



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

November 20, 2023
7:00 PM
City Council Agenda

Roll Call

Workshop Agenda Items

1. [Proposed 2024 Budget: Highway Department](#)
2. [Proposed 2024 Budget: Wastewater Treatment Plant](#)
3. [Proposed 2024 Budget: Water and Sewer Department](#)
4. [2024 Water Meter Upgrades](#)
5. [Amended Workplace Violence Prevention and Sexual Harassment Prevention Policies](#)
6. [Appointment of Martha Welnowska to the Position of Deputy City Clerk](#)
7. [Agreement with Weston & Sampson for Engineering Design of the South Avenue Park Improvements](#)
8. [Agreement with Community Compost Company for Organic Waste Pick-Up and Composting](#)
9. [Minimum Parking Requirements](#)

City of Beacon City Council Agenda
11/20/2023

Title:

Proposed 2024 Budget: Highway Department

ATTACHMENTS

[Proposed 2024 Budget: Highway Department Overview](#)

[Proposed 2024 Budget: Highway Department Excerpt](#)



CITY OF BEACON

HIGHWAY DEPARTMENT

2024 Budget Overview

DEPARTMENT RESPONSIBILITIES

The Highway Department's mission is to maintain and repair the City's infrastructure (except water and sewer), public buildings and facilities, parks, and streets. The Department oversees a wide array of services, including street repairs, bridge and culvert maintenance, public parking lot maintenance, snow removal, leaf and brush pickup, stormwater system maintenance, street light repairs, trimming and mowing of parks and other public properties, tree maintenance and planting, upkeep of most City buildings, and maintenance of City vehicles and equipment. The Department oversees garbage and recycling collection, operates the Transfer Station, oversees capital improvements (e.g., sidewalk repairs, annual milling and paving), and responds to damages from flooding and high wind events. The Department also addresses quality-of-life issues, such as cleaning streets, watering flowers on Main Street, removing graffiti, and supporting public events.



Reconstructed Sidewalk on South Ave



New Trees Planted at Memorial Park

DEPARTMENT STAFFING

The Highway Department is budgeted for 22 full-time employees (FTEs), including:

- Superintendent of Streets- 1 FTE
- Highway Division (5110)- 14 FTE
- Parks (7110)- 2 FTE (along with seasonal)
- Transfer Station (8189)- 1 FTE (along with 1 part-time employee)
- Public Buildings- 1 FTE
- Mechanics- 3 FTE

HIGHLIGHTS OF 2023 PROJECTS AND INITIATIVES

Fire Station Capital Project: In addition to its ongoing work on City infrastructure and facilities, the Department has provided invaluable support for the \$14.6 million capital project to renovate and expand the City's Fire Station. This support included digging test wells to assess rock removal, removing boilers and other reusable elements from the existing building prior to interior demolition, removing and storing exterior stone memorials, coordinating tree removal, salvaging scrap metal, coordinating with utilities, hauling rock from the constrained site for offsite storage, developing replacement parking and access for a neighboring property owner, and helping to set up power and water for construction trailers.

Quality-of-Life Improvements: The Department continued to focus resources on a series of discrete projects to improve our community. These projects included planting approximately 20 new trees on City properties and along Main Street, reconstructing the railing structure on the Madame Brett Walkway, repainting dozens of decorative light poles along Wolcott Ave and on the west end of Main Street, repairing fencing on the east end of Main Street, installing two new EV charging stations in public parking lots, milling and paving 14 streets (with reconstruction of 33 ADA-compliant curb ramps) and the parking lots at City Hall, overseeing sidewalk replacement on South Avenue and the east end of Main Street, repainting crosswalks throughout the City, installing new pedestrian safety signage, replacement of garbage baskets on Main Street, and making improvements to Green Street Park and Memorial Park.

MAJOR ITEM CHANGES PROPOSED FOR 2024



New EV Charging Station at Cross St. Lot

The Department is not proposing any major expansions to its services or facilities in 2024. In addition to increases for energy costs, State pension contributions, and employee cost-of-living adjustments, there are only a few budget items that are proposed to increase significantly from 2023 to 2024.

Park (A7110): Funding for maintenance of the City's Park system is proposed to increase by nearly 7 percent, from \$259,748 to \$277,502. This continues the trend in recent years of increasing the City's investment in the repair, maintenance, and improvement of the City's park facilities.

Recycling Disposal (A8160): The Proposed 2024 Budget includes a significant increase in the expense for the disposal of household recycling, which will increase from \$45,000 to \$95,000. The City pays for both pickup and the disposal of these materials. The cost of disposal has risen steeply over the course of the past few years as demand for recycled materials largely collapsed over the same period. Before that time, the City was paid for its materials. Currently, the cost to the City to dispose of recycled materials is higher than that of garbage.



Fence Replacement- East End of Main St.

SUMMARY

The Department's proposed funding for 2024 features a few minor adjustments, but remains relatively stable from the Adopted 2023 Budget. In 2024, the Department will also play a key role in several critical capital improvement projects. While the direct cost of this work is not in this budget, these projects will require the Department's staff time and support. These critical projects will include the reconstruction of Teller Avenue and Fishkill Avenue (Spring 2024 construction), replacement of stairs at City Hall, installation of photovoltaic panels on the Highway Garage (Summer 2024), reconstruction of sidewalks on West Center Street, additional milling/paving of City streets, and continuation of support for the Fire Station project, which is anticipated to be completed in late summer 2024. Working closely with other Departments, the Highway Department will continue to support these and other critical projects in 2024.



New Railing (250 feet) Installed by Highway and Water Dept. at Madame Brett Walkway

2024 CITY OF BEACON BUDGET

GENERAL FUND EXPENSE (A)

			2021	2022	2022	2022	2023	2023	2023	2024
			YTD	ADOPTED	REVISED	YTD	ADOPTED	REVISED	YTD	PROPOSED
			ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET
			12/31/21		12/31/22	12/31/22		10/02/23	10/02/23	
1620 PUBLIC BUILDINGS										
A1620	101000	REGULAR SALARIES	51,249	58,005	58,005	58,907	64,531	64,531	48,102	67,787
A1620	105000	OVERTIME	2,079	1,000	3,000	3,457	2,400	2,400	1,856	2,400
A1620	105200	SICK LEAVE BONUS	-							
A1620	119000	CLOTHING ALLOWANCE	650	650	650	650	650	650	-	650
A1620	120000	HEALTH INSURANCE BUY-OUT	2,500	2,500	2,500	2,500	2,500	2,500	1,250	2,500
A1620	411000	CLEANING SUPPLIES	6,157	9,500	9,500	6,577	9,500	9,500	2,895	9,500
A1620	412600	MUNICIPAL CENTER GAS HEAT	9,858	7,017	7,017	14,086	7,719	7,719	9,172	15,700
A1620	412610	BEACON ENGINE GAS HEAT	762	-	-	-				
A1620	412620	TOMPKINS HOSE GAS HEAT	5,350	5,789	5,789	7,737	6,368	6,368	2,218	-
A1620	412630	MASE HOOK & LADDER GAS HEAT	3,866	4,580	4,580	5,250	5,038	5,038	2,715	4,400
A1620	412640	MEMORIAL BUILDING GAS HEAT	5,385	6,830	6,830	7,447	7,513	7,513	5,034	12,000
A1620	416000	MATERIALS & SUPPLIES	3,330	7,500	9,093	2,418	7,500	7,500	5,536	8,500
A1620	416008	COVID MATERIALS & SUPPLIES	16,447		973					
A1620	422000	MUNICIPAL CENTER ELECTRIC	(45,006)	-	-	26,973			-	-
A1620	422005	WELCOME CENTER ELECTRIC	1,499	1,800	1,800	2,423	1,980	1,980	127	600
A1620	422010	BEACON ENGINE ELECTRIC	538	-	-	1,154				
A1620	422020	TOMPKINS HOSE ELECTRIC	2,853			4,978				
A1620	422030	MASE HOOK & LADDER ELECTRIC	7,445	7,840	7,840	3,337	8,624	8,624	-	5,000
A1620	422040	MEMORIAL BUILDING ELECTRIC	780	-	-	949				
A1620	422062	AREA LIGHTS ELECTRIC	-	-	-	105			295	350
A1620	442000	EXTERMINATOR	2,312	1,600	1,600	1,256	1,700	1,700	-	1,500
A1620	444000	JANITORIAL SERVICE	750	2,500	7,750	650	2,000	2,000	-	1,000
A1620	445100	MAINTENANCE OF EQUIPMENT	62,341	55,000	57,034	43,248	71,000	71,000	30,520	70,000
A1620	446800	PARKING LOT REPAIRS	19,635	20,000	20,000	20,000	20,000	20,000	-	24,000
A1620	447300	REPAIR OF REAL PROPERTY	4,371	8,000	9,902	1,962	7,000	7,000	401	7,000
A1620	447301	REPAIR OF MUNICIPAL CENTER	10,248	20,000	22,176	16,358	15,000	15,000	5,509	15,000
A1620	447302	REPAIR OF MEMORIAL BLDG REP	641	5,000	5,000	1,501	5,000	5,000	-	5,000
A1620	447307	REPAIR REAL PROP - FIREHOUSE	5,858	5,000	5,525	4,397	5,000	5,000	-	3,000
A1620	820000	SOCIAL SECURITY	4,320	4,755	4,755	5,011	5,361	5,361	3,918	5,610
TOTAL PUBLIC BUILDINGS			186,218	234,866	251,319	243,331	256,384	256,384	119,548	261,497

2024 CITY OF BEACON BUDGET

GENERAL FUND
EXPENSE (A)

			2021	2022	2022	2022	2023	2023	2023	2024
			YTD	ADOPTED	REVISED	YTD	ADOPTED	REVISED	YTD	PROPOSED
			ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET
			12/31/21		12/31/22	12/31/22		10/02/23	10/02/23	
5110 HIGHWAY										
A5110	100401	SUPERINTENDENT SALARY	95,633	102,000	102,000	101,822	104,550	104,550	78,364	112,000
A5110	101000	REGULAR SALARIES	904,234	1,054,522	1,039,861	894,995	1,099,921	1,099,921	686,950	1,140,325
A5110	103100	TEMPORARY POSITION	13,740	14,000	17,842	17,842	15,360	15,360	14,457	17,280
A5110	105000	OVERTIME	33,075	27,800	53,619	55,242	30,000	30,000	17,022	32,000
A5110	105200	SICK LEAVE BONUS	1,800	1,200	1,200	600	2,500	2,500	2,234	3,905
A5110	112500	MEALS	434	750	750	1,099	750	750	105	750
A5110	119000	CLOTHING ALLOWANCE	8,331	9,125	9,125	7,587	9,125	9,125	-	9,125
A5110	120000	HEALTH INSURANCE BUY-OUT	7,500	7,500	7,500	7,007	7,500	7,500	2,500	7,500
A5110	190000	SEVERANCE/RETIREMENT PAY			75,428	75,428		5,493	5,492	
A5110	250000	EQUIPMENT	-	1,500	3,156	3,156	1,500	10,500	8,963	3,000
A5110	410100	ANTI-FREEZE	491	500	500	-	500	500	-	500
A5110	411200	CONCRETE/CEMENT	2,292	4,500	4,580	3,350	5,500	5,500	729	5,000
A5110	411300	BLACKTOP	12,488	12,000	22,792	15,246	12,000	12,000	2,692	4,500
A5110	412300	FENCE	350	500	11,165	5,333	500	500	400	600
A5110	412801	FLAGS	2,000	2,500	2,500	2,500	2,500	2,341	1,799	2,500
A5110	412802	FLOWERS & LANDSCAPING	2,491	7,600	6,435	3,105	8,000	8,000	3,595	7,000
A5110	413000	GAS & DIESEL	38,034	56,203	56,203	71,224	76,271	76,271	31,015	71,657
A5110	413001	BVAC GAS	7,650	12,839	12,839	11,250	16,938	16,938	6,100	17,281
A5110	413002	VEHICLE OIL	5,511	6,000	6,075	5,445	6,000	6,000	4,295	6,000
A5110	413200	GRATES	189	1,500	4,782	3,682	1,500	1,751	1,346	2,000
A5110	413500	GREASE & LUBES	729	750	750	-	750	750	-	750
A5110	415400	TOOLS	3,319	3,000	3,889	3,960	3,000	3,000	1,104	3,000
A5110	416000	MATERIALS & SUPPLIES	19,149	19,000	23,575	18,498	19,000	19,453	14,546	20,000
A5110	416300	PAINTS	499	1,000	1,001	-	1,000	1,000	575	1,000
A5110	416400	PIPE	500	1,000	1,780	2,783	1,500	1,500	-	1,000
A5110	417000	RADIO SUPPLIES	-	3,000	3,910	2,153	3,000	3,000	856	2,000
A5110	417100	ROAD MARKINGS	-	30,000	23,166	19,875	60,000	60,000	27,374	60,000
A5110	417200	GUARD RAILS	2,733	4,000	5,344	2,672	3,000	5,629	5,555	3,000
A5110	417500	SAFETY SUPPLIES	2,002	2,000	2,000	262	2,000	1,706	-	2,500
A5110	417900	SIGNS & POSTS	10,775	7,000	13,681	12,431	10,000	10,000	8,529	10,000

2024 CITY OF BEACON BUDGET

GENERAL FUND EXPENSE (A)

			2021	2022	2022	2022	2023	2023	2023	2024
			YTD	ADOPTED	REVISED	YTD	ADOPTED	REVISED	YTD	PROPOSED
			ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET
			12/31/21		12/31/22	12/31/22		10/02/23	10/02/23	
A5110	418200	STONE	-	3,000	15	-	3,000	3,000	-	3,000
A5110	418600	TUBES & TIRES	9,101	10,000	8,586	7,420	9,500	9,500	4,271	12,000
A5110	418800	TAR	29,804	32,000	34,196	31,740	30,000	29,600	-	30,000
A5110	419000	UNIFORM CLEANING	572	1,600	1,784	1,352	1,600	2,000	961	1,600
A5110	419600	WEED CONTROL	3,600	4,500	2,880	2,880	4,500	4,500	760	4,500
A5110	419700	WELDING SUPPLIES	-	1,000	-	-	3,000	3,000	-	1,000
A5110	422081	DPW ELECTRIC	18,363	1,912	1,912	875	2,103	2,103	462	2,200
A5110	424001	DPW WATER & SEWER	624	1,000	1,500	1,507	1,600	1,600	475	1,600
A5110	443200	TRAINING	141	1,250	1,250	890	1,250	1,250	500	3,000
A5110	444100	PROFESSIONAL LICENSE & PERM	369	600	600	173	600	635	1,248	750
A5110	445100	MAINTENANCE OF EQUIPMENT	14,300	30,000	30,000	28,242	30,000	37,600	27,812	30,000
A5110	447000	RENTAL OF EQUIPMENT	-	3,300	1,425	-	3,000	3,000	-	3,000
A5110	447200	REPAIR OF EQUIPMENT	64,624	75,000	81,648	66,395	75,000	86,884	59,929	83,000
A5110	447213	REPAIR OF MAIN ST CLOCKS	6,229	1,150	1,150	264	1,000	1,265	1,265	1,265
A5110	447214	REPAIR OF BUS SHELTERS	-	1,200	1,200	-	1,200	1,200	-	1,500
A5110	447300	REPAIR OF REAL PROPERTY	820	6,000	6,000	4,511	15,300	12,636	9,295	5,000
A5110	448000	TREE MAINTENANCE	4,350	28,400	38,409	26,040	30,000	30,000	11,160	30,000
A5110	462000	TRAVEL	32	150	150	119	150	150	33	150
A5110	820000	SOCIAL SECURITY	76,457	93,077	93,245	83,988	97,133	97,133	58,314	101,201
TOTAL HIGHWAY			1,405,335	1,688,428	1,823,398	1,604,943	1,814,101	1,848,594	1,103,082	1,860,939
5142 SNOW										
A5142	105000	OVERTIME	47,623	90,000	90,000	56,689	90,000	90,000	18,919	90,000
A5142	112500	MEALS	1,092	2,000	2,000	1,169	2,000	2,000	546	2,000
A5142	250000	EQUIPMENT	500	1,000	7,395	6,895	1,000	1,000	-	1,500
A5142	416000	MATERIALS & SUPPLIES	2,769	3,500	6,527	5,770	4,000	4,000	1,110	4,000
A5142	417600	SAND & SALT	124,777	130,000	115,593	111,555	130,000	130,000	-	130,000
A5142	447000	RENTAL OF EQUIPMENT	-	3,000	2,433	-	3,000	3,000	-	3,000
A5142	447200	REPAIR OF EQUIPMENT	26,011	32,000	41,690	33,478	32,000	32,000	2,393	32,000
A5142	820000	SOCIAL SECURITY	3,552	7,038	7,038	4,201	7,038	7,038	1,406	7,038
TOTAL SNOW			206,324	268,538	272,676	219,757	269,038	269,038	24,374	269,538

2024 CITY OF BEACON BUDGET

GENERAL FUND
EXPENSE (A)

			2021	2022	2022	2022	2023	2023	2023	2024
			YTD	ADOPTED	REVISED	YTD	ADOPTED	REVISED	YTD	PROPOSED
			ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET
			12/31/21		12/31/22	12/31/22		10/02/23	10/02/23	
5182 STREET LIGHTS										
A5182	422090	STREET LIGHTS LIGHT & POWER	21,381	-	-	-	-	-	-	-
A5182	447300	REPAIR OF REAL PROPERTY	11,203	10,000	11,915	4,875	15,000	15,000	2,183	12,000
A5182	470300	STREET LIGHTS HOLIDAY DECOR	908	1,500	1,321	544	1,500	1,500	-	1,500
TOTAL STREET LIGHTS			33,492	11,500	13,236	5,419	16,500	16,500	2,183	13,500
5630 BUS OPERATIONS										
A5630	464500	BUS LINE	-	14,641	14,641	26,620	14,641	14,641	-	16,105
TOTAL BUS OPERATIONS			-	14,641	14,641	26,620	14,641	14,641	-	16,105
6150 FOOD ASSISTANCE										
A6150	470500	COMMUNITY OUTREACH	22,460	-	2,540	2,540	-	-	-	-
TOTAL FOOD ASSISTANCE			22,460	-	2,540	2,540	-	-	-	-

2024 CITY OF BEACON BUDGET

GENERAL FUND EXPENSE (A)

			2021	2022	2022	2022	2023	2023	2023	2024
			YTD	ADOPTED	REVISED	YTD	ADOPTED	REVISED	YTD	PROPOSED
			ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET
			12/31/21		12/31/22	12/31/22		10/02/23	10/02/23	
7110 PARK										
A7110	101000	REGULAR SALARIES	135,006	138,169	138,169	142,655	145,242	145,242	108,859	150,442
A7110	103100	TEMPORARY POSITION	22,892	28,800	28,800	15,275	30,720	30,720	8,799	34,560
A7110	105000	OVERTIME	6,347	3,000	6,200	7,647	4,000	4,000	3,091	4,000
A7110	105020	OT BATHROOMS	586	585	535	12	600	600	13	600
A7110	105200	SICK LEAVE BONUS	-		-		600	600	-	600
A7110	112500	MEALS	35		50	63	50	50	21	50
A7110	119000	CLOTHING ALLOWANCE	1,300	1,300	1,300	1,300	1,300	1,300	-	1,300
A7110	120000	HEALTH INSURANCE BUY-OUT								
A7110	250000	EQUIPMENT	2,196	1,500	1,500	1,230	1,500	1,500	490	2,000
A7110	250093	PARK IMPROVEMENTS	-							
A7110	411000	CLEANING SUPPLIES	1,045	2,000	2,955	876	2,000	2,000	1,151	2,000
A7110	412300	FENCE	-	250	250	-	250	250	-	250
A7110	413000	GAS & DIESEL	6,975	6,278	6,278	7,015	8,266	8,266	4,100	8,042
A7110	415400	TOOLS	398	500	342	-	500	500	320	750
A7110	416000	MATERIALS & SUPPLIES	3,418	3,500	3,323	3,083	3,500	5,275	5,256	3,500
A7110	416300	PAINTS	497	1,000	1,190	1,187	1,000	900	-	1,000
A7110	419600	WEED CONTROL	-	2,000	2,000	-	2,000	1,500	760	2,000
A7110	422095	PARK ELECTRIC	12,006	6,185	6,185	7,743	6,804	6,804	2,844	6,800
A7110	444000	JANITOR SERVICE	14,025	20,000	22,425	14,550	15,000	15,000	12,825	17,500
A7110	447200	REPAIR OF EQUIPMENT	1,792	2,500	5,222	3,042	2,500	3,750	1,490	2,500
A7110	447300	REPAIR OF REAL PROPERTY	2,884	12,000	9,991	-	12,000	9,575	8,075	16,000
A7110	448000	TREE MAINTENANCE	39,000	7,600	7,600	-	8,000	8,000	1,000	9,000
A7110	820000	SOCIAL SECURITY	11,839	13,102	13,102	12,051	13,916	13,916	8,647	14,608
TOTAL PARK			262,241	250,269	257,417	217,729	259,748	259,748	167,741	277,502

2024 CITY OF BEACON BUDGET

GENERAL FUND EXPENSE (A)

			2021	2022	2022	2022	2023	2023	2023	2024
			YTD	ADOPTED	REVISED	YTD	ADOPTED	REVISED	YTD	PROPOSED
			ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET
			12/31/21		12/31/22	12/31/22		10/02/23	10/02/23	
8010 ZONING										
A8010	101000	REGULAR SALARIES	7,570	17,161	17,161	16,652	17,737	17,737	8,789	15,931
A8010	105000	OVERTIME	1,104	1,700	1,700	1,734	1,500	1,500	815	1,500
A8010	416000	MATERIALS & SUPPLIES	-	200	200	83	200	200	-	200
A8010	455000	VIDEOGRAPHER	3,050	4,200	5,700	2,400	4,200	4,800	3,300	4,800
A8010	820000	SOCIAL SECURITY	662	1,443	1,443	1,392	1,472	1,472	698	1,333
TOTAL ZONING			12,386	24,704	26,204	22,261	25,109	25,709	13,602	23,764
8020 PLANNING										
A8020	101000	REGULAR SALARIES	7,570	17,161	17,161	16,652	17,737	17,737	8,789	15,931
A8020	105000	OVERTIME	3,537	2,500	2,500	2,966	2,500	2,500	1,363	2,500
A8020	416000	MATERIALS & SUPPLIES	194	2,500	2,500	2,010	2,500	2,500	304	2,200
A8020	443200	TRAINING	-	500	500	-	500	500	-	-
A8020	452000	CONSULTANT	28,344	50,000	48,600	20,188	25,000	25,000	13,861	25,000
A8020	455000	VIDEOGRAPHER	4,800	4,200	5,250	5,550	5,200	4,800	3,900	4,800
A8020	820000	SOCIAL SECURITY	848	1,504	1,504	1,485	1,548	1,548	739	1,410
TOTAL PLANNING			45,293	78,365	78,015	48,851	54,985	54,585	28,956	51,841
8160 SANITATION										
A8160	446600	REFUSE REMOVAL	95,195	93,000	94,500	95,232	97,000	97,000	42,809	90,000
A8160	449100	GARBAGE HAULING & DISPOSAL	707,787	710,000	710,000	754,693	790,000	790,000	449,054	790,000
A8160	449101	ADD A CAN EXPENSE	43	100	100	70	100	100	63	100
A8160	449300	RECYCLING HAULING	231,181	257,000	258,200	230,499	231,000	231,000	134,243	231,000
A8160	449301	RECYCLING DISPOSAL	50,246	68,000	66,675	48,865	45,000	106,000	78,633	95,000
A8160	449600	COMPOST PROGRAM		8,000	9,325	9,115	13,000	13,000	10,660	17,000
TOTAL SANITATION			1,084,452	1,136,100	1,138,800	1,138,474	1,176,100	1,237,100	715,462	1,223,100

2024 CITY OF BEACON BUDGET

GENERAL FUND
EXPENSE (A)

			2021	2022	2022	2022	2023	2023	2023	2024
			YTD	ADOPTED	REVISED	YTD	ADOPTED	REVISED	YTD	PROPOSED
			ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET
			12/31/21		12/31/22	12/31/22		10/02/23	10/02/23	
8170 STREET CLEANING										
A8170	416000	MATERIALS & SUPPLIES	4,479	6,500	9,303	9,759	6,500	926	-	7,500
A8170	447200	REPAIR OF EQUIPMENT	4,392	4,000	10,348	8,579	5,000	10,574	8,630	7,500
TOTAL STREET CLEANING			8,871	10,500	19,651	18,338	11,500	11,500	8,630	15,000
8189 TRANSFER STATION										
A8189	101000	REGULAR SALARIES	92,639	89,874	89,874	94,603	97,349	97,349	64,849	97,021
A8189	105000	OVERTIME	2,352	2,400	2,400	4,470	2,400	2,400	601	2,300
A8189	105200	SICK LEAVE BONUS	900	900	800	600	600	600	600	706
A8189	112500	MEALS	28		100	63	100	100	14	100
A8189	119000	CLOTHING ALLOWANCE	650	975	975	650	975	975	-	975
A8189	190000	SEVERANCE/RETIREMENT PAY							2,305	
A8189	412650	TRANSFER STATION GAS HEAT	3,657	4,951	4,951	6,014	5,446	5,446	4,899	8,700
A8189	413000	GAS & DIESEL	11,030	11,455	11,455	15,985	17,736	17,736	8,950	16,640
A8189	415400	TOOLS	98	250	250	-	250	230	-	1,200
A8189	416000	MATERIALS & SUPPLIES	638	750	250	-	750	1,400	1,369	1,600
A8189	418600	TUBES & TIRES	-	750	750	-	750	770	769	800
A8189	422050	TRANSFER STATION ELECTRIC	1,312	1,336	1,336	17,956	1,470	1,470	-	1,500
A8189	447200	REPAIR OF EQUIPMENT	11,925	12,000	10,076	10,983	10,000	10,000	7,117	11,000
A8189	447300	REPAIR OF REAL PROPERTY		35,000	32,000	9,451	20,000	19,350	12,350	18,000
A8189	820000	SOCIAL SECURITY	6,876	7,202	7,202	7,171	7,759	7,759	4,817	7,734
TOTAL TRANSFER STATION			132,105	167,843	162,419	167,946	165,585	165,585	108,640	168,276
8540 STORM DRAINS										
A8540	419800	STORM DRAIN REPAIR	-	-	-	-	-	40,615	40,615	-
TOTAL RETIREMENT			-	-	-	-	-	40,615	40,615	-

City of Beacon City Council Agenda
11/20/2023

Title:

Proposed 2024 Budget: Wastewater Treatment Plant

ATTACHMENTS

[Proposed 2024 Budget: Wastewater Treatment Plant Overview](#)

[Proposed 2024 Budget: Wastewater Treatment Plant Excerpt](#)



CITY OF BEACON

WASTEWATER TREATMENT PLANT

2024 Budget Overview

DEPARTMENT RESPONSIBILITIES

The Department's mission is to provide the City of Beacon and outside customers with sound disposal and treatment methods for wastewater and septage system waste in order to ensure the protection of human health and the preservation of the environment. The City operates and maintains the Wastewater Treatment Plant ("WWTP") on Dennings Avenue, which receives an average daily plant flow of 3.0 million gallons per day ("MGD") and has a capacity of more than 6.0 MGD.

In addition to the wastewater received through the City's network of collection pipes, the plant also processes over 750,000 gallons of septage sludge and leachate per week, which is trucked in by haulers who are charged a fee for disposal. The WWTP is fed by more than 50 miles of sewer piping infrastructure, including 1,300 sewer manholes and 5 pump stations.

DEPARTMENT STAFFING

The WWTP is currently budgeted for a staff of eleven (11) personnel:

- Chief WWTP Operator (1)
- Senior WWTP Operator (1)
- WWTP Operators (3)
- Senior Maintenance Mechanic (1)
- Maintenance Mechanics (5)

The 2023 Budget does not propose any additions or reductions in staff.

HIGHLIGHTS OF 2023 PROJECTS AND INITIATIVES

Computerized Maintenance Management System (CMMS): The 2022 and 2023 Budgets included funding for the development and implementation of CMMS at the WWTP. This system has now been fully operationalized and is being overseen by the Senior Maintenance Mechanic hired in May 2023. The City is working to address years of deferred maintenance on its equipment and facilities as well as schedule and conduct preventive maintenance to ensure the WWTP runs efficiently and is less prone to being offline due to emergency repairs. This focus on improving preventative maintenance will continue in 2024.





Rehabilitation of Primary Settling Tanks:

Started in 2022, the \$1.9 million capital project to rehabilitate the WWTP's primary settling tanks is now approximately 60 percent complete. One of the three tanks will be completed in spring 2024 along with replacement of all railings.

Engineering Design for Dewatering System Replacement:

As highlighted in last year's budget presentation, the WWTP's aging belt-press system is in urgent need of replacement. Breakdowns of the existing system have caused the WWTP to stop processing sludge and receiving hauler waste on several occasions where replacement parts were not readily available. The City has been working with Tighe & Bond engineers on the design of a replacement system, which would use two centrifuges that provide more efficient operation and resiliency. These plans are now at 90 percent

completion, and the City anticipates bidding the project in early 2024.

MAJOR ITEM CHANGES PROPOSED FOR 2024

Overtime (G8130-105000): The Proposed Budget would increase the expense for Overtime from \$80,000 in 2023 to \$95,000 in 2024. The additional Overtime is directly related to the increased frequency of significant rain events, which stress the plant's processing capacity and often require monitoring overnight to ensure that backups to the systems are addressed immediately.

Purchase of Equipment (G8130-25000): The budget proposes to increase funding for Equipment from \$48,900 to \$86,000 (an increase of more than \$37,100 or 75 percent). With the hiring of the new Senior Mechanic, the Department is beginning to bring in-house many of the repairs that were previously done by contractors. Over time, the repairs now being instituted and planned will help to ensure that shut-downs of the WWTP can be avoided.



Chemicals (G8130-410900): The wastewater treatment process requires a significant input of chemicals, including polymer, an oxidizing agent (VX456), and hypochlorite for disinfection. The cost of these inputs has continued to rise so the budget increases this line from \$169,000 to \$190,000. The WWTP staff have been exploring options to these chemicals and adjustments to the treatment process to reduce the volumes of chemicals used.

Repair of Equipment (G8130-447200): As noted above, plant staff are increasing the amount of in-house repair work so this budget line is proposed to increase from \$210,000 to \$240,000. In the long-term, these repair costs will be mitigated by better preventative maintenance through the CMMS.



SUMMARY

The City has made substantial investments in replace aging systems and equipment at the WWTP. Upgrades, including the new centrifuge system, are critical to ensuring the facility remains in compliance with federal and State regulations and, most importantly, ensuring that the wastewater discharged into the Hudson River is properly cleaned and treated. The staff of the WWTP are increasing the amount of preventative maintenance and in-house repairs to prolong the useful life of these critical investments.

CITY OF BEACON 2024 BUDGET

SEWER FUND EXPENSE (G)		2021	2022	2022	2022	2023	2023	2023	2024
		YTD	ADOPTED	REVISED	YTD	ADOPTED	REVISED	YTD	PROPOSED
		ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET
		12/31/21		12/31/22	12/31/22		10/02/23	10/02/23	
8120 SANITARY SEWER									
G8120-250000	PURCHASE EQUIPMENT	4,485	-	-	-	-	-	-	10,000
G8120-416000	MATERIALS & SUPPLIES	1,069	4,500	4,500	1,367	24,500	24,500	1,230	10,000
G8120-422075	SANITARY SEWER ELECTRIC	382	476	476	528	524	524	121	525
G8120-447000	RENTAL OF EQUIPMENT	-	3,000	3,000	-	3,000	3,000	-	3,000
G8120-447200	REPAIR OF EQUIPMENT	20,157	20,000	20,000	5,610	22,000	22,000	6,415	24,000
G8120-454000	ENGINEERS	7,723	25,000	29,076	275	25,000	25,000	-	25,000
TOTAL SANITARY SEWER		33,816	52,976	57,052	7,780	75,024	75,024	7,766	72,525
8130 WATER POLLUTION CONTROL									
G8130-100401	SUPERINTENDENT SALARY	40,385	100,000	100,000	96,418	92,154	92,154	69,072	95,227
G8130-101000	REGULAR SALARIES	648,377	648,020	648,020	638,153	671,818	670,618	450,992	692,877
G8130-103100	TEMPORARY POSITION		-	-	-				
G8130-105000	OVERTIME	73,334	80,000	80,000	89,204	80,000	115,000	88,530	95,000
G8130-105200	SICK LEAVE BONUS	1,800	3,450	3,450	1,800		1,200	1,200	3,311
G8130-112500	MEALS	833	1,200	1,200	1,197	2,400	2,400	1,547	2,400
G8130-119000	CLOTHING ALLOWANCE	6,333	6,500	6,500	5,724	6,500	6,500	-	6,500
G8130-120000	HEALTH BUYOUT	2,500	2,500	2,500	2,500	2,500	2,500	1,250	2,500
G8130-190000	SEVERANCE/RETIREMENT PA	40,697	-	9,938	14,950				
G8130-250000	PURCHASE EQUIPMENT	13,947	48,900	50,096	5,208	48,900	38,900	11,214	86,000
G8130-410900	CHEMICALS	132,127	169,000	232,430	184,868	169,000	169,000	133,088	190,000
G8130-410901	CARBON MEDIA		-	-	-	40,000	40,000	40,000	-
G8130-411000	CLEANING SUPPLIES	1,727	2,200	2,252	-	2,200	2,200	-	2,200
G8130-412680	GAS/OIL FOR HEAT	5,399	7,488	7,488	10,436	8,237	8,237	4,067	8,100
G8130-412802	FLOWERS & LANDSCAPING								2,000
G8130-413000	GAS & DIESEL	4,885	7,315	7,315	5,190	4,628	4,628	2,750	4,905
G8130-414500	LAB SUPPLIES	5,346	13,000	5,500	5,637	10,000	10,000	2,735	10,000
G8130-415400	TOOLS	426	100	100	-	2,000	2,000	1,183	5,000

CITY OF BEACON 2024 BUDGET

SEWER FUND EXPENSE (G)		2021	2022	2022	2022	2023	2023	2023	2024
		YTD	ADOPTED	REVISED	YTD	ADOPTED	REVISED	YTD	PROPOSED
		ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET
		12/31/21		12/31/22	12/31/22		10/02/23	10/02/23	
G8130-416000	MATERIALS & SUPPLIES	6,404	5,000	16,509	12,101	10,000	10,000	7,314	14,000
G8130-416300	PAINTS	-	500	1,000	-	500	500	-	500
G8130-417500	SAFETY SUPPLIES	1,219	5,000	6,515	1,557	7,000	7,000	1,878	7,000
G8130-417700	SANITARY AND PAPER SUPPLI	851	850	850	-	7,000	7,000	824	7,000
G8130-422065	WPC ELECTRIC	210,859	185,803	185,803	243,465	204,383	204,383	104,952	235,000
G8130-423000	TELEPHONES	3,392	3,000	3,000	3,536	3,400	3,400	2,668	4,500
G8130-423001	CELL PHONES	206	594	594	330	1,188	1,188	707	1,572
G8130-441300	CHEMICAL ANALYSIS/LAB WOF	21,951	20,000	29,500	22,857	29,500	37,000	21,028	42,000
G8130-441500	SOFTWARE & SUPPORT		34,500	39,740	31,695	8,000	8,000	800	10,000
G8130-443200	TRAINING	-	10,000	4,450	560	10,000	2,500	-	10,000
G8130-444100	PROFESSIONAL LICENSE FEES	16,072	12,000	12,000	15,500	16,000	16,000	152	16,000
G8130-445100	MAINTENANCE OF EQUIPMENT	18,524	37,532	41,340	7,856	37,369	37,369	10,238	40,000
G8130-446006	PRINTING BILLS	1,354	1,100	1,100	1,621	1,500	1,500	842	3,000
G8130-446600	REFUSE REMOVAL	604,369	759,000	771,634	719,992	750,000	750,000	386,676	710,000
G8130-447200	REPAIR OF EQUIPMENT	124,920	120,000	204,469	147,614	210,000	210,000	52,751	240,000
G8130-447211	PROJECTS	19,824	65,000	78,586	28,629	20,000	20,000	-	20,000
G8130-447300	REPAIR OF REAL PROPERTY	11,900	-	1,238	2,738	5,000	5,000	-	5,000
G8130-452016	WASTEWATER OPERATIONS C	44,920	-	-	-				
G8130-454000	ENGINEERS	25,353	70,000	94,892	8,000	70,000	70,000	16,226	70,000
G8130-462000	TRAVEL	-	1,500	1,500	2	1,500	1,500	-	1,500
G8130-465000	POSTAGE	4,361	4,100	4,185	4,677	4,200	4,200	3,837	4,200
G8130-820000	SOCIAL SECURITY	58,460	64,388	64,388	61,427	65,436	68,113	44,161	68,683
TOTAL WATER POLLUTION CONTROL		2,153,055	2,489,540	2,720,082	2,375,442	2,602,313	2,629,990	1,462,682	2,715,975

CITY OF BEACON 2024 BUDGET

SEWER FUND REVENUE (G)		2021	2022	2022	2022	2023	2023	2023	2024
		YTD	ADOPTED	REVISED	YTD	ADOPTED	REVISED	YTD	PROPOSED
		ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET
		12/31/21		12/31/22	12/31/22		10/02/23	10/02/23	
8110 SEWER ADMINISTRATION									
G8110-126000	HEALTH INSURANCE REIMBURSEMENT	44,890	70,707	70,707	41,561	46,212	46,212	31,897	42,889
G8110-126001	DENTAL INSURANCE	10,388	12,902	12,902	9,369	14,442	14,442	6,317	8,704
G8110-212000	SEWER RENTS	1,155,887	1,229,056	1,229,056	1,172,895	1,265,928	1,265,928	895,537	1,341,884
G8110-212001	CORRECTIONAL FACILITY	956,450	925,000	925,000	884,567	832,500	832,500	416,000	832,500
G8110-212003	TOWN OF FISHKILL	1,135,585	1,100,000	1,100,000	1,347,080	1,150,000	1,150,000	774,295	1,234,000
G8110-212007	BEACON SCHOOL BUS GARAGE	170	-	-	322			468	
G8110-212008	DUTCHESS STADIUM SEWER	4,421	-	-	4,605	1,500	1,500	3,082	1,500
G8110-212009	DC TRANSPORT CENTER SEWER	(210)	-	-	128			337	
G8110-212800	SEWER PENALTY	5,349	5,000	5,000	6,121	8,000	8,000	3,844	6,000
G8110-240100	INTEREST & EARNINGS	743	1,000	1,000	3,725	500	500	12,105	10,000
G8110-240101	EFC INTEREST/SUBSIDY	15,588	-	-	-				
G8110-240105	INTEREST & EARNINGS - NYCLASS	79	1,000	1,000	2,928	3,300	3,300	66,887	45,000
G8110-265000	SALE OF SCRAP				278				
G8110-277000	MISCELLANEOUS REVENUE	6,081						250	
TOTAL SEWER ADMINISTRATION		3,335,421	3,344,665	3,344,665	3,473,579	3,322,382	3,322,382	2,211,019	3,522,477
8130 WATER POLLUTION CONTROL									
G8130-212200	HAULER FEES	182,922	198,000	198,000	147,750	149,000	149,000	142,801	161,000
G8130-212201	NEW WINDSOR TREATMENT	-	-	-	-				
G8130-212204	HAULER FEES BILLED MONTHLY	1,512,212	1,622,000	1,622,000	1,613,860	1,666,000	1,666,000	1,376,207	1,610,000
TOTAL WATER POLLUTION CONTROL		1,695,134	1,820,000	1,820,000	1,761,610	1,815,000	1,815,000	1,519,008	1,771,000
9950 INTERFUND TRANSFERS									
G9950-503100	INTERFUND TRANSFERS	-	-	-	-	-	-	-	-
TOTAL INTERFUND TRANSFERS									
TOTAL SEWER REVENUES		5,030,555	5,164,665	5,164,665	5,235,189	5,137,382	5,137,382	3,730,027	5,293,477

City of Beacon City Council Agenda
11/20/2023

Title:

Proposed 2024 Budget: Water and Sewer Department

ATTACHMENTS

[Proposed 2024 Budget: Water and Sewer Department Overview](#)

[Proposed 2024 Budget: Water and Sewer Department Excerpt](#)



CITY OF BEACON

WATER AND SEWER DEPARTMENT

2024 Budget Overview

DEPARTMENT RESPONSIBILITIES:

The Water and Sewer Department is responsible for operation and maintenance of the City's drinking water and sanitary sewer infrastructure (except the Wastewater Treatment Plant). This includes the water filtration plant, 3 reservoirs (Cargill, Mt. Beacon and Melzingah), 2 municipal wells, 55 miles of transmission and distribution piping, 580 fire hydrants, 2500 water valves, 4500 water meters, 1 water booster station (Helen Court), 3 water storage tanks (Fairview, Howland and Mt. Beacon), 50 miles of sanitary sewer mains, 5 sewer pump stations (West Main, Fishkill Ave, Monell Place, Church St., and Fairways Lane), 1300 manholes, facility properties and grounds, and associated structures.



DEPARTMENT STAFFING:

The Department's twelve person staff includes (1) Working Supervisor, (1) Chief Water Plant Operator, (1) Water Plant Operator, (2) Heavy Equipment Operators, (3) Water and Sewer Maintenance Mechanics, (3) Water and Sewer Maintenance Helpers, and the (1) Superintendent. Thanks to funding added in the Adopted 2023 Budget, the Department was able to hire a new Maintenance Helper, who transferred from the Wastewater Treatment Plant in March 2023.



The Water and Sewer staff is responsible for inspecting, maintaining, and repairing the pump stations, water mains, sanitary sewer mains, fire hydrants, and other infrastructure along with mowing, trimming, and snow removal of Department facilities and properties, including easements. The Water Plant Operators are responsible for the operation and maintenance of the water filtration plant, which requires staff to submit regulatory reports, perform water quality sampling and weekly reservoir inspections, and ensure safe potable water that meets or exceeds water quality standards.

HIGHLIGHTS OF 2023 PROJECTS AND INITIATIVES:

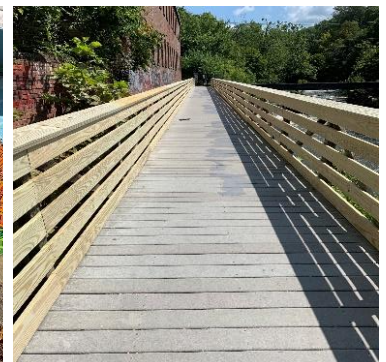
Lead Service Line Inventory: In 2023, the Department initiated a Lead Service Line (LSL) Inventory, as mandated by the United States Environmental Protection Agency (EPA). Staff has since worked to compile and provide information needed for the inventory to the consultant engineer.

Cyber and Physical Security: In 2023, the Department worked with the City's IT consultants to complete a Cyber Security Assessment, as required by the New York State Departments of Health and Homeland Security. This assessment covered business systems and process control. Given the ever-increasing cyber risks faced by governments and utilities, it is important to safeguard our systems from possible threats. In completing the assessment, we strengthened both cyber and physical security systems.



Teller Avenue /Fishkill Avenue Rehabilitation Project: New manhole frames and valve boxes have been ordered and received. Department staff has also installed new main line water valves and is in the process of completing a future water main extension from Teller Avenue into Fowler Avenue. The Department has also reviewed plan revisions for the upcoming project.

Other Department Activities: In 2023, the Department worked closely with other departments to complete various other projects. These initiatives included: installation of new water fountains at Memorial Park and Green Street Park (working with Recreation Department); reconstruction of railings along the Madam Brett Walkway (with Highway Department), installation of new drainage at City Hall prior to the recent repaving; and replacement of aging manhole frames and water valve boxes within streets that were to be milled and paved. The Department also began digitization and GIS mapping of the water and sewer infrastructure. As the software platform is developed further, staff will have real-time access to the infrastructure and be able to update the mapping as work and projects are completed. The Department also completed bi-annual reservoir safety inspections and updated the Emergency Action Plan (EAP) for each of the four reservoirs.





Implementation of Capital Projects: In 2023, the Department oversaw the completion of the \$3 million Mt. Beacon and Pocket Reservoir Dams Rehabilitation. The Mt. Beacon Dam project was necessary to meet new spillway requirements due to increases in heavy precipitation events. The Pocket Dam rehabilitation has resulted in the conservation of 80,000-100,000 gallons of water per day, which was otherwise being lost due to seepage through the aging dam. By reducing the seepage, we are saving an additional 30 million gallons of water per year. The Pocket is a catchment reservoir for Mt.

Beacon. The Department purchased a new high-pressure sewer jet truck for the cleaning and maintenance of the sanitary sewers to replace a 1988 sewer jet truck. Additionally, we completed plans for the rehabilitation of Melzingah Reservoir and applied for grant funding on the project through New York State Consolidated Funding.

2024 PROJECTS AND INITIATIVES

The Department is planning to implement several other large capital projects that have been previously approved by the Council. These include the West Main Street Sewage Pumping Station and Force Main Replacement Project, the Melzingah Reservoir Rehabilitation Project, and the kickoff of the Water Meter Upgrade Project.

MAJOR ITEM CHANGES PROPOSED FOR 2024

F8340-105000- Overtime- The 2024 budget requests an increase in overtime from \$20,000 to \$34,000. In 2023, we began the LSL Inventory, as required by the EPA. The LSL inventory is currently being conducted using historical data and field verification. Part of the meter upgrade program will include pipe verification as well. There will be additional excavating or field work that is necessary to determine pipe material.

F8330-410900- Chemicals- This budget covers the chemicals that are used in water filtration and water disinfection. Since 2021, there has been a 133% increase in chemical costs, mostly associated with chlorine and chlorine products.



CITY OF BEACON 2024 BUDGET

WATER FUND EXPENSE (F)		2021	2022	2022	2022	2023	2023	2023	2024
		YTD	ADOPTED	REVISED	YTD	ADOPTED	REVISED	YTD	PROPOSED
		ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET
		12/31/21		12/31/22	12/31/22		10/02/23	10/02/23	
8310 WATER ADMINISTRATION									
F8310-250000	EQUIPMENT								
F8310-416000	MATERIALS & SUPPLIES	122	350	361	108				
F8310-423201	INTRUSION ALARM MONITORS	312	665	1,018	312	665	665	312	660
F8310-441500	COMPUTER SUPPORT/DATA PROC	2,437	2,500	2,500	2,438	2,437	2,437	-	2,500
F8310-443200	TRAINING	462	1,200	1,200	750	1,100	1,100	-	1,200
F8310-446006	WATER/SEWER BILL PRINTING	2,645	1,200	1,200	1,567	1,200	1,200	1,147	1,200
F8310-450500	ADMINISTRATION FEE TO GENERA	267,710	285,980	285,980	285,980	327,530	327,530	327,530	359,810
F8310-452000	CONSULTANT	27,137	35,000	68,740	26,239	100,000	100,000	17,807	35,000
F8310-462000	TRAVEL	41	300	300	49	100	100	-	100
F8310-465000	POSTAGE	6,606	2,200	7,076	6,694	6,000	6,000	3,837	6,000
F8310-467000	ASSOCIATION DUES	220	220	220	120	220	220	-	220
TOTAL WATER ADMINISTRATION		307,692	329,615	368,595	324,257	439,252	439,252	350,633	406,690
8320 WATER SUPPLY									
F8320-422085	SUPPLY ELECTRIC	1,873	3,259	3,259	1,588	3,585	3,585	396	3,700
F8320-424000	WATER FROM OTHER GOVERNME	186,040	590,000	580,171	486,293	380,000	380,000	4,761	480,000
F8320-454000	ENGINEERS			5,600	2,080				
TOTAL WATER SUPPLY		187,913	593,259	589,030	489,961	383,585	383,585	5,157	483,700
8330 WATER PURIFICATION									
F8330-101000	REGULAR SALARIES	217,636	212,395	212,395	221,283	224,194	224,194	169,742	232,766
F8330-105000	OVERTIME	19,512	26,500	26,500	17,941	24,000	24,000	12,043	25,000
F8330-105200	SICK LEAVE BONUS	600	900	900	-	900	900	-	900
F8330-105202	ON CALL	9,000	10,400	10,400	10,400	10,400	10,400	8,200	10,400
F8330-112500	MEALS	14	300	300	7	200	200	7	200
F8330-119000	CLOTHING ALLOWANCE	1,950	1,950	1,950	1,950	1,950	1,950	-	1,950
F8330-190000	SEVERANCE/RETIREMENT PAY				-				-
F8330-410900	CHEMICALS	30,852	40,000	74,329	71,783	68,000	68,000	49,319	70,000

CITY OF BEACON 2024 BUDGET

WATER FUND EXPENSE (F)		2021	2022	2022	2022	2023	2023	2023	2024
		YTD	ADOPTED	REVISED	YTD	ADOPTED	REVISED	YTD	PROPOSED
		ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET
		12/31/21		12/31/22	12/31/22		10/02/23	10/02/23	
F8330-412685	GAS/OIL FOR HEAT	16,785	19,251	19,251	18,854	21,176	21,176	10,967	20,700
F8330-416000	MATERIALS & SUPPLIES	2,981	9,000	11,607	6,886	5,800	5,800	2,015	6,500
F8330-422045	PURIFICATION ELECTRIC	222,210	191,100	191,100	244,039	210,210	210,210	105,292	235,000
F8330-423000	TELEPHONES	2,307	2,200	2,200	2,104	2,200	2,200	949	1,500
F8330-423001	CELL PHONES	4,283	4,770	4,770	4,131	4,661	4,661	3,292	4,770
F8330-441300	CHEMICAL ANALYSIS/LAB WORK	27,615	54,000	54,000	30,352	40,000	40,000	26,415	40,000
F8330-445100	MAINTENANCE OF EQUIPMENT	41,524	40,000	45,975	36,676	59,000	59,000	21,287	55,000
F8330-820000	SOCIAL SECURITY	17,691	19,312	19,312	17,874	20,016	20,016	13,482	20,748
TOTAL WATER PURIFICATION		614,960	632,078	674,989	684,280	692,707	692,707	423,010	725,434
8340 WATER DISTRIBUTION									
F8340-100401	SUPERINTENDENT SALARY	98,165	102,000	102,000	103,726	107,426	107,426	80,519	112,000
F8340-101000	REGULAR SALARIES	407,384	417,710	417,710	426,975	494,371	494,371	340,946	535,138
F8340-103100	TEMPORARY POSITION	-	13,250	13,250	5,334	14,000	14,000	8,596	14,000
F8340-105000	OVERTIME	13,030	20,500	20,500	9,674	20,000	20,000	4,876	34,000
F8340-105200	SICK LEAVE BONUS	1,800	2,400	2,400	2,400	1,800	1,800	1,200	1,800
F8340-105202	ON CALL	8,800	10,400	10,400	10,200	10,400	10,400	7,400	10,400
F8340-112500	MEALS	147	200	200	35	150	150	21	150
F8340-119000	CLOTHING ALLOWANCE	4,789	4,550	4,550	4,550	5,200	5,200	-	5,200
F8340-120000	HEALTH INSURANCE BUY-OUT	2,500	2,500	2,500	2,500	2,500	2,500	1,250	2,500
F8340-190000	SEVERANCE/RETIREMENT								-
F8340-250000	EQUIPMENT	11,914	25,000	25,740	5,518	20,000	19,250	3,616	18,000
F8340-250031	PURCHASE HYDRANTS	5,634	12,000	12,000	11,438	10,000	10,000	-	10,000
F8340-250400	PURCHASE WATER METERS	14,007	15,000	15,320	5,542	7,500	21,500	-	20,000
F8340-413000	GAS & DIESEL	22,425	22,673	22,673	30,730	30,399	30,399	15,150	30,732
F8340-415100	METER PARTS	5,052	14,000	15,141	8,335	14,000	14,000	31	7,500
F8340-416000	MATERIALS & SUPPLIES	18,778	14,000	16,693	9,279	15,000	15,000	4,643	17,000
F8340-416300	PAINTS	46	500	1,497	543	800	800	357	1,500
F8340-416400	PIPE	2,781	2,500	3,000	-	2,500	2,500	-	2,500

CITY OF BEACON 2024 BUDGET

WATER FUND EXPENSE (F)		2021	2022	2022	2022	2023	2023	2023	2024
		YTD	ADOPTED	REVISED	YTD	ADOPTED	REVISED	YTD	PROPOSED
		ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET
		12/31/21		12/31/22	12/31/22		10/02/23	10/02/23	
F8340-417400	ROADSIDE DEVELOPMENT	4,828	5,000	5,000	5,225	5,000	4,929	-	5,000
F8340-417500	SAFETY SUPPLIES	4,644	4,000	5,541	4,336	4,000	4,000	2,952	4,000
F8340-418600	TUBES & TIRES	1,118	3,000	3,269	1,812	3,000	3,821	3,067	3,500
F8340-443200	TRAINING	-	650	650	-				2,000
F8340-445200	MAINTENANCE SERVICE	450	8,000	12,161	3,550	10,000	10,000	900	13,500
F8340-447000	RENTAL OF EQUIPMENT	1,200	14,000	13,976	-	1,000	1,000	263	1,000
F8340-447200	REPAIR OF EQUIPMENT	42,539	58,000	194,395	38,625	56,000	56,000	19,935	58,000
F8340-447300	REPAIR OF REAL PROPERTY	2,332	18,500	13,500	8,358	18,000	18,000	4,000	15,000
F8340-447700	RENTAL OF RIGHT OF WAY	860	1,130	1,154	1,154	1,042	1,042	1,011	1,154
F8340-454000	ENGINEERS	-	20,000	59,448	425	20,000	20,000	15,012	20,000
F8340-454004	ENGINEERS-DAM INSPECTION	-	20,000	20,000	-	50,000	49,000	25,732	20,000
F8340-457600	LEAK DETECTION	9,900	10,000	15,000	15,000	12,000	13,000	-	14,000
F8340-820000	SOCIAL SECURITY	38,248	43,874	43,874	40,454	50,172	50,172	31,661	54,712
TOTAL WATER DISTRIBUTION		723,371	885,337	1,073,542	755,718	986,260	1,000,260	573,138	1,034,286
9010 EMPLOYEES RETIREMENT SYSTEM									
F9010-810000	RETIREMENT	90,832	93,418	93,418	77,689	86,580	86,580	-	109,845
TOTAL EMPLOYEES RETIREMENT SYSTEM		90,832	93,418	93,418	77,689	86,580	86,580	-	109,845
9040 WORKERS COMPENSATION									
F9040-830000	WORKERS' COMPENSATION	52,724	57,320	57,320	57,320	59,119	59,119	59,119	52,047
TOTAL WORKERS COMPENSATION		52,724	57,320	57,320	57,320	59,119	59,119	59,119	52,047
9055 DISABILITY									
F9055-850000	INSURANCE	605	700	700	624	650	650	386	650
TOTAL DISABILITY		605	700	700	624	650	650	386	650

CITY OF BEACON 2024 BUDGET

WATER FUND EXPENSE (F)		2021	2022	2022	2022	2023	2023	2023	2024
		YTD	ADOPTED	REVISED	YTD	ADOPTED	REVISED	YTD	PROPOSED
		ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET
		12/31/21		12/31/22	12/31/22		10/02/23	10/02/23	
9060 HEALTH INSURANCE									
F9060-840000	HEALTH INSURANCE	376,610	363,885	363,885	372,314	366,177	366,177	186,560	421,819
F9060-840100	MEDICARE REIMBURSEMENT	8,910	8,910	8,910	10,206	10,206	10,206	4,947	9,894
F9060-840500	DENTAL	8,677	6,365	6,365	10,968	11,366	11,366	7,666	11,427
F9060-840600	VISION	1,239	1,220	1,220	1,220	1,220	1,220	907	1,320
TOTAL HEALTH INSURANCE		395,436	380,380	380,380	394,708	388,969	388,969	200,080	444,460
9710 SERIAL BONDS									
F9710-605500	2014 (2005) PRINCIPAL	147,960	150,284	150,284	150,284	157,256	157,256	157,256	160,355
F9710-605600	2016 PRINCIPAL	162,772	164,213	164,213	164,213	167,093	167,093	167,093	169,975
F9710-605900	2021 PRINCIPAL		117,170	117,170	117,170	120,183	120,183	120,183	124,475
F9710-705500	2014 (2005) INTEREST	16,714	13,756	13,756	13,755	7,744	7,744	7,744	4,009
F9710-705600	2016 INTEREST	89,959	86,690	86,690	86,689	83,376	83,376	42,523	80,005
F9710-705900	2021 INTEREST	53,530	115,421	115,421	115,421	112,751	112,751	57,051	109,998
TOTAL SERIAL BONDS		470,935	647,534	647,534	647,532	648,403	648,403	551,850	648,817
9730 BOND ANTICIPATION NOTES									
F9730-607599	BAN Principal	-	-	-	-	-	-	-	-
F9730-707599	BAN Interest	24,424	-	-	-	-	-	-	-
TOTAL BOND ANTICIPATION NOTES		24,424	-	-	-	-	-	-	-
9950 INTERFUND TRANSFERS									
F9950-900001	INTERFUND TRANSFER								
TOTAL INTERFUND TRANSFERS		-	-	-	-	-	-	-	-
TOTAL WATER EXPENSES		3,169,390	3,972,453	4,206,153	3,704,444	4,018,175	4,032,175	2,426,359	4,243,011

CITY OF BEACON 2024 BUDGET

WATER FUND REVENUE (F)		2021	2022	2022	2022	2023	2023	2023	2024
		YTD	ADOPTED	REVISED	YTD	ADOPTED	REVISED	YTD	PROPOSED
		ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET
		12/31/21		12/31/22	12/31/22		10/02/23	10/02/23	
8310 WATER ADMINISTRATION									
F8310-126000	HEALTH INSURANCE REIMBURSE	58,848	59,460	59,460	57,922	59,627	59,627	43,865	71,021
F8310-126001	DENTAL INSURANCE	7,677	6,507	6,507	7,124	6,507	6,507	5,221	7,579
F8310-214000	RESIDENTIAL & COMMERCIAL	1,894,240	2,018,486	2,018,486	1,974,477	2,079,041	2,079,041	1,480,887	2,162,203
F8310-214001	CORRECTIONAL FACILITIES	1,136,658	1,325,000	1,325,000	1,104,763	1,192,500	1,192,500	596,000	1,150,000
F8310-214002	TOWN OF FISHKILL	578,799	510,000	510,000	629,344	600,000	600,000	337,956	620,000
F8310-214400	WATER SERVICE CHARGES	14,270	20,000	20,000	13,833	20,000	20,000	28,818	35,000
F8310-214800	WATER PENALTY	45,994	30,000	30,000	58,306	40,000	40,000	12,012	45,000
F8310-240100	INTEREST & EARNINGS	584	1,000	1,000	1,986	500	500	7,297	5,000
F8310-240105	INTEREST & EARNINGS - NYCLAS	390	2,000	2,000	11,724	20,000	20,000	63,134	50,000
F8310-265000	SALE OF SCRAP/EQUIPMENT	6,097	-	-	-	-	-	-	-
F8310-268000	INSURANCE RECOVERIES	-	-	-	2,378	-	-	-	-
F8310-277000	MISCELLANEOUS REVENUE								708
TOTAL WATER ADMINISTRATION		3,743,557	3,972,453	3,972,453	3,861,857	4,018,175	4,018,175	2,575,190	4,146,511
TOTAL WATER REVENUES		3,743,557	3,972,453	3,972,453	3,861,857	4,018,175	4,018,175	2,575,190	4,146,511

CITY OF BEACON 2024 BUDGET

SEWER FUND EXPENSE (G)

		2021	2022	2022	2022	2023	2023	2023	2024
		YTD	ADOPTED	REVISED	YTD	ADOPTED	REVISED	YTD	PROPOSED
		ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET
		12/31/21		12/31/22	12/31/22		10/02/23	10/02/23	
1380 FISCAL AGENT FEES									
G1380-461200	FISCAL AGENT FEE	55,915	10,000	10,000	2,175	20,000	20,000	-	24,000
G1380-461201	FISCAL AGENT FEE-EFC	362	-	-	-	-	-	-	-
TOTAL FISCAL AGENT FEES		56,277	10,000	10,000	2,175	20,000	20,000	-	24,000
1420 LAW									
G1420-450400	ATTORNEYS	51,054	52,000	52,000	49,563	52,000	52,000	35,107	52,000
TOTAL LAW		51,054	52,000	52,000	49,563	52,000	52,000	35,107	52,000
1680 TECHNOLOGY									
G1680 250000	EQUIPMENT	439	2,150	2,217	2,062	4,860	4,860	68	4,475
G1680 444100	LICENSE/PERMITS	2,432	3,105	3,105	1,641	2,570	2,570	1,265	4,316
G1680 452003	IT CONSULTANT	2,813	4,140	4,928	3,117	5,400	5,400	436	9,345
TOTAL TECHNOLOGY		5,684	9,395	10,250	6,820	12,830	12,830	1,769	18,136
1980 MTA PAYROLL TAX									
G1980-400099	MTA PAYROLL TAX	2,598	2,862	2,862	2,730	2,908	3,027	1,963	3,053
TOTAL MTA PAYROLL TAX		2,598	2,862	2,862	2,730	2,908	3,027	1,963	3,053
1990 CONTINGENCY									
G1990-400001	CONTINGENCY FUND	-	173,645	82,895	-	50,000	15,000	-	50,000
G1990-400004	CONTINGENCY FUND - RETIRE	-	23,100	13,162	-	5,000	5,000	-	5,000
TOTAL CONTINGENCY		-	196,745	96,057	-	55,000	20,000	-	55,000
8110 SEWER ADMINISTRATION									
G8110-450500	ADMINISTRATION FEE TO GEN	240,540	339,840	339,840	339,840	346,220	346,220	-	378,930
TOTAL SEWER ADMINISTRATION		240,540	339,840	339,840	339,840	346,220	346,220	-	378,930

CITY OF BEACON 2024 BUDGET

SEWER FUND EXPENSE (G)		2021	2022	2022	2022	2023	2023	2023	2024
		YTD	ADOPTED	REVISED	YTD	ADOPTED	REVISED	YTD	PROPOSED
		ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET	ACTUAL	BUDGET
		12/31/21		12/31/22	12/31/22		10/02/23	10/02/23	
8120 SANITARY SEWER									
G8120-250000	PURCHASE EQUIPMENT	4,485	-	-	-	-	-	-	10,000
G8120-416000	MATERIALS & SUPPLIES	1,069	4,500	4,500	1,367	24,500	24,500	1,230	10,000
G8120-422075	SANITARY SEWER ELECTRIC	382	476	476	528	524	524	121	525
G8120-447000	RENTAL OF EQUIPMENT	-	3,000	3,000	-	3,000	3,000	-	3,000
G8120-447200	REPAIR OF EQUIPMENT	20,157	20,000	20,000	5,610	22,000	22,000	6,415	24,000
G8120-454000	ENGINEERS	7,723	25,000	29,076	275	25,000	25,000	-	25,000
TOTAL SANITARY SEWER		33,816	52,976	57,052	7,780	75,024	75,024	7,766	72,525
8130 WATER POLLUTION CONTROL									
G8130-100401	SUPERINTENDENT SALARY	40,385	100,000	100,000	96,418	92,154	92,154	69,072	95,227
G8130-101000	REGULAR SALARIES	648,377	648,020	648,020	638,153	671,818	670,618	450,992	692,877
G8130-103100	TEMPORARY POSITION		-	-	-				
G8130-105000	OVERTIME	73,334	80,000	80,000	89,204	80,000	115,000	88,530	95,000
G8130-105200	SICK LEAVE BONUS	1,800	3,450	3,450	1,800		1,200	1,200	3,311
G8130-112500	MEALS	833	1,200	1,200	1,197	2,400	2,400	1,547	2,400
G8130-119000	CLOTHING ALLOWANCE	6,333	6,500	6,500	5,724	6,500	6,500	-	6,500
G8130-120000	HEALTH BUYOUT	2,500	2,500	2,500	2,500	2,500	2,500	1,250	2,500
G8130-190000	SEVERANCE/RETIREMENT PA	40,697	-	9,938	14,950				
G8130-250000	PURCHASE EQUIPMENT	13,947	48,900	50,096	5,208	48,900	38,900	11,214	86,000
G8130-410900	CHEMICALS	132,127	169,000	232,430	184,868	169,000	169,000	133,088	190,000
G8130-410901	CARBON MEDIA		-	-	-	40,000	40,000	40,000	-
G8130-411000	CLEANING SUPPLIES	1,727	2,200	2,252	-	2,200	2,200	-	2,200
G8130-412680	GAS/OIL FOR HEAT	5,399	7,488	7,488	10,436	8,237	8,237	4,067	8,100
G8130-412802	FLOWERS & LANDSCAPING								2,000
G8130-413000	GAS & DIESEL	4,885	7,315	7,315	5,190	4,628	4,628	2,750	4,905
G8130-414500	LAB SUPPLIES	5,346	13,000	5,500	5,637	10,000	10,000	2,735	10,000
G8130-415400	TOOLS	426	100	100	-	2,000	2,000	1,183	5,000

City of Beacon City Council Agenda
11/20/2023

Title:

2024 Water Meter Upgrades

ATTACHMENTS

[2024 Water Meter Upgrades Slide Deck](#)

[2024 Water Meter Upgrades Notification Letter](#)

[City of Beacon Ward Map](#)



City of Beacon Meter Project



Agenda

- Why We Meter
- Currently Being Used
- What's Next
- How We Get It Done
- Why Upgrade

Why Meter

- Accurately Capture Consumption and hold property owners accountable for what they use
- Cost associated with providing clean safe water
- Often the only source of revenue other than taxes for town
- Reduce Non-Revenue Water

Current Process

AMR – Automated Meter Reading (Drive-By)

Radio located inside building, the side of building or within a pit which is connected to meter. Transceiver inside vehicle connected to laptop and removable antenna located on top of vehicle. Ability to retrieve meter reading wirelessly by driving by. Readings are then saved and loaded into billing software.

Pros: Accurate, GPS mapping & safer than WB/TR, faster & more efficient than WB/TR

Cons: Reactive, time consuming compared to AMI, costly, dangers of the road



Next Step

AMI - Advanced Metering Infrastructure (Fixed Base)

FlexNet (Sensus)

- Radios connected to the meter and transmit readings to an antenna. Data is accessed from computer, tablet or phone from any location with internet access.

Pros: Fast, easy to use, more information, better customer service, improved utilization of staff, and improved working conditions.



What's Needed?



- ~300 Static Meters
 - ~4500 Radios
 - Acoustic Leak Devices
-
- More Accurate
 - Smart Meter Technology
 - 20 Year Warranty

Access



Admin



Alert
Manager



Billing
Access



Device
Access



Report
Access

Insight



Alarm
Insight



Files
Dashboard



Meter
Insight

Stay Connected



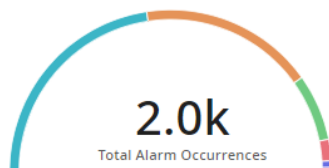
Dashboard

Updated at 9:05 AM EDT 5,451 Devices

[Add Widget](#)

[Create New Filter](#)

7d All Alarms



838

Distinct Devices

8

Distinct Alarms

Top Alarms

Meter Communication Failed 897

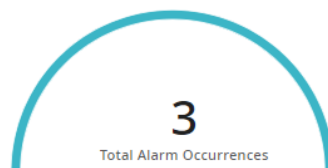
High Flow 694

Continuous Flow 265

Last 7 days

[View Details](#)

24h Empty Pipe



3

Distinct Devices

1

Distinct Alarms

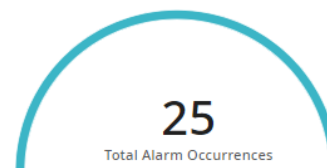
Top Alarms

Empty Pipe 3

Last 24 hours

[View Details](#)

24h Continuous Flow



24

Distinct Devices

1

Distinct Alarms

Top Alarms

Continuous Flow 25

Last 24 hours

[View Details](#)



Welcome,

| English ▼ | Sign out

Dashboard

Usage Details

Meters

Settings

Customer ▼ 5134001900

Meter ▼ 82178675

Billing Cycle Usage



Meter #82178675

3,728 Gallons
used this billing cycle

Billing Cycle Data

Current billing cycle
Apr 1 2022 to date
3,728 Gallons

Previous billing cycle
Nov 30 2021 - Mar 31 2022
4,945 Gallons

One year ago
Apr 1 2021 - Jul 31 2021
4,576 Gallons

Meter #82178675

3,728 Gallons
used this billing cycle

Alerts

Daily Usage Warning ⓘ

4/11/22 3:01 AM
Meter #82178675

Meter #82178675

1
Alert in the past 60 days

Notifications

No notifications found.

0 Notifications

Billing Cycle Threshold



Click on the threshold to change or disable this threshold.

Turnkey Solution

- Material supply & System installation
- Complete Project Management
- Real time project tracking
- Liaisons between billing provider and Sensus Professional Services



Summary

- Better utilization and increased efficiency of staff
- Reduced cost to maintain and monitor infrastructure
- Increased customer service
- Improved safety and well being of your staff
- Reduced Non-revenue water
- Accurately bill water and sewer
- Improve cashflow

Q&A



CITY OF BEACON New York

WATER DEPARTMENT

845-831-3136

SERVICE ADDRESS: [REDACTED]

ACCOUNT #: [REDACTED]

October XX, 2023

Dear Resident,

You are receiving this letter because the radio transceiver for your water meter must be replaced and upgraded. The City of Beacon has contracted with VEPO Metering to perform this necessary maintenance, which will allow for the City, residents, and property owners to have real-time access to their water usage and, further, to help prevent excessive water bills from otherwise undetected water leaks. This maintenance is a mandatory initiative for all property owners City-wide. Please schedule an appointment to have this maintenance performed within the next 30 days by either:

1) Visiting www.VEPOMetering.com and clicking on "Schedule Appointment."

Or

2) Calling 877-860-8376 and selecting the option for VEPO Metering in order to speak with a Customer Service Representative.

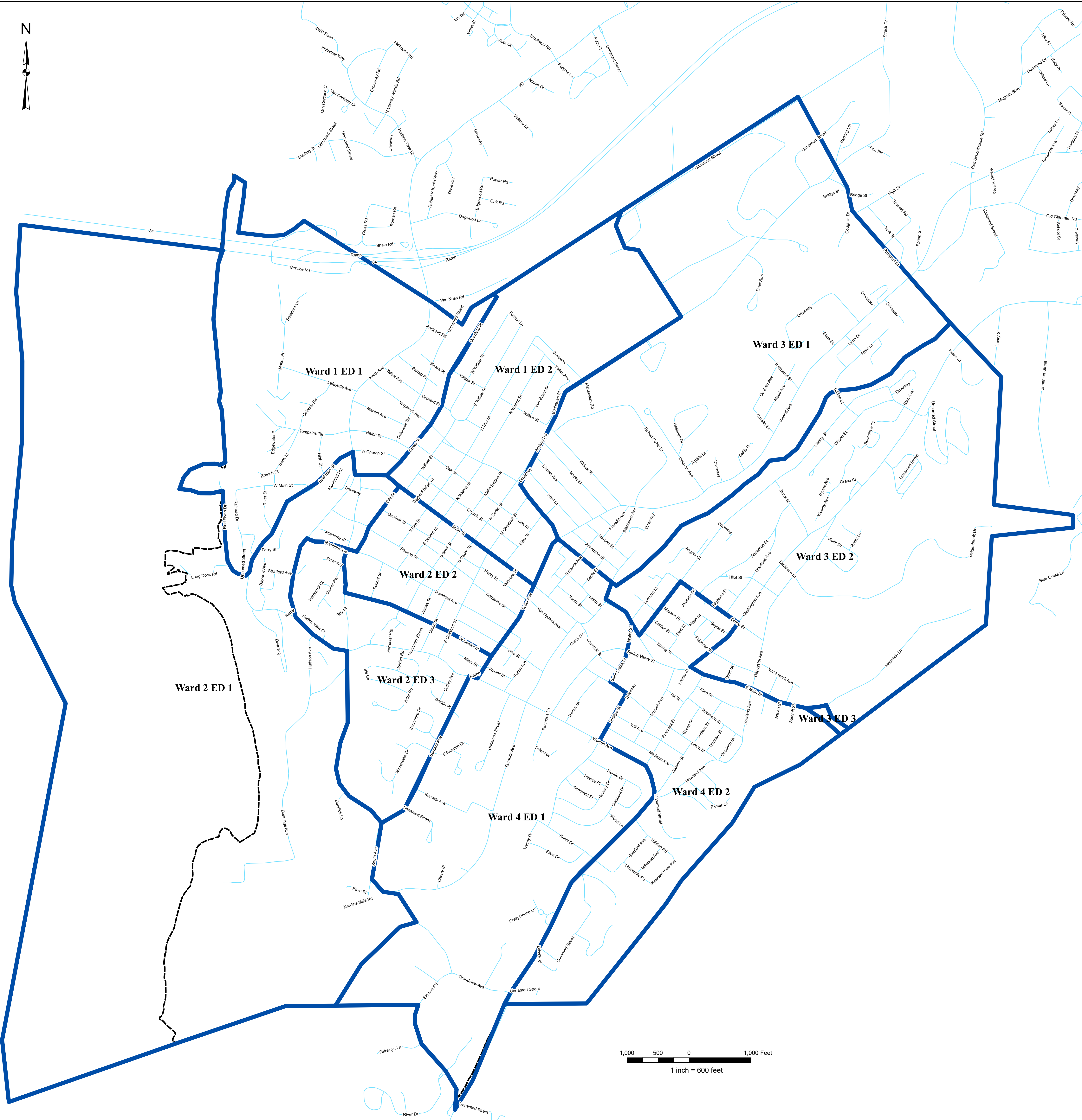
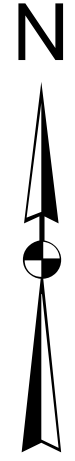
Appointments are available between the time windows of 8:00 a.m. and 12:00 p.m. or between 12:00 p.m. and 4:00 p.m. Monday through Friday. Please note that during the appointment the technician will require access to the inside of your home as most water meters are located indoors (often in the basement, cellar, crawl space, or utility room). The process is expected to take no more than one hour, and there may be a water service disruption while the work is performed. Please note, pursuant to the Beacon City Code § 219-15C, any failure to schedule the appointment within the 30-day timeframe provided and/or provide access to perform the necessary upgrade will result in a \$250 surcharge for each and every quarterly water bill until the new radio transceiver is installed.

For safety, residents that provide VEPO Metering with an email address during the scheduling process for their appointment will receive an electronic notification with a photo of the technician prior to the appointment. All VEPO Metering technicians will also be in uniform, have ID identifying themselves as an employee, and travel in an identifiable vehicle.

The City of Beacon appreciates your cooperation with this very important project. If you have any questions about this program, please don't hesitate to contact VEPO Metering at 877-860-8376 or by email at info@vepometering.com or the City of Beacon Water Department at the number below.

Sincerely,

City of Beacon Water Department
845-831-3136



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LANC & TULLY
ENGINEERING AND SURVEYING, P.C.

P.O. Box 687, Rte. 207
Goshen, NY 10924
(845) 294-3700

WARD DISTRICTS

Date: 11/6/20
Sht: 1 OF 1

CITY OF
BEACON
DUTCHESS COUNTY, NEW YORK

PROJECT NO. - 205877

City of Beacon City Council Agenda
11/20/2023

Title:

Amended Workplace Violence Prevention and Sexual Harassment Prevention Policies

ATTACHMENTS

[Amended Workplace Violence Prevention Policy](#)

[Amended Sexual Harassment Prevention Policy](#)

City of Beacon



WORKPLACE VIOLENCE PREVENTION PROGRAM

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SECTION 1 – INTRODUCTION

POLICY STATEMENT

The City of Beacon (Hereinafter “City”) is committed to providing its employees a work environment that is safe, secure, and free from violence. The City also considers the safety of its residents, vendors, contractors, and the general public to be of paramount importance and strives to provide them the same type of protections while on City property.

In accordance with the New York State Workplace Violence Prevention Act, the City has developed a Workplace Violence Prevention Program. As a part of this program, the City has conducted a comprehensive risk evaluation of the entire workplace. The City will conduct annual reviews to identify risk factors that may increase the likelihood of workplace violence and implement appropriate measures to minimize or eliminate these hazards. In order to achieve this goal, the City encourages the participation and cooperation of employees and their authorized employee representative(s).

The City will not tolerate any acts of violence in the workplace, including but not limited to, physical assault (e.g., hitting, pushing), threatening, intimidating, or aggressive behavior, or verbal abuse or harassment. Employees are prohibited from possessing firearms or weapons (unless used in the normal course of the employee's job), explosives, and other items with the intent to inflict harm in the workplace, even if the employee is licensed to carry the weapon. The only exceptions are law enforcement and security personnel. An employee who has knowledge that a coworker or visitor possesses a weapon on City property must report this to the City Administrator immediately.

For the purpose of this program, the workplace is defined as any location away from an employee's home, either permanent or temporary, where the employee performs any work-related duty in the course of employment. This includes, but is not limited to, City-owned buildings and surrounding perimeters, parking lots, work sites, clients'/residents' homes, and traveling to and from work assignments.

Any incident of workplace violence or imminent danger must be promptly reported to the Department Head who should thereafter report the incident to Human Resources as outlined in Section 5 (Incident Recordkeeping, Reporting and Investigation) of this program manual.

Violations of this policy will result in appropriate remedial, disciplinary, and/or legal action, according to the circumstances and in accordance with the relevant laws and/or collective bargaining agreement. An employee will not be subject to criticism, reprisal, retaliation, demotion, discrimination, disciplinary action, or other adverse employment action for making a good faith report of acts pursuant to this program.

The Workplace Violence Prevention Policy Statement will be posted where notices to employees are normally displayed. A copy of this Policy statement can be found in Section 7. In addition, a copy of the program manual will be made available to employees and the authorized employee representative(s) at each of the City's work sites during normal working hours.

OVERVIEW OF THE NEW YORK STATE WORKPLACE VIOLENCE PREVENTION ACT

Based on an increasing awareness of, and in response to, the violence that was occurring in public sector workplaces, the New York State Workplace Violence Prevention Act was passed in 2006. The Act amended NYS Labor Law by adding Section 27-b. Section 27-b requires all state and local government employers to take steps to ensure their employees are provided adequate protection from potential incidents of violence in the workplace.

Among other stipulations, Section 27-b requires the City to:

1. Conduct a risk assessment of its work sites to identify and address any existing risk factors that may increase the possibility of workplace violence;
2. Provide training for all employees (upon initial assignment and annually thereafter) which informs them of the risk factors that may be present at their work sites, the measures they can take to protect themselves from such risks, and the steps the employer has implemented to protect employees, such as appropriate work practices, emergency procedures, and use of security alarms and other devices; and
3. Develop and implement a written workplace violence prevention program that lists the risk factors and the methods the employer is using to prevent violence and minimize or eliminate identified hazards.

WHAT IS WORKPLACE VIOLENCE?

For the purpose of this program, the term "violence" means physically harming another, fighting, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, or threatening or talking of engaging in those activities. Workplace violence is any act of physical violence, threats of physical violence, harassment, intimidation, or other threatening, disruptive behavior, whether physical or verbal, that occurs in the workplace.

Workplace violence incidents are generally categorized into three levels:

- Level I - Disruptive behavior including, but not limited to verbal abuse, shouting, harassment, bullying, intimidation, obscene language or gestures, or making false statements
- Level II - Aggressive or threatening behavior including, but not limited to threatening with an object, verbal threats of assault, obscene or threatening calls, being followed or stalked
- Level III - Physical assault including, but not limited to pushing, grabbing, striking with an object, sexual assault, stabbing, shooting or homicide

A number of different actions in the work environment can trigger or cause workplace violence. It may even be the result of non-work-related situations, such as domestic violence or "road rage."

Workplace violence can be inflicted by an employee, a supervisor, department head, resident, member of the public, contractor, vendor, family member, or even a stranger.

WHAT IS A WORKPLACE VIOLENCE INCIDENT?

For the purpose of this program, workplace violence is defined as one or more of the following:

- a. An attempt or threat, whether verbal or physical, to inflict injury upon another person;
- b. Any intentional display of force which would give a person reason to fear or expect bodily harm;
- c. Intentional and wrongful physical contact with a person without his or her consent that entails some injury or offensive touching;
- d. Harassment of a nature that would give a person reason to fear escalation or make it difficult to pursue a normal life when the harassment arises out of or in the course of employment; or
- e. Stalking a person with the intent of causing fear of material harm to physical safety and health, and when such stalking has arisen through or in the course of employment.

A workplace violence incident may be committed without one person actually touching, striking, or doing bodily harm to another person.

While sexual harassment (as defined in the New York State Human Rights Law) is prohibited by the City, it is specifically excluded from the definition of a workplace violence incident. An employee should refer to the City of Beacon Sexual Harassment policy for more information about this topic.

Workplace Violence Imminent Danger

The Department of Labor defines an imminent danger as any conditions or practices in any place of employment which are such that a danger exists that could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated.

Other Definitions

The following definitions as set forth in Article 27b of the New York State Labor Law and 12 NYCRR Part 800.6 are to be used, incorporated into and made a part of this program.

Authorized Employee Representatives - An employee authorized by the employees or the designated representative of an employee organization recognized or certified to represent the employees pursuant to Article 14 of the Civil Service Law.

Employee - A public employee working for an employer.

Employer - The State, any political subdivision of the State, any public authority public benefit corporation, and any other governmental agency or instrumentality thereof, except that an employer shall not include, for purposes of this part, any employer defined as such in Section twenty-eight hundred one-a (2801a) of the Education Law.

Retaliatory Action - The discharge, suspension, demotion, penalization or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

Serious Physical Harm - Physical injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, protracted impairment of health or protracted loss or impairment of the function of any bodily organ or a sexual offense as defined in Article 130 of the Penal Law.

SECTION 2 – EMPLOYEE RESPONSIBILITIES & SUPERVISOR ROLES

EMPLOYEE RESPONSIBILITIES

Employee and authorized employee representative involvement in the City's Workplace Violence Prevention Program is essential to the program's success. Employees are expected to read, understand, and comply with the City's program and to attend ongoing education and training on workplace violence. Any questions should be directed to the employee's Department Head or to Human Resources.

Employees must promptly report any violations of the City's Workplace Violence Prevention Program or any workplace violence imminent danger in accordance with the reporting procedures outlined in Section 5 (Incident Recordkeeping, Reporting, and Investigation) of this program manual.

PROTECTIVE AND RESTRAINING ORDERS

An employee who applies for or obtains a protective or restraining order which lists specific workplace locations as being protected areas must provide the employee's Department Head a copy of the petition and declaration used to seek the order. The Department Head is to notify Human Resources and/or the City Attorney immediately. A copy of any temporary or permanent protective or restraining order that was granted must also be provided. The City will follow confidentiality procedures that recognize and respect the privacy of the reporting employee.

SUPERVISOR ROLES

Department Heads are responsible for communicating the Workplace Violence Prevention Program to employees and answering any of their questions. Department Heads are expected to enforce the program in a fair and consistent manner and ensure all aspects of the program under their area of responsibility are properly met.

If an employee notifies his/her Department Head of an actual or potential workplace violence incident or submits a completed Workplace Violence Incident Report (Form-1), the Department Head is responsible for following the reporting procedures as outlined in Section 5 (Incident Recordkeeping, Reporting, and Investigation) of this program manual.

SAFETY COMMITTEE

The City has established a Safety Committee that will assist with administering the Workplace Violence Prevention Program. The responsibilities of each individual team member shall be determined by Human Resources. The listing of the City's Safety Committee members is available in the Department of Human Resources.

The Committee's responsibilities include, but are not limited to:

- Conducting a comprehensive risk evaluation of the entire workplace to identify any factors or situations that may place employees at risk of violence;
- Conducting employee surveys and/or interviews to obtain feedback on the risk factors employees believe are present in the workplace, to determine if there have been previous workplace violence incidents, etc.;
- Developing and implementing risk reduction strategies and plans for responding to acts of violence;
- Coordinating employee training and education programs relating to workplace violence;
- Investigating workplace violence incidents and implementing any necessary measures to reduce or eliminate the likelihood of similar incidents occurring;
- Reviewing the Workplace Violence Prevention Program at least annually, to include analyzing Workplace Violence Incident Reports to identify trends in the types of incidents that occurred during the year and to determine the effectiveness of the mitigating actions taken; and
- Updating the Workplace Violence Prevention Program as needed.

SECTION 3 – RESPONSE PROCEDURES

DURING AN INCIDENT

If a threatening situation arises:

- Try to remain calm;
- Remove yourself from the threat as soon as possible;
- Immediately call, or alert others to call, for on-site assistance from the appropriate resource (e.g., Department Head, Police, EMS); and
- Notify coworkers as soon as practical to enable them to also reach safety, if danger is imminent.

POST INCIDENT

If a workplace violence incident occurs or an employee submits a Workplace Violence Incident Report, Human Resources or a designee will conduct a thorough investigation of the situation.

The City will respect the privacy and confidentiality rights of employees during investigations to the greatest extent possible, although the City cannot guarantee complete confidentiality.

Based on the specific situation and the results of the investigation, appropriate measures will be taken, if needed, to eliminate or reduce the likelihood of similar workplace violence incidents occurring in the future. If the workplace violence incident was related to a threat, all employees who might be affected if the threat-maker were to carry out such threat will be given proper

notification. Throughout the investigation, the City will maintain open lines of communication with employees, visitors, and the public to answer questions and alleviate anxiety.

The City will provide information to potential or actual victims about the options available to them, such as obtaining a restraining order against the threat maker and/or the availability of any counseling services through an Employee Assistance Program (EAP) or a similar resource.

DEALING WITH CONFLICT

There is no sure way to tell whether someone will become violent. However, there are often warning signs before violence occurs. These warning signs do not mean that the individual will actually become violent, but in combination, they may be cause for concern. Warning signs of potentially violent individuals include:

- Written, oral, or implied threats or intimidation
- Fascination with weaponry or acts of violence
- Theft or sabotage of projects or equipment
- Alcohol or drug abuse in the workplace
- Expressions of hopelessness or heightened anxiety
- Intention to hurt self or others
- Lack of concern for the safety of others
- Externalization of blame
- Irrational beliefs and ideas
- Romantic obsession
- Displays of excessive or unwarranted anger
- Feelings of victimization
- Inability to take criticism
- New or increased sources of stress at home or work
- Productivity and/or attendance problems

DEALING WITH POTENTIALLY VIOLENT INDIVIDUAL

- Project calmness. Move and speak slowly, quietly, and confidently.
- Listen attentively and encourage the person to talk.
- Let the speaker know that you are interested in what they are saying.
- Maintain a relaxed yet attentive posture.
- Acknowledge the person's feelings and indicate that you can see they are upset.
- Ask for small, specific favors such as asking the person to move to a quieter area.
- Establish ground rules. State the consequences of violent or threatening behavior.
- Employ delaying tactics that give the person time to calm down. For example, offer a glass of water.
- Be reassuring and point out choices.
- Help the person break down big problems into smaller, more manageable problems.
- Accept criticism. When a complaint might be true, use statements such as, "You're probably right" or "It was my fault." If the criticism seems unwarranted, ask clarifying questions.
- Arrange yourself so that your exit is not blocked.
- Make sure there are three to six feet between you and the other person.
- Don't make sudden movements that may seem threatening.
- Don't speak rapidly, raise your volume, or use an accusatory tone.
- Don't reject all demands.
- Don't make physical contact, jab your finger at the other person, or use long periods of eye contact.

- Don't pose in challenging stances, such as directly opposite someone, hands on hips, or with arms crossed.
- Don't challenge, threaten, or dare the individual. Never belittle the other person.
- Don't criticize or act impatient.
- Don't attempt to bargain with a threatening individual.
- Don't try to make the situation seem less serious than it is.
- Don't make false statements or promises you cannot keep.
- Don't try to impart a lot of technical or complicated information when emotions are high.
- Don't take sides or agree with distortions.
- Don't invade the individual's personal space.

SECTION 4 – TRAINING AND EDUCATION

All employees will receive training and education on the risks of workplace violence. Training will be provided at the time of hire and annually thereafter. Additional training may be required prior to starting a new job assignment, if new laws relating to workplace violence are enacted or there are changes in any current laws, or if the City makes significant changes in its Workplace Violence Prevention Program.

At a minimum, the City's employee training and education will address the following:

- Overview of the New York State Workplace Violence Prevention Act and NYS Labor Law Section 27-b
- Overview of the City's Workplace Violence Prevention Program
- Workplace location of the City's Workplace Violence Prevention Program manual and procedures for obtaining a copy
- Definition of workplace violence and the three levels of workplace violence
- Methods of recognizing and responding to the three levels of violence
- Standard response action plan for violent situations
- Procedures for reporting a workplace violence incident or imminent danger
- How and when incidents will be investigated by the City
- The risk factors identified in the Safety Committee's risk evaluation and determination
- Measures employees can take to protect themselves from identified risks
- Procedures, policies, safety devices, and/or work environment accommodations that have been implemented to protect employees based on the results of the risk evaluation

Specialized training and education shall be provided to those employees who are at higher risk of workplace violence based on their job duties and/or work site location, such as law enforcement personnel.

Employees will be provided access to a copy of the City's Workplace Violence Prevention Program and will be required to sign a Training and Policy Acknowledgement Form. These signed acknowledgement forms will be placed in the employee's personnel file.

SECTION 5 – INCIDENT RECORDKEEPING, REPORTING, AND INVESTIGATION

INCIDENT RECORDKEEPING

The City will maintain accurate records regarding all workplace violence incidents. The City will adhere to all of the requirements of 12 NYCRR Part 801, known as the Public Employer Recordkeeping Rule, which is implemented pursuant to Section 27a of the Labor Law, for the recording of employee injuries or illnesses due to workplace violence incidents. All workplace violence incident forms will be kept according to the applicable retention schedules.

Any situation that meets the definition of a workplace violence incident as defined in Section 1 (Introduction) page 4, or any workplace violence injury that results in imminent danger, serious physical harm, death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness and any recordable injury will be documented on the SH 900 Log.

If a workplace violence incident meets the definition of a privacy concern case as specified below, the City will remove the name of the employee who was the victim of the workplace violence incident and shall instead enter "PRIVACY CONCERN CASE" in the space normally used for the employee's name. The City will treat incidents involving the following injuries or illnesses as privacy concern cases:

- (1) An injury or illness to an intimate body part or the reproductive system;
- (2) An injury or illness resulting from a sexual assault;
- (3) Mental illness;
- (4) HIV infection;
- (5) Needle stick injuries and cuts from sharp objects that are or may be contaminated with another person's blood or other potentially infectious material;
- (6) Other injuries or illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the Report.

INCIDENT REPORTING

The City will follow all federal, state and local laws and procedures in the reporting of workplace violence incidents.

Internal Reporting Procedures

Any employee or authorized employee representative who believes that a workplace violence imminent danger exists or that there has otherwise been a violation of the City's Workplace Violence Prevention Program should report such to the employee's Department Head. If the Department Head is unavailable or is a party to the violation, the report should be made to Human Resources and/or the City Administrator.

The Department Head, is responsible for forwarding copies of the Workplace Violence Incident Report to the City Administrator and Department of Human Resources. If the City Administrator is unavailable or is a party to the violation, the report should be made to the City Mayor. All Level II and Level III incidents must be forwarded immediately and all Level I incidents must be forwarded within 48 hours.

If, after providing the City a reasonable opportunity to resolve the situation set forth in the Workplace Violence Incident Report, the employee believes that a violation of the City's program still exists or that there continues to be a workplace violence imminent danger, the employee may contact the Commissioner of Labor at the NYS Department of Labor to request an inspection. Such request must be in writing, be signed by the employee or the employee's authorized representative, and include specific information as to the alleged violation or imminent danger. The Commissioner of Labor will provide a copy of the employee's notice to the City no later than the time of inspection. The employee may request that his or her name, the names of individual employees, and/or the authorized employee representative's name be withheld from the City.

An employee is not required to provide written notice to the Department Head if a workplace violence imminent danger exists to the safety of a specific employee or to the general health of a specific person and the employee reasonably believes in good faith that reporting this information to the Department Head would not result in corrective action.

An employee will not be subject to criticism, reprisal, retaliation, demotion, discrimination, disciplinary action, or other adverse employment action for making a good faith report of acts pursuant to this program.

Law Enforcement Reporting Procedures

The Department Head or any City Official with knowledge is responsible for reporting any workplace violence incident that may be of criminal or domestic violence nature to the City Attorney, City Administrator and Human Resources who will in turn report the incident to the District Attorney's office and the appropriate Law Enforcement Agency.

If a pattern of workplace violence incidents involving criminal conduct or serious injury develops, the City will work with Law Enforcement to develop a protocol to ensure that any future violent crimes occurring in the workplace are promptly investigated and appropriately prosecuted. If an employee chooses to file a criminal complaint, the City will provide the employee with the protocol and contact information for Law Enforcement. The City will not infringe upon the right of an employee to pursue or file a criminal complaint.

PESH Reporting Requirements

The City is required to report any death of any employee in the work environment, regardless of the cause, or the in-patient hospitalization of two (2) or more employees as a result of a work-related incident, to the PESH District Office within eight hours of the incident. (Refer to NYCRR Part 801 for complete information pertaining to employee recordkeeping and PESH reporting requirements).

PESH will use the criteria to review complaints as set forth by the Public Employee Safety and Health (PESH) Program. Whenever there is a workplace violence incident resulting in an employee fatality or multiple employee hospitalizations, PESH will conduct an on-site inspection. Other valid complaints that do not involve a fatality or multiple hospitalizations may result in an on-site inspection to determine if the City is in compliance with the Workplace Violence Prevention Act.

INCIDENT INVESTIGATION

Risk Evaluation after a Workplace Violence Incident

The Department Head and Human Resources will coordinate or perform a risk evaluation and determination immediately after the occurrence of a workplace violence incident. The investigation may take various forms, depending upon the type of incident.

Upon completion of its review, the Department Head and Human Resources and/or City Administrator will address the cause(s) of the incident and take the necessary steps to eliminate or reduce the likelihood of such an incident occurring again. They may also make recommendations for revising the Workplace Violence Prevention Program. Any revisions to the program will be put in writing and made available to employees. Employee training will be provided if significant changes to the program are made. The City will also consider prevention enhancements at all work sites which may be necessary to properly protect employees.

Annual Review of Workplace Violence Incident Reports

Human Resources is responsible for reviewing and updating the City's Workplace Violence Prevention Program at least annually. Part of this review will include summarizing the Workplace Violence Incident Reports and SH 900 Logs from the previous 12 months so they can be analyzed for any trends in the types of workplace violence incidents occurring and to review the effectiveness

SECTION 6 – WORKPLACE RISK EVALUATION

EVALUATION PROCESS

As required by Section 27-b of the New York State Labor Law, the City will perform a risk evaluation of the workplace in general and each work site.

The work site specific risk evaluation process included:

- An examination of the workplace to determine existing or potential hazards that may place employees at risk for incidents of workplace violence, paying particular attention to the following: working with the public or in public settings, exchanging money with the public, working alone or in small numbers, working late night or early morning, uncontrolled access to the workplace, and having a mobile workplace;
- An examination of past workplace violence incidents to identify any patterns as to the type and cause of injuries, particular work areas, or specific operations or individuals involved;
- A review of occupational injury and illness records (i.e., SH-900 and SH-900.2 logs, C-2 forms), accident reports, and any available insurance, police, or other incident reports in order to identify injuries that may have been the result of workplace violence;
- A survey of employees to gather information regarding violent incidents they may have experienced or witnessed but not reported, as well as to identify conditions that could be contributing to potential incidents.

EVALUATION OUTCOMES

Work Site Risk Evaluations

The risk evaluation entailed conducting a physical inspection of each worksite where one or more City employees, with representatives from both unions, perform any duties pertaining to their assigned job functions.

Review of Past Workplace Violence Incidents

A review of accident reports, insurance records, and other incident reports for the year was performed by the City and information on injuries due to violence were either recorded or not present. A review will be made by the City on an annual basis to review reportable incidents of workplace violence, if any.

Review of Occupational Injury and Illness Records

A review of the SH-900, SH-900.1, and SH-900.2 Logs and Workers' Compensation C-2 Forms for the year was performed by the City and information on injuries due to violence were either recorded or not present. A review will be made by the City on an annual basis to review reportable incidents of workplace violence, if any.

Employee Surveys

Each City employee will be provided with a copy of an Employee Survey Form and will be asked to complete and return the survey to Human Resources. A copy of this survey form can be found in Section 7.

It must be recognized that there are no certain means by which workplace violence can be completely prevented, that no process can wholly identify any and all conditions and risk factors that may exist in the City's workplace, and that the City's ability to mitigate those conditions and risk factors may be limited by fiscal and administrative constraints.

The City is committed to a safe working environment and will continue to assess substantiated risks that are reported. The City has in the past implemented policies and procedures that are designed to lower or eliminate workplace violence. This commitment is further supported by this Program.

SECTION 7 – FORMS

The following forms are to be used in administering the City's Workplace Violence Prevention Program:

- 1 - Workplace Violence Prevention Policy Statement
- 2 - Workplace Violence Incident Report Form
- 3 - Employee Security Survey Form
- 4 - Training and Policy Acknowledgment Form

APPENDIX 1

City of Beacon Workplace Violence Prevention Policy Statement

The City of Beacon (Hereinafter “City”) is committed to providing its employees a work environment that is safe, secure, and free from violence. The City also considers the safety of its residents, vendors, contractors, and the general public to be of paramount importance and strives to provide them the same type of protections while on City property.

Workplace Violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of their employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without their consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Acts of violence against any of our employees where any work related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients and visitors, following all policies, procedures and practices, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of New York State Labor Law Art. 2 §27-b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law includes a workplace evaluation that is designed to identify the risks of workplace violence to which our employees could be exposed.

Authorized Employee Representative(s) will, at a minimum, be involved in:

- Evaluating the physical environment;
- Developing the Workplace Violence Prevention Program; and
- Reviewing workplace violence incident reports at least annually to identify trends in the types of incidents replied, if any, and reviewing the effectiveness of the mitigating actions taken.

All employees will participate in the annual Workplace Violence Prevention Training Program. The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. All personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Designated Contact Person: Sara Morris

Title: Director of Human Resources

Department: Human Resources

Phone: 845-838-5038

E-mail: HR@BeaconNY.Gov

APPENDIX 2

City of Beacon Workplace Violence Incident Report Form

This form must be used to document any reportable workplace violence incident. For any Level I incident, an employee must submit this completed form the Department head within 48 hours of the occurrence. For all Level II and Level III incidents, this completed form must be submitted immediately. The Department Head is responsible for forwarding this form to Human Resources within the same timeframes.

Victim's Name	
Job Title	
Department/ Location	
Date and Time of Incident	
Location of Incident	
Name/ Job Title of individual	
Date Incident Report Completed	
Date Incident Report Received by Human Resources	

The following are examples of **Level I** types of workplace violence incidents.

- Harassment
- Shouting
- Obscene language
- Obscene gestures
- Verbal abuse
- Bullying
- Intimidation
- False statements

The following are examples of **Level II** types of workplace violence incidents.

- Threatening with an object
- Verbal threats of assault
- Obscene or threatening calls
- Being followed or stalked

The following actions are examples of **Level III** types of workplace violence incidents.

- Pushing
- Striking with an object
- Sexual assault
- Homicide
- Grabbing
- Shooting
- Stabbing

Describe each incident separately, including dates, times and locations. If you cannot remember exact dates, times, or locations, please provide approximations. Use additional pages if necessary.

List any individuals who may have witnessed this incident:

Witness Name	Witness Job Title	Witness Work Phone Number

Assailant/Perpetrator	Name	Street Address	State	ZIP code
Member of the Public				
Employee's Significant Other				
Employee's Supervisor				
Coworker				
Former employee				
Other (specify)				

*I attest that the information I have provided is a true and accurate description of my complaint and that I have not willfully or deliberately made false statements. I understand that the City of Beacon prohibits any individual from retaliating against me for filing a complaint and that I am to notify my Department Head, Human Resources, or City Administrator if I believe that I am a victim of retaliation.

EMPLOYEE SIGNATURE

DATE

DEPARTMENT HEAD SIGNATURE

DATE

HUMAN RESOURCES SIGNATURE

DATE

For Internal Use Only

Did police respond to the incident? ☐ Yes ☐ No

Was a police report filed? ☐ Yes ☐ No Police Report Number _____

Was the victim injured? ☐ Yes ☐ No

If yes, please specify the injuries and the name and location of the facility that provided medical care:

Did the victim lose any work days? ☐ Yes ☐ No If yes, number of days _____

Has the victim been informed of the crisis counseling services available? ☐ Yes ☐ No

Has the victim received counseling since this incident? ☐ Yes ☐ No

Did the victim have any reason to believe that this incident might occur? ☐ Yes ☐ No

Are you aware of any measure that the City has taken to avert this incident for occurring in the future?

☐ Yes ☐ No Please Describe: _____

Has the authorized employee representative been notified? ☐ Yes (Date) _____ ☐ No

Indicate the steps that have been taken to mitigate future incidents of a similar nature:

Indicate any steps currently being taken by the City to mitigate future incidents and/or any interim protective measures being taken:

Action in Progress and/or Interim Protective Measures	Estimated Date of Completion

Indicate any other work sites, if applicable, that will require similar action to mitigate future incidents:

DEPARTMENT HEAD SIGNATURE

DATE

HUMAN RESOURCES SIGNATURE

DATE

APPENDIX 3

City of Beacon Employee Security Survey Form

As part of the City's effort to provide a safe workplace and minimize the potential for workplace violence, we are requesting your feedback by completing the following survey. Although providing your name is optional, if further clarification is needed, it allows us to contact you directly. **Please complete this survey and return it to Human Resources in a sealed envelope.**

Name/ Job Title: (optional) _____

Department: _____

Work Location: _____

Workplace violence can be inflicted by an abusive employee, a supervisor, member of the public, family member, or even a stranger.

The following are examples of **Level I** types of workplace violence, during the last twelve months of your employment, have you been the victim of, or a witness to, any incident(s) of the nature listed below (check all that apply):

- | | | |
|-----------------------------------|--|--|
| ☐ None | ☐ Verbal threat | ☐ Harassment of any kind |
| ☐ Shouting | ☐ Intimidation/bullying | ☐ Obscene language/gestures |

Please describe any incident(s) in greater detail:

The following are examples of **Level II** types of workplace violence. During the last twelve months of your employment, have you been the victim of, or a witness to, any incident(s) of the nature listed below (check all that apply):

- | | | | |
|-------------------------------|---|--|--|
| ☐ None | ☐ Threats of Assault | ☐ Obscene calls | ☐ Being followed or stalked |
|-------------------------------|---|--|--|

Please describe any incident(s) in greater detail:

The following are examples of **Level III** types of workplace violence. During the last twelve months of your employment, have you been the victim of, or a witness to, any incident(s) of this nature (check all that apply):

- ☐ None ☐ Sexual assault ☐ Striking with hands or feet ☐ Shooting
- ☐ Pushing or grabbing ☐ Striking with an object ☐ Stabbing
- ☐ Assault with biological or chemical material

Please describe any incident(s) in greater detail:

Have you experienced any of the following: (check all that apply)

- ☐ Working alone during off hours where you felt unsafe ☐ Working in isolated areas or where your whereabouts are unknown to coworkers ☐ Poor security in and around building and parking lots ☐ Poor lighting in or around parking lots

What training do you feel would help create a more productive and safe work environment?

- ☐ Conflict resolution ☐ What to do if subjected to workplace violence ☐ How to prevent harassment in the workplace ☐ How to implement effective counseling and corrective discipline ☐ Other (please specify)

Please indicate any other concerns with respect to the workplace violence that you would like to address:

Thank you for completing this survey.

APPENDIX 4

City of Beacon Workplace Violence Prevention Program Training and Policy Acknowledgment Form

I hereby acknowledge that I have received training on the City of Beacon Workplace Violence Prevention Program, identified risk factors and available prevention methods, and my responsibilities and rights with respect to addressing the potential for workplace violence. I have been informed of the City's policy regarding workplace violence and the program and procedures in place to minimize risks.

I hereby acknowledge that I received a copy of the City's Workplace Violence Prevention Program outlining the City's policy, objectives, procedures, and regulations regarding violence in the workplace. I further acknowledge that I have read or will read the contents of the program manual and will contact my Department Head or Human Resources with any questions.

I understand that the objectives, procedures and regulations in this program manual will remain in effect unless I am notified of changes.

I understand that the City reserves the right to interpret, add to, or revise any part of this program manual, consistent with statutory requirements. Moreover, this program manual may be subject to alteration by changes in federal or state legislation, rules, and/or regulations.

I agree to abide by the City's Workplace Violence Prevention Program's policies and procedures.

EMPLOYEE NAME (PLEASE PRINT)

EMPLOYEE SIGNATURE

DATE OF SIGNATURE

DATE OF TRAINING

A copy of this form is to be placed in the employee's personnel file.

Sexual Harassment Policy for THE CITY OF BEACON

Purpose and Goals

The City of Beacon (“the City”) is committed to maintaining a workplace free from harassment and discrimination. Sexual harassment is a form of workplace discrimination that subjects an employee to inferior conditions of employment due to their gender, gender identity, gender expression (perceived or actual), and/or sexual orientation. Sexual harassment is often viewed simply as a form of gender-based discrimination, but the City recognizes that discrimination can be related to or affected by other identities beyond gender. Under the New York State Human Rights Law, it is illegal to discriminate based on sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or status as a victim of domestic violence. Our different identities impact our understanding of the world and how others perceive us. For example, an individual’s race, ability, or immigration status may impact their experience with gender discrimination in the workplace. While this policy is focused on sexual harassment and gender discrimination, the methods for reporting and investigating discrimination based on other protected identities are the same. The purpose of this policy is to teach employees to recognize discrimination, including discrimination due to an individual’s intersecting identities, and provide the tools to take action when it occurs. All employees, and Department Heads are required to work in a manner designed to prevent sexual harassment and discrimination in the workplace. This policy is one component of the City’s commitment to a discrimination-free work environment.

Goals of this Policy:

Sexual harassment and discrimination are against the law. After reading this policy, employees will understand their right to a workplace free from harassment. Employees will also learn what harassment and discrimination look like, what actions they can take to prevent and report harassment, and how they are protected from retaliation after taking action. The policy will also explain the investigation process into any claims of harassment. Employees are encouraged to report sexual harassment or discrimination by filing a complaint internally with the City. Employees can also file a complaint with a government agency or in court under federal, state, or local antidiscrimination laws. To file an employment complaint with the New York State Division of Human Rights, please visit <https://dhr.ny.gov/complaint>. To file a complaint with the United States Equal Employment Opportunity Commission, please visit <https://www.eeoc.gov/filing-charge-discrimination>.

Sexual Harassment and Discrimination Prevention Policy:

1. The City's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, officers, and City council members. In the remainder of this document, the term "employees" refers to this collective group. The policy also applies to additional covered individuals. It applies to anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in our workplace. These individuals include persons commonly referred to as independent contractors, gig workers, and temporary workers. Also included are persons providing equipment repair, cleaning services, or any other services through a contract with the City. For the remainder of this policy, we will use the term "covered individual" to refer to these individuals who are not "employees".
2. Sexual harassment is unacceptable. Any employee or covered individual who engages in sexual harassment, discrimination, or retaliation will be subject to action, including appropriate discipline for employees. In New York, harassment does not need to be severe or pervasive to be illegal. Employees and covered individuals should not feel discouraged from reporting harassment because they do not believe it is bad enough, or conversely because they do not want to see a colleague fired over less severe behavior. Just as harassment can happen in different degrees, potential discipline for engaging in sexual harassment will depend on the degree of harassment and might include education and counseling. It may lead to suspension or termination when appropriate.
3. Retaliation is prohibited. Any employee or covered individual that reports an incident of sexual harassment or discrimination, provides information, or otherwise assists in any investigation of a sexual harassment or discrimination complaint is protected from retaliation. No one should fear reporting sexual harassment if they believe it has occurred. So long as a person reasonably believes that they have witnessed or experienced such behavior, they are protected from retaliation. Any employee of the City who retaliates against anyone involved in a sexual harassment or discrimination investigation will face disciplinary action, up to and including termination. All employees and covered individuals working in the workplace who believe they have been subject to such retaliation should inform a Department Heads or the City Administrator and/or Human Resources. All employees and covered individuals who believe they have been a target of such retaliation may also seek relief from government agencies, as explained below in the section on [Legal Protections](#).
4. Discrimination of any kind, including sexual harassment, is a violation of our policies, is unlawful, and may subject the City to liability for the harm experienced by targets of discrimination. Harassers may also be individually subject to liability and employers or supervisors who fail to report or act on harassment may be liable for aiding and abetting such behavior. Employees at every level who engage in harassment or discrimination, including Department Heads who engage in harassment or discrimination or who allow such behavior to continue, will be penalized for such misconduct.
5. The City will conduct a prompt and thorough investigation that is fair to all parties. An investigation will happen whenever management receives a complaint about discrimination or sexual harassment, or when it otherwise knows of possible discrimination or sexual harassment occurring. The City will keep the investigation confidential to the extent possible. If an investigation ends with the finding that discrimination or sexual harassment occurred, the City will act as required. In addition to any

potential discipline, the City will also take steps to ensure a safe work environment for the employee(s) who experienced the discrimination or harassment. All employees, including Department Heads, are required to cooperate with any internal investigation of discrimination or sexual harassment.

6. All employees and covered individuals are encouraged to report any harassment or behaviors that violate this policy. All employees will have access to a complaint form to report harassment and file complaints. Use of this form is not required. For anyone who would rather make a complaint verbally, or by email, these complaints will be treated with equal priority. An employee or covered individual who prefers not to report harassment to their Department Head or employer may instead report harassment to the New York State Division of Human Rights and/or the United States Equal Employment Opportunity Commission. Complaints may be made to both the employer and a government agency.

Department Heads are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the City Administrator and/or Human Resources.

7. This policy applies to all employees and covered individuals, and all must follow and uphold this policy. This policy must be provided to all employees in person or digitally through email upon hiring and will be posted prominently in all work locations.

What Is Sexual Harassment?

Sexual harassment is a form of gender-based discrimination that is unlawful under federal, state, and local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender. Sexual harassment is not limited to sexual contact, touching, or expressions of a sexually suggestive nature. Sexual harassment includes all forms of gender discrimination including gender role stereotyping and treating employees differently because of their gender.

Understanding gender diversity is essential to recognizing sexual harassment because discrimination based on sex stereotypes, gender expression and perceived identity are all forms of sexual harassment. The gender spectrum is nuanced, but the three most common ways people identify are cisgender, transgender, and non-binary. A cisgender person is someone whose gender aligns with the sex they were assigned at birth. Generally, this gender will align with the binary of male or female. A transgender person is someone whose gender is different than the sex they were assigned at birth. A non-binary person does not identify exclusively as a man or a woman. They might identify as both, somewhere in between, or completely outside the gender binary. Some may identify as transgender, but not all do. Respecting an individual's gender identity is a necessary first step in establishing a safe workplace.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment does not need to be severe or pervasive to be illegal. It can be any harassing behavior that rises above petty slights or trivial inconveniences. Every instance of harassment is unique to those experiencing it, and there is no single boundary between petty slights and harassing behavior. However, the Human Rights Law specifies that whether harassing conduct is considered petty or trivial is to be viewed

from the standpoint of a reasonable victim of discrimination with the same protected characteristics. Generally, any behavior in which an employee or covered individual is treated worse because of their gender (perceived or actual), sexual orientation, or gender expression is considered a violation of the City's policy. The intent of the behavior, for example, making a joke, does not neutralize a harassment claim. Not intending to harass is not a defense. The impact of the behavior on a person is what counts. Sexual harassment includes any unwelcome conduct which is either directed at an individual because of that individual's gender identity or expression (perceived or actual), or is of a sexual nature when:

- The purpose or effect of this behavior unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. The impacted person does not need to be the intended target of the sexual harassment;
- Employment depends implicitly or explicitly on accepting such unwelcome behavior; or
- Decisions regarding an individual's employment are based on an individual's acceptance or rejection of such behavior. Such decisions can include what shifts and how many hours an employee might work, project assignments, as well as salary and promotion decisions.

There are two main types of sexual harassment:

- Behaviors that contribute to a **hostile work environment** include, but are not limited to, words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex, gender identity, or gender expression. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory, or discriminatory statements which an employee or covered individual finds offensive or objectionable, causes an employee or covered individual discomfort or humiliation, or interferes with the employee's or covered individual's job performance.
- Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions, or privileges of employment. This is also called **quid pro quo** harassment.

Any employee or covered individual who feels harassed is encouraged to report the behavior so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be discrimination and is covered by this policy.

Examples of Sexual Harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited. **This list is just a sample of behaviors and should not be considered exhaustive.** Any employee or covered individual who believes they have experienced sexual harassment, even if it does not appear on this list, should feel encouraged to report it:

- Physical acts of a sexual nature, such as:

- Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body, or poking another employee's body; or
- Rape, sexual battery, molestation, or attempts to commit these assaults, which may be considered criminal conduct outside the scope of this policy (please contact local law enforcement if you wish to pursue criminal charges).
- Unwanted sexual comments, advances, or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits;
 - This can include sexual advances/pressure placed on a service industry employee by customers or clients, especially those industries where hospitality and tips are essential to the customer/employee relationship;
 - Subtle or obvious pressure for unwelcome sexual activities; or
 - Repeated requests for dates or romantic gestures, including gift-giving.
- Sexually oriented gestures, noises, remarks or jokes, or questions and comments about a person's sexuality, sexual experience, or romantic history which create a hostile work environment. This is not limited to interactions in person. Remarks made over virtual platforms and in messaging apps when employees are working remotely can create a similarly hostile work environment.
- Sex stereotyping, which occurs when someone's conduct or personality traits are judged based on other people's ideas or perceptions about how individuals of a particular sex should act or look:
 - Remarks regarding an employee's gender expression, such as wearing a garment typically associated with a different gender identity; or
 - Asking employees to take on traditionally gendered roles, such as asking a woman to serve meeting refreshments when it is not part of, or appropriate to, her job duties.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace;
 - This also extends to the virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual meeting.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or gender expression, such as:
 - Interfering with, destroying, or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, or name-calling;
 - Intentional misuse of an individual's preferred pronouns; or
 - Creating different expectations for individuals based on their perceived identities:
 - Dress codes that place more emphasis on women's attire;
 - Leaving parents/caregivers out of meetings.

Who Can be a Target of Sexual Harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. Harassment does not have to be between members of the opposite sex or gender. New York Law protects employees and all covered individuals described earlier in the policy. **Harassers can be anyone in the workplace.** A supervisor, a supervisee, or a coworker can all be harassers. Anyone else in the workplace can also be harassers including an independent contractor, contract worker, vendor, client, customer, patient, constituent, or visitor.

Sexual harassment does not happen in a vacuum and discrimination experienced by an employee can be impacted by biases and identities beyond an individual's gender. For example:

- Placing different demands or expectations on black women employees than white male employees can be both racial and gender discrimination;
- An individual's immigration status may lead to perceptions of vulnerability and increased concerns around illegal retaliation for reporting sexual harassment; or
- Past experiences as a survivor of domestic or sexual violence may lead an individual to feel re-traumatized by someone's behaviors in the workplace.

Individuals bring personal history with them to the workplace that might impact how they interact with certain behavior. It is especially important for all employees to be aware of how words or actions might impact someone with a different experience than their own in the interest of creating a safe and equitable workplace.

Where Can Sexual Harassment Occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer or industry sponsored events or parties. Calls, texts, emails, and social media usage by employees or covered individuals can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices, or during non-work hours.

Sexual harassment can occur when employees are working remotely from home as well. Any behaviors outlined above that leave an employee feeling uncomfortable, humiliated, or unable to meet their job requirements constitute harassment even if the employee or covered individual is at home when the harassment occurs. Harassment can happen on virtual meeting platforms, in messaging apps, and after working hours between personal cell phones.

Retaliation

Retaliation is unlawful and is any action by an employer or supervisor that punishes an individual upon learning of a harassment claim, that seeks to discourage a worker or covered individual from making a formal complaint or supporting a sexual harassment or discrimination claim, or that punishes those who have come forward. These actions need not be job-related or occur in the workplace to constitute unlawful retaliation. For example, threats of physical violence outside of work hours or disparaging someone on social media would be covered as retaliation under this policy.

Examples of retaliation may include, but are not limited to:

- Demotion, termination, denying accommodations, reduced hours, or the assignment of less desirable shifts;
- Publicly releasing personnel files;
- Refusing to provide a reference or providing an unwarranted negative reference;
- Labeling an employee as “difficult” and excluding them from projects to avoid “drama”;
- Undermining an individual’s immigration status; or
- Reducing work responsibilities, passing over for a promotion, or moving an individual’s desk to a less desirable office location.

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- Made a complaint of sexual harassment or discrimination, either internally or with any government agency;
- Testified or assisted in a proceeding involving sexual harassment or discrimination under the Human Rights Law or any other anti-discrimination law;
- Opposed sexual harassment or discrimination by making a verbal or informal complaint to management, or by simply informing a supervisor or Department Head of suspected harassment;
- Reported that another employee has been sexually harassed or discriminated against; or
- Encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Everyone must work toward preventing sexual harassment, but leadership matters. Department Heads have a special responsibility to make sure employees feel safe at work and that workplaces are free from harassment and discrimination. Any employee or covered individual is encouraged to report harassing or discriminatory behavior to a Department Head or the City Administrator and/or Human Resources. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a Department Head or the City Administrator and/or Human Resources.

Reports of sexual harassment may be made verbally or in writing. A written complaint form is attached to this policy if an employee would like to use it, but the complaint form is not required. Employees who are reporting sexual harassment on behalf of other employees may use the complaint form and should note that it is on another employee’s behalf. A verbal or otherwise written complaint (such as an email) on behalf of oneself or another employee is also acceptable.

Employees and covered individuals who believe they have been a target of sexual harassment may at any time seek assistance in additional available forums, as explained below in the section on [Legal Protections](#).

Supervisory Responsibilities

Department Heads have a responsibility to prevent sexual harassment and discrimination. All Department Heads who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing or discriminatory behavior, or for any reason suspect that sexual harassment or discrimination is occurring, are required to report such suspected sexual harassment to the City Administrator and/or Human Resources. Department Heads should not be passive and wait for an employee to make a claim of harassment. If they observe such behavior, they must act.

Department Heads can be disciplined if they engage in sexually harassing or discriminatory behavior themselves. Department Heads can also be disciplined for failing to report suspected sexual harassment or allowing sexual harassment to continue after they know about it.

Department Heads will also be subject to discipline for engaging in any retaliation.

While Department Heads have a responsibility to report harassment and discrimination, Department Heads must be mindful of the impact that harassment and a subsequent investigation has on victims. Being identified as a possible victim of harassment and questioned about harassment and discrimination can be intimidating, uncomfortable and re-traumatizing for individuals. Department Heads must accommodate the needs of individuals who have experienced harassment to ensure the workplace is safe, supportive, and free from retaliation for them during and after any investigation.

Bystander Intervention

Any employee witnessing harassment as a bystander is encouraged to report it. A Department Head that is a bystander to harassment is **required** to report it. There are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help.

1. A bystander can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;
 2. A bystander who feels unsafe interrupting on their own can ask a third party to help intervene in the harassment;
 3. A bystander can record or take notes on the harassment incident to benefit a future investigation;
 4. A bystander might check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not ok; and
 5. If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate.
- When confronting harassment, physically assaulting an individual is never an appropriate response.

Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing harassment in the workplace. Any employee witnessing harassment as a bystander is encouraged to report it. A Department that is a bystander to harassment is required to report it.

Complaints and Investigations of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. An investigation of any complaint, information, or knowledge of suspected sexual harassment will be prompt, thorough, and started and completed as soon as possible. The investigation will be kept confidential to the extent possible. All individuals involved, including those making a harassment claim, witnesses, and alleged harassers deserve a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. the City will take disciplinary action against anyone engaging in retaliation against employees who file complaints, support another's complaint, or participate in harassment investigations.

the City recognizes that participating in a harassment investigation can be uncomfortable and has the potential to retraumatize an employee. Those receiving claims and leading investigations will handle complaints and questions with sensitivity toward those participating.

While the process may vary from case to case, investigations will be done in accordance with the following steps. Upon receipt of a complaint, the City Administrator and/or designee:

1. Will conduct a prompt review of the allegations, assess the appropriate scope of the investigation, and take any interim actions (for example, instructing the individual(s) about whom the complaint was made to refrain from communications with the individual(s) who reported the harassment), as appropriate. If the complaint is verbal, the City Administrator and/or designee will request that the individual complete the complaint form in writing. If the person reporting prefers not to fill out the form, the City Administrator and/or designee will prepare a complaint form or equivalent documentation based on the verbal reporting;
2. Will take steps to obtain, review, and preserve documents sufficient to assess the allegations, including documents, emails or phone records that may be relevant to the investigation. The City Administrator and/or designee will consider and implement appropriate document request, review, and preservation measures, including for electronic communications;
3. Will seek to interview all parties involved, including any relevant witnesses;
4. Will create written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - a. A list of all documents reviewed, along with a detailed summary of relevant documents;
 - b. A list of names of those interviewed, along with a detailed summary of their statements;
 - c. A timeline of events;

- d. A summary of any prior relevant incidents disclosed in the investigation, reported or unreported; and
 - e. The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- 5. Will keep the written documentation and associated documents in a secure and confidential location;
 - 6. Will promptly notify the individual(s) who reported the harassment and the individual(s) about whom the complaint was made that the investigation has been completed and implement any corrective actions identified in the written document; and
 - 7. Will inform the individual(s) who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by the City, but it is also prohibited by state, federal, and local law.

The internal process outlined in the policy above is one way for employees to report sexual harassment. Employees and covered individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may also seek the legal advice of an attorney.

New York State Division of Human Rights:

The New York State Human Rights Law (HRL), N.Y. Executive Law, art. 15, § 290 *et seq.*, applies to all employers in New York State and protects employees and covered individuals, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the New York State Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints of sexual harassment filed with DHR may be submitted any time **within three years** of the harassment. If an individual does not file a complaint with DHR, they can bring a lawsuit directly in state court under the Human Rights Law, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the City does not extend your time to file with DHR or in court. The three years are counted from the date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases receive a public hearing before an administrative law judge. If sexual harassment is found at the hearing, DHR has the power to award relief. Relief varies but it may

include requiring your employer to take action to stop the harassment, or repair the damage caused by the harassment, including paying of monetary damages, punitive damages, attorney's fees, and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Go to dhr.ny.gov/complaint for more information about filing a complaint with DHR. The website has a digital complaint process that can be completed on your computer or mobile device from start to finish. The website has a complaint form that can be downloaded, filled out, and mailed to DHR as well as a form that can be submitted online. The website also contains contact information for DHR's regional offices across New York State.

Call the DHR sexual harassment hotline at **1(800) HARASS3** for more information about filing a sexual harassment complaint. This hotline can also provide you with a referral to a volunteer attorney experienced in sexual harassment matters who can provide you with limited free assistance and counsel over the phone.

The United States Equal Employment Opportunity Commission:

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act, 42 U.S.C. § 2000e *et seq.* An individual can file a complaint with the EEOC anytime within 300 days from the most recent incident of harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred. If the EEOC determines that the law may have been violated, the EEOC will try to reach a voluntary settlement with the employer. If the EEOC cannot reach a settlement, the EEOC (or the Department of Justice in certain cases) will decide whether to file a lawsuit. The EEOC will issue a Notice of Right to Sue permitting workers to file a lawsuit in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated, or believes that unlawful discrimination occurred by does not file a lawsuit.

Individuals may obtain relief in mediation, settlement or conciliation. In addition, federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with the New York State Division of Human Rights, DHR will automatically file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or City in which they live to find out if such a law exists. For example, the Dutchess County Commission on Human Rights (CCR) has the power to report complaints alleging unlawful discriminatory practices under Article 15 of the Executive Law to the State Division of Human Rights. If you believe you have a human rights issue, the CCR can review the issue with you and, as needed, assist you with preparing and filing a complaint with the New York State Division of Human Rights. Contact the Dutchess County Human Rights Commission / EEO Officer Jody Miller at 22 Market Street, Poughkeepsie, New York 12601, 845-486-2169 or email dchumanrights@dutchessny.gov.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Those wishing to pursue criminal charges are encouraged to contact their local police department.

Conclusion

The policy outlined above is aimed at providing employees at the City and covered individuals an understanding of their right to a discrimination and harassment free workplace. All employees should feel safe at work. Though the focus of this policy is on sexual harassment and gender discrimination, the New York State Human Rights law protects against discrimination in several protected classes including sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or domestic violence survivor status. The prevention policies outlined above should be considered applicable to all protected classes.

City of Beacon City Council Agenda
11/20/2023

Title:

Appointment of Martha Welnowska to the Position of Deputy City Clerk

ATTACHMENTS

[Martha Welnowska Resume](#)

[City Clerk Memorandum for the Appointment of Martha Welnowska to the Position of Deputy City Clerk](#)



MARTHA WELNOWSKA

Experience

Aging Services Specialist

10/2021 - 06/2023

Orange County Office for the Aging | Goshen, NY

- Provided comprehensive support to clients and their representatives to help identify their needs and provide appropriate solutions to meet their requirements.
- Researched new resources in order to assist with the implementation of modern services for clients, ensuring up-to-date information regarding benefits and programs.
- Actively engaged in community outreach initiatives and collected feedback from clients to develop various future programs and events through the organization.
- Took on graphic design duties beyond the scope of assigned roles, creating visually appealing materials for the office, including brochures, flyers, and presentations & giveaways for events. Continued to maintain the organization's social media posts and Facebook page.

COVID-19 Outreach & Contact Tracing

01/2020 - 10/2021

O.C. Office for the Aging & O.C. Health Department | Goshen, NY

- Conducted weekly wellness calls during the COVID-19 pandemic to ensure our clients were mentally and physically well and safe.
- Provided guidance to individuals on isolation protocols, quarantine requirements, and other prevention measures related to COVID-19.
- Performed contact tracing interviews, maintaining confidentiality and gathering sensitive personal information related to a case investigation.
- Scheduled COVID-19 vaccinations for clients as they became available in limited stages. Volunteered at County-operated Points of Distribution for the COVID-19 vaccination to assist and direct clients.

Senior Clerk

04/2017 - 10/2021

Orange County Office for the Aging | Goshen, NY

- Provided administrative support to senior staff members and the director by preparing materials, managing daily operations of the office, organizing documents, coordinating meetings & appointments, and responding to client inquiries.
- Assisted with the preparation of presentations, brochures, and vendor/client letters for organizational public events, utilizing a wide range of appropriate software programs.
- Designed graphics, flyers, posters, and certificates. Created several department logos, custom shirts, tote bags, mugs and display sign designs. Created and maintained the Facebook page with information on events and updates for the community.

Education

Bachelor of Arts: Illustration

06/2014

Rochester Institute of Technology | Rochester, NY

Concentration in Visual Media

Academy of Information Technology (AOIT)

06/2010

Middletown High School | Middletown, NY

Skills

- Proficient in Microsoft Office Suite (Access, Excel, Publisher, Powerpoint, Word)
- Proficient in Zoom & Microsoft Teams
- Strong Workflow & Project Organization
- Strong Client & Administrative Support
- Excellent Communication & Teamwork
- Proficient in Adobe Creative Cloud (Acrobat, Illustrator, InDesign, Lightroom, Photoshop)
- Proficient in Squarespace & Wordpress
- Detailed Presentation & Layout Design
- Fluent in Polish



CITY OF BEACON New York

Amanda C. Caputo
City Clerk

845-838-5003 phone
845-838-5012 fax

To: Mayor Kyriacou and City Councilmembers
From: Amanda C. Caputo, City Clerk
Date: November 17, 2023
Re: Appointing Martha Welnowska to the position of Deputy City Clerk

Please accept this recommendation to appoint Martha Welnowska to the position of Deputy City Clerk within the City Clerk's Office in the City of Beacon.

Ms. Welnowska worked for Orange County Office for the Aging since 2016, progressing through multiple titles. This consistent and impressive work experience translates directly into the duties of the City Clerk's Office.

After reviewing all the qualified candidates and interviewing three candidates, I believe Ms. Welnowska is best suited for the position. Ms. Welnowska's skillset is impressive and will be an ideal fit into the Deputy City Clerk position.

Should Ms. Welnowska be appointed by the City Council on November 27, 2023, she will be available to start on December 11, 2023.

Thank you for your consideration.

Amanda C. Caputo
City Clerk

City of Beacon City Council Agenda
11/20/2023

Title:

Agreement with Weston & Sampson for Engineering Design of the South Avenue Park Improvements

ATTACHMENTS

[Weston & Sampson Proposal for Design Services on the South Avenue Park Improvement Project](#)

Revised November 8, 2023

Weston & Sampson, PE, LS, LA, Architects, PC
1 Winners Circle, Suite 130, Albany, NY 12205
Tel: 518.463.4400

Mr. Mark Price, Director
City of Beacon – Recreation Department
23 West Center Street
Beacon, NY 12508

Re: **City of Beacon – South Avenue Park Improvement Project
Proposal for Site Design Services
Beacon, New York**

Dear Mr. Price:

Weston & Sampson PE, LS, LA, Architects, P.C. (Weston & Sampson) is pleased to present our proposal to the City of Beacon (Client) for professional services in connection with the South Avenue Park Improvement Project (Project).

Project Understanding

The purpose of the South Avenue Park Improvement Project is to rehabilitate/ redesign existing athletic courts and adjacent parking areas. This project will address many of the maintenance issues identified in the recently completed Community Facility and Program Report. The project will also include the addition of site amenities and native plantings, as well as energy-efficient upgrades to the current basketball court. The following will be highlights of the project:

1. Removal of the degrading west retaining walls at the tennis and basketball courts. Retain wall areas to be regraded and sloped to the existing sidewalk. Native planting to complete the newly graded areas.
2. Acrylic resurfacing and lining on the tennis and basketball courts.
3. Fence repairs and replacement of the current fence mesh at the tennis and basketball courts.
4. Design and siting of a new public restroom with the use of an ADA-compliant prefabricated unit.
Extension of water/sewer utilities from public right-of-way to restroom facility.
5. Update of existing metal halide lighting to LED fixtures for the basketball court.
6. Site plantings and repair/replacement/relocation of existing walkways.
7. Update and replace current park benches and tables.

The park area is approximately 4 acres, and the project area is less than 1 acre and located at the corner of South Avenue and Wolcott Avenue. Based upon your request and our understanding of the Project, Weston & Sampson proposes the following scope of work:

Phase A: Schematic Design

Based on the information determined in the initial scoping meeting and our understanding of the Project, Weston & Sampson will prepare a schematic design for the Project. Schematic design will utilize existing base mapping and the topographic mapping provided by the City. The design will identify site improvements and aesthetic treatments. Weston and Sampson will complete the Schematic Design and meet with the Client's designated representatives to review and discuss each of the design alternatives. Based upon comments received from the Client's designated representatives, Weston & Sampson will advance the design for further development under the scope of Phase B.

Phase A Deliverables:

- One Schematic Design.
- Facilitate one (1) Schematic Design Review Meeting with Client's designated representatives.

Phase B: Design Development Documents

Based upon selection of the preferred schematic design alternative by the Client's designated representatives, Weston & Sampson will prepare one illustrative graphic of the proposed site improvements, one site design plan package suitable for construction, and an opinion of probable cost estimate. These final documents will be submitted for review by the Client's designated representatives. After a reasonably prompt review period by the Client's designated representatives, we will address one (1) set of final review comments.

Final site design plans and details will consist of the following plan sheets:

- Cover Sheet and General Notes
- Site Layout/ Materials Plan
- Grading/ Drainage/ Utility Plan
- Landscape Plan
- Erosion & Sediment Control Plan
- Construction Details that identify materials and methods for site improvements
- Technical Specifications

Phase B Deliverables:

- Illustrative Graphic of Design Concept
- Draft Design Development Plan Package
- Opinion of Probable Cost Estimate
- Facilitate one (1) Design Development Review Meeting
- Final Design Development Plan Package

Phase C: Bidding & Construction Phase Services

Based on the information determined in the initial scoping meeting and our understanding of the Project, Weston & Sampson will provide bidding phase services.

This scope assumes our preparation of contract documents for one (1) prime contract in accordance with Wicks Law General Construction. Our work in preparing the contract documents includes bidding this contract in one book with a single bid form.

We will provide services during the Bid Phase Period, assistance with front-end documents (contributing project details), attend a pre-bid walk through, prepare bid addenda, attend the bid opening, prepare a tabulation of bids, verification of references of the low bidders, and prepare award letters for the prime contract.

Construction Phase includes services for one (1) prime contract, scheduling and conducting a pre-construction meeting, review of contractor's shop drawings and submittals, attendance at weekly on-site coordination and inspection meetings (8 meetings) for an estimated 8-week construction duration, respond to RFIs, process contractors' monthly payment requests, certification of water and sanitary connections, prepare one (1) punchlist, and provide a certification of substantial completion at the conclusion of the project. Our proposal assumes that a Construction Manager/Clerk of Works will be on site to provide day-to-day construction administration and inspection.)

Phase C Deliverables:

- Bid Addenda, Bid Tabulation, Reference Verification, and Award Letters
- Construction Phase Reports

Work Not Included in scope of work:

- Project meetings or design documents beyond those identified above.
- Stormwater Pollution & Prevention Plan (SWPPP) - Please note that we are not anticipating the need to prepare a SWPPP due to the total area of disturbance being less than 1 acre. Should it be deemed necessary, we can provide a SWPPP as an additional service.

- Procurement permits required prior to construction
- Preparation of front-end specifications
- Topographic/Site/Utility Survey, setting of property corners or flagging of property.
- Geotechnical investigations and/ or analysis
- Construction Phase Services beyond those noted above
- Geotechnical Investigation
- Off-Site Utilities

Information to be provided by Client/ Others:

- Existing site topography/base mapping with utility information.
- Signature authorization of this proposal and future subsequent work orders that may be requested, prior to Weston & Sampson commencing the defined scope of work.
- Reasonable and timely responses so as to not adversely delay the design or construction phases of this Project.

Schedule

We are able to begin this work within 7 business days upon receipt of authorization of this proposal via Client's signature below. Deliverable dates will be communicated to the Client once the project design schedule has been determined.

Compensation

Upon notice to proceed, we are prepared to begin this work within one week. We propose to perform the above stated services for the lump sum fee breakdown indicated below including labor and expenses. Invoices will be submitted directly to the Client on a monthly basis.

Phase A	Schematic Design	\$ 3,500.00
Phase B	Design Development Documents	\$ 19,800.00
Phase C.1	Bid Preparation & Administration	\$ 4,500.00
Phase C.2	Construction Phase Assistance	\$ 10,500.00
Estimated Expenses:		\$ 900.00
		\$ 39,200.00

Weston & Sampson reserves the right to request additional fees should additional effort be requested by the client or review agencies, that otherwise are not listed above.

The following hourly billing rates are effective **November 1, 2023 – December 31, 2024** and will be applied to work performed as an additional service by Weston & Sampson employees under assignments for Consulting Services.

Functional Positional Title	2023 – 2024 Hourly Rates
Principal-in-Charge	\$260 - 270
Sr. Technical Leader	\$200 - 240
Sr. Project Manager	\$170 - 190
Project Manager	\$130 - 148
Sr. Project Engineer / Sr. Project Landscape Architect	\$190 - 205
Project Engineer / Project Landscape Architect	\$140 - 150
Engineer II / Landscape Architect II	\$125-135
Engineer I / Landscape Architect I	\$98-120
CAD / GIS Technician	\$105-115
Administrative Coordinator	\$86-102

Miscellaneous Expenses

- General photocopying/reproduction/printing – no charge
- Printing – outside services – cost plus 10%
- Mileage reimbursement – per federal reimbursement rate
- Subconsultant fees – cost plus 10%
- All other outside expenses – cost plus 10%

We appreciate the opportunity to present you with this proposal, and the attached standard terms and conditions. If this proposal is acceptable, please sign below, keep one copy for your records, and return a copy to this office. A PDF image of the Client's signature acceptance proposal is acceptable.

Very truly yours,

Weston & Sampson, PE, LS, LA, Architects, P.C.



Daniel Biggs, RLA, ISA, CERP
Associate | Regional Manager

Enclosure: Standard Terms & Conditions

Accepted by:

Signature Date
Contract/Purchase Order Reference: _____

City of Beacon City Council Agenda
11/20/2023

Title:

Agreement with Community Compost Company for Organic Waste Pick-Up and Composting

ATTACHMENTS

[Climate Smart Coordinator Memorandum on the 2024 Compost Program](#)

[Community Compost Company Proposal for Organic Waste Pick-Up and Composting](#)

[Non-Compostable Products Flier](#)

CITY OF BEACON

Climate Smart Coordinator

www.beaconny.gov



November 17, 2023

To: Mayor Kyriacou and City of Beacon City Council

From: Faye Leone, Climate Smart Coordinator

Re: 2024 City of Beacon Compost Program

Dear Mayor and Council:

Beginning on January 1, 2024, the City of Beacon Compost Program is proposing to engage a new vendor to haul/process food scraps that residents drop off at our communal compost sites. The current hauler, CRP Sanitation, informed us of a rate increase in September 2023 which would have raised our monthly hauling costs from \$755 (2023) to \$1,200 (2024), in addition to the separate costs associated with purchasing bin liners (\$65/month).

The Compost Working Group identified Community Compost Company (CCC) as the best choice among six potential vendors. We applied criteria including price, emissions associated with transporting food scraps, materials accepted, and support for bin maintenance/cleanliness.

Proposed Service details:

- CCC will collect food scraps from the twelve 64-gallon bins located at our three community drop-sites: 23 W. Center St, Memorial Park, and Churchill parking lot.
- CCC will collect Beacon's material on Thursdays, along existing routes in Beacon for other customers, and thus will not be making a separate trip to their Kerhonkson facility to provide this service.
- CCC will clean the bins during each collection, allowing us to stop using the costly compostable liner bags in every bin.
- The monthly cost of service is \$575.

CCC accepts the same materials we currently collect with the exception of compostable "plastic" materials like BPI-certified cups, utensils, and bags. The Compost Working Group is preparing a public education campaign to help residents transition to the new guidelines.

CCC's compost is used by farms/nurseries nearby to Beacon. Additionally, in "random acts of compost" the company periodically donates compost to local organizations in each community.

The Compost Working Group recommends that the Council move forward with authorizing a contract with CCC, and thanks you for your consideration of the matter.

Date: 10/10/23

To: City of Beacon

RE: 2024 Food Scrap Drop Off Program

About Us

Community Compost Company (CCC) is a NYS Certified Women Business Enterprise founded in 2013 that provides food scrap collection in the Hudson Valley of New York and Northern New Jersey. We engage community leaders and members on topics related to conservation, recycling, soil health and sustainable food production.

The material we collect is transported to our farm in Kerhonkson, NY and processed into compost. Our compost is used to restore soil through use by local gardeners and farmers.



Our Expertise

- Regional experts with experience establishing and maintaining municipal drop-off programs;
- Our programs are tailored to fit the unique needs of each community to ensure a successful program for all;
- Current municipal partnerships include: City of Hoboken, Jersey City, Town of Secaucus and Union City in NJ and Town of Saugerties and Town of Marbletown in NY;
- We apply a systems approach to the issues of food waste, climate change and soil health through decentralized, regional composting;
- We have diverted over 6 million lbs of food scraps from the landfill as of October 2023.

City of Beacon Program

- Maintain drop spots in at Churchill Street, Memorial Park, and the Recreation Center;
- Consult with Beacon officials to ensure a successful continuation of the program;
- Service the drop spots on a set weekly schedule (emptying and cleaning bins);
- Maintain service records and weights of drop off locations;
- Organics will be processed at the company's facility into compost that is approved for organic use, and used by farmers and home gardeners to restore soil throughout the region;
- All food scraps are accepted, including animal products, as well as uncoated paper, and 100% wood and bamboo products. A full list of what's accepted/not accepted can be found [here](#).

Pilot Program Pricing		
Drop Spot Flat Rate	-1x/week service per location -Town manages participant registration and database -No minimum participation	\$575.00/month* 3 drop off sites (12, 64-gallon toters)
Additional Services & Variable Charges		
Contamination	Removal of non compostable materials from the toters by CCC staff	</= 2% per toter: \$10.00 >/= 2% per toter: \$25.00 >4% or more: Rejected
Additional Consulting	CCC can consult on program improvements, education, outreach and other logistics	\$120.00/hr

*As of 10/10/23; price valid for 60 days. Costs subject to change based on fuel or other fluctuations.

Contact:

Molly Lindsay

Director of Operations

molly@communitycompostco.com

845-787-3478 x3

NO COMPOSTABLE PRODUCTS



Compostable products such as bags, hot and cold cups, utensils, and molded fiber are not accepted for composting by Community Compost Company.

WHY?

- Our finished compost is approved for organic use & compostable products are not allowed in the organic composting process
- We supply compost to organic farmers throughout the region who require the use of an approved organic compost
- Inclusion of compostable products causes higher rates of contamination in our compost



**SCAN FOR OUR FULL LIST OF WHAT'S
ACCEPTED AND NOT ACCEPTED**



City of Beacon City Council Agenda
11/20/2023

Title:

Minimum Parking Requirements

ATTACHMENTS

[Draft Minimum Parking Requirements](#)

§ 223-26 Off-street parking, loading and vehicular access. DRAFT 11.16.23

A. General.

- 1) ~~All structures and land uses hereafter erected, enlarged, created or extended shall be provided with the amount of off-street automobile parking space and loading and unloading space required by the terms of this section to meet the needs of persons making use of such structures or land.~~ A permit for the erection, replacement, reconstruction, extension or substantial alteration of a structure or the development of a land use shall not be issued unless off-street automobile parking facilities and, where ~~required~~ appropriate, loading and unloading spaces ~~shall have been laid out in plan in accordance~~ are consistent with the ~~appropriate requirements for structures and uses as set forth~~ provisions in this section, ~~and such required parking and loading facilities shall be completed before a certificate of occupancy shall be issued. As used herein, "parking facilities" shall be construed to include loading and unloading spaces required by this section.~~
- ~~2) In case of exceptional difficulty or unusual hardship to such properties arising out of the requirements of this section, the Board of Appeals may reduce the parking requirements but shall require such degree of compliance as it may deem reasonable for that part of the structure or use that is legally nonconforming and shall not waive any part of the requirement for that part of the structure or use that constitutes an enlargement or expansion and shall not permit reduction or elimination of whatever quantity of parking may already exist, unless it is in excess of requirements.~~
- ~~3) 2) Required~~ Off-street parking facilities which, after development, are later dedicated to and accepted by the City shall be deemed to continue to serve the uses or structures for which they were originally provided.

B. Effect on existing uses.

- 1) ~~Structures and land uses in existence on April 20, 1964, or structures and uses for which building permits had been approved on or before said date, shall not be subject to the requirements set forth in this section, unless there shall occur an increased intensity of use, provided that any parking facilities now existing to serve such structures or uses shall not in the future be reduced, except where they exceed such requirement, in which case they may not be reduced below such requirement.~~
- 2) ~~Whenever a building or structure erected prior to or after April 20, 1964, or any land use shall undergo any increase in intensity of use in the number of dwelling units, floor area, seating capacity, number of employees or other unit of measurement specified hereinafter for required parking facilities, or from other causes, and further when said increase would result in a requirement for additional parking facilities through application of the Schedule of Off-Street Parking Requirements (Subsection F), additional parking facilities shall be provided accordingly, except that no building or structure erected prior to said date shall be required to provide parking facilities unless the aforesaid additional required facilities amount to a cumulative total increase of at least 25% over the existing use as of~~

~~said date, in which case parking spaces shall be provided on the basis of the total units of measurements of the new use or of the alteration or expansion of the existing use.~~

~~C.~~ B. Location, use, design, construction and maintenance.

[Amended 5-19-2014 by L.L. No. 6-2014; 5-15-2017 by L.L. No. 7-2017]

- 1) Location. ~~The~~ Any approved off-street parking facilities ~~which are required by this section~~ shall be provided on the same lot or premises with such structure or land use; except that off-street parking spaces ~~required~~ for structures or land uses on two or more adjoining lots may be provided in a single common facility on one or more of said lots, provided that a binding agreement, in a form approved by the Corporation Counsel, assuring the continued operation of said parking facility during the life of the structure or the land use the parking is designed to serve, is filed on the land records prior to approval of the plans for said parking facility.
- 2) In any residence district, no designated off-street parking facility shall be developed in any ~~required~~ front yard forward of the principal building, except as approved by the Building Inspector or Planning Board for an unusual lot configuration. Nor shall any residence district off-street parking facility be developed in any ~~required~~ minimum side or rear yard setback adjacent to a street line or in any other side or rear yard within five feet of the lot line. However, off-street parking spaces shall be permitted in residential districts as indicated in § 223-17C.
- 3) ~~(2)~~ Parking specifications.
 - a) Each parking space provided in an unenclosed area shall be at least nine feet wide and at least 18 feet long, except that the Planning Board, in approving a plan under § 223-25, may permit that portion of the total ~~required~~ parking which is specifically set aside for and limited to employee parking to have a width of at least 8 1/2 feet and a depth of at least 18 feet. This possible exception shall not be permitted in the CMS District. [Amended 6-15-2020 by L.L. No. 7-2020]
 - b) Each parking space which is bordered by walls or columns on two or more sides shall be not less than 10 feet wide nor less than 18 feet long. Enclosed or garaged parking areas shall not contain any columns, walls or other obstacles which would prevent or obstruct the use of any parking space.
 - c) The maneuvering area needed to permit parked vehicles to enter and exit off-street parking spaces shall have a width of at least 24 feet, except where the Planning Board approves a lesser distance as adequate for areas with parallel or angled parking spaces.
- 4) ~~(3)~~ Landscaping. Except for parking spaces accessory to a one-family dwelling, all off-street parking areas shall be landscaped with appropriate trees, shrubs and other plant materials and ground cover, as approved by the Planning Board based upon consideration of the adequacy of the proposed landscaping to assure the establishment of a safe,

convenient and attractive parking facility with a minimum amount of maintenance, including plant care, snowplowing and the removal of leaves and other debris.

- a) At least one tree with a minimum caliper of three inches at a height of four feet above ground level shall be provided within such parking area for each 10 parking spaces.
 - b) Wherever possible, planting islands, at least eight feet in width, shall be provided to guide vehicle movement and to separate opposing rows of parking spaces so as to provide adequate space for plant growth, pedestrian circulation and vehicle overhang. Such planting islands and the landscaping within them shall be designed and arranged in such a way as to provide vertical definition to major traffic circulation aisles, entrances and exits, to channel internal traffic flow and prevent indiscriminate diagonal movement of vehicles and to provide relief from the visual monotony and shadeless expanse of a large parking area.
 - c) The Planning Board may require curbing to facilitate surface drainage and prevent vehicles from overlapping sidewalks and damaging landscaping materials.
 - d) No obstruction to driver vision shall be erected or maintained on any lot within the triangle formed by the street line of such lot, the outer edge of the access driveway to the parking area and a line drawn between points along such street line and access drive ~~30~~ 25 feet distant from their point of intersection.
- ~~(4)~~ (5) Grades, drainage, paving and marking. All proposed and ~~required~~ approved parking facilities, regardless of size, shall be graded, surfaced, drained and maintained throughout the duration of their use so as to comply with the New York State Stormwater Management Design Manual, as amended from time to time, and/or Chapter 190, Stormwater Management and Erosion and Sediment Control, of this Code, or other acceptable stormwater management practice(s), as deemed suitable to the City Engineer to the extent necessary to avoid nuisances of dust, erosion or excessive water flow across public ways or adjacent lands. The drainage analysis for said parking facilities shall include pre- and post-development conditions as well as remediation and/or mitigation of stormwater runoff. The maximum slope within a parking area shall not exceed 5%. In RD Districts and in nonresidential developments, the Planning Board shall require the provision of suitable markings to indicate individual parking spaces, maneuvering area, entrances and exits. [Amended 6-15-2020 by L.L. No. 7-2020]
- ~~(5)~~ (6) Traffic circulation. In order to encourage safe and convenient traffic circulation, the Planning Board may require the interconnection of parking areas via access drives within and between adjacent lots. The Board shall require written assurance and/or deed restrictions, satisfactory to the Corporation Counsel, binding the owner and his heirs and assignees to permit and maintain such internal access and circulation and inter-use of parking facilities.
- ~~(6)~~ (7) Two or more uses on same lot. Where two or more different uses occur on a single lot, ~~the total amount of parking facilities to be provided shall be the sum of the requirements~~

~~of each individual use on the lot, except that~~ the Planning Board may approve the joint use of parking space by two or more establishments on the same lot or on contiguous lots, the total capacity of which is less than the sum of the spaces ~~required~~ needed for each, provided that said Board finds that the capacity to be provided will substantially meet the intent of this article by reason of variation in the probable time of maximum use by patrons or employees at such establishments and provided that such approval of such joint use shall be automatically terminated upon a change of use at any such establishment.

~~(7)~~ (8) Designed residence and multifamily residence districts. [Amended 6-15-2020 by L.L. No. 7-2020]

- a) In RD Districts, in order that some of the ~~required~~ parking spaces may be convenient for use by visitors as well as by occupants, 2/3 of the ~~required~~ car spaces for a residential building shall, whenever possible, be directly accessible to a main entrance to that building and within 100 feet of that entrance.
- b) In RD Districts, off-street parking lots shall be located behind, underneath, or to the side of the building, whenever possible. Any parking to the side of the building shall be screened from street views by a low wall, hedge, fence, and/or other landscaping and, whenever possible, it shall be located at least 40 feet from any property line that fronts on a street.

~~(8)~~ (9) Off-street parking for private passenger vehicles may be allowed by a special permit from the Planning Board on a vacant lot in a residential district which has a shared parcel line for at least 20 feet with a commercial or industrial district, provided that the off-street parking shall be on a portion of the lot within 200 feet of the commercial or industrial district and that the use shall not include fee-based parking for railroad commuters. [Added 10-3-2022 by L.L. No. 10-2022]

~~D.~~ C. Alternatives to providing parking spaces. [Amended 6-15-1992 by L.L. No. 5-1992]

- 1) Conveyance of land. Where, because of limitations of size, dimensions or topography of a lot, an applicant for a building permit in a business district finds it impractical to provide all or a portion of the off-street parking spaces required by ~~Subsection F herein the Planning Board~~, in connection with a proposed building or addition, ~~he the applicant~~ may grant and convey to the City of Beacon, and the City Council, at its discretion, may accept, appropriately located and developed land for commercial parking as a permitted use equivalent, provided that said land is permanently dedicated to the City. [Editor's Note: Former Subsection D(2), Fee in lieu of waived parking, as amended, which immediately followed, was repealed 4-7-2008 by L.L. No. 4-2008.]
- 2) Waiver of improvement. Except within the Central Main Street District, and notwithstanding any other provision of this chapter, the City Council or Planning Board, in reviewing plans submitted in accordance with the provisions of this section or § 223-18 or 223-25, may waive the initial improvement of up to 50% of the ~~required~~ off-street

parking spaces, provided that all of the ~~required~~ spaces are shown on the proposed plan and further provided that suitable agreements, satisfactory to the City Council or Planning Board, are obtained assuring the City that the property owner(s) will be responsible for the construction of such waived spaces, or any portion thereof, within six months of the date such spaces may be deemed necessary by the City Council or Planning Board. [Amended 7-6-2004 by L.L. No. 13-2004; 2-19-2013 by L.L. No. 3-2013; 6-15-2020 by L.L. No. 7-2020]

~~F. D. Schedule of Off-Street Parking Requirements Standards. Off-street parking spaces shall be provided as follows, except that the Board of Appeals may modify these provisions as a condition of the issuance of a special permit according to the provisions of § 223-19.~~

- ~~1) In order to promote walkability and other transportation alternatives and to avoid excessive automobile traffic and unnecessarily large paved parking lots, no minimum number of off-street parking spaces are required, except for a minimum of one off-street parking space for each 1-family dwelling, 2-family dwelling, or accessory apartment.~~
- ~~2) The Planning Board shall determine the appropriate number of on-site parking spaces as part of site plan approval and based on the context of the property, including but not limited to the size of the parcel, proposed uses, existing buildings on the parcel, especially if they are designated as historic, availability of public and street parking in the area, walkable access to public transit, a parking study prepared by the applicant, shared parking arrangements, land-banking waivers under Section 223-26C(2), compliance with the federal Americans with Disabilities Act (ADA), and input from any public hearing.~~
- ~~3) Any professional parking study requested by the Planning Board and reviewed by the City's consultant shall be based primarily on specific site-related information, a comparable analysis of similar uses and properties in the area or region, and an examination of demand reduction strategies, including such elements as promotion of walking, bicycle parking or storage facilities, alternative mobility options, transit access opportunities, and ride-sharing or carpooling services.~~
- ~~4) The following table gives guidance to the Planning Board on the maximum parking that should be allowed, but the Planning Board may approve fewer spaces in many cases:~~

Use	Minimum <u>Maximum</u> Off-Street Parking
1- and 2-family dwelling	2-spaces <u>3 spaces</u> for each dwelling unit
Multifamily dwelling and/or apartment or artist live/work space [Amended 8-6-2001 by L.L. No. 12-2001]	1 space for each dwelling unit, plus 1/4 space for each bedroom, plus 1/2 space for each live/work space containing retail area

Use	Minimum <u>Maximum</u> Off-Street Parking
Professional home office or home occupation permitted in a residential district [Amended 6-15-2020 by L.L. No. 7-2020]	2 spaces in addition to spaces required for the residential use, except that there shall be a maximum 4 spaces for each medical or dental practitioner in addition to spaces required for the residential use
Bed-and-breakfast establishment [Amended 3-18-2002 by L.L. No. 9-2002; 6-15-2020 by L.L. No. 7-2020]	1 space for each guest sleeping room, plus 2 spaces for the dwelling unit, plus 1 space for each nonresident employee
Hotel or inn [Amended 6-15-2020 by L.L. No. 7-2020]	Subject to § 223-14.1C <u>1 for each hotel guest room, plus 1 for each employee on site at any one time</u>
Place of worship, theater, auditorium, athletic field or other place of assembly	1 space for each 4 seats or pew spaces or, in places or, in places without seats, 1 space for each 100 square feet of floor space used for public assembly
Nursery school or day-care center [Added 3-18-2002 by L.L. No. 10-2002]	1 per employee plus 1 per classroom
Primary or secondary school [Added 3-18-2002 by L.L. No. 10-2002]	1 per employee plus 1 per 5 students in the 11th grade or above, or 1 per 4 assembly seats, whichever is greater
Dance, art, tutorial, martial arts or similar instructional school [Added 11-4-2002 by L.L. No. 29-2002]	1 space for each 150 square feet of gross floor space
Hospital, nursing home, convalescent home or home for the aged	1 space for each 3 resident persons, plus space for each employee, including medical, nursing and service staff employed at the same time when the building is operating at full capacity
Golf and country club	1 space for each 2 memberships
Bowling alley or other place of indoor commercial recreation or public amusement [Amended 7-6-2004 by L.L. No. 13-2004; 6-15-2020 by L.L. No. 7-2020]	5 spaces for each bowling lane; all others, 1 space for each 4 persons of maximum occupancy or 1 space for each 200 square feet of gross floor area, whichever is greater
Retail or service business, including auction gallery [Amended 2-18-1992; 6-21-1999 by L.L. No. 14-1999]	1 space for each 200 <u>250</u> square feet of gross floor area, excluding utility areas

Use	Minimum <u>Maximum</u> Off-Street Parking
Restaurant or coffee house [Amended 7-6-2004 by L.L. No. 13-2004; 5-2-2005 by L.L. No. 2-2005]	1 space for each 3 patron seats or 1 space for each 150 <u>200</u> square feet of gross floor area, excluding kitchen and storage areas, whichever is greater
Office for business or professional use (other than accessory to residential use) [Amended 6-21-1999 by L.L. No. 14-1999]	1 space for each 200 <u>300</u> square feet of gross floor area, excluding utility areas
Banking office [Amended 6-21-1999 by L.L. No. 14-1999]	1 space for each 200 <u>300</u> square feet of gross floor area, excluding utility areas
Funeral home or undertaking establishment [Amended 6-15-2020 by L.L. No. 7-2020]	10 spaces per establishment, plus 1 space per employee
Motor vehicle sales and service	1 space per employee, plus 1 space per 150 square feet of gross floor space
Animal care facility [Amended 6-15-2020 by L.L. No. 7-2020]	1 space per employee, plus 1 space per 300 square feet of gross floor space
Car washing establishment	Subject to § 223-21F— <u>1 space per each two persons</u> <u>working at the same time at full capacity or 1 space for</u> <u>each 400 square feet of gross floor area, whichever is greater</u>
Research or development laboratory	1 space per employee, but not less than <u>or</u> 1 space per 600 square feet of gross floor space
Manufacturing or industrial use	1 space per 2 employees but not less than <u>or</u> 1 space per 400 square feet of gross floor space
Wholesale, warehouse storage, utility or other similar commercial use [Amended 9-19-2022 by L.L. No. 9-2022]	1 space per employee but not less than <u>or</u> 1 space per 1,000 square feet of gross floor space
Self-storage facility [Added 9-19-2022 by L.L. No. 9-2022]	1 space per 10,000 square feet of gross floor space, plus one space per employee
Senior housing [Added 3-22-1982; amended 6-15-2020 by L.L. No. 7-2020]	2 spaces for each 3 dwelling units

Use	Minimum <u>Maximum</u> Off-Street Parking
Museums located within walking distance (3,000 feet) of entrance to train station [Added 2-7-2000 by L.L. No. 5-2000; amended 5-2-2005 by L.L. No. 2-2005; 6-15-2020 by L.L. No. 7-2020]	1 parking space per 3,000 feet of gross floor space
Artist studio [Added 6-16-2003 by L.L. No. 6-2003]	1 space for each 500 square feet of gross floor space
Art gallery/exhibit space [Added 5-2-2005 by L.L. No. 2-2005]	1 space for each 250 square feet of gross floor area
Bar or brew pub [Added 5-2-2005 by L.L. No. 2-2005]	1 space for each 3 patron seats or 1 space for each <u>250</u> square feet of gross floor area, excluding kitchen and storage areas, whichever is greater
Microbrewery or microdistillery [Added 5-2-2005 by L.L. No. 2-2005; amended 5-19-2014 by L.L. No. 8-2014]	1 space for each employee on the largest shift, plus 1 space for each 3-patron sitting or standing spaces in any tasting room or other visitor facility open to the general public
Museum [Added 5-2-2005 by L.L. No. 2-2005]	1 space for each 300 <u>500</u> square feet of gross floor area
Other uses not listed Amended 5-2-2005 by L.L. No. 2-2005]	Off-street parking requirements for types of uses which do not fall within the categories listed above shall be determined by the Planning Board upon consideration of relevant factors entering into the parking needs of each such use

~~(1) Notwithstanding § 223-26F above, with respect to lots which, on the effective date of this section, are located wholly or partially within 2,500 feet of the train station platform, the City Council shall have the authority to limit the amount of parking to be provided for multifamily and nonresidential development projects on said lots having a parking requirement in accordance with § 223-26F of 25 spaces or more, in the interest of appropriately and reasonably minimizing the environmental impact of the project's vehicular traffic accessing the train station. In such cases, the City Council shall ensure that convenient pedestrian access is provided by the project, or is otherwise available between the project and the train station. Where a substantial change in elevation exists between the project and the train station, the City Council may require the project to provide, if deemed feasible by the Council, an elevator, escalator, stairs and/or other similar pedestrian conveyance or access for such purpose. [Added 6-7-2010 by L.L. No. 8-2010]~~

G. Operation and maintenance of off-street parking facilities. ~~Required~~ Approved off-street parking facilities shall be maintained as long as the use of the structure exists which the facilities are designed to serve. ~~Required~~ Designated parking areas developed for specific structures and uses shall be reserved at all times to those persons who are employed at or make use of such structures and land uses, except when dedicated to and accepted by the City as public parking areas.

H. Off-street loading requirements. Off-street loading and unloading facilities shall be located on the same site with the use to be served, except as provided in Subsection ~~C~~ B(1), and shall be provided as follows:

- 1) Size. Each off-street loading space shall be at least 14 feet in width, at least 35 feet in length and at least 14 feet in height, exclusive of access and turning areas, except that adjacent loading spaces may be each 12 feet in width.
- 2) ~~Required n~~Number of spaces. The Planning Board shall determine the appropriate number of on-site loading spaces as part of site plan approval and based on the context of the property, including but not limited to the size of the parcel, proposed uses, existing buildings on the parcel, a professional parking study prepared by the applicant, and input from any public hearing.
 - ~~a) For retail and/or service business establishments: a minimum of one space for the first 7,500 square feet or major portion thereof, plus one space for each additional 10,000 square feet of gross floor area or major portion thereof, except that no berths shall be required for buildings with a gross floor area of less than 5,000 square feet.~~
 - ~~b) For office establishments: a minimum of one space for the first 20,000 square feet of gross floor area or major portion thereof, plus one space for each additional 40,000 square feet of gross floor area or major portion thereof, except that no berths are required for buildings of less than 10,000 square feet of gross floor area.~~
 - ~~c) For research establishments: a minimum of one space for the first 12,000 square feet of gross floor area of building or major portion thereof, plus one space for each additional 20,000 square feet of gross floor area or major portion thereof.~~
 - ~~d) For wholesale business, industry, storage, warehouses and other commercial establishments: a minimum of one space for each establishment, plus one space for each 10,000 square feet of gross floor area or major portion thereof.~~
 - ~~e) For nursing homes: a minimum of one space for each establishment.~~
~~[Added 12-21-1998 by L.L. No. 17-1998[2]] Editor's Note: This local law also provided for the renumbering of former Subsection H(2)(e) as Subsection H(2)(f).~~
 - ~~f) For museums, a minimum of one space for each establishment.~~
~~[Added 2-7-2000 by L.L. No. 4-2000[3]] Editor's Note: This local law also provided for the renumbering of former Subsection H(2)(f) as Subsection H(2)(g).~~

~~g) Other uses which do not fall within the categories listed above shall be determined by the City Council and adopted as an amendment to this section.~~

I. Driveways. For reasons of traffic and pedestrian safety, both on and off street, as well as to provide for possible future road widening or other improvements, all new driveways and sidewalk crossings entering onto any street shall comply with all requirements of Chapter 100, Driveways, and shall be subject to the approval of the Highway Superintendent, except where such are part of a use subject to special permit or site development plan approval, in accordance with §§ 223-18 and 223-25, in which case they shall be subject to approval by the Planning Board and/or City Council. [Amended 9-4-2018 by L.L. No. 16-2018]