Comprehensive Plan Update.
- Drafted revised zoning for the Fishkill Creek Development district with new design standards, as well as amended text and map changes for the Central Main Street and Linkage districts.
- Assisted the City Council to update the Affordable-Workforce Housing Law, adopt Complete Streets policy guidelines and checklist, and amend the Lot Area per Dwelling Unit section of the zoning code.
- Contributed to the Comprehensive Water Supply Study, evaluating past census trends and preparing both short-term and longer-term build-out projections.
- Prepared *Re-Opening Outside Guidelines for City of Beacon Businesses* after Covid-19 closures.
- Drafted revisions to the Historic Preservation section and prepared nomination forms for 35 buildings in the Main Street area to be included in the Historic District and Landmark Overlay zone.
- Completely revised the Use and Dimensional Tables as part of comprehensive amendments to the zoning text and map, including a new Transitional district.
- Provided assistance to the Main Street Access Committee, including intersection designs, short- and long-term parking solutions, bicycle boulevards, and a series of transit-oriented pocket parks.

Dutchess County Department of Planning and Development

Development and Design Coordinator, January 1999–November 2015

Senior Planner - Planner positions, April 1985–December 1998

- Authored and organized the award-winning *Greenway Connections*, the model Greenway Compact program with illustrated design guidelines for Dutchess County communities and the Hudson Valley.



Dutchess County Department of Planning and Development (cont.)

- Created Department's innovative Centers and Greenspaces initiative, most fully implemented in the Town of Red Hook, which won awards from the NYS Planning Federation and Pace Land Use Center.
- Completed long-term community planning projects, including comprehensive plans for the Village of Rhinebeck and the towns of Clinton, Dover, Pleasant Valley, and Poughkeepsie.
- Wrote and illustrated more than a dozen Department publications, including issue-oriented newsletters and an affordable housing booklet, *Housing Designed to Build Neighborhoods*.
- Coordinated 3-year countywide survey project, documenting all significant historic resources.
- Prepared numerous public presentations on planning issues, including statewide and regional conferences, Planning Federation training courses, college classes, and design workshops.
- Directed and designed major place-based plans, including Poughkeepsie Waterfront Redevelopment Strategy, LaGrange Town Center, and City of Poughkeepsie Transportation Strategy.
- Facilitated form-based zoning code for City of Poughkeepsie Waterfront-Transit Oriented district.
- Designed a wide variety of alternative site plans for proposed developments and illustrative plans for centers, including pedestrian-oriented designs for Rhinebeck, Hyde Park, Millerton, and Pine Plains.

Scenic Hudson, Inc., Historic Preservation Consultant, June 1984–April 1985

- Completed field surveys and archival research leading to three National Register Historic District nominations in the towns of Hyde Park and Wappinger.

ASSOCIATED EXPERIENCE

- **Congress for the New Urbanism** Charter member and NY-CNU Board of Directors for eight years.
- **Vassar College Adjunct Lecturer**, teaching for more than 5 years in the Urban Studies program.
- **Village of Rhinebeck Planning Board** member for 19 years, including several years as Chair.

EDUCATION

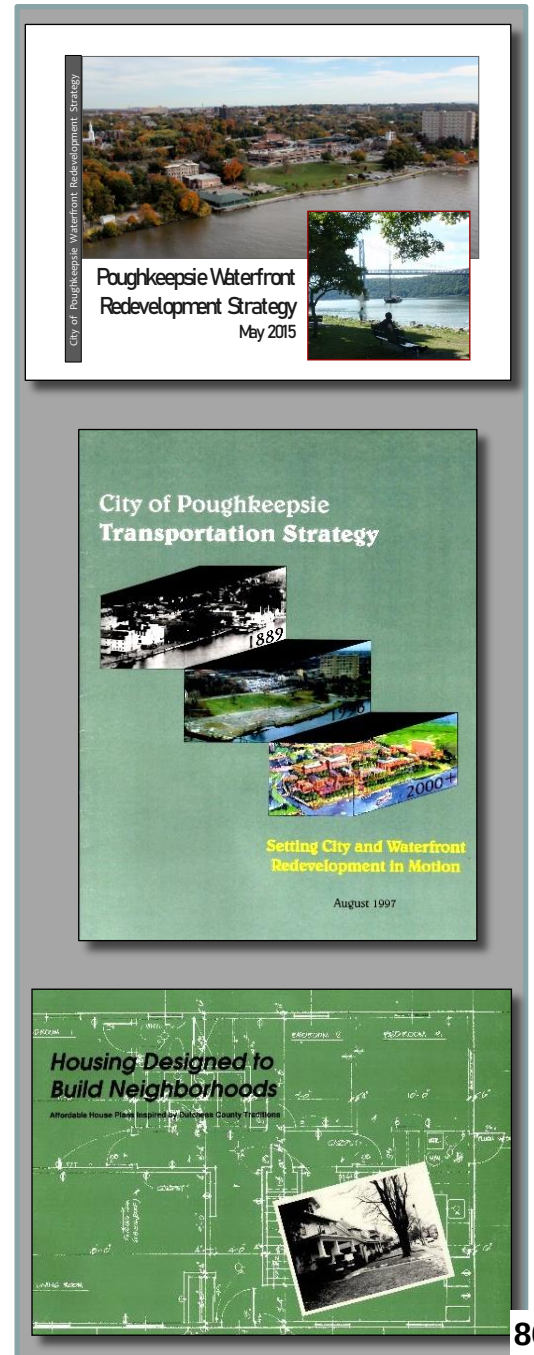
Pratt Institute, Brooklyn, NY Master of Science in Urban Design, May 1994

Department of Graduate Architecture Certificate of Excellence for Outstanding Merit in Urban Design

Vassar College, Poughkeepsie, NY Bachelor of Arts in Urban Studies, cum laude, May 1984

Phi Beta Kappa, General Honors and Department Honors

University of Oregon, Eugene, OR School of Architecture, September 1968 – June 1971



Work Program and Fees

As a long-time County Planner and the consulting City Planner for the last five years, as well as a local Planning Board member for 20 years, my long and varied experience in the field clearly qualifies me for the Beacon City Planner position. I am fully competent to provide a high level of service for all the work items required by the position, including:

- Provide advise to the Planning and Zoning Boards on site plans, subdivisions, special permits, variances, SEQRA reviews, and other regulated activities and procedural requirements;
- Prepare written reports with recommendations on planning and development activities;
- Offer planning and design options and guidance on best practices;
- Provide technical services, as requested, to the City Council and other City officials;
- Produce studies and planning alternatives on special planning and zoning projects;
- Draft proposed amendments to the Zoning Code and update the City Zoning Map.

Over my career, I have prepared countless comment letters and written reports and have given hundreds of presentations to local boards and large public audiences.

I am not intending take on other planning work, so my schedule is very flexible and I can concentrate on Beacon's needs. I am available for night or day meetings with the City Council, Planning Board, other officials, consultants, and project applicants.

As a top-level professional in the field with specialty skills in urban design, I have set an hourly fee of \$125 per hour for 2022. I work as an individual consultant, keeping my overhead costs low and ensuring that the City of Beacon will get my personal attention. I understand that any administrative costs and customary overhead expenses will be covered by the basic hourly rate and that travel time is not to be reimbursed. I have carried the required levels of insurance since 2016.

My reputation for high-quality work, a strong record of creativity, and on-time, over-and-above performance is well earned and can be confirmed by talking to City staff, consultants, and Planning Board members or contacting the references provided. As always, I am open to any questions the City Council may have.

References

Eoin Wrafter, Commissioner
Dutchess County Planning and Development
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845.486.3600 Work
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Roger Akeley, Former Commissioner
Dutchess County Planning Development
8 Cross Street, Camden, ME 04843
207.390.1568 Cell
rakaley@gmail.com

Mark Castiglione, Former Acting Ex. Director
NYS Hudson River Valley Greenway
Executive Director, Capital District Regional
Planning Commission
One Park Place, Suite 102, Albany, NY 12205
518.453.0850 Work
cdrpc@cdrpc.org

Joel Russell
Land Use Attorney and Planning Consultant
25 Kensington Avenue, Northampton, MA
01061
413.537.5942 Cell
joel@joelrussell.com

City of Beacon City Council Agenda
01/03/2022

Title:

Resolution No. 17 - Authorizing the City Administrator to Sign an Agreement with Brown and Brown Insurance for Municipal Insurance Services

ATTACHMENTS

Resolution No. 17 - Authorizing the City Administrator to Sign an Agreement with Brown and Brown Insurance for Municipal Insurance Services

Proposed Rates from Brown and Brown Insurance



**CITY OF BEACON
CITY COUNCIL**

Resolution No. 17 of 2022

**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR
TO SIGN AN AGREEMENT WITH BROWN AND BROWN INSURANCE
FOR MUNICIPAL INSURANCE SERVICES**

NOW THEREFORE, BE IT RESOLVED, that the City Council hereby authorizes the City Administrator to sign an agreement with Brown and Brown Insurance Hudson Valley for municipal insurance services.

Resolution No. 17 of 2022			Date: January 3, 2022				
☐ Amendments						☐ 2/3 Required	
☐ Not on roll call.			☐ On roll call			☐ 3/4 Required	
Motion	Second	Council Member	Yes	No	Abstain	Reason	Absent
		Paloma Wake					
		Justice McCray					
		George Mansfield					
		Wren Longno					
		Molly Rhodes					
		Dan Aymar-Blair					
		Mayor Lee Kyriacou					
Motion Carried							



Brown & Brown
INSURANCE®

HUDSON VALLEY



**City of Beacon –
Insurance Summary
for Jan 01, 2022 to Jan 01, 2023**

Presented By:
Syed Ali
625 Route 6
Mahopac, NY 10541
845-628-1700

Premium Summary

Policy Term: 01/01/2022- 01/01/2023

Premiums

Line of Business	Insurance Company	2020-2021 Premium	2021-2022 Premium	2022-2023 Premium
Property	NYMIR	\$ 55,014.00	\$ 59,043.60	\$ 62,892.50
Boiler & Machinery	NYMIR	\$ 8,672.40	\$ 9,054.10	\$ 9,680.00
Commercial General Liability	NYMIR	\$132,609.30	\$ 138,848.60	\$145,515.70
Cyber	NYMIR	\$ 6,461.40	\$ 6,461.40	\$ 6,461.40
Crime	NYMIR	\$ 6,278.80	\$ 6,278.80	\$ 6,466.90
OCP - GL	NYMIR	\$ 275.00	\$ 275.00	\$ 275.00
Commercial Automobile	NYMIR	\$ 48,468.00	\$ 50,436.14	\$ 53,125.60
Inland Marine	NYMIR	\$ 27,034.00	\$ 28,239.79	\$ 29,059.80
Public Officials	NYMIR	\$ 28,345.00	\$ 25,776.30	\$ 28,614.30
Law Enforcement	NYMIR	\$ 77,676.00	\$ 75,953.90	\$ 85,657.00
Excess Liability	NYMIR	\$ 37,019.00	\$ 39,780.40	\$ 45,032.90
Sub-Total Premium*		\$ 427,852.90	\$ 440,148.03	\$ 472,781.10
NY Fire Fee		\$ 241.73	\$ 242.90	\$ 256.30
Motor Vehicle Enforcement Fee		\$ 740.00	\$ 720.00	\$ 730.00
Total Premium:		\$ 428,834.63	\$ 441,110.93	\$ 473,767.40

NYMIR Renewal Trends:

- Rate increases across all members for Property and Umbrella expected for 2022
- City of Beacon's loss experience impacted the General Liability, Law Enforcement, Auto Liability, and Auto Physical Damage lines due to claim activity.
- Initial Projection was trending for +10% increase, NYMIR and Brown & Brown got this reduced to around 7.4% difference from expiring year.

City of Beacon City Council Agenda
01/03/2022

Title:

City Council Meeting Minutes December 20, 2021

ATTACHMENTS

[City Council Meeting Minutes December 20, 2021](#)



COURTROOM
1 MUNICIPAL PLAZA
BEACON, NY 12508
AND LIVE VIA ZOOM

Mayor Lee Kyriacou
Councilmember Amber J. Grant, At Large
Councilmember George Mansfield, At Large
Councilmember Terry Nelson, Ward 1
Councilmember Air Rhodes, Ward 2
Councilmember Jodi M. McCredo, Ward 3
Councilmember Dan Aymar-Blair, Ward 4
City Administrator Chris White

December 20, 2021
7:00 PM
City Council Agenda

Regular Meeting

These minutes are for the regular meeting of the Beacon City Council. Due to COVID-19, the City Council Meeting was held through video conference and in the Courtroom at 1 Municipal Plaza, Beacon NY 12508. A video recording of the meeting is available at https://vimeo.com/659058745?embedded=true&source=video_title&owner=1296488. The public was able to attend in-person or through video or telephone and were made aware via the City of Beacon website, beaconny.gov. Please take notice that the full transcript of this meeting is available upon request at City Hall Suite 1, 1 Municipal Plaza, Beacon NY 12508, or by calling (845) 838 – 5010, or by emailing cityofbeacon@beaconny.gov.

Councilmembers Present

Mayor Lee Kyriacou
Councilmember Amber Grant, At Large
Councilmember George Mansfield, At Large
Councilmember Terry Nelson, Ward One
Councilmember Air Rhodes, Ward Two
Councilmember Jodi McCredo, Ward Three
Councilmember Dan Aymar-Blair, Ward Four

Also Present

Chris White, City Administrator
Nicholas Ward-Willis, City Attorney

Call to Order

Pledge of Allegiance

Roll Call

Public Comment

[Notice of Meeting Location December 20, 2021](#)

Public Hearings

[Public Hearing for a Proposed Local Law to Amend Chapter 211, Article II, Section 10, Subsection B of the Code of the City of Beacon to Add Stop Signs at Certain Intersections](#)

Motion to open the Public Hearing by Councilmember McCredo

Second by Councilmember Grant

Motion passes 7 – 0

Motion to close the Public Hearing by Councilmember Grant

Second by Councilmember McCredo

Motion passes 7 – 0

Reports: Mayor, City Council, and City Administrator

Local Laws and Resolutions

1. [Resolution No. 157 - Adopting a Proposed Local Law to Amend Chapter 211, Article II, Section 10, Subsection B of the Code of the City of Beacon to Add Stop Signs at Certain Intersections](#)

Motion to pass the resolution by Councilmember Grant

Second by Councilmember Aymar-Blair

Motion passes 7 – 0

2. [Resolution No. 158 - Appointing Kristopher Phillips as Police Sergeant](#)

Motion to pass the resolution by Councilmember McCredo

Second by Councilmember Nelson

Motion passes 7 – 0

3. [Resolution No. 159 - Authorizing Amendments to the City of Beacon 2021 General Fund Budget](#)

Motion to pass the resolution by Councilmember McCredo

Second by Councilmember Aymar-Blair

Motion passes 7 – 0

4. [Resolution No. 160 - Ratifying an Agreement with the Civil Service Employees](#)

[Association, Local 1000](#)

Motion to pass the resolution by Councilmember Aymar-Blair

Second by Councilmember Grant

Motion passes 7 – 0

5. [Resolution No. 161 - Authorizing the City Administrator to Sign an Agreement with Hudson River Sloop Clearwater, Inc. for Use and Occupancy of the White House at the Settlement Camp](#)

Motion to pass the resolution by Councilmember Aymar-Blair

Second by Councilmember Grant

Motion passes 7 – 0

6. [Resolution No. 162 - Authorizing the City Administrator to Sign an Agreement with Ambulnz NY2, LLC for Ambulance Transport Services](#)

Motion to pass the resolution by Councilmember Nelson

Second by Councilmember Grant

Motion passes 7 – 0

7. [Resolution No. 163 - Authorizing the City Administrator to Sign an Agreement with Beacon Volunteer Ambulance Corps, Inc. for Ambulance Transport Services](#)

Motion to pass the resolution by Councilmember Nelson

Second by Councilmember Grant

Motion passes 7 – 0

8. [Resolution No. 164 - Regarding Tax Certiorari Settlement - Mtr. of Allied Waste/Fishkill Avenue Beacon LLC v. Assessor of the City of Beacon, et al. \(Sup. Ct. Dutchess co. Index nos. 52587/19, et seq.\) Settlement of 2019-2021 Tax Certiorari Proceeding](#)

Motion to pass the resolution by Councilmember Mansfield

Second by Councilmember Grant

Motion passes 7 – 0

Motion to create a Consent Agenda and add Resolutions No. 165 – 170 to the Consent Agenda by Councilmember Grant

Second by Councilmember McCredo

Motion passes 7 – 0

Motion to pass the Consent Agenda by Councilmember Grant

Second by Councilmember McCredo

Motion passes 7 – 0

9. Resolution No. 165 - Authorizing the City Administrator to Sign a Grant Agreement with Compass Arts Creativity Project, Inc. for ADA Accessibility Infrastructure at 333 Fishkill Avenue
10. Resolution No. 166 - Authorizing the City Administrator to Sign a Grant Agreement with The Lindley Todd LLC for Facade Improvements at 139-141 Main Street
11. Resolution No. 167 - Authorizing the City Administrator to Sign a Grant Agreement with The Lindley Todd LLC for Facade Improvements at 142 Main Street
12. Resolution No. 168 - Authorizing the City Administrator to Sign a Grant Agreement with The Lindley Todd LLC for Facade Improvements at 150 Main Street
13. Resolution No. 169 - Authorizing the City Administrator to Sign a Grant Agreement with The Hose Company, LLC for Facade Improvements at 162 Main Street
14. Resolution No. 170 - Authorizing the City Administrator to Sign a Grant Agreement with 478 Main Street, LLC for Facade Improvements at 478-482 Main Street
15. Resolution No. 171 - Postponing a Public Hearing for a Proposed Local Law To Amend Chapter 223, Section 24.1 And Section 14 And Chapter 223 Attachment 1, Attachment 2 And Attachment 3 Concerning Accessory Apartments

Motion to pass the resolution by Councilmember McCredo

Second by Councilmember Mansfield

Motion passes 7 – 0

Approval of Minutes

1. City Council Meeting Minutes December 6, 2021

Motion to approve the Minutes by Councilmember Rhodes

Second by Councilmember Aymar-Blair

Motion passes 7 – 0

2nd Opportunity for Public Comments

Adjournment

Motion to adjourn by Councilmember Grant

Second by Councilmember McCredo

Motion passes 7 – 0