

**Auburn City Council
Regular Meeting
Thursday, January 28, 2016 6:00 P.M.
City Council Chambers
Memorial City Hall
24 South St.
Auburn, NY 13021**

Minutes

The meeting of the Auburn City Council was called to order at 6:00PM in the City Council Chambers 24 South St. Auburn NY by Mayor Quill.

1. Roll Call – The City Clerk called the roll. Councilors McCormick, Giannettino, Cuddy, and Carabajal, and Mayor Quill were all present.

The following City Staff was present:

- City Manager, Doug Selby
- Corporation Counsel, John Rossi
- City Clerk, Charles Mason
- Comptroller, Laura Wills
- Director of Planning and Economic Development, Jennifer Haines
- Senior Planner, Tiffany Beebee
- Community Development Planner, Renee Jensen
- Superintendent of Engineering, William Lupien

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

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

4. Public Announcements –

The City Clerk read the following announcements:

A. The next meeting of the City of Auburn Planning Board meeting will be held on Tuesday, February 2, 2016 at 6:30 p.m. The meeting will be held at the Council Chambers on the first floor of Memorial City Hall, 24 South Street, Auburn, NY 13021.

5. Ceremonial Presentations and Proclamations – None

6. Public to be Heard – Mayor Quill opened the Public to be Heard portion of the Council meeting and the Clerk read the Public to be Heard rules. The public hearing for the Community Development Block Grant was also opened.

Erica Turner, 19 Frances Street

Ms. Turner spoke on behalf of Homesite in support of programs funded through the Community

Development Block Grant Program.

Justin Huffman, 127 Genesee Street

Mr. Huffman spoke on behalf of Mr. Joseph Camardo regarding the agenda topic of discussion on development proposals received for the potential redevelopment of city-owned property at 1-7 State Street. Mr. Huffman read a letter from Mr. Camardo.

Sam Giangreco, N. Lewis Street

Mr. Giangreco spoke on the agenda topic of discussion on development proposals received for the potential redevelopment of city-owned property at 1-7 State Street. He spoke in favor of establishing a music hall of fame park at the site.

Ryan Foley, VanAnden Street

Mr. Foley is the Cayuga County Legislator for District 15. He spoke to complement the quality of the Community Development Block Grant annual action plan as written. He also spoke to lend his personal support of a future public safety building project for the City and County.

7. Approval of Meeting Minutes:

A. January 21, 2016, City Council meeting minutes.

Motion to approve by Councilor Cuddy, seconded by Councilor Giannettino.

The motion to approve the minutes of January 7, 2016 carried 4-0. Councilors Giannettino, Cuddy, Carabajal and Mayor Quill all voting aye. Councilor McCormick abstained.

8. Reports of City Officials

A. City Manager's Report – no report

B. Reports from members of Council

- Councilor McCormick reported that she attended the most recent meeting of the Heroin Awareness Group and discussed an assembly that was held at the Auburn High School on the topic and recognized the City's School Resource Officers for their participation in the program. She also reported on attending the monthly meeting of the Auburn Downtown Business Improvement District and the annual Economic Forecast Luncheon of the Cayuga Economic Development Council.
- Mayor Quill reported that on Friday, January 22, 2016 he attended the Martin Luther King Luncheon of the local NAACP chapter where Council Dia Carabajal received an award. Earlier this week he also had the opportunity to tour the E. D. Clapp company. Also, earlier in the day he traveled to Rochester to attend the meeting of the Board of Governors for the New York State Municipal Insurance Reciprocal of which he is a board member.

9. Matters to Come Before Council

A. State Environmental Quality Review Act Resolutions (SEQR) - None

B. Ordinances - None

C. Local Laws – None

D. Resolutions - None

E. Tabled Legislation – None

F. Staff/Vendor Presentations

F1. Financial Plan Five Year Projections and Fund Balance Policy Update. City Comptroller Laura Wills reviewed the five year financial projections of City finances based on a model defined by the City's current long term financial plan. She also discussed various options the Council could possibly consider to eliminate projected budget gaps forecasted for the later years of the projection. She also discussed the City fund balance policy and proposed establishing a contingency fund policy.

F2. 2016-2017 Community Development Block Grant (CDBG) Action Plan Presentation. Director of Planning and Economic Development Jennifer Haines introduced Community Planner Renee Jensen and Senior Planner Tiffany Beebee who provided an overview of the proposed 2016-2017 CDBG Action Plan. Ms. Haines also reported that the United States Department of Housing and Urban Development (HUD) had chosen the City of Auburn for a pilot program that recognizes best practices for CDBG planning processes, one of only 20 cities in the United States to receive such recognition. She thanked Ms. Beebee and Ms. Jensen for their work which is responsible for the national recognition. Following the presentation Mayor Quill asked if any others members of the public would like to speak on the action plan. No members of the public spoke. The Mayor then announced that the public hearing for the CDBG action plan would close.

F3. Proposals for 1 State Street. Director of Planning and Economic Development Jennifer Haines briefly discussed the three proposals the City had received as a result of issuing a request for development proposals in November of 2016. The three proposals received were from: 1. The Auburn Local Development Corporation; 2. Mr. Joseph Camardo; and, 3. The Emerson Foundation. Following Council discussion the staff was asked to prepare a resolution to be on the February 4, 2016 Council agenda that would accept the offer from the Emerson Foundation to provide assistance to be used for further study of the potential economic impact of use of the 1 State Street site.

F4. Construction Status Report - Engineering Projects. Superintendent of Engineering William H. Lupien, Jr., P.E. reviewed five major upcoming construction projects that the City is executing including: 1. N. Division Street Hydroelectric Facility; 2. N. Division Street Bridge replacement; 3. Replacement of two culverts at Hunter Brook; 4. Water Filtration Plant upgrades; and, 5. Genesee Street repaving project from South Street to the west City border.

F5. Osborne Street Radio Tower. City Manager Douglas A. Selby presented an overview of the current state of the City-owned radio tower located on Osborne Street. He reported that the radio tower was acquired by the City through foreclosure in the 1980's and has been owned by the City since. The tower hosts equipment for the Cayuga County Emergency 911 system, water/sewer billing software radio equipment and other space is leased to private companies. Since the Council last considered the potential sale of the tower in the fall of 2014 the City has been notified by two of the private companies that they were terminating their leases of space on

the radio tower. This changes the City's revenue received from the tower drastically and provides the Council with an opportunity of putting the tower on the market for sale or lease by a private company. Council discussed the desire for any sale or lease to guarantee that the City could maintain its tower space for E-911 and the City water/sewer billing at no cost to the City or the County E-911 program as a condition of the sale. It was decided by the Council to have the City Manager pursue the potential sale or lease of the radio tower and report back to Council at a future meeting what the next steps in the process would be.

F6. Monthly Budget Reports for December 2015. City Manager Doug Selby briefly reviewed the reports.

F7. Council Discussion regarding City Manager Search Process. Mayor Quill introduced the topic and asked the Council to provide input on language for job advertisements that the City Clerk had prepared with input from the City Manager, as well as, a proposed advertising schedule. Following Council discussion a consensus decided to have the City Clerk begin advertising the position of City Manager the week of February 1, 2016. If the Council would like to recommend any edits to the proposed ad language they were asked to do so by the Morning of Monday, February 1, 2016. The Council then went on to discuss other elements of the search process including reviewing the applications once received, setting up interviews, conducting interviews, and ultimately deciding on selecting one of the applicants. It was decided to continue discussion on these elements of the City Manager search process at the February 4, 2016 Council meeting.

Position of City Manager, job advertisement placements to include:

- The Citizen with associated internet placement to include monster.com
- Syracuse media to include Syracuse.com
- ICMA-CM network
- NYCOM network
- Networks of local colleges/universities to include Syracuse University, Cornell University
- City of Auburn website and social media

The following language was proposed to use for advertising the position of City Manager:

City Manager sought for the City of Auburn, New York (population 27,500) a full service municipality located in the Central and Finger Lakes region. Annual Budget of \$51 million. Council-Manager form of government with part time mayor and 4 part time city councilors. Over 300 full and part time employees. Requirements: Masters in Public Administration or closely related field and minimum 5-7 years experience as a city manager in a similar sized city or as an assistant city manager in a larger city preferred, or minimum of five years of experience in municipal government at a senior executive level (department head or higher) or Bachelor's degree in Public Administration or related field with 10 plus years of such experience. ICMA-CM preferred. Experience should include demonstrated ability to successfully manage a full

portfolio of city services including, streets, engineering, refuse collection, landfill operations, energy production facilities, fire, ems, police, water and sewer treatment operations, parks, finance and planning. Written and oral communications skills and ability to develop intergovernmental and community relationships. Ability to work with the Council, present all sides of an issue in an open and honest manner, carry out policy decisions of the Council enthusiastically. Candidate should have demonstrated ability to implement change in an organization in a positive manner. Salary and benefits are negotiable with a salary range beginning at \$105,000.00.-\$115,000.00. To apply for the position please send a confidential resume with completed work history plus highlights of work experience by Friday, March 11, 2016 to the attention of Chuck Mason, City Clerk, Memorial City Hall, 24 South Street, Auburn, NY 13021. Email: cmason@auburnny.gov phone 315-255-4101. www.AuburnNY.gov

About the City: The City of Auburn, New York is located along the Owasco River in the heart of the Finger Lakes/Central Region of New York State, approximately 35 miles west of Syracuse, 35 miles north of Ithaca, and 55 miles east of Rochester. With a population of 27,000, Auburn is the only city and serves as county seat of Cayuga County. Known as 'History's Hometown', notable Auburnians include William H. Seward who served as President Abraham Lincoln's Secretary of State and abolitionist Harriet Tubman.

Auburn is a "full service" small city with Fiscal Year 2015-2016 budgets that total \$51,493,701. The City workforce is comprised of over 300 full and part-time professionals, the majority of which are represented by 5 different labor organizations. The City offers a full-time Police and Fire Department; a Department of Public Works which maintains all city roads, parks, facilities and a curbside trash and recycling pickup program; in-house Finance Department, Planning and Economic Development Department, Codes Department, and Engineering Department provide planning and support for daily service delivery and all major city capital projects. The city owns and operates a water intake and filtration facility, a wastewater treatment facility and a landfill that service an expanded population beyond city borders.

The city works cooperatively with the county government on regional economic development initiatives and is in the process of exploring future cooperative efforts with other government entities on projects in the areas of public works and public safety.

Auburn's economy is a healthy mix of manufacturing, service and retail industries. Downtown development has seen recent success due to investment in arts, cultural and tourism initiatives. Diverse employment opportunities can be found in advanced manufacturing (precision metalworking, plastics, and fiber optics), the medical industry, education, government, tourism, and retail industries.

The City's comprehensive plan "Building a Sustainable Auburn" (adopted January 2010) sets forth a vision for the city's future. The City strives to become a regional destination for people seeking a culturally rich, economically successful and environmentally friendly place to live, visit, or conduct business.

10. Other Business

Councilor Carabajal discussed a communication the Council received earlier in the day by email.

Executive Session. Councilor Giannettino made a motion to enter Executive Session, seconded by Councilor McCormick. Council voted to enter an executive session regarding the following matters:

1. Two matters regarding discussion pertaining to the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. (NYS “The Open Meeting Law”, Article 7, Section 105-f)

The motion to enter executive session carried 5-0. Councilors McCormick, Giannettino, Cuddy, Carabajal, and Mayor Quill all voting aye. The Council entered Executive Session at 8:58 p.m. Executive session adjourned at 9:55 p. m.

Adjournment: By unanimous vote the Council adjourned the meeting. The meeting was adjourned at 9:56 p.m.

Minutes submitted to the City Council on January 29, 2016 by:

Charles Mason
City Clerk

On February 4, 2016 a motion to approve the minutes of the January 28, 2016 Auburn, NY City Council meeting was made by Councilor McCormick, seconded by Councilor Cuddy.

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

I do hereby certify that the foregoing is a correct copy of the minutes of the proceedings of the City Council of the City of Auburn, N.Y., at a regular meeting thereof, held in the Council Chambers, Memorial City Hall, in said city, on the 28th day of January, 2016 and that the City Council approved such by the vote listed above.

Charles Mason, City Clerk Date: February 5, 2016