



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

**March 14, 2022
7:00 PM
City Council Agenda**

Roll Call

[Notice of Meeting Location March 14, 2022](#)

Community Segment

[Presentation from Mental Health America of Dutchess County Regarding Casework Call Summary](#)

Workshop Agenda Items

1. [Appointment of Sara Morris to the Position of Human Resources Director](#)
2. [Appointment of Esther Jackson to the Conservation Advisory Committee](#)
3. [Authorizing the City Administrator to Execute An Agreement with Miller's Touch Cleaning Services Inc. for Cleaning Services for the City of Beacon Parks Bathroom](#)
4. [Authorizing the City Administrator to Execute an Agreement for Municipal Center Roof Replacement](#)
5. [Discussion of City Council Rules and Regulations](#)

City of Beacon City Council Agenda
03/14/2022

Title:

Notice of Meeting Location March 14, 2022

ATTACHMENTS

[Notice of Meeting Location March 14, 2022](#)



NOTICE OF PUBLIC MEETING LOCATION

PLEASE TAKE NOTICE that the City of Beacon City Council will be holding the City Council Meeting of March 14, 2022 in the Courtroom at 1 Municipal Plaza, Beacon, NY 12508. The meeting will simultaneously be streamed via Zoom. The public can attend 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 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 Meeting of March 14, 2022 at 7:00 pm can be accessed live at <https://www.youtube.com/channel/UCvPpigGwZDeR7WYmw-SuDxg>

City of Beacon City Council Agenda
03/14/2022

Title:

Presentation from Mental Health America of Dutchess County Regarding Casework Call Summary

ATTACHMENTS

[Mental Health America of Dutchess County - Casework Call Summary](#)

Incident Date

1/1/2022

2/28/2022

Beacon PD Behavioral Health Report

Calls

27

Calls

33

Follow Up

Call Type	Total Calls
Call for Service	9
Community Outreach	1
Disturbance	4
EDP	2
Helpline	1
Intoxicated	3
Pickup Order	5
Under The Influence	1
Walk-in	2
Welfare Check	1

Clients Linked

36

Individuals

76

Total Linkages

Linked Resource	Unique Subjects	Total Linked
Treatment Provider	24	36
Case Management	23	36
Community Support	2	2
Medical Transportation	2	2

Referrals

1

Individuals

1

Total Referrals

referral_type	Unique Subjects	Total Referrals
Case Management	1	1

Incident Date

4/1/2021

2/28/2022

Beacon PD Behavioral Health Report**Calls****137****Calls****110****Follow Up**

Call Type	Total Calls
911 Call	4
Aggressive Patient	5
Call for Service	20
Community Outreach	12
Disturbance	26
EDP	10
Helpline	2
Homeless	1
Intoxicated	11
Missing Person	2
Mobile Crisis	1
Motor Vehicle Accident	1
None(NA)	1
None(NA) Difficulty Breathing	1
Patrol	1
Pickup Order	12
Substance Use or Abuse	1
Suicide	8
Under The Influence	2
Unresponsive Individual	1
Walk-in	13
Welfare Check	16

Clients Linked**106****Individuals****273****Total Linkages**

Linked Resource	Unique Subjects	Total Linked
Case Management	83	127
Treatment Provider	63	97
Community Support	16	16
Housing Provider	8	10
Medical Transportation	6	6
Self Help Support	6	6
Doctor	4	5
Food Pantry	2	4
Clothing	1	1
Medication Program	1	1

Referrals**13****Individuals****14****Total Referrals**

referral_type	Unique Subjects	Total Referrals
Case Management	9	10
Behavioral/Mental Health	1	2
Children's Health Home	1	1
Detox	1	1
MHA Vet Program	1	1
Substance Treatment	1	1

City of Beacon City Council Agenda
03/14/2022

Title:

Appointment of Sara Morris to the Position of Human Resources Director

ATTACHMENTS

City Administrator Memorandum for the Appointment of Sara Morris to the Position of Human Resources Director

Sara Morris Cover Letter

Sara Morris Resume



CITY OF BEACON New York

Christopher White
City Administrator

OFFICE OF CITY ADMINISTRATOR

845-838-5000

TO: Mayor Kyriacou and City Councilmembers
FROM: Christopher White, City Administrator
DATE: March 10, 2022
RE: Recommendation to Appoint Sara Morris as Director of Human Resources

It is with great pleasure that I submit this recommendation to appoint Sara L. Morris to the position of Director of Human Resources (“HR Director”) for the City of Beacon. Based on Sara’s experience, educational background, and expertise, the ad hoc selection committee unanimously endorsed Sara as the preferred candidate for this full-time position.

Following the resignation of the City’s part-time Director of HR in early January, the City issued postings for the City’s first full-time Director. The City received sixty-three (63) resumes, which were evaluated and narrowed to the top nine (9) candidates based on relevant experience, education, and qualifications. The selection committee then interviewed the top three (3) candidates and unanimously selected Sara as the top candidate.

Sara has more than fourteen (14) years’ experience in Human Resources and stood out as the strongest candidate in terms of her current and prior positions in the public sector and with unionized workforces. Currently the Human Resources Director in the Towns of East Fishkill and Wappingers (shared), Sara previously served as Deputy Director of Human Resources for Sullivan County. In both roles, she handled all of the responsibilities necessary for our position, including compliance with Civil Service requirements, negotiation with unions, management of employee relations, and administration of health and retirement administration.

During the interview, it was apparent that in addition to her experience, certifications, and skills, Sara is in close alignment with the City of Beacon’s goal to professionalize our workforce, improve trainings, increase and support DEI initiatives, and continue to build a respectful and rewarding work environment for all our employees.

I would appreciate your consideration of this appointment at the Council’s meeting on March 21st, which would allow Sara to begin in this new role on March 28th.

January 31, 2022

Subject: Director of Human Resources for the City of Beacon

To Whom It May Concern:

Please find, attached, my resume and references in support of my application for the Director of Human Resources position. I am a results-oriented, strategic leader with more than a decade of Human Resources management experience with expertise in HR operational analysis, personnel administration, budget development, labor management relations, affirmative action, employee relations, collective bargaining, intergovernmental relations, risk management, benefits administration and OSHA/PESH.

In my current role as Human Resources Director with the Town of East Fishkill and Town of Wappinger, I am responsible for all facets of Human Resources. A few accomplishments to highlight are: settling two union contracts; drafting policies; payroll certifications; centralization of HR in both towns; establishing safety committee; writing a workplace violence prevention program; and an HR partner and advisor to Department Heads and the Town Supervisors. Current projects include drafting a new handbook, introducing a wellness program, employee events, and developing a performance evaluation and training manual.

Under my previous leadership as Deputy Director of Human Resources for the County of Sullivan, I revamped New Hire Orientation and created a comprehensive policy review training program, including Sexual Harassment, Workplace Violence Prevention, Ethics law and OSHA/PESH/HazComm. This brought the County into compliance and ensured the safety and review of rights, workplace violence prevention for all current and future staff, as well as the public. The majority of my work involved policy review and updating, performance evaluation, compliance, investigations, workplace safety, recruitment and onboarding, counsel to thirty-two departments for all HR and Personnel related matters, training, and the administration of Civil Service Law. This high visibility role expresses much confidence the County placed in my ability to be trustworthy, unbiased, resourceful, and thorough in my approaches to: conducting such investigations regarding complaints against County employees, reviewing regulations, and writing reports. Further, I ensured all adopted policies, directives, and resolutions are implemented and provide recommendations on agenda issues, management operations, and policy implementation to elected officials.

Prior to the County of Sullivan, I was the Senior Manager of Human Resources for Animal Care Centers of NYC. I successfully and aggressively recruited for 75 positions without losing funding from the Department of Health within the first year of employment. In my tenure, I ensured all staff was trained on OSHA 10 hour; served as one of the Chief negotiators with RWDSU, Local 1102 during two contract negotiations, over a five year period and proposed and finalized contract language and administration of said contracts. Further, I was responsible for preparing and maintaining a multi-million-dollar personnel budget. The Payroll and Accounting department personnel directly reported to me and department oversight operations was within my scope of responsibilities. Moreover, I was lead chair of the safety committee and responsible for all related matters to safety compliance, safety loss prevention program, workers' compensation and injury reporting.

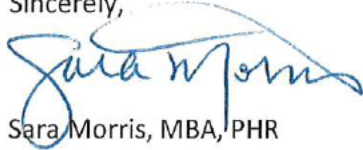
Diversity, inclusion, and unique expression has always played an important role in my professional career. For example, when we had an employee was transitioning, there was concern about the appropriate use of the bathroom space. I directed that all bathrooms be unisex; this was implemented immediately and warmly welcomed. In my current role, I have made a concerted effort to hire a diverse workforce, where possible. It demonstrates cultural competence to the employees, the public and all stakeholders. If hired

Sara L. Morris, MBA, PHR

for this position, I will continue this initiative and hiring strategy through talent acquisition and tap into local connections, reach markets and target audiences through all mediums to find and attract a cultural diverse, inclusive workforce at the City of Beacon.

In closing, I hope this brief overview illustrates that I am a natural fit from a personal, professional, and organizational perspective and that I would be able to add considerable value to the City of Beacon. Thank you for your consideration, and I look forward to hearing from you.

Sincerely,



Sara Morris, MBA, PHR

SUMMARY

A highly experienced Human Resources professional in both the public and private sector; resolute and secures employee loyalty, while forging strong relationships and building diverse teams. Proven ability to successfully analyze an organization's business requirements, identify deficiencies and potential opportunities and develop innovative out-of-box thinking for enhancing associate morale. Dynamic leader who motivates and leads management teams to support achievement of overall organizational goals and objectives.

Qualifications

- 14 years' of Human Resources experience
- Implementation of employment regulations and laws
- Absolute knowledge, involvement, and understanding of all aspects of Human Resources in training and organizational development, compensation, recruiting, benefits, labor relations, employment law and practices, performance management, and organizational effectiveness.
- Excellent negotiator
- Strategic planner, intergovernmental team builder, and detail-oriented.

EXPERIENCE

Human Resources Director

August 2020 - Present

Town of East Fishkill and Town of Wappinger

POSITION SUMMARY

Responsible for overseeing the operations of the Human Resources department, while supervising a variety of Human Resources related activities, including the maintenance of employee personnel records, administering employee benefits programs, risk management, labor relations, talent acquisition and onboarding, employee training, developing and implementing policies and procedures, maintaining HR budget, and advise department heads on personnel and civil service matters.

- Chief Negotiator for CSEA and Teamsters Contracts;
- Responsible for contract administration and interpretation;
- Administration of Civil Service law and Town law as it applies;
- Oversee recruitment process, canvassing, and appointment of positions and titles, which includes creation of new positions;
- Administer all employee benefits programs, including health insurance, FSA, HRA, PTO, and retirement benefits;
- Oversee and track all mandatory employee training, supervisor referrals (EAP) and performance related concerns;
- Administer workers compensation, 207-c Claims;
- Safety Committee chair and responsible for PESH/OSHA reporting;
- Responsible for reviewing all counseling memos, performance issues, and coaching;
- Administer LOAs, and review reasonable accommodation requests;
- Payroll administration (Paychex system)
- Attend all Town Board meetings and executive sessions.

Deputy Director of Human Resources (Break in service due to COVID)

Oct 2017 – April 2020

County of Sullivan

Monticello, NY

POSITION SUMMARY

Instrumental in developing and ensuring County compliance in the administration of onboarding programs, employee relations; coordinating the personnel recruitment; employee relations for 1200 on-site County staff; developing and implementing training programs for department heads and supervisory personnel; federal and state compliance; and counsel to all department heads.

- Conducted confidential investigations to ensure compliance with County Policy and Federal, State and Local law;
- Identified need for new Employee Assistance Program and drafted RFP; program success—utilization rate of 56% amongst staff
- Participated in contract negotiations and reviewed proposals;
- Created New Supervisor Training Program and revamped NH Orientation Program to ensure new employees are advised of new policy changes and updates, including mandated sexual harassment prevention policy;
- Updated several policies, and created policy manual to ensure compliance in mandated changes in Local, State and Federal laws;
- Contract administration: Teamsters, Teamsters Supervisory, Teamsters Probationary, NYSNA, CSEA, PBA, NYSTU, and LIU.
- Administration of Civil Service Law; job classification; reclassifications; job descriptions, classifying salary grades;
- All facets of recruitment, including but not limited to: Table job fairs, create and review postings and recruitment flyers. Partnered with community stakeholders to encourage graduates to apply at the County after high school;
- Advised and edited all counseling memos, section 75 of Civil Service Law;
- Counsel to all departments on Civil Service and HR matters.

Sara L. Morris, MBA, PHR

Senior Manager, Human Resources

Apr 2012 – Sept 2017

Animal Care Centers of NYC

New York, NY

POSITION SUMMARY

Senior Leader managing the day operations of the HR office, Accounting and Payroll department; administered policies, procedures and programs, while responsible for all HR functional areas including: Department development, Employee relations, Recruitment, Onboarding, Training and Development, Benefits, Compensation, Organizational Development, Safety, Payroll, A/R, A/P, Purchasing, Employee Engagement; providing an employee-oriented, high performance culture that emphasizes quality, productivity and standards, goal attainment and the recruitment and development of a superior workforce.

- Talent Acquisition, with specialization in recruiting senior level candidates;
- Chair of safety committee;
- Created and enforced safety loss prevention program while reducing insurance premium by 10%;
- Conducted quarterly audits and inspections;
- Managed all workers' compensation claims, follow ups, and return to work program;
- Reviewed, revise and executed all progressive disciplinary and performance improvement plans;
- Handled employee issues and facilitated fair resolutions;
- Succession planning, coach and mentor employees;
- Negotiated 2 Collective Bargaining Contracts (Local 381 and Local 1102);
- Represented organization at Union grievance and responsible for all responses;
- Administered employee benefits for union and non-union staff;
- Administer ERISA, FMLA, ADA, USERRA, LOAs, EEO, EAP, FSA, Pension and 401k;
- ACA compliance and background in 1094/1095 reporting forms;
- Optimized benefits for staff when going to market with help of broker;
- Reviewed payroll data for all hours worked, verify accuracy and transfer into ADP system;
- Managed regular preparation of relevant management reports, including weekly, monthly, quarterly and year-end reports (accruals, YTD totals, NYS-45, 941);
- Managed and guarantee biweekly disbursement payroll, including garnishments, benefits and taxes consistent with federal, state and city wage and hourly laws;
- Conducted investigations with the partnership of managers and supervisors for all issues and concerns brought, while eliminating liability from organization;
- Advisor to executive leadership team and ensured regulatory compliance on all HR related matters;
- Responsible for personnel budget, financials and overall organizational growth and morale.

Human Resources Manager

Feb 2008 – Apr 2012

Cascades, Inc.

Maspeth, NY

POSITION SUMMARY

Position encompassed all HR functions with an emphasis on employee/labor relations; assisted and advised management on HR issues; recommended best and effective employee relations practices to maintain positive working relationships; investigated employee issues to include harassment, disciplinary actions and employee appeals and grievances; advised management in labor counseling, disciplining or terminating employees as a result of performance, behavior and/or attendance issues.

- Responsible for entire HR function and over 170 employees, inclusive of payroll, benefits administration, safety [OSHA, 300 and 300a forms], recruitment, training and development, and employee relations;
- Department supervisor, new hire orientation trainer with a focus on time management, career development, conflict resolution and performance management;
- Responsible for hiring new staff, while focusing on current staff career growth;
- Implemented a new payroll platform; moved away from AS400 to Paychex;
- Managed FSA program, health benefits and workers' compensation claims for all union and non-union staff.

AFFILIATIONS

Society for Human Resource Management

2007 – current

CERTIFICATIONS

Professional in Human Resources

2019

EDUCATION

State University of New York at New Paltz *Master of Business Administration*

Mount Saint Mary College *Bachelor of Science in Business Administration*

City of Beacon City Council Agenda
03/14/2022

Title:

Appointment of Esther Jackson to the Conservation Advisory Committee

ATTACHMENTS

[Esther Jackson CV](#)

[Esther Jackson Conservation Advisory Committee Application](#)

EDUCATION

- **Master of Library Science | 2013**
University at Buffalo, the State University of New York
- **Honours Bachelor's of Arts and Science with High Distinction | 2009**
University of Toronto | Celtic Studies, East Asian Studies, Art History

EMPLOYMENT

Columbia University Libraries, Digital Scholarship unit – New York, NY

Scholarly Communication Technologies Librarian | April 2020 – Present

- Works with other Libraries staff to provide technical leadership and vision for maintaining and enhancing Columbia's institutional repository to meet good community practices for repositories, and as a hub for scholarly communication across campus.
- Collaborates with campus and community partners to gather requirements for innovative integrations with broader library, campus, and general scholarly communications infrastructure, documenting research, creating project proposals as appropriate, and shepherding projects to completion.
- Designs, documents, guides, manages, and automates workflows and processes for Libraries software applications, including ingest procedures, developing metadata profiles, discovery mechanisms, and procedures for emerging and evolving forms of scholarship with the goal of reducing researcher workload and interacting with existing systems in use by Columbia scholars, research groups, and centers.
- Analyzes and develops tools and scripts to manage, migrate, transform and curate data and metadata
- Actively participate in relevant national and international conferences, meetings, and organizations
- Train and mentor student workers in accessioning content into the repository and ensuring that materials are findable, accessible, interoperable and reusable

The New York Botanical Garden, The LuEsther T. Mertz Library – New York, NY

Wikimedian in Residence | July 2019 – April 2020

- Represents the New York Botanical Garden at relevant national and international conferences, meetings, and organizations, related to linked open data, the semantic web, and open access
- Works closely with collaborators within the Library and across campus on open culture projects

The New York Botanical Garden, The LuEsther T. Mertz Library – New York, NY

Public Services Librarian | October 2015 – Present

- Manages the day-to-day operation of the Public Services department supervising Reference librarian(s), Plant Information specialists, and volunteers, and mentoring interns
- Designs, documents, guides, manages, and automates workflows and processes related to all Reference, Circulation, Outreach, and Instruction services in a research library setting, including creating user-facing documentation
- Assists researchers with queries related to science (botany, ecology), history of science, and the humanities
- Collaborates with departmental and institutional partners to plan for and implement innovative integrations with broader library, campus, and general scholarly communication infrastructure
- Conducts research into faculty and researcher needs related to scholarly communication and publishing trends and makes recommendations for library service changes as appropriate

- Acts as LibGuides manager (HTML, CSS, JavaScript) and maintains library's section of the institutional website (WordPress)
- Manages project to develop metadata profiles and system architecture for new collection management system for special collections
- Implements innovative and creative methods of integrating and employing digital technologies
- Acts as Bibliographer for [Index for American Botanical Literature](#)

The New York Botanical Garden, The LuEsther T. Mertz Library – New York, NY

User Services Librarian | February 2015 – September 2015

- Assisted library patrons with complex research, reference, collections inquiries and research strategies
- Created and maintained web-based research guides to assist and motivate users while increasing access to print and digital resources
- Evaluated library service points and web presence and assess effectiveness of department services and revise policies and procedures accordingly
- Provided general and specific library instruction to staff and public users
- Oversaw circulation, course reserves, loans and renewals, and issued library cards

Longwood Gardens Library, Archive and Digital Gallery – Kennett Square, PA

Library Science Intern (full-time, paid) | June 2013 – June 2014

Audio Visual Collections Survey Project (part-time, paid) | June 2014 – August 2014

- Provided technological assistance and instruction to users, including responding to patron requests for digital content
- Organized and ingested digital assets through metadata creation and control and image editing
- Assisted users in horticultural library in regard to reference questions and circulation services
- Completed projects in the areas of collection development, cataloging and collection management
- Worked in institutional archives to process and catalog archival collections and present EAD finding aids

The State University of New York at Buffalo Libraries, Interlibrary Loan Department – Buffalo, NY

Graduate Assistant (part-time, paid) | January 2012 – February 2013

The State University of New York at Buffalo Libraries, Preservation Department – Buffalo, NY

Student Assistant (part-time, paid) | January 2012 – February 2013

Student Assistant (part-time, paid) | January 2012 – February 2013

SELECT PUBLICATIONS

Jackson, Esther and Brian Boom: "The Publishing History of the Torrey Botanical Society" in *Memoirs of the Torrey Botanical Society*. 2020. (book chapter)

Lamont, Eric, Stephen Sinon, and Esther Jackson: "The Local Flora Committee" in *Memoirs of the Torrey Botanical Society*. 2020. (book chapter)

Jackson, Esther and Rashad Bell: "Meetup.com & Libraries: Programming Partnerships to Teach Adults" in *60 Ready-to-Use Coding Projects* edited by Ellyssa Kroski. ALA Editions. 2019. (book chapter)

Jackson, Esther: "Edit-a-thon Update: Expanding Access to Information about Important Women in Plant Science" *Science Talk*. The New York Botanical Garden. Web. 6 June. 2017. (<http://blogs.nybg.org/science-talk/2017/06/edit-a-thon-update-expanding-access-to-information-about-important-women-in-plant-science/>)

Jackson, Esther & Sebastian Karcher. “JSTOR and QDR Partner in Organizing Data Rescue Event” *Qualitative Data Repository Blog*. Syracuse University. Web. 30 Mar. 2017 (<https://qdr.syr.edu/qdr-blog/jstor-and-qdr-partner-organizing-data-rescue-event>)

Jackson, Esther. “Plant Information Services in Context: The New York Botanical Garden Plant Information Survey” | *CBHL The Council on Botanical and Horticultural Libraries Newsletter*. The Council on Botanical and Horticultural Libraries. Number 143. November. 2016 (<http://bit.ly/2fKcOI2>)

D’Acunto, Samantha and Esther Jackson. “Botanists Boosted: NYBG’s Successful Wikipedia Edit-A-Thon | NYBG.” *Science Talk*. The New York Botanical Garden. Web. 12 Aug. 2016. (<http://bit.ly/2bnWafb>)

Jackson, Esther. “The New Wild: Why Invasive Species Will Be Nature’s Salvation (Book Review)” | *Plant Talk*. The New York Botanical Garden. Web. 18 Jul. 2016. (<http://bit.ly/2kz0Kf3>)

Jackson, Esther. “Early Detection, Rapid Response: Applying the Resources of The New York Botanical Garden to an Emerging Invasive Species | NYBG.” *Science Talk*. The New York Botanical Garden. Web. 30 Dec. 2015. (<http://bit.ly/1miD8f1>)

Artists’ Books Thesaurus – Art Libraries Society of North America | Contributor and Editor, 2012 (<http://bit.ly/1QZq8ax>)

SELECT PRESENTATIONS

- **Council on Botanical and Horticultural Libraries Annual Meeting** – Member Presenter on the topic of Wikidata & Natural History Libraries: Engaging the Public and Improving Access to Collections | May 2019
- **Code4Lib 2018 Annual Conference** – Lightning Talk: Meetup.com & Learning to Code | February 2018
- **The Youth Assembly at the United Nations**, 2017 Summer Youth Assembly – Speaker: Wikimedia: Health, Science, & Inclusion Through Wikipedia (with Felix Richter and Abhishek Suryawanshi) | August 2017
- **METRO Science and Medical Librarians SIG Meeting** – Research Forum – Speaker on the topic of Plants and People Wikipedia Initiative (with Samantha D’Acunto and Lane Rasberry) | April 2017
- **Wikipedia Day 2017** – Science Panelist, Wikimedia NYC Chapter | January 2017

SERVICE AND VOLUNTEER WORK

Metropolitan New York Library Council (METRO)

- Archipelago Advisory Board Member | 2019 - present

Code4Lib NYC

- Organizer | 2018 - present

Wikimedia NYC

- Board Member (Community Engagement Chair) | 2018 – 2019
- Community Member | 2016 - present

The Council on Botanical and Horticultural Research Libraries

- Secretary | May 2016 – present

Carpentries (Previously Software Carpentry and Data Carpentry)

- Helper (Rutgers University, the New York Academy of Science, New York University) | 2018 – present

Girl Develop It NYC

- Teaching Assistant | 2017 – present
- Chapter Leader | 2018 – 2019

The New York Botanical Garden – Geographic Information Systems (GIS) Laboratory

- Volunteer | 2017 – 2018

Department of Library and Information Studies Advisory Board, SUNY Buffalo

- Board Member | May 2012 – 2017

PROGRAMMING AND WEB DEVELOPMENT

Git, GitHub, HTML5, CSS3, SQL, Python 3, JavaScript, Ruby, Ruby on Rails

PROFESSIONAL AND ACADEMIC HONORS AND AWARDS

- WikiConference North America Scholarship, 2019
- Codeland Scholarship, 2019
- OCLC Women in Technology Code4Lib Scholarship, 2018
- DevOps Days NYC Scholarship, 2018
- RubyConf Opportunity Scholarship, 2017
- PyGotham Scholarship, 2017
- Founders Fund Scholarship, 2016 | Council on Botanical and Horticultural Libraries
- Student to Staff Scholarship, 2012 | American Libraries Association
- Student Shadow, 2012 | Upstate New York Chapter of the SLA
- Student Merit Scholarship, 2012 | Upstate New York Chapter of the SLA
- E. Alberta Riggs Memorial Scholarship, 2012-2013 | UB LIS Department

Committee Application



Submit Forms:
One Municipal Plaza, Suite One
Beacon, NY 12508

Phone: (845) 838-5010
FAX: (845) 838-5012
Email: cityofbeacon@cityofbeacon.org

Name

Esther Jackson

Address

Phone Number

Alternate Phone

Email Address

Committee You are
Interested In

- ☐ Board of Assessment Review
- ☐ Board of Ethics
- ☒ Conservation Advisory Committee
- ☐ Emergency Management Committee
- ☐ Human Relations Commission
- ☐ Planning Board
- ☐ Recreation Committee
- ☐ Traffic Safety Committee
- ☐ Zoning Board of Appeals
- ☐ Any of the above
- ☐ Other

Available number of
Hours per week (for
Committee work)

1-2

Occupation

Librarian

Employer

Columbia University Libraries

Work Address

Work Phone

Education

- ☐ Some High School
- ☐ High School Diploma
- ☐ Some College
- ☐ Associates Degree
- ☐ Bachelor's Degree
- ☒ Master's Degree
- ☐ Doctorate Degree

Interest & Skills

Interested in community ag

Areas of Expertise
(business & civic)

Project management, writi

Reference

Reference Name

Alisen Downey

Address

Phone

Email Address

Relationship

Former coworker (New York Botanical Garden)

Please include your resume along with this application.

I agree that by submitting this application, I am electronically signing the application. I solemnly declare that the information I have provided is true.

Applicant Signature: Esther Jackson

Date: 12/09/202

City of Beacon City Council Agenda
03/14/2022

Title:

Authorizing the City Administrator to Execute An Agreement with Miller's Touch Cleaning Services Inc. for Cleaning Services for the City of Beacon Parks Bathroom

ATTACHMENTS

[Miller's Touch Cleaning Services Inc. Professional Janitorial Service Proposal](#)

[Recreation Director Award Letter](#)

Professional Janitorial Service Proposal

Prepared for:

**The City of Beacon Memorial and Green Street Park
Restroom Cleaning Proposal**

**1 Municipal Plaza
Beacon, New York 12508**

Submitted By:

Miller's Touch Cleaning Services Inc

255 Route 17K, Suite 204
Newburgh, New York 12550

Latreece Miller

President

845-527-0689

Latreece@millerstouchcleaning.com

February 27, 2022

Miller's Touch Cleaning Services Inc
255 Route 17K, Suite 204
Newburgh, New York 12550

February 27, 2022

Mark Price
The City of Beacon Memorial and Green Street Park Restroom Cleaning Proposal
1 Municipal Plaza
Beacon, New York 12508

Dear Mark,

Subject: Janitorial Service Proposal - The City of Beacon Memorial and Green Street Park Restroom Cleaning Proposal, 1 Municipal Plaza, Beacon, New York 12508

Thank you for allowing Miller's Touch Cleaning Services Inc to prepare a professional cleaning service proposal for your consideration. We know it takes considerable time and effort to show any potential contractor your facility, and to provide them with the necessary information. *So again, thanks!*

Here are a few important highlights:

Before we start... All of our cleaners are thoroughly trained on how to perform each cleaning task, as well as on important safety issues. Our goal is to clean each customer's facility professionally and safely.

During the start... We know a seamless, no-hassle start-up is important to every customer. So at Miller's Touch Cleaning Services Inc, we combine up-front preparation and training with strong management and direction to ensure a smooth, successful startup.

After the start... A systematic approach to keep your building looking good! At Miller's Touch Cleaning Services Inc, we offer strong management and quality control to plan for, and not lose track of, the many necessary cleaning details.

We look forward to the opportunity of becoming a trusted and valued partner in improving and maintaining the appearance of your building. Please call if you have any questions, or need additional information as you review our proposal.

Sincerely,

Latreece Miller
President
Miller's Touch Cleaning Services Inc

The City of Beacon Memorial and Green Street Park Restroom Cleaning Proposal

Professional Janitorial Service Proposal

General

Miller's Touch Cleaning Services Inc agrees to provide all labor, supervision, material, and equipment necessary to assure performance of specified cleaning service for the customer. This shall include all services described in the written specifications attached. Miller's Touch Cleaning Services Inc agrees to furnish such cleaning service for a period of one year, the dates yet to be agreed upon.

Compensation

7 days per week Professional Cleaning Service Program: **\$1,750/mo.**

Special Services

Additional cleaning of bathrooms on weekends: Saturday and Sunday

COST: \$675

Initial Cleaning

Detail cleaning of offices, restrooms, lunchroom and hallways including:

- **High and low dusting of horizontal surfaces etc.**
- **Wall washing**
- **Vent cleaning**
- **Sanitize and Disinfect sinks, toilets and fixtures**
- **Machine scrub floors**

\$950 x 2 Locations= \$1900

Service Schedule

Cleaning service operations described in this comprehensive program will be performed 7 days per week.

The cleaning crew will observe holidays observed by the customer. Miller's Touch Cleaning Services Inc is prepared to adapt this work schedule to coincide with the needs and requests of the customer provided that such requests do not alter the cost of operations.

Invoicing

All invoicing will be itemized according to monthly work or for special tasks. Invoicing will be on the 1st of each month. Payment policy is net 30 days.

Supervision

Adequate personnel and supervision will be furnished to ensure quality service.

Supplies

The customer will furnish all consumable products inclusive of but not limited to: toilet tissue, towels, trash liners and hand soap. If desired, Miller's Touch Cleaning Services Inc can provide these products and invoice them separately.

Miller's Touch Cleaning Services Inc will furnish all cleaning supplies inclusive of but not limited to: cleaning agents, disinfectants, etc.

Equipment

Miller's Touch Cleaning Services Inc will furnish and maintain all necessary cleaning equipment inclusive of but not limited to: floor machines, buffers, carpet extractor, vacuums, maid carts, mop buckets, wringers, mops and brooms. The customer agrees to provide a secure space for storage of this equipment, as may be necessary.

Miller's Touch Cleaning Services Inc will comply with current OSHA regulations and proven procedures pertaining to all work performed at the customer's location.

Insurance

Miller's Touch Cleaning Services Inc will furnish all forms of insurance required by law and shall maintain the same in force.

- Comprehensive General Liability
- Property Damage
- Workers' Compensation

Employee Status

Personnel supplied by Miller's Touch Cleaning Services Inc are deemed employees of Miller's Touch Cleaning Services Inc and will not for any purpose be considered employees or agents of the customer.

Equal Opportunity Employer

Miller's Touch Cleaning Services Inc is an equal opportunity employer. All necessary employment forms will be maintained by our office as required by law.

Our Philosophy

Miller's Touch Cleaning Services Inc is committed to providing quality janitorial services that deliver the highest levels of customer satisfaction.

Term

The term of this agreement shall be for a period of one (1) year and shall automatically renew for additional one (1) year periods on the anniversary date of this agreement.

Cancellation

This agreement may be terminated or canceled at any time with a minimum of thirty (30) days written notice from either party.

Agreement

This Agreement ("this Agreement") is made and entered into as of _____, 20____, by and between Miller's Touch Cleaning Services Inc, with its principal place of business located at 255 Route 17K, Suite 204, Newburgh, New York 12550 and The City of Beacon Memorial and Green Street Park Restroom Cleaning Proposal with its principal place of business located at 1 Municipal Plaza, Beacon, New York 12508.

NOW, THEREFORE, in consideration of the mutual promises and benefits to be derived by the parties they mutually agree to the terms and conditions as outlined above in this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date and year first written above.

Miller's Touch Cleaning Services Inc

The City of Beacon Memorial and Green Street
Park Restroom Cleaning Proposal

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____

Title: _____

Title: _____

The City of Beacon Memorial and Green Street Park Restroom Cleaning Proposal

Job Specifications

Restrooms

<u>Task Description</u>	<u>Service Days</u>
Empty Trash, Refill Supply Dispensers, Clean And Disinfect Restroom Fixtures, Clean Mirrors, Counters, Partitions And Chrome, Sweep And Mop Floor Using Appropriate Cleaner	7 days/wk.

Professional Janitorial Service Proposal

Prepared for:

USC Theatre Of Beacon Cleaning Proposal

**23 West Center
Beacon , New York 12508**

Submitted By:

Miller's Touch Cleaning Services Inc

255 Route 17K, Suite 204
Newburgh, New York 12550
Latrece Miller
President
845-527-0689
Latrece@millerstouchcleaning.com

February 27, 2022

Miller's Touch Cleaning Services Inc
255 Route 17K, Suite 204
Newburgh, New York 12550

February 27, 2022

Mark Price
USC Theatre Of Beacon Cleaning Proposal
23 West Center
Beacon, New York 12508

Dear Mark,

Subject: Janitorial Service Proposal - USC Theatre Of Beacon Cleaning Proposal, 23 West Center , Beacon , New York 12508

Thank you for allowing Miller's Touch Cleaning Services Inc to prepare a professional cleaning service proposal for your consideration. We know it takes considerable time and effort to show any potential contractor your facility, and to provide them with the necessary information. *So again, thanks!*

Here are a few important highlights:

Before we start... All of our cleaners are thoroughly trained on how to perform each cleaning task, as well as on important safety issues. Our goal is to clean each customer's facility professionally and safely.

During the start... We know a seamless, no-hassle start-up is important to every customer. So at Miller's Touch Cleaning Services Inc, we combine up-front preparation and training with strong management and direction to ensure a smooth, successful startup.

After the start... A systematic approach to keep your building looking good! At Miller's Touch Cleaning Services Inc, we offer strong management and quality control to plan for, and not lose track of, the many necessary cleaning details.

We look forward to the opportunity of becoming a trusted and valued partner in improving and maintaining the appearance of your building. Please call if you have any questions, or need additional information as you review our proposal.

Sincerely,

Latreece Miller
President
Miller's Touch Cleaning Services Inc

USC Theatre Of Beacon Cleaning Proposal

Professional Janitorial Service Proposal

General

Miller's Touch Cleaning Services Inc agrees to provide all labor, supervision, material, and equipment necessary to assure performance of specified cleaning service for the customer. This shall include all services described in the written specifications attached. Miller's Touch Cleaning Services Inc agrees to furnish such cleaning service for a period of one year, the dates yet to be agreed upon.

Compensation

After wedding cleanings:

11 Cleanups X \$250 = \$2750

TOTAL = \$2750

Special Services

Carpet cleaning is available - Price quoted upon request.

Waxable hard surface floors can be stripped and refinished or scrubbed and re-waxed - Price quoted upon request.

Exterior windows can be cleaned - Price quoted upon request.

Initial Cleaning

Detail cleaning of Open arena, dressing area, stage and bathrooms

- High and low dusting of horizontal surfaces including desks, sills, cabinets etc.
- Detail cleaning of floor areas including edges, under desks and behind doors
- Wiping of sides of desks, files, trash cans, doors and cabinets
- Cleaning and sanitizing of bathrooms
- Window Cleaning
- Wipe clean legs and bases of chairs and tables in offices areas etc.
- Wipe clean all restroom partitions, fixtures etc.
- Thorough wiping of all clear areas of horizontal surfaces

Price: \$1,275.00

Service Schedule

Cleaning service operations described in this comprehensive program will be performed Every other week.

The cleaning crew will observe holidays observed by the customer. Miller's Touch Cleaning Services Inc

is prepared to adapt this work schedule to coincide with the needs and requests of the customer provided that such requests do not alter the cost of operations.

Invoicing

All invoicing will be itemized according to monthly work or for special tasks. Invoicing will be on the 1st of each month. Payment policy is net 15 days.

Supervision

Adequate personnel and supervision will be furnished to ensure quality service.

Supplies

The customer will furnish all consumable products inclusive of but not limited to: toilet tissue, towels, trash liners and hand soap. If desired, Miller's Touch Cleaning Services Inc can provide these products and invoice them separately.

Miller's Touch Cleaning Services Inc will furnish all cleaning supplies inclusive of but not limited to: cleaning agents, disinfectants, etc.

Equipment

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Miller's Touch Cleaning Services Inc will comply with current OSHA regulations and proven procedures pertaining to all work performed at the customer's location.

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Miller's Touch Cleaning Services Inc will furnish all forms of insurance required by law and shall maintain the same in force.

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- Property Damage
- Workers' Compensation

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NOW, THEREFORE, in consideration of the mutual promises and benefits to be derived by the parties they mutually agree to the terms and conditions as outlined above in this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date and year first written above.

Miller's Touch Cleaning Services Inc

USC Theatre Of Beacon Cleaning Proposal

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____

Title: _____

Title: _____

USC Theatre Of Beacon Cleaning Proposal

Job Specifications

Arena Main Seating

<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Every other wk.
Check For Litter, Spot Dust chairs	Every other wk.
Remove Litter And Dust Chairs	Every other wk.
Spot Clean All Walls, Light Switches And Doors	Every other wk.
Dust Mop Hardwood Floors Using Soft Microfiber Pad Or Cloth	Every other wk.
Wipe Up Spills On Hardwood Floors Using A Slightly Dampened Microfiber Cloth Or Pad	Every other wk.
Sanitize and Disinfect doors and doorknobs, light switches, handrails, phones, computers and key boards, desk, all hard surfaces, walls and floors.	Every other wk.
Empty And Remove Trash	Every other wk.

Restrooms

<u>Task Description</u>	<u>Service Days</u>
Empty Trash, Refill Supply Dispensers, Clean And Disinfect Restroom Fixtures, Clean Mirrors, Counters, Partitions And Chrome, Sweep And Mop Floor Using Appropriate Cleaner	Every other wk.

Stage

<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Every other wk.
Spot Clean Vending Machines, Walls And Light Switches	Every other wk.
Arrange Furniture	Every other wk.
Dust Mop Hardwood Floors Using Soft Microfiber Pad Or Cloth	Every other wk.
Mop Hardwood Floors With A Slightly Dampened Microfiber Pad Or Cloth	Every other wk.
Clean All Ceiling Vents	Every other wk.

Dressing Room

Task Description

Service Days

Detail Dust - High And Low Areas

Monthly

Spot Clean All Walls, Light Switches And Doors

Every other
wk.

Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner

Every other
wk.

Vacuum Or Brush Upholstered Furniture

Monthly

Clean And Sanitize Telephones

Every other
wk.

Arrange Furniture

Every other
wk.

Empty And Remove Trash, Replace Liner If Needed

Every other
wk.

Dust Mop Hardwood Floors Using Soft Microfiber Pad Or Cloth

Every other
wk.

Mop Hardwood Floors With A Slightly Dampened Microfiber Pad Or Cloth

Every other
wk.

Other Requirements

Task Description

Service Days

Site Supervision

Every other
wk.

Gather Supplies And Equipment For Shift

Every other
wk.

Clean And Arrange Janitor Closet

Every other
wk.

Prepare For The Next Day

Every other
wk.

Turn Off Lights - Per Instructions

Every other
wk.

Shut And Lock Doors, Set Alarm - Per Instructions

Every other
wk.



Memo

To: Chris White, City Administrator
From: Mark Price
CC: Benjamin Swanson
Date: March 1, 2022
Re: Cleaning Services for the City of Beacon Parks RFP Award

Two proposals were submitted and reviewed for the Cleaning Services for the City of Beacon Parks RFP. The two proposals were carefully reviewed, and one was found to be incomplete in its submission. The proposal received from Superior BLD Maint. did not provide pricing for seven day a week cleaning and therefore will be rejected.

The winning bidder would be Miller's Touch Cleaning Service and it is my recommendation to utilize them for the 3-year term of a proposed contract.

Bidder	Amount	Notes
Miller's Touch Cleaning Service	\$14550 park rest rooms \$4025 theater building	Complete bid. 7 day service park restrooms and theater building
Superior BLD Maint.	\$8855	Incomplete. Bid does not include pricing for 7 day service

Mark Price

Recreation Director

23 West Center Street Beacon, NY 12508 • Phone: (845) 765-8440 • Fax: (845) 765-8439

mprice@beaconny.gov

City of Beacon City Council Agenda
03/14/2022

Title:

Authorizing the City Administrator to Execute an Agreement for Municipal Center Roof Replacement

ATTACHMENTS

Superintendent of Streets Recommendation for Bid Award for Municipal Center Roof Replacement

Memorandum

Highway Department



To: Mr. Christopher White, City Administrator City
of Beacon City Hall
1 Municipal Plaza
Beacon, New York 12508

Re: Municipal Center Roof Replacement
City of Beacon Award Recommendation

Date: March 14, 2022

A total of Six (6) bid proposals were submitted and opened on March 14, 2022, for the base bid for the above referenced project for the Beacon Municipal Center, which was budgeted for in the 2021 Capital Program in the amount of \$305,000. The Six (6) proposals were carefully reviewed; All proposals submitted were complete.

The following tabulation shows the order from lowest bidder, the name of the bidder, and the total contract amount. The estimated cost for the project was \$305,000.

Name of Bidder	Total Contract Amount
VAD Contractors, Inc.	\$199,800.00
MCT AT Service, Inc.	\$232,168.00
Milcon Construction Corporation	\$294,800.00
Niko K Construction Corp.	\$425,000.00
Armor-Tite Construction Corp.	\$213,000.00
Barrett, Inc.	\$318,900.00

The lowest bidder is VAD Contractors, Inc., with a total bid of \$199,800.00. VAD Contractors, Inc. has submitted information related to the bid specifications, as outlined by the City of Beacon. References supplied were called and checked to verify the work completed by the prospective low bidder, and were found to be acceptable. In my opinion, VAD Contractors, Inc. would be considered the lowest responsible bidder, based upon submitted information. Along with the bid, the contractor has submitted a Non-Collusive bidding certificate, and a bid bond.

It is my recommendation to the City Council to award the Municipal Center Roof Replacement project to VAD Contractors, Inc.

Sincerely

Michael Manzi

Michael Manzi
City of Beacon
Superintendent of Streets

City of Beacon City Council Agenda
03/14/2022

Title:

Discussion of City Council Rules and Regulations

ATTACHMENTS

[Draft Edits to 2022 City Council Rules of Procedure](#)

[City Council Discussion Questions](#)

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) The City Council believes our city government is made stronger through an engaged and active public. Our Public Comment and Public Hearing Sessions are two of the key ways that those who live and work in Beacon provide feedback, input and inspiration for City Council. These guidelines are designed so that everyone is heard.

2) 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.

3) A speaker shall be allowed to speak at either the first public comment segment or the second, but not both.

4) 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. If meeting attendance is not possible, interested parties, or their representatives, are also welcome to submit their written comments in advance. Communications clearly labeled as for Public Comment or Public Hearings may be included in the public record.

5) 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.

6) The Presiding Officer may appoint a timekeeper for purposes of the public comment segments.

~~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.~~

7) 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.

~~6)8)~~ 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.
- 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) A speaker's individual time to speak at a public hearing may not exceed five (5) minutes.

~~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)

~~g)a) A speaker's individual time to speak at a public hearing may not exceed five (5) minutes.~~

~~h)g)~~ ~~Biased and/or indecent~~ Hate speech and abusive language or conduct shall not be tolerated, ~~and the Presiding Officer may withdraw the remaining time of the speaker if such decorum is violated.~~

~~i)a) 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.~~

~~h)h)~~ Any statements, comments or remarks made by a speaker shall not ~~concern~~ guess at the personal motives of a member of the Council and/or constitute a personal ~~and/or political~~ attack or defamation, criticism of any member of the Council, any officer of the City or any Statements, comments or remarks about any employee of the City or member of the public shall follow the

same rules as above, and in addition, shall not include direct criticisms.

~~k)l)~~ 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.

~~j)~~ 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.~~

~~9) The Council, City employees and guests at the Council table are expected to conduct themselves with a mutual respect to the public and conform to the rules set forth above regarding conduct during Public Comment and Public Hearing proceedings.~~

~~8)10)~~ Debate or discussion between audience members and the speaker having the floor shall not be permitted.

~~9)11)~~ 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.

Discussion of City Council Rules and Procedures February 28, 2022

Supplemental questions for discussion

Please note: The proposed language changes were put together by Councilmember Justice McCray, Councilmember Paloma Wake and Councilmember Molly Rhodes. The proposed changes are designed to help focus discussion and are not necessarily the final language desired.

Frame why we would like to adjust the language

Discussion of the issues (before we get into specific language suggestions)

- What is the history of the need for limiting what members of the public share? What has the council experienced that we want to avoid moving forward?
- Should there be different rules of what can be challenged and/or stated publicly about elected officials vs. city employees? Vs. members of the public?

Specific language discussion (review of proposed changes)

- Language in section 8d (guidelines for public hearings)
 - Added additional segment to start of Guidelines for public comment and hearing section, to make more welcoming to members of the public
 - Added in more specific language about sharing comments intended for Public Comment and/or Hearings, and adding this to public record
- Language in section 8.d.8 - conduct at public comments and hearing
 - Adjusted terminology in section g about type of language not allowed (legal issues with using defamation?)
 - Suggested new language in section h related to comments about the Council motives, and differentiate elected officials and city employees/members of the public
- New section 9 - specifically state obligation for Council and guests at table to conduct themselves according to the same rules
- Reordered some sub-sections to help with flow of document overall