

CITY OF LOCKPORT
CORPORATION PROCEEDINGS

Lockport Municipal Building

Regular Meeting
Official Record

February 22, 2023
6:30 P.M.

Mayor Michelle M. Roman called the meeting to order.

ROLL CALL

The following Common Council members answered the roll call:

Aldermen Beakman, Swanson-Gellerson, Devine, Fogle, Kantor, and Lupo.

INVOCATION

MAYOR'S UPDATE

RECESS

Recess for public input.

022223.1

APPROVAL OF MINUTES

On motion of Alderman Beakman, seconded by Alderman _____, the minutes of the Regular Meeting of February 8, 2023 are hereby approved as printed in the Journal of Proceedings. Ayes _____. Carried.

FROM THE MAYOR

Appointments:

2/15/2023 Michele M. Gelnett, 5700 Keck Road, Lockport, NY – appointed to Administrative Coordinator for the City of Lockport Fire Department effective February 17, 2023. Said appointment is permanent and subject to the City of Lockport Municipal Civil Service Rules and Regulations.

2/15/2023 Abbey Jo Polichette, 362 Ohio Street, Lockport, NY 14094 appointed to Senior Account Clerk for the City of Lockport Building Inspection Department effective February 17, 2023. Said appointment is permanent and subject to the City of Lockport Municipal Civil Service Rules and Regulations.

Commissioner of Deeds: Terms expire December 31, 2023, filling unexpired terms of previous Commissioner or Deeds:

1. Lisa Swanson-Gellerson, 86 Roby Street, Lockport, NY 14094
2. Thomas Lupo, 17 Bobolink Lane, Lockport, NY 14094
3. Roxanne Devine, 114 Maple Street, Lockport, NY 14094

4. Kevin Newman, 18 McIntosh Drive, Lockport, NY 14094
5. John M. Wick, 6617 North Canal Road, Lockport, NY 14094

FROM THE CITY CLERK

The Clerk submitted payrolls, bills for services and expenses, and reported that the Department Heads submitted reports of labor performed in their departments. Reviewed by the Finance Committee.

Communications (which have been referred to the appropriate City officials)

- 01/07/23 David Davidson, Friends of Outwater Park – request permission to use the Outwater Park softball diamond for a dedication ceremony on July 1, 2023.
- 02/06/23 Kathryn “Kitty” Fogle, 4th Ward Alderman – letter regarding December 19th Special Meeting
- 02/09/2023 Sarah K. Lanzo – notification that the bid proposals for the Water Meters received on February 9, 2023 as follows:

Moley Industries
5202 Commerce Drive
Lockport, NY 14094

Badger Recorderall Disc Meters
Automated Meter Reading System
Meter and Remote Module

5/8” Water Meter	356.25	per meter
3/4”	408.69	
1”	544.35	
1 1/2”	890.34	
2”	1193.01	

Transmitter (less meter)

5/8” Water Meter	269.04	per transmitter
3/4”	269.04	
1”	269.04	
1 1/2”	269.04	
2”	269.04	

Notice of Complaint:

Referred to the Director of Highways, Parks and Water Distribution.

Notice of Claim:

Referred to the Corporation Counsel.

MOTIONS & RESOLUTIONS

022223.2 (FY 2022 Fiscal) Closing

By Alderman _____:

Whereas, the City of Lockport has concluded all expenses relating to the 2022 fiscal year budget;

Whereas, the Finance Director, in coordination with the City Treasurer and Staff Accountant, has reviewed closing budgetary accounts, open encumbrances, and capital balances, and has recommended that the following adjustments be approved as to close the general ledger relating to expenditures for the year;

- (1) Operating budgetary accounts be amended as supplied in the supplemental handout.
- (2) Capital budgets and accounts be amended as follows:
 - a. Remove excess General funds and budget in H221 in the amount of \$16,100.00.
 - b. Remove excess General funds and budget in H211 in the amount of \$4,500.00.
 - c. Supplement General funds and budget in H181 in the amount of \$7,428.85.
 - d. Supplement General funds and budget in H159 in the amount of \$8,314.00.
- (3) Select FY 2022 encumbrances be carried forward into FY 2023 as follows:
 - a. Benedict Plumbing and Contracting for Fire Department showers for \$21,691.00.
 - b. Crye Precision road safety products in the Police Department for \$12,592.20.
 - c. Linstar Inc. building security improvements for the Police Department for \$31,928.06.
 - d. Koester Associates check valve for Hoover Lift Station in Wastewater Treatment for \$6,955.32.
 - e. APGN installation of capacitors / aeration blowers in Wastewater Treatment for \$8,950.00.

Now therefore be it resolved that the Common Council approves of the closing adjustments for the FY 2022 general ledger.

Seconded by Alderman _____ and adopted. Ayes _____.

022223.3 Authorize the use of funds from the IT Infrastructure Fund

By Alderman _____:

Whereas, Resolution 112420.8 established the IT Infrastructure Reserve Fund (H203) to be used for upkeep of systems, utility improvements, structures, and equipment, upon Council approval, and

Whereas, the fund currently has \$50,141.05 in unused and unencumbered funds;

Whereas, the Network Coordinator of IT has proposed that said funds be utilized for the purchase of fiber optic and receiver improvements relation to the City's new Dell Vxrails Cluster from the vendor SHI for a total of \$2,068.12; now, therefore, be it

Resolved, that the City of Lockport Common Council hereby approves of the authorization of the funds in H203.

Seconded by Alderman _____ and adopted. Ayes _____.

022223.4 Authorize the Use of Funds from the Parks Revitalization Fund

By Alderman _____:

Whereas, Resolution 040721.8 (FY 2021 Budget Supplement #1) established a Park Revitalization Program (H206) in the Capital Budget with \$275,000 in available funding; and

Whereas, said program has \$101,611.34 in unused funding remaining; and

Whereas, the City Engineer has requested to purchase a chemical controller for the City pool that will provide for more effective and efficient use of chemicals;

Whereas, the City was able to find two vendors who could install locally and recommend to move forward with the lowest quote from William L Watson Co. Inc. for \$6,640;

Resolved, that the City of Lockport Common Council hereby approves said purchase and utilize funds in the H206 capital project.

Seconded by Alderman _____ and adopted. Ayes _____.

022223.5 Authorize and Fund the Purchase of a Used Ambulance – BEING PREPARED

By Alderman Beakman:

Whereas, in resolution 121922.2, the Common Council approved in-house ambulance services;

Whereas, the Fire Department would like to be proactive concerning mechanical issues and have a third ambulance purchased as to have one vehicle on reserve;

Whereas, the City has published a Request for Proposal (RFP) for said equipment on February 3, 2023 and has received one bid –a used 2015 ambulance from Gorman Emergency Vehicles in Elmira, NY with approximately 80,000 miles for a total cost of \$56,245;

Now therefore be it resolved, that the Mayor is able to enter into a purchasing agreement with Gorman Emergency Vehicles and that the FY 2023 General Fund budget is amended as follows:

Expenditures

Decrease

A.1900.54775	Contingency	\$56,245
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Increase

A.3410.52030	Motor Vehicle Equipment	\$56,245
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Seconded by Alderman _____ and adopted. Ayes _____.

022223.6 2023 Procurement Policy

By Alderman _____:

Procurement Policy

WHEREAS, Section 104-b of the General Municipal Law (GML) requires every city to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, Section 103 or any other law; and

NOW THEREFORE BE IT RESOLVED, that the City of Lockport does hereby adopt the following procurement policies and procedures:

Guideline #1: Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML Section 103. Every city officer, board, department head or other personnel with the requisite purchasing authority (hereinafter purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in given fiscal year. That

estimate shall include the canvass of other city departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Guideline #2: All purchase contracts which will exceed \$20,000 in the fiscal year or public works contracts over \$35,000 shall be formal bid pursuant to GML Section 103.

Guideline #3A: For the Purchase of Commodities, Equipment, or Goods (Non-Public Works):

Dollar Limit	Procedure
\$1 - \$2,999	At the discretion of the Department Head
\$3,000 - \$4,999	Documented oral/written/emailed quotes from at least three vendors
\$5,000 - \$19,999	Formal written/emailed quotes from at least three separate vendors
\$20,000 and up	Sealed bids in conformance with General Municipal Law, Section 53

Guideline #3B: For the Purchase of Public Works Projects/Contracts:

Dollar Limit	Procedure
\$1 - \$2,999	At the discretion of the Department Head
\$3,000 - \$4,999	Documented oral/written/emailed quotes from at least three vendors
\$5,000 - \$34,999	Formal written/emailed quotes from at least three separate vendors
\$35,000 and up	Sealed bids in conformance with General Municipal Law, Section 53

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered. One quotation must be obtained from a local vendor, if possible. All information gathered in complying with the procedures of this guideline shall be preserved and filed with the documentation supporting the subsequent purchase order and provided to the Principle Account Clerk in the Finance Department.

Guideline #4: The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the City and its taxpayers to make an award to other than the low bidder. Local vendors may be given a five percent (5%) price benefit for the contracts less than \$20,000 in determining lowest bid. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline #5: A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline #6: No solicitation of written proposals or quotations shall be required under the following circumstances (but must still be documented with the attached worksheet):

- Emergencies, as defined by General Municipal Law Section 53 (4)/ 103 (4);
- Sole source situations;
- Goods purchased from agencies for the blind or severely handicapped;
- Goods purchased from correctional facilities;
- Goods purchased from or through another governmental agency (such as Sourcewell);
- Goods purchased at auction;
- Goods purchased through a governmental (local/State/or Federal) contract (needs approval with a Council Resolution when substituting for the sealed bidding procedures).
- Professional services; defined as a service requiring special or technical skill, training, or expertise, to be chosen based on accountability, reliability, responsibility, skill, education and training, judgement, integrity, and moral worth.

Guideline #7: Departments are responsible for ensuring that procurement policy guidelines are withheld in their departments. Any other employee making purchases shall act subject to the direction of the department head responsible for purchasing.

Guideline #8: For federally funded projects or activities subject to Section 3 of 24 CFR Part 135 of the Housing and Urban Development Act of 1968, as amended, the City will, to the greatest extent feasible, facilitate participation of Section 3 residents and Section 3 businesses in the procurement of goods and services pursuant to its Section 3 Participation Plan. Solicitation may be undertaken via advertisements in local publications encouraging Section 3 participation, or direct outreach by letter or email to identified Section 3 businesses or individuals included on the Department of Housing and Urban Development's Section 3 Businesses Registry. The City's established purchase/ contracting thresholds will apply. The City will keep documentation of Section 3 solicitation in its records and any response(s) thereto.

Guideline #9: In an effort to affirmatively increase procurement and contracting opportunities for minority- and women-owned business enterprises, the City will solicit MBEs and/or WBEs as part of its procurement process, when appropriate. Solicitation may be undertaken via advertisements in minority publications or direct outreach by letter or email to identified State-certified M/WBEs, or by working with a clearinghouse such as the Syracuse Minority Business Development Center. The City's established purchase/contracting thresholds will apply. For purposes of the above, the M/WBE must be certified by Empire State Development (ESD) through the Division of Minority and Women Business Development (DMWBD). The City will keep documentation of M/WBE solicitation in its records and any responses thereto.

Guideline #10: This policy shall be reviewed annually by the City of Lockport Common Council.

Seconded by Alderman _____ and adopted. Ayes _____.

022223.7 2023 Budget Amendment Policy

By Alderman _____:

Budget Amendment Policy

WHEREAS, in compliance with the New York State Office of the Comptroller, all governmental entities are recommended to have and maintain a budget modification policy that identifies appropriate practices and regulation as they relate to City finances; and

NOW THEREFORE BE IT RESOLVED, that the City of Lockport does hereby adopt the following budget modification policies and procedures:

Guideline #1: Department Heads, throughout the year, may encounter budget line items that require additional funding for operational costs. The first priority is to utilize unused excess funds within their department. If they can identify matching excess funds in their department to be reduced in the same amount of the requested increase, the Department Head may request an individual amendment amounting from **\$1 to \$10,000** within their budget, to be posted in New World by said Department's Account Clerk and subsequently reviewed, approved, and posted by the Director of Finance (without the need to fill out and submit the attached Budget Amendment Worksheet). In the event that the Department Head cannot identify excess funds in their department to cover the requested budgetary increase, they are to follow Guideline #4.

Guideline #2: For individual amendment amounts ranging from **\$10,001 to \$25,000** (in which the Department Head can identify excess funds to match the requested increase), the Department Head will provide to the Director of Finance the attached Budget Amendment Worksheet. In this event, the Director of Finance shall have the authorization:

- To approve requests for the transfer of funds, not to exceed \$25,000, within and between the contractual, capital, and benefit expense items of a department budget, provided said administrative transfers do not exceed total appropriations for the departmental budget as adopted or amended by the City Council.
- To approve requests for the transfer of funds, not to exceed \$25,000, within the Personal Services account or from Personal Services to Equipment and Contractual, provided said authority is further limited to modifications for temporary, overtime and/or shift differential appropriations, which shall not result in the creation of permanent full time or part-time positions.

Guideline #3: For individual amendments ranging from **\$25,001 to \$50,000** (in which the Department Head can identify excess funds to match the requested increase), the Department Head will provide to the Director of Finance the attached Budget Amendment Worksheet. In this event, the Director of Finance in concurrence with the Mayor, shall have the authorization:

- To approve requests for the transfer of funds which exceed \$25,000 but are less than \$50,000 within and between the equipment and contractual areas of the department budget, provided said transfers do not exceed total appropriations for the departmental budget as adopted or amended by the City Council.

- To approve requests for the transfer of funds which exceed \$25,000 but are less than \$50,000 within the Personal Services account or from Personal Services to Equipment and Contractual, provided said authority is further limited to modifications for temporary, overtime and/or shift differential appropriations, which shall not result in the creation of permanent full time or part-time positions.

Guideline #4: Common Council approval shall be required for all other budget amendments, including requests that transfer funds from one department to another, as well as the use of contingency. In these events, the Department Head will provide to the Director of Finance the attached Budget Amendment Worksheet, which will then be reviewed by the Finance Director and submitted (in resolution format) to the Clerk's Office for the Common Council to vote on. Department Heads must provide this form to the Finance Director at least two weeks before the Common Council meeting they wish this amendment to be voted on.

Guideline #5: In all instances, there shall be no splitting of transfer amounts to avoid the next level of authorization.

Guideline #6: This policy shall be reviewed annually by the City of Lockport Common Council.

Seconded by Alderman _____ and adopted. Ayes _____.

022223.8 2023 Investment Policy

By Alderman _____:

Investment Policy

WHEREAS, in compliance with the New York State Office of the Comptroller, all governmental entities are recommended to have and maintain an investment policy that identifies appropriate practices and regulation as they relate to City finances; and

NOW THEREFORE BE IT RESOLVED, that the City of Lockport does hereby adopt the following investment policies and procedures:

Guideline #1 - Scope: This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

Guideline #2 - Objectives: The primary objectives of the local government's investment activities are, in priority order,

- to conform with all applicable federal, state and other legal requirements (legal);
- to adequately safeguard principal (safety);
- to provide sufficient liquidity to meet all operating requirements (liquidity); and
- to obtain the optimum rate of return (yield).

Guideline #3 - Delegation of Authority: The governing board's responsibility for

administration of the investment program is delegated to the City Treasurer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

Guideline #4 - Prudence: All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the City of Lockport to govern effectively. Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investments, considering the safety of the principal as well as the probable income to be derived. All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Guideline #5 - Diversification: It is the policy of the City of Lockport to diversify its deposits and investments by financial institution, and by maturity scheduling.

Guideline #6 – Internal Controls: It is the policy of the City of Lockport for all moneys collected by any officer or employee of the government to transfer those funds to the (chief fiscal officer) within 30 days of deposit, or within the time period specified in law, whichever is shorter. The City Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from un-authorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

Guideline #7 – Designation of Depositories: The banking institutions authorized for the deposit of monies are to be designated by Council resolution as required by City Charter, Section C-101.

Guideline #8 – Collateralizing of Deposits: In accordance with the provisions of General Municipal Law, #10, all deposits of the City of Lockport, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

- By a pledge of "eligible securities" with an aggregate "market value" as provided by GML #10, equal to the aggregate amount of deposits from the categories designated in Guideline 13 of this policy.
- By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organizations or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.

- By an eligible surety bond payable to the City of Lockport for an amount at least equal to 100% of the aggregate amount of deposits and agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, and who has met with the requirements of the State Comptrollers office. (#3 added 01/04/95)

Guideline #9 – Safekeeping and Collateralization: Eligible securities used for collateralizing deposits shall be held by the depository and/or a third party bank or trust company subject to security and custodial agreements. The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment to the City of Lockport or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

Guideline #10 – Permitted Investments: As authorized by General Municipal Law, #11, the City of Lockport authorizes the City Treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United State of America;
- Obligations of the State of New York;
- Obligations issued pursuant to LFL #24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the City of
- Lockport;
- Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments.
- Obligations of this local government, but only with any moneys in a reserve fund established pursuant to GML #6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.

All investment obligations shall be payable or redeemable at the option of the City of

Lockport within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the City of Lockport within two years of the date of purchase.

Guideline #11 – Authorized Financial Institutions and Dealer: The financial institutions so designated by the Common Council as outlined in paragraph VII of this policy shall be the authorized institutions approved for investment purposes. All financial institutions with which the City of Treasurer conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the City of Lockport. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The City Treasurer is responsible for evaluating the financial position.

Guideline #12 – Purchase of Investments: The City Treasurer is authorized to contract for the purchase of investments:

- Directly, including through a repurchase agreement, from an authorized trading partner.
- By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.
- By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the City of Lockport by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, #10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities

Guideline #13 – Schedule of Eligible Securities:

- (i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- (ii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the market Value of the obligation that represents the amount of the insurance or guaranty.
- (iii) Obligations issued or fully insured or guaranteed by the State of New York,

obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.

- (iv) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- (v) Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- (vi) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.
- (vii) Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
- (viii) Commercial paper and banker's acceptances issued by a bank, other than the Bank, rated in the highest short term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the date they are pledged.
- (ix) Zero coupon obligations of the United States government marketed as "Treasury strips".

Guideline #14 – Annual Review: An annual review of the investment policy should be undertaken to determine whether modifications are appropriate.

Seconded by Alderman _____ and adopted. Ayes _____.

022223.9 2023 Fund Balance Policy

By Alderman _____:

Fund Balance Policy

WHEREAS, in compliance with the New York State Office of the Comptroller, all governmental entities are recommended to have and maintain a fund balance policy that identifies appropriate fund balance levels as they relate to our cash flow, annual budgets, and contingency; and

NOW THEREFORE BE IT RESOLVED, that the City of Lockport does hereby adopt the following fund balance policies and procedures:

Guideline #1 – Use of Fund Balance: Fund balance is the accumulation of prior years' excess or deficit of all revenues and expense. For the purposes of the budget, revenue and expense activity includes bond proceeds and debt service. Available fund balances shall not be used for ongoing operating expenditures, unless a determination has been made that available balances are in excess of required guidelines and plans have been established to address any future operating budget shortfalls. Emphasis shall be placed on one-time uses that achieve future operating cost reductions and/or service level efficiencies.

Guideline #2 – General Fund: The City shall maintain a minimum unrestricted fund balance in the General Fund equal to 20% of the following year's General Fund budgeted

expenditures to be used for cash flow purposes, to cover unanticipated expenditures of a non-recurring nature, to meet unexpected increases in service delivery costs and/or to cover unexpected revenue shortfalls. These funds are used to avoid cash flow interruptions, generate interest income, and to avoid the need for short-term borrowing. Each year, the City shall budget an operating budget contingency of not less than 1.25% of all budgeted General Fund expenditures

Guideline #3 – Non-General Governmental Funds: The appropriate balances shall be the amount needed to maintain positive cash balances throughout the year with exceptions made for those funds associated with economic development purposes which may be aggregated by fund type to maintain a positive balance. An adequate operating contingency expense shall be budgeted to provide for business interruption costs and other unanticipated or unbudgeted expenditures. Enterprise funds shall also maintain adequate reserves for emergency improvements relating to new regulations, or emergency needs for capital repair or replacement.

Guideline #4 – Enterprise Funds: The City shall maintain a minimum cash balance in its Enterprise Funds equal to three months of operating expense, or 25% of the funds' annual operating budget. This balance shall be maintained to ensure adequate maintenance reserves, operating cash flow requirements, debt service requirements and legal restrictions. Where cost-effective access to capital markets is available and debt financing is regularly used, replacement balances shall not be maintained in a manner which charges current consumers to pay for future facilities, with exceptions made for those funds associated with economic development purposes. Balances in excess of three months of operating expense may be utilized for capital purchases and replacements in lieu of debt financing if doing so allows for continued maintenance of appropriate balances and funding plans. Alternatively, surplus cash reserves may be used for early debt retirement at the recommendation of the Finance Director and City Treasurer, and approval of the Common Council. Financing decisions shall consider the impact on user rates.

Guideline #5 – Internal Service Funds: To ensure adequate maintenance reserves, cash flow balancing requirements, and legal restrictions, the Self-Insurance Funds shall maintain a cash balance equal to the unpaid claim reserves payable amount on its balance sheet, as defined by the independent actuary plus 10% of the annual department operating budgets within the fund. Net position within the fund should not fall below zero.

Guideline #6 – Annual Review: An annual review of cash flow requirements and appropriate fund balances shall be undertaken to determine whether modifications are appropriate for the reserve policy.

Seconded by Alderman _____ and adopted. Ayes _____.

022223.10 Lockport Main Street

By Alderman _____:

Resolved, that pursuant to their request, Lockport Main Street, Inc. (hereafter, 'LMS') is hereby granted permission to hold the following events on Canal Street, at the pocket park, and the adjoining parking lot, the extent to be determined by the city, for the following dates and times during the 2022 season:

- **Lockport Community Farmers Market (hereafter, LCFM):**
 - Saturday's: May 6th - October 28th, 9am - 2pm
 - **Wednesdays:** July 5th - September 27th, 1pm - 6pm
- **Rock the Locks! Concert Series:** Friday, June 9th, 16th, 23rd between 3pm and 8 pm.
- **Family Funday:** Saturday's: August 12th, 19th, 26th from 9am - 2pm.
- **Cycle the Erie Canal 2023:** Sunday, July 9th between 9:30 and 11:30am
- **Lockport Chalk Walk:** Saturday, July 15th from 8 am to 4 pm OR (tentative rain date) Sunday July 16th from 8 am to 4pm
- **Lockport Food Fest:** Sunday, August 13, 2023
- **Locktoberfest:** Saturday September 30th, 2023.
- **Downtown Trick or Treating:** October 27th from 5pm – 7pm

Resolved, LMS is granted access to electricity at the light posts, in addition to the gazebo, and that the city will install outdoor extension cords at each junction box beginning May 1st, 2023 through October 31st, 2023, for use in all LMS events; and be it further

Resolved, LMS and the LCFM are hereby granted permission to place yard signs in the city rights-of-way, May through October, and A-frame directional signage at the intersections of Main and Pine, Main and Cottage, Ontario and Church, and Ontario and Pine, for the open hours of the market on assigned days and during hours of LMS special events, including "Rock the Locks" concert series, Family Funday, Locktoberfest, and Lockport Food Fest; and be it further

Resolved, LMS is granted permission to sell concessions, including bottles of water and merchandise, during all LMS and LCFM events on Canal Street, May 1st through October 31st; and be it further

Resolved, that LMS is hereby granted permission to host **Lockport Food Fest** on Sunday, August 14th, 2022 in the city parking lot next to 51 Main Street, said event to include the following:

- Closure of the city parking lot and the Pine St. parking lot on Saturday, August 13th, for preliminary setup, including portable sanitation units, dining tents, and small dumpster
- Temporary 'no parking zone' will be in effect on Main St on Sunday from 6:00am until 8:00pm
- Street closure at the intersection of Main and Pine: East on Main from intersection the end of the median in front of Lock 34; North on Pine from the intersection to the middle of the Pine St. bridge, subject to the approval of the Fire Department with respect to street access
- Street barricades for closures
- Permission for vendors and restaurants to set up on above closed streets
- Garbage barrels delivered to the Main St. parking lot on Saturday for distribution throughout event on Sunday
- Distribution of promotional event yard signs on City rights of way (excluding the center medians on Main St.)

Permission to conduct the sale of alcoholic beverages from an enclosed and enforced beer tent at the festival as part of fundraising for Lockport Main Street (tentative addition to festival); and be it further

Resolved, that LMS is hereby granted permission to host **Locktoberfest** on Saturday, September 30th, 2023 from 9am – 57m on Canal Street, in the pocket park, and the adjoining parking lot, the extent to be determined by the city, and that said event include the following:

- Street barricades for the closure of Canal Street, the pocket park, and the adjoining parking lot, the extent to be determined by the city; preparation and set up from September 29th at 9pm through Sunday, October 1st at 9am
- Permission for vendors and restaurants to set up in the parking lot off Canal Street and access electricity from the light post
- Permission to conduct the sale of alcoholic beverages from an enclosed and enforced beer tent at the festival as part of fundraising for LMS (tentative addition to festival), provided that necessary licenses are obtained from other governmental authorities
- Hosting a potential 'makers market' in conjunction with a city-wide sidewalk sale on Sunday, October 2nd, 2022; and be it further

Resolved, that the Director of Streets and Parks is authorized and directed to arrange for delivery of refuse containers and barricades to the area prior to the said dates; and be it further

Resolved, that said permission is subject to LMS filing a certificate of insurance, covering all of said events, with the City clerk, naming the City of Lockport as additional insured; and be it further

Resolved, the Mayor has the authority to permit the use of the same space on other days, should an event be rescheduled or added to the calendar, provided LMS supplies the City with proper insurance coverage.

Seconded by Alderman _____ and adopted. Ayes .

022223.11 Videoconferencing

By Alderman _____:

Whereas, The Governor of the State of New York ended her emergency powers in September 2022, thereby eliminating the ability for public bodies to conduct meetings through videoconferencing; and

Whereas, Public Officers Law §103-a permits public bodies to conduct videoconferencing of meetings under certain conditions; and

Whereas, The Lockport City Common Council desires to have videoconferencing as an option for common council meetings, in compliance with Public Officers Law §103-a; and

Whereas, The Lockport City Common Council must conduct a public hearing prior to implementing the Videoconferencing Policy. Now, therefore be it,

Resolved, that a public hearing be held at the Common Council Meeting of Wednesday, November 9, 2022, starting at 6:30PM in the Common Council Chambers, Lockport Municipal Building, One Locks Plaza, Lockport, NY relative to permitting the City Common Council from having videoconferencing and/or hybrid meetings.

Resolved, that the City Clerk is hereby authorized and directed to advertise notice of said public hearing.

Seconded by Alderman _____ and adopted. Ayes _____.

022223.12 Dumpster 13 Main Street

By Alderman Beakman:

Resolved, that pursuant to their request, Trinity Buildings and Construction Management Corporation, 1 Jewel Drive #322, Wilmington, MA 01887 is hereby granted permission to place two dumpsters (30-yard dumpsters) in the parking spaces directly in front of 13 West Main Street, where they have a project taking place. They will need the dumpsters there for the duration of the renovation project, which is anticipated to be the end of 2023. Said permission is subject to Trinity Buildings and Construction Management Corporation filing a certificate of insurance with the City Clerk naming the City of Lockport as additional insured and follow all rules and regulations as set forth in the Lockport City Code Section 156 – Roll Off Containers.

Seconded by Alderman _____ and adopted. Ayes _____.

022223.13 Signage – Lockport Wayfinding Program

By Alderman Lupo:

Whereas, the City of Lockport completed a Wayfinding and Signage study in 2009, and
Whereas, the study recommended a comprehensive Wayfinding and Signage plan, including a \$224,000 first phase, and

Whereas, the Locks Heritage District Corporation applied for and was awarded a \$174,000 grant through NYS Parks, Recreation, and Historic Preservation to implement the first phase of the Wayfinding and Signage plan, and

Whereas, the Locks Heritage District Corporation secured an additional \$50,000 to complete the first phase of the project, and

Whereas, the City of Lockport desires the first phase of the Wayfinding and Signage plan to be implemented, and

Whereas, the City of Lockport has previously approved that the Locks Heritage District Corporation is authorized to install Wayfinding signs in accordance with the State Grant and corresponding plan in the City right-of-way; and

Whereas, the City of Lockport has previously approved that the Mayor, subject to Corporation Counsel approval, be and is hereby authorized and directed to sign any and all documentation to carry out the Wayfinding Grant Project, and

Whereas, the Locks Heritage District Corporation and City of Lockport Wayfinding and Signage committee has completed its sign design and sign location plan for this first phase of the Wayfinding and Signage plan and is recommending that the City of Lockport approve of the plan so that sign fabrication and installation can begin, to be completed this spring, now therefore be it

Resolved, that the City of Lockport approves of the recommended Wayfinding and Signage plan, and

Resolved, that the Mayor, subject to Counsel approval, is hereby approved and authorized to approve changes to the Wayfinding and Signage plan made by recommendation of the Wayfinding and Signage committee

Seconded by Alderman _____ and adopted. Ayes _____.

022223.14 Water Meter Bid

By Alderman _____:

Resolved, that the bid proposal of Moley Industries, Lockport, NY, received on February 9, 2023 for water meters, being the only bid received, be accepted in the amount as reported in a communication from the City Clerk – report of bid proposals. Cost of same to be charged to account H127.8397.52015 Water Meters.

Seconded by Alderman _____ and adopted. Ayes _____.

022223.15

ADJOURNMENT

At _____ P.M. Alderman Beakman moved the Common Council be adjourned until 6:30 P.M., Wednesday, March 8, 2023.

Seconded by Alderman _____ and adopted. Ayes _____.

SARAH K. LANZO
City Clerk

CITY OF LOCKPORT
COMMON COUNCIL MEETING AGENDA
REGULAR MEETING
February 22, 2023
6:30 P.M.

6:00 P.M. Committee of the Whole Meeting

6:30 P.M. Common Council Meeting

ROLL CALL

APPROVAL OF MINUTES **Beakman:** Approve Common Council minutes of
022223.1 February 8, 2023

COMMUNICATIONS

MOTIONS & RESOLUTIONS	XXXX 022223.2	FY 2022 Financial Closing
	XXXX 022223.3	Authorize the use of funds from the IT Infrastructure Fund
	XXXX 022223.4	Authorize the Use of Funds from the Parks Revitalization Fund
	Beakman 022223.5	Authorize and Fund the Purchase of a Used Ambulance
	XXXX 022223.6	2023 Procurement Policy
	XXXX 022223.7	2023 Budget Amendment Policy
	XXXX 022223.8	2023 Investment Policy
	XXXX 022223.9	2023 Fund Balance Policy
	XXXX 022223.10	Lockport Main Street 2023
	XXXX 022223.11	Call for public hearing re: Local Law to amend Videoconferencing Policy
	Beakman 022223.12	Dumpster – 13 Main Street

Lupo
022223.13

Signage – Lockport Wayfinding Program

XXXX
022223.14

Water Meter Bid

ADJOURNMENT

Beakman:
022223.15

Adjourn meeting to March 8, 2023.



Office of the Mayor

LOCKPORT MUNICIPAL BUILDING
One Locks Plaza
Lockport, New York 14094
Phone (716) 439-6665
Fax (716) 439-6668

Michelle M. Roman
MAYOR

February 15, 2023

TO: Common Council

Under and by virtue of the authority conferred on me by the Charter of the City of Lockport, New York, I, Michelle M. Roman, Mayor of said City, do hereby appoint Michele M. Gelnett, 5700 Keck Road, Lockport NY 14094 to Administrative Coordinator for the City of Lockport Fire Department effective February 17, 2023.

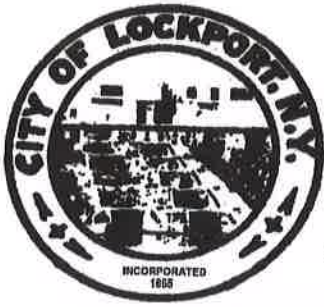
Said appointment is Provisional and subject to the City of Lockport Municipal Civil Services Rules and Regulations.

Witness by hand and the Seal of the City of Lockport this 15th day of February 2023.

Michelle M. Roman
Mayor

MMR/mal

cc: M. Gelnett
Chief L Quagliano
Civil Service



Office of the Mayor

LOCKPORT MUNICIPAL BUILDING
One Locks Plaza
Lockport, New York 14094
Phone (716) 439-6665
Fax (716) 439-6668

Michelle M. Roman
MAYOR

February 15, 2023

TO: Common Council

Under and by virtue of the authority conferred on me by the Charter of the City of Lockport, New York, I, Michelle M. Roman, Mayor of said City, do hereby appoint Abbey Jo Polichette, 392 Ohio Street, Lockport NY 14094 to Senior Account Clerk for the City of Lockport Building Inspection Department effective February 17, 2023.

Said appointment is Permanent and subject to the City of Lockport Municipal Civil Services Rules and Regulations.

Witness by hand and the Seal of the City of Lockport this 15th day of February 2023.

Michelle M. Roman
Mayor

MMR/mal

cc: A. Polichette
J. Dool
Civil Service



Office of the

LOCKPORT MUNICIPAL BUILDING
One Locks Plaza
Lockport, New York 14094
Phone (716) 439-6665
Fax (716) 439-6668

Michelle M. Roman
MAYOR

Mayor

February 15, 2023

To: The Common Council

Under and by virtue of the authority conferred on me by the Charter of the City of Lockport, New York, I, Michelle M. Roman, Mayor of said City, do hereby make the following appointment to the Commissioners of Deeds:

Lisa Swanson-Gellerson, 86 Roby Street, Lockport, NY 14094 to fill the unexpired term of Christopher Robins.

Said term expires on December 31, 2023

Witness my hand and the seal of the City of Lockport, New York this 15th day of February, 2023.

Sincerely,

Michelle M. Roman
Mayor

MMR/mal

Cc: L. Swanson-Gellerson



Office of the

LOCKPORT MUNICIPAL BUILDING
One Locks Plaza
Lockport, New York 14094
Phone (716) 439-6665
Fax (716) 439-6668

Michelle M. Roman
MAYOR

Mayor

February 15, 2023

To: The Common Council

Under and by virtue of the authority conferred on me by the Charter of the City of Lockport, New York, I, Michelle M. Roman, Mayor of said City, do hereby make the following appointment to the Commissioners of Deeds:

Roxanne Devine, 114 Maple Street, Lockport, NY 14094 to fill the unexpired term of Annie Coburn-Kane.

Said term expires on December 31, 2023

Witness my hand and the seal of the City of Lockport, New York this 15th day of February, 2023.

Sincerely,

Michelle M. Roman
Mayor

MMR/mal

Cc: R. Devine



Office of the

LOCKPORT MUNICIPAL BUILDING
One Locks Plaza
Lockport, New York 14094
Phone (716) 439-6665
Fax (716) 439-6668

Michelle M. Roman
MAYOR

Mayor

February 15, 2023

To: The Common Council

Under and by virtue of the authority conferred on me by the Charter of the City of Lockport, New York, I, Michelle M. Roman, Mayor of said City, do hereby make the following appointment to the Commissioners of Deeds:

Thomas Lupo, 17 Bobolink Lane, Lockport, NY 14094 to fill the unexpired term of Susan Dunford.

Said term expires on December 31, 2023

Witness my hand and the seal of the City of Lockport, New York this 15th day of February, 2023.

Sincerely,

Michelle M. Roman
Mayor

MMR/mal

Cc: T. Lupo



Office of the

LOCKPORT MUNICIPAL BUILDING
One Locks Plaza
Lockport, New York 14094
Phone (716) 439-6665
Fax (716) 439-6668

Michelle M. Roman
MAYOR

Mayor

February 17, 2023

To: The Common Council

Under and by virtue of the authority conferred on me by the Charter of the City of Lockport, New York, I, Michelle M. Roman, Mayor of said City, do hereby make the following appointment to the Commissioners of Deeds:

Kevin Newman, 18 McIntosh Drive, Lockport, NY 14094 to fill an unexpired term.

Said term expires on December 31, 2023

Witness my hand and the seal of the City of Lockport, New York this 17th day of February, 2023.

Sincerely,

Michelle M. Roman
Mayor

MMR/mal

Cc: K. Newman



Office of the

LOCKPORT MUNICIPAL BUILDING
One Locks Plaza
Lockport, New York 14094
Phone (716) 439-6665
Fax (716) 439-6668

Michelle M. Roman
MAYOR

Mayor

February 17, 2023

To: The Common Council

Under and by virtue of the authority conferred on me by the Charter of the City of Lockport, New York, I, Michelle M. Roman, Mayor of said City, do hereby make the following appointment to the Commissioners of Deeds:

John M. Wick, 6617 North Canal Road, Lockport, NY 14094 to fill the unexpired term of Jason Zona.

Said term expires on December 31, 2023

Witness my hand and the seal of the City of Lockport, New York this 17th day of February, 2023.

Sincerely,

Michelle M. Roman
Mayor

MMR/mal

Cc: J. Wick

To: Mayor Roman
Corporation Counsel Miskell

CC: Lockport City Clerk

From: Kitty Fogle, 4th Ward Alderwoman

Date: February 6, 2023

received
2/7/23

mk
Mayor's

Attached is a Doctor's note indicating an accommodation that I am requesting.

At the December 19th Special Meeting that was held in M-24, members of the Common Council were threatened, intimidated, lied to and harassed in a manner I have never seen in my 5 years as a Common Council member.

The verbal abuse, attacks and intimidation went beyond politics, went beyond dirty politics, and entered an arena where many of our council members felt threatened both personally and physically. After this meeting, two of the council members resigned. I refuse to resign. But I also refuse to be cornered, harassed and threatened by any member of your administration. The Council President, who you appointed, turned the council discussion into a coercive, hostile work setting. The meeting should have been in the open with the public present. It did not meet executive session criteria and your administration used the meeting as an opportunity to abuse and bully the common council behind closed doors.

I have discussed this very disturbing meeting with my primary care physician who has written the attached note. Due to the verbal threats that occurred, I am no longer able to attend council meetings in M-24. I request an investigation into the special meeting and actions that occurred in M-24 on December 19, 2022. I also request all meetings be held in the open council chambers.

To achieve an open and transparent government, I am requesting that all common council meetings be held in the council chambers from this point on. This will stop your administration's threatening behavior and the mental abuse you have inflicted on my health.

Kitty Fogle

City of Lockport - Resolution Request Form (For Finance Department)

Agenda Description:		FY 2022 Annual Closing Adjustments	
Proposed By:	Finance Director	Date Submitted:	2/9/2023
<i>Please provide to Finance Director <u>at least two weeks</u> prior to Council meeting.</i>			
<p>Summary: Every year, the Common Council authorizes the final adjustments that are required to close the general ledger. This resolution authorizes (2) the final year-end budget adjustments in General, Water, and Sewer funds, (2) closing adjustments in various capital projects, as well as authorizes select open purchase order to be carried from FY 2022 into FY 2023 (typically these are for on-going projects in which payments cannot yet be made).</p>			
<p>Financial Impact (for current and following year): Backup documentation provides more information into these three actions, include the budget amendment detail, general ledger detail, as well as purchase order detail.</p>			
<p>Explanation of attachments: (1) supplemental budget adjustments shows increasing / decreasing line items, (2) year-end capital adjustments shows the appropriate debits and credits required to close the finished capital projects, while the encumbrance report provides more details into the recommended purchase orders to be carried into FY 2023.</p>			
For Requests Involving Budget Amendments:			
Increase Line Item:		Decrease Line Item:	
A - Contingency - \$66,211.26			
A - Misc. Lines - \$66,211.26			
G - Contingency - \$15,905.32			
G - Misc. Lines - \$15,905.32			
For Finance Director to Fill Out:			
Date of Approval:		Resolution:	
2/9/2023		022223.____	

Whereas, the City of Lockport has concluded all expenses relating to the 2022 fiscal year budget;

Whereas, the Finance Director, in coordination with the City Treasurer and Staff Accountant, has reviewed closing budgetary accounts, open encumbrances, and capital balances, and has recommended that the following adjustments be approved as to close the general ledger relating to expenditures for the year;

- (1) Operating budgetary accounts be amended as supplied in the supplemental handout.
- (2) Capital budgets and accounts be amended as follows:
 - a. Remove excess General funds and budget in H221 in the amount of \$16,100.00.
 - b. Remove excess General funds and budget in H211 in the amount of \$4,500.00.
 - c. Supplement General funds and budget in H181 in the amount of \$7,428.85.
 - d. Supplement General funds and budget in H159 in the amount of \$8,314.00.
- (3) Select FY 2022 encumbrances be carried forward into FY 2023 as follows:
 - a. Benedict Plumbing and Contracting for Fire Department showers for \$21,691.00.
 - b. Crye Precision road safety products in the Police Department for \$12,592.20.
 - c. Linstar Inc. building security improvements for the Police Department for \$31,928.06.
 - d. Koester Associates check valve for Hoover Lift Station in Wastewater Treatment for \$6,955.32.
 - e. APGN installation of capacitors / aeration blowers in Wastewater Treatment for \$8,950.00.

Now therefore be it resolved that the Common Council approves of the closing adjustments for the FY 2022 general ledger.

City of Lockport FY 2022 Year End Budget Adjustments - Operating

<i>G/L Date</i>	<i>G/L Account Number</i>	<i>Account Description</i>	<i>Increase Amount</i>	<i>Decrease Amount</i>
12/31/2022	A.1640.51100	Overtime	6,348.00	0.00
12/31/2022	A.1640.54300	Vehicle Maint. & Repair	40,880.00	0.00
12/31/2022	A.1680.54115	Computer Licenses & Software	10,349.00	0.00
12/31/2022	A.1900.54070	Insurance	35,780.00	0.00
12/31/2022	A.1900.54605	Telephone Services	14,235.00	0.00
12/31/2022	A.1900.54620	Utilities - Natural Gas	3,929.00	0.00
12/31/2022	A.1900.54623	Utilities - Electricity	29,005.00	0.00
12/31/2022	A.3510.51010	Full Time Wages	746.00	0.00
12/31/2022	A.3510.51040	Part Time Wages	465.00	0.00
12/31/2022	A.5110.51100	Overtime	57,742.00	0.00
12/31/2022	A.5110.51130	Out of Grade	35,918.00	0.00
12/31/2022	A.5110.51170	Additional & Other Compensation	6,036.00	0.00
12/31/2022	A.5110.54065	Equipment Rental / Lease	5,460.00	0.00
12/31/2022	A.5110.54076	Property Repairs	14,838.00	0.00
12/31/2022	A.5182.54050	Equip. Maintenance/Repair	25,237.00	0.00
12/31/2022	A.5182.54623	Utilities - Electricity	38,825.00	0.00
12/31/2022	A.6410.54130	Tourism & Promotion Services	45,839.00	0.00
12/31/2022	A.7140.51060	Temporary / Seasonal	10,893.00	0.00
12/31/2022	A.8730.58040	Hospital & Medical Insurance	23,874.00	0.00
12/31/2022	A.9901.59000.H	Interfund Transfer To Capital	32,200.97	0.00
12/31/2022	A.9000.58052	Retirement Leave Payout	0.00	110,000.00
12/31/2022	A.3120.51175	Education & Training Incentives	0.00	147,000.00
12/31/2022	A.3120.58050	Retirement	0.00	140,000.00
12/31/2022	A.1440.54055	Professional Services	0.00	25,000.00
12/31/2022	A.3620.51010	Full Time Wages	0.00	16,599.97
12/31/2022	FX.1900.54070	Insurance	10,281.00	0.00
12/31/2022	FX.1900.54078	Gasoline, Oil, Diesel Fuel	2,447.00	0.00
12/31/2022	FX.1900.54765	Judgement and Claims	14,275.00	0.00
12/31/2022	FX.8320.54623	Utilities - Electricity	16,985.00	0.00
12/31/2022	FX.8340.51010	Full Time Wages	0.00	20,150.00
12/31/2022	FX.8340.58040	Hospital & Medical Insurance	0.00	11,000.00
12/31/2022	FX.9000.58052	Retirement Leave Payout	0.00	10,000.00
12/31/2022	FX.9000.58042	HRA Employer Contribution	0.00	2,838.00
12/31/2022	G.1900.54070	Insurance	10,281.00	0.00
12/31/2022	G.8130.58040	Hospital & Medical Insurance	0.00	10,281.00
TOTAL			492,868.97	492,868.97

City of Lockport FY 2022 Year End Adjustments - Capital

G/L Date	G/L Account Number	Account Description	Debit Amount	Credit Amount
12/31/2022	A.1200.10	Cash M&T Universal Checking		8,314.00
12/31/2022	A.9901.59000.H	Interfund Transfer To Capital	8,314.00	
12/31/2022	H159.1200.13	Cash M&T Checking	8,314.00	
12/31/2022	H159.5110.32801.A	Interfund Revenue From General Fund		8,314.00
12/31/2022	A.1200.10	Cash M&T Universal Checking	16,100.00	
12/31/2022	A.1200.10	Cash M&T Universal Checking	4,500.00	
12/31/2022	A.1200.10	Cash M&T Universal Checking		7,428.85
12/31/2022	A.1200.10	Cash M&T Universal Checking		16,458.12
12/31/2022	A.0000.35031.H	Interfund Transfer From Capital		16,100.00
12/31/2022	A.0000.35031.H	Interfund Transfer From Capital		4,500.00
12/31/2022	A.9901.59000.H	Interfund Transfer To Capital	7,428.85	
12/31/2022	A.9901.59000.H	Interfund Transfer To Capital	16,458.12	
12/31/2022	H181.1200.13	Cash M&T Checking	7,428.85	
12/31/2022	H181.1680.35031.A	Interfund Transfer From General		7,428.85
12/31/2022	H211.1200.13	Cash M&T Checking		4,500.00
12/31/2022	H211.5110.32801.A	Interfund Revenue From General Fund	4,500.00	
12/31/2022	H218.1200.13	Cash M&T Checking	16,458.12	
12/31/2022	H218.8320.32801.A	Interfund Revenue From General Fund		16,458.12
12/31/2022	H221.1200.13	Cash M&T Checking		16,100.00
12/31/2022	H221.3410.35031.A	Interfund Transfer From General	16,100.00	
12/31/2022	H999.1200.13	Cash M&T Checking	16,100.00	
12/31/2022	H999.1200.13	Cash M&T Checking		16,100.00
12/31/2022	H999.1200.13	Cash M&T Checking	4,500.00	
12/31/2022	H999.1200.13	Cash M&T Checking		4,500.00
12/31/2022	H999.0000.35031.A	Interfund Transfer From General		16,100.00
12/31/2022	H999.0000.35031.A	Interfund Transfer From General		4,500.00
12/31/2022	H999.9901.59000.A	Interfund Transfer To General	16,100.00	
12/31/2022	H999.9901.59000.A	Interfund Transfer To General	4,500.00	
		Total	146,801.94	146,801.94

City of Lockport Open Encumbrances Recommended to Move to FY 2023

Purchase Order	2022-00001167
Description	Shower Remodel
Status	Open
Department	Fire Department
Vendor	1061 - BENEDICT'S PLUMBING & CONTRACTING
G/L Account	A.3410.54076 (Property Repairs)
Amount	\$ 21,691.00
Expensed	\$ -
Remaining	\$ 21,691.00

Purchase Order	2022-00001239
Description	Check Valve for Hoover Lift Station
Status	Open
Department	Waste Water Department
Vendor	1253 - KOESTER ASSOCIATES, INC
G/L Account	G.8130.54076 (Property Repairs)
Amount	\$ 6,955.32
Expensed	\$ -
Remaining	\$ 6,955.32

Purchase Order	2022-00000397
Description	MOBILE FIELD FORCE
Status	Open
Department	Police Department
Vendor	2157 - CRYE PRECISION LLC
G/L Account	A.3120.54515 (Special Supplies)
Amount	\$ 12,592.20
Expensed	\$ -
Remaining	\$ 12,592.20

Purchase Order	2022-00001566
Description	Installation of Capacitors - Aeration Blowers
Status	Open
Department	Waste Water Department
Vendor	2280 - APGN INC.
G/L Account	G.8130.54076 (Property Repairs)
Amount	\$ 8,950.00
Expensed	\$ -
Remaining	\$ 8,950.00

Purchase Order	2022-00001294
Description	Electronic locking system
Department	Police Department
Vendor	1711 - LINSTAR, INC
G/L Account	A.3120.52070 (Public Safety Equipment)
Amount	\$ 31,928.06
Expensed	\$ -
Remaining	\$ 31,928.06

	Total General Fund	
\$		66,211.26
	Total Sewer Fund	
\$		15,905.32
	Total Water Fund	
\$		-

City of Lockport - Resolution Request Form (For Finance Department)

Agenda Description:		Authorize Purchase from IT Infrastructure Fund	
Proposed By:	IT	Date Submitted:	2/6/2023
<i>Please provide to Finance Director <u>at least two weeks</u> prior to Council meeting.</i>			
Summary: The IT Director has recommended to utilize funds budgeted in the IT Infrastructure fund for the purchase of improvements relating to the new Dell Vxrails Server Cluster's connection to our existing network hardware. This Fiber Optic cabling and receivers would be a significant upgrade as our throughput speeds are increasing (both in the hardware we are using and the services we pay for like Spectrum internet).			
Financial Impact (for current and following year): The IT Infrastructure Fund (H203) has \$50,141.05 in unused and unencumbered funds remaining from the approved transfer in the FY 2023 budget and left-over 2022 account balances.			
Explanation of attachments: (1) quote (2) print-out of H203 Balance, (3) 2023 budgetary transfers			
For Requests Involving Budget Amendments:			
Increase Line Item:		Decrease Line Item:	
N/A		N/A	
For Finance Director to Fill Out:			
Date of Approval:		Resolution:	
2/7/2023		022223.____	

Whereas, Resolution 112420.8 established the IT Infrastructure Reserve Fund (H203) to be used for upkeep of systems, utility improvements, structures, and equipment, upon Council approval, and

Whereas, the fund currently has \$50,141.05 in unused and unencumbered funds;

Whereas, the Network Coordinator of IT has proposed that said funds be utilized for the purchase of fiber optic and receiver improvements relation to the City's new Dell Vxrails Cluster from the vendor SHI for a total of \$2,068.12; now, therefore, be it

Resolved, that the City of Lockport Common Council hereby approves of the authorization of the funds in H203.



Pricing Proposal
Quotation #: 22967237
Reference #: 1/16/2023
Created On: 1/16/2023
Valid Until: 1/31/2023

NY-City of Lockport

Scott Previte

1 Locks Plaza
Lockport, NY 14094
United States
Phone: (716) 259-0557
Fax:
Email: support@lockportny.gov

Inside Account Executive

Robert O'Grady

290 Davidson Ave.
Somerset, NJ 08873
Phone: 732-667-2786
Fax:
Email: robert_ogrady@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Retail	Your Price	Total
1 Dell - Network cable - LC to LC - 5 m - fiber optic - OM4 - for Networking N3024, N3048, S4048, S5224, S5232, S5248; PowerSwitch S5212, S5224 Dell - Part#: 470-ACLY Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Note: Participant ID# 111215	8	\$290.00	\$125.06	\$1,000.48
2 Dell Networking Cable, SFP+ to SFP+, 10GbE, Active Optical Cable (Optics Included) - 3 m Dell - Part#: 470-ABLZ Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Note: Participant ID# 111215	4	\$390.00	\$112.18	\$448.72
3 Dell Networking, Transceiver, SFP, 1000BASE-SX connector Dell - Part#: 407-BBOR Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Note: Participant ID# 111215	4	\$390.00	\$154.73	\$618.92
			Total	\$2,068.12

Additional Comments

SHI SPIN: #143012572

SHI-GS SPIN (For Texas customers ONLY): #143028315

For E-rate SPI orders, applicant shall be responsible for payment of any outstanding or ineligible costs if USAC rejects reimbursement claim in whole or in part.

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0


The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.

Budget Performance Report

Life-to-Date to 02/07/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund	H203 - Active, IT Infra. Improvements									
REVENUE										
Department	1680 - Information Technology Services									
32801	Interfund Revenue									
32801.A	Interfund Revenue From General Fund	.00	64,900.00	64,900.00	.00	.00	.00	64,900.00	.00	100
32801.G	Interfund Revenue From Sewer Fund	.00	37,250.00	37,250.00	.00	.00	.00	37,250.00	.00	100
32801.FX	Interfund Revenue From Water Fund	.00	37,250.00	37,250.00	.00	.00	.00	37,250.00	.00	100
	32801 - Interfund Revenue Totals	\$0.00	\$139,400.00	\$139,400.00	\$0.00	\$0.00	\$0.00	\$139,400.00	\$0.00	100%
Department	1680 - Information Technology Services	\$0.00	\$139,400.00	\$139,400.00	\$0.00	\$0.00	\$0.00	\$139,400.00	\$0.00	100%
	REVENUE TOTALS	\$0.00	\$139,400.00	\$139,400.00	\$0.00	\$0.00	\$0.00	\$139,400.00	\$0.00	100%
EXPENSE										
Department	1680 - Information Technology Services									
52490	Capital Improvements - Expense	.00	139,400.00	139,400.00	.00	.00	.00	139,258.95	141.05	100
Department	1680 - Information Technology Services	\$0.00	\$139,400.00	\$139,400.00	\$0.00	\$0.00	\$0.00	\$139,258.95	\$141.05	100%
	EXPENSE TOTALS	\$0.00	\$139,400.00	\$139,400.00	\$0.00	\$0.00	\$0.00	\$139,258.95	\$141.05	100%
Fund	H203 - Active, IT Infra. Improvements									
	REVENUE TOTALS	.00	139,400.00	139,400.00	.00	.00	.00	139,400.00	.00	100%
	EXPENSE TOTALS	.00	139,400.00	139,400.00	.00	.00	.00	139,258.95	141.05	100%
Fund	H203 - Active, IT Infra. Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$141.05	(\$141.05)	
Grand Totals										
	REVENUE TOTALS	.00	139,400.00	139,400.00	.00	.00	.00	139,400.00	.00	100%
	EXPENSE TOTALS	.00	139,400.00	139,400.00	.00	.00	.00	139,258.95	141.05	100%
	Grand Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$141.05	(\$141.05)	

PROJECT TITLE IT Infrastructure Improvements		Requested Year 2020		COUNCIL DISTRICT(S) All					
DEPARTMENT A.1680 Department of Information Technology Services		PROJECT STATUS On-Going		PROJECT NO(S). H203					
PROJECT DESCRIPTION This project will be an ongoing capital project that will fund IT infrastructure improvements in the City. Each year, the City will contribute general funds, water funds, and sewer funds towards this capital project. The Network Coordinator will utilize funds to 1) expand on IT inventory and equipment that is required for various departmental requirements, 2) to improve on information technology infrastructure and utility systems, and 3) for related costs (non-maintenance). The funds can either be used in entirety or saved for larger purchases in future years, and will act as a fund account to hold and restrict funds specifically for IT infrastructure and equipment needs. More/less funding can be contributed as required.		ACCOUNT NO(S). 32801.A, FX, G 52490		PROJECT MAP 					
IMPACT ON OPERATING BUDGET Will Impact <input checked="" type="checkbox"/> Annual Cost (Savings): Will Not Impact <input type="checkbox"/> Personnel: # of Positions 0 Operations: Yes Other: Varies Total:		IMPACT EXPLANATION Varying amount of impact depending on designated use for the year. Expected maintenance costs and annual upkeep of this project's expenditures will be added to the following year's operating budget for said infrastructure and equipment. This fund will not be used for annual software/costs.							
*PROJECT COSTS		Thru 12-2019	2020	2021	2022	2023	2024	2025 to completion	Total
Infrastructure				5,000	80,000	15,000	10,000	11,750	121,750
Equipment				15,000	35,000	15,000	50,000	30,000	145,000
									-
									-
TOTAL COSTS	\$-	\$-	\$-	\$20,000	\$115,000	\$30,000	\$60,000	\$41,750	\$266,750
*SOURCE OF FUNDS	Thru 12-2019	2020	2021	2022	2023	2024	2025 to completion	Total	
General Funds			25,000	17,250	20,000	20,000	20,000	20,000	102,250
Water Funds			20,000	17,250	15,000	15,000	15,000	15,000	82,250
Sewer Funds			20,000	17,250	15,000	15,000	15,000	15,000	82,250
									-
									-
									-
									-
Unfunded									
TOTAL SOURCES	\$-	\$-	\$65,000	\$51,750	\$50,000	\$50,000	\$50,000	\$50,000	\$266,750
FUNDING SOURCE(S)		General Funds \$ 102,250							
		Water Funds \$ 82,250							
		Sewer Funds \$ 82,250							
TOTAL FUNDED		\$ 266,750							
UNFUNDED		\$ -							
PROJECT TOTAL		\$ 266,750							
SCHEDULE		START FINISH							
		Design							
		Land							
		Construction							
TOTAL		Ongoing Ongoing							

City of Lockport - Resolution Request Form (For Finance Department)

Agenda Description:		Purchase of a Chemical Controller for City Pool.	
Proposed By:	Engineering	Date Submitted:	12/1/2022
<i>Please provide to Finance Director <u>at least two weeks</u> prior to Council meeting.</i>			
Summary: During the FY 2022 budget process, the Common Council and City Engineer opted to pursue a chemical controller in the City pool that will make chlorine operations in the pool more effective and efficient (and also lowering the cost). This resolution authorized the purchase of the controller from the Parks Revitalization Fund from FY 2021.			
Financial Impact (for current and following year): The Parks Revitalization Fund (H206) has \$101,611.34 in unused and unencumbered funds remaining.			
Explanation of attachments: (1) 2 quotes, (2) print-out of H206 Balances, (3) email thread			
For Requests Involving Budget Amendments:			
Increase Line Item:		Decrease Line Item:	
N/A		N/A	
For Finance Director to Fill Out:			
Date of Approval:	2/6/2023	Resolution:	022223.____

Whereas, Resolution 040721.8 (FY 2021 Budget Supplement #1) established a Park Revitalization Program (H206) in the Capital Budget with \$275,000 in available funding; and

Whereas, said program has \$101,611.34 in unused funding remaining; and

Whereas, the City Engineer has requested to purchase a chemical controller for the City pool that will provide for more effective and efficient use of chemicals;

Whereas, the City was able to find two vendors who could install locally and recommend to move forward with the lowest quote from William L Watson Co. Inc. for \$6,640;

Resolved, that the City of Lockport Common Council hereby approves said purchase and utilize funds in the H206 capital project.

William L. Watson Co., Inc.
8064 N. Main Street
Eden, NY 14057
Phone: (716) 992-3220
Fax: (716) 992-3862

QUOTE

QUOTE NO
790

TO City of Lockport

QUOTE DATE	VALID THRU	FOR	PAGE
2/9/2023	3/10/2023	Chemtrol PC2100	1

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
	1	Furnish and install Chemtrol PC2100	6,640.00	6,640.00*

* means item is non-taxable

TOTAL AMOUNT 6,640.00



838 Erie Blvd West
Syracuse NY 13204
Ph: 315-472-9189

A Division of Solvents & Petroleum Service, Inc.

EQUIPMENT QUOTE

CUSTOMER INFORMATION

Date:	12/7/2022	Bill to Address:	One Locks Plaza
Customer:	City of Lockport, NY		City of Lockport, NY 14094
Contact Name:	Steven Pump		
Phone:	716-439-6758	Job Location:	City of Lockport
Email:	spump@lockportny.gov		

EQUIPMENT SCOPE

One Chemtrol PC2100 Programmable Controller	\$7,868.00
Miscellaneous Parts and Plumbing	
Installation, Travel and Training	
Optional: PPM Free Chlorine Sensor Upgrade and Installation	\$3,650.00
Quote Total	\$ \$11,518.00

50% deposit required remaining balance due upon completion

Additional Info: Prices are subject to New York State Sales Tax where applicable.

Owner acknowledges that the above proposals, if estimated, may be subject to increases in the event that additional deficiencies of pool and/or its components are discovered during the performance of services. Any additional work needed will be billed at \$135 per man/ hour, plus materials. Owner hereby authorizes Solvents and Petroleum Service, Inc. / Clean All to complete such additional services and owner agrees to pay for the same upon completion of services rendered. Customer will be informed of work needed and additional costs before any additional work is started.

A finance charge of 2% per month (24% per annum) will be imposed upon all sums not received within 30 days of completion of services. Owner shall be liable for all court costs and attorney fees incurred by Solvents and Petroleum Service, Inc. / Clean All relative to the collection of any portion of the sums billed to owner.

I acknowledge that I have read and understand the terms of this contract and agree to be bound by all such terms

Signature of Authorized Representative:
SPS/Clean All Representative

Date _____
Date _____

Budget Performance Report

Life-to-Date to 02/06/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund	H206 - Active, FY 2021 Parks Revital.								
	REVENUE								
Department	7110 - Parks								
32801	Interfund Revenue								
32801.A	Interfund Revenue From General Fund								
	32801 - Interfund Revenue Totals	.00	275,000.00	275,000.00	.00	.00	275,000.00	.00	100
	Department 7110 - Parks Totals	\$0.00	\$275,000.00	\$275,000.00	\$0.00	\$0.00	\$275,000.00	\$0.00	100%
	REVENUE TOTALS	\$0.00	\$275,000.00	\$275,000.00	\$0.00	\$0.00	\$275,000.00	\$0.00	100%
	EXPENSE								
Department	7110 - Parks								
52490	Capital Improvements - Expense								
	Department 7110 - Parks Totals	.00	275,000.00	275,000.00	.00	9,881.15	163,507.51	101,611.34	63
	EXPENSE TOTALS	\$0.00	\$275,000.00	\$275,000.00	\$0.00	\$9,881.15	\$163,507.51	\$101,611.34	63%
	Fund H206 - Active, FY 2021 Parks Revital. Totals	.00	275,000.00	275,000.00	.00	.00	275,000.00	.00	100%
	REVENUE TOTALS	.00	275,000.00	275,000.00	.00	9,881.15	163,507.51	101,611.34	63%
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	(\$9,881.15)	\$111,492.49	(\$101,611.34)	
	Fund H206 - Active, FY 2021 Parks Revital. Totals								
	Grand Totals								
	REVENUE TOTALS	.00	275,000.00	275,000.00	.00	.00	275,000.00	.00	100%
	EXPENSE TOTALS	.00	275,000.00	275,000.00	.00	9,881.15	163,507.51	101,611.34	63%
	Grand Totals	\$0.00	\$0.00	\$0.00	\$0.00	(\$9,881.15)	\$111,492.49	(\$101,611.34)	

Please see the below email and associated attachments. This is the quote for the chemical controller that Gina was referring to. This price also includes installation.

I am still working on getting a price to have the pool painted. I had another person come out a few weeks ago to look at the pool and am awaiting his response to some items. He did give me a pricing guide for various items relating to the pool. The paint he suggested for the pool runs about \$395 I believe for a 5 gallon bucket. This painting of the pool could be more expensive then anyone was expecting.



Steven P. Pump

Director of Engineering

1 Locks Plaza

City of Lockport, NY 14094

Office: 716 439 6758

Cell: 716 998 0996

Email: spump@lockportny.gov

From: WL Watson Pools [<mailto:info@wlwatsonpools.com>]

Sent: Tuesday, September 20, 2022 1:00 PM

To: spump@lockportny.gov

Subject: [EXTERNAL] Chemical Controller

Steve attached is a quote for the chemical controller and a brochure for it.

I have also attached brochures for a tablet chlorinator and tablet acid feeder for your reference. I believe the cost of chlorine tablets is comparable to chlorine. But the acid tablets are quite a bit more expensive than the liquid muriatic acid..Their big selling point is safety.

Matt

--

**WILLIAM L. WATSON CO INC.
8064 NORTH MAIN ST
EDEN NY 14057
716-992-3220**

City of Lockport - Resolution Request Form (For Finance Department)

Agenda Description:		Purchase of Used Ambulance	
Proposed By:	Fire Chief	Date Submitted:	1/30/2023
<i>Please provide to Finance Director <u>at least two weeks</u> prior to Council meeting.</i>			
Summary: In late 2022, the Common Council voted to pursue ambulance services in house after a third-party auditor determined it would financially feasible. While the City has two ambulances, the department has recommended to pursue a third vehicle, a newer used 2015 ambulance, to have a total of three ambulances. Note that the City would not be operating three vehicles, rather, the 1999 vehicle would be used as a reserve rig only to help ensure that we are able to continue operations in the future with minimal disruption to outputs as well as billing revenue if and when a mechanical issue does occur.			
Financial Impact (for current and following year): It is recommended to utilize General Fund contingency for this purchase. The contingency account was appropriated with \$678,537 (\$335,537 of which is reserved for Article 7 reimbursements). \$11,958 has been used in resolution 121922.2 (approving ambulance in house), leaving \$610,334 available.			
Explanation of attachments: (1) resolution, (2) RFP , (3) quote, (4) Contingency accounts.			
<i>For Requests Involving Budget Amendments:</i>			
Increase Line Item:		Decrease Line Item:	
A.3410.52030 \$56,245		A.1900.54775 \$56,245	
<i>For Finance Director to Fill Out:</i>			
Date of Approval:	2/17/2023	Resolution:	022223.____

Whereas, in resolution 121922.2, the Common Council approved in-house ambulance services;

Whereas, the Fire Department would like to be proactive concerning mechanical issues and have a third ambulance purchased as to have one vehicle on reserve;

Whereas, the City has published a Request for Proposal (RFP) for said equipment on February 3, 2023 and has received one bid –a used 2015 ambulance from Gorman Emergency Vehicles in Elmira, NY with approximately 80,000 miles for a total cost of \$56,245;

Not therefore be it resolved, that the Mayor is able to enter into a purchasing agreement with Gorman Emergency Vehicles and that the FY 2023 General Fund budget is amended as follows:

Expenditures

Decrease

A.1900.54775	Contingency	\$56,245
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Increase

A.3410.52030	Motor Vehicle Equipment	\$56,245
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CITY OF LOCKPORT

One Locks Plaza
Lockport, New York 14094
(716) 439-6631
E-mail: trusso@lockportny.gov

TIM RUSSO
Director of Finance

REQUESTS FOR PROPOSALS

The City of Lockport is requesting sealed proposals for

Lockport Fire Department – Used Ambulance

Notice is hereby given that sealed proposals for the services above will be received and considered by the City of Lockport up to 2 pm on February 17th at the office of the City Clerk, municipal building, One Locks Plaza Lockport NY, 14094.

Proposers will provide one written quote that contains the total cost of the equipment.

Please contact City Clerk Sarah Lanzo at 716-439-6776 or city.clerk@lockportny.gov with any questions.

The City of Lockport, NY reserves the right to reject any or all proposal, to consider the reputation and experience of the Proposal in making its selection; to waive any informalities or minor deviations from the proposal form, and to award work to other than the lowest quote, if good and sufficient reasons, it is considered in the best interest of the City of Lockport to do so. The City will not reimburse any costs associated with the preparation of RFP(s).

Publish Date: February 2, 2023

1. Introduction

On December 19, 2022 the City of Lockport Common Council approved a resolution to initiate ambulatory services in-house in the City of Lockport Fire Department. Included in this approval was authorization to operate two vehicles.

While the department already has two vehicles in its possession, being proactive with maintenance is both a priority and concern. Having a third ambulance would allow the City to have a back-up vehicle as a reserve.

2. Scope of Equipment

The used ambulance unit must contain a powered stretcher and powered lift load system included and pass NYS inspection. If additional repairs are required to be made to this vehicle to pass inspection and or for anticipated operations, additional costs must be explained.

If required, vendors may elect to discuss with City officials to determine greater specifics as required. If desired, please contact Fire Chief Luca Quagliano at lquagliano@lockportny.gov or 716-439-6611.

3. Selection Process

It is intended that the Council will be voting on this bid on February 22, 2023. A committee will be appointed by the Mayor that will evaluate the submissions. Please note that this RFP does not obligate the City to select a bidder or accept a bid at this time or any time in the future. The City can at its sole discretion revise the requirement, scope, and selections process for this RFP at any time.

691 Bullis Road
Elma, NY 14059-9669
www.gormanent.com



Tel (716) 675-3859
NY (800) 652-8577
Fax (716) 675-1861

AGREEMENT OF SALE FOR AMBULANCE

THIS AGREEMENT is made between Gorman Emergency Vehicles, of Six Hundred Ninety One Bullis Rd, Elma, New York 14059, ("Company") and the ("Purchaser"):

City of Lockport Fire Department
1 Locks Plaza
Lockport, NY 14094

FOR THE PURCHASE OF ONE: McCoy Miller 150 Ambulance – 2015 Chevrolet G-3500 – Per proposal dated February 3, 2023 – Unit #3C5063 - VIN #1GB3G2CL2F1259185

1. **ACCEPTANCE:** Company agrees to sell and Buyer agrees to purchase the Ambulance described in the Company's proposal, as may be amended in writing, and the equipment listed herein, all in accordance with the terms and conditions set forth herein.
 2. **DELIVERY SCHEDULE:** The Ambulance shall be ready for delivery F.O.B. at City of Lockport Fire Department, approximately 30 days after receipt of contract subject to extension due to changes made by Buyer.
 3. **PRICE:** Buyer shall pay to Company the Purchase Price for the Ambulance the sum of: Fifty Six Thousand Two Hundred Forty Five U.S. Dollars - \$56,245.00
- This purchase price does not include any taxes. Any applicable taxes not specifically noted above will be paid by the Buyer directly, or will be added to the Purchase Price and paid by Company. If Buyer claims exemption from any tax, Buyer agrees to promptly furnish the applicable exemption certificate(s) and to indemnify and save Company harmless from any such tax, interest or penalty, which may at any time be assessed against Company as a result of this transaction.
4. **TERMS OF PAYMENT:** Terms of payment shall be: **\$56,245.00 - DUE UPON DELIVERY.**
 5. **WARRANTY:** There is no warranty for the ambulance, written or implied.
 6. **DISCLAIMER OF CONSEQUENTIAL DAMAGES:** COMPANY EXPRESSLY DISCLAIMS ANY LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES WHICH MAY BE SUSTAINED BY BUYER, INCLUDING BUT NOT LIMITED TO THOSE ARISING FROM THE USE, INABILITY TO USE, MAINTENANCE OR REPAIR OF THE AMBULANCE, WHETHER UNDER THEORIES OF BREACH OF EXPRESS OR IMPLIED WARRANTY, NEGLIGENCE, STRICT LIABILITY, OR OTHERWISE.

Offering the most complete fire truck and ambulance sales and service in New York State!
A Division of Gorman Enterprises

Complete Service & Parts Support

7. CANCELLATION: This contract is not subject to cancellation by Buyer, unless for material breach by Company, except upon payment to Company of reasonable cancellation charges, which shall take into account expenses already incurred and commitments made by Company and Company's anticipated profit.

IN WITNESS WHEREOF, Buyer and Company have caused this Agreement to be executed by their duly authorized representatives this _____ day of February, 2023.

By: _____

Title: _____

Of: City of Lockport Fire Department

Authorized Signature Only: _____

This contract is not a valid and binding obligation until approved, dated and executed by Gorman Emergency Vehicles,

By: William J. Gorman

Title: Sales Manager

Signature: _____

Date: _____



691 Bullis Road
Elma, NY 14059-9669
www.gormanent.com



Tel (716) 675-3859
NY (800) 652-8577
Fax (716) 675-1861

APPARATUS PROPOSAL

DATE: February 3, 2023

FOR: City of Lockport Fire Department

MAILING ADDRESS: 1 Locks Plaza, Lockport, NY 14094

Bidder hereby proposes to manufacture and furnish to Purchaser, subject to Purchaser's acceptance of the Bidder's proposal and the proper execution of the appropriate contract, the following apparatus and equipment to be built in accordance with the attached specifications, whether purchase is made via contract or customer purchase order.

Quantity: One (1) McCoy Miller Medic 150 – 2015 Chevrolet G-3500 Diesel – Unit #3C5063 – VIN# 1GB3G2CL2F1259185 - SOLD AS-IS with the modifications listed on following page

For the sum of: Fifty Six Thousand Two Hundred Forty Five Dollars.

TOTAL: \$56,245.00

Delivery is to be made subject to all clauses of the attached contract, within approximately 30 calendar days. Company will not be liable for any delay, failure to make delivery, or other default due to strikes or labor unrest, war, riot, federal, state or local government action, fire, flood or other disaster or acts of God, accidents, breakdown of machinery, lack of or inability to obtain materials, parts or supplies, or any other causes or circumstances beyond the reasonable control of Company which prevent or hinder Company's manufacture and/or delivery of the Apparatus. The Bidder's right to withdraw this proposal, if not accepted within thirty (30) days from the above date is hereby acknowledged.

Respectfully submitted by,

William J. Gorman

William J. Gorman
Sales Manager

Offering the most complete fire truck and ambulance sales and service in New York State!
A Division of Gorman Enterprises

PROPOSAL EXPLANATION & OPTIONS

DATE: February 3, 2023

FOR: City of Lockport Fire Department

- **PROPOSAL INCLUDES:**

- Ambulance unit #3C5063 – Sold AS-IS with no warranty written or implied
- Stryker 6500 Power Pro XT cot – Sold AS-IS with no warranty written or implied
- Stryker Power Load system – Sold AS-IS with no warranty written or implied
- NYS inspection
- Lube / oil / filter service
- Minor repairs to make ambulance service ready at dealer's discretion
- Replace rear bumper structure and bumper pods
- Replace oil pan gasket
- Front end alignment (does not include replacement parts if needed)
- Upgrade eight (8) dome lights to Tecniq E08 LED dome lights
- Upgrade six (6) scene and load lights to Whelen LED scene and dome lights
- Three (3) NCE Snap-X heart monitor mounts with risers – includes installation of first unit
- Pre-delivery inspection
- Detail
- Delivery to the City of Lockport Fire Department



Contingency

Article 7 Reimbursements	\$	335,537
Typical Contingency	\$	343,000
Total	\$	678,537

Used:

Res 121922.2 Ambulance	\$	11,958
This Resolution	\$	56,245
Total Remaining	\$	610,334

City of Lockport - Resolution Request Form (For Finance Department)

Agenda Description:		Financial Policies 2023 Annual Review	
Proposed By:	Finance Director	Date Submitted:	2/15/2023
<i>Please provide to Finance Director <u>at least two weeks</u> prior to Council meeting.</i>			
<p>Summary: Beginning in FY 2021, the City of Lockport has had the four primary financial policies reviewed annually. This annual review again looks at the City's four financial policies - (1) Fund Balance, (2) Procurement, (3) Investment, and (4) Budget Amendment. Changes were proposed to the Common Council in mid-December, again in January, and discussed in the Finance Committee meeting on February 8, 2023. The attached handout contains an overview of each policy and proposed change, if any.</p>			
<p>Financial Impact (for current and following year): Continued dedication to annual review and maintenance of policies is recommended to ensure that policies meet the ever changing environmental and contextual needs of the City's finances.</p>			
<p>Explanation of attachments: (1) finance committee handout, (2) 2022 iterations of same policies.</p>			
For Requests Involving Budget Amendments:			
Increase Line Item:		Decrease Line Item:	
N/A		N/A	
For Finance Director to Fill Out:			
<i>Date of Approval:</i>		<i>Resolution:</i>	
2/15/2023		022223.____	

Finance Committee Meeting

Topic: Financial Policies



City of Lockport, NY
February 8, 2023

1

Financial Policies – What are they?

- Structured organizations typically have various policies that dictate how managerial practices and operations must be done.
- Financial policies are no different- fiscal health and operations are also dictated by minimum standards introduced in various policies.
- Each year, four financial policies are reviewed and approved by Council. This PowerPoint reviews these policies.

2

Annual Review

- In the following eight slides, each policy is introduced and then followed by a slide of proposed changes. Please write down and discuss any changes you may have for the Finance Committee Meeting on February 8. A vote for each policy will then occur on February 22.

3

Investment Policy Purpose



- The City's investment policy provides standards and procedures for City investments. Namely, much of the language included is legally required by investment agencies, City Charter, and NYS OSC. The original iteration of this policy was introduced in 1993 via resolution 110393.7.

4

Investment Policy Changes

- What changes would you like to see in this policy?

5

Fund Balance Policy Purpose

- The City's fund balance policy dictates minimum requires that must be met to maintain financial well-being and solvency in the various operating funds. Originally stablished in resolution 051717.7, the City's current policy includes both budgetary and cash requirements.
- Typically, these figures come into play during the budget cycle, when technical work is done to analyze project budgetary and cash balances and to assess whether the projected budget amounts are to meet the minimums.

6

Fund Balance Policy Changes

- What changes would you like to see in this policy?
 - Proposal: Increase General Fund minimum unrestricted balance from 17% to 20%. Since this policy was originally created, sales tax revenue has continue to grow each year while many other revenues sources remain stagnant (outside of property taxes). As we increase our reliance on this volatile revenue, economic hardship could strain our finances quite easily. Increasing our 'cushion' to fall back on can prove to be beneficial in coming years.

7

Budget Amendment Policy Purpose

- Operating budgets of all entities require typically require some degree of flexibility in order to maintain operations while still meeting budgetary goals. In the City, we have a budget amendment policy that was originally introduced originally in resolution 071515.8C of FY 2015.



8

Budget Amendment Policy Changes

- What changes would you like to see in this policy?

9

Procurement Policy Purpose



- An entity's procurement policy is vital for its operations, as it provides minimum guidelines to abide by when making purchases and expenditures.

10

Procurement Policy Changes

- What changes would you like to see in this policy?
 - Proposal: add in language for required by the Department of Housing and Urban Development for Community Development's work (includes two new guidelines for section 3 participation as well as M/WBE's).
 - Proposal: in Guideline 6, clarify and expand the language for governmental entities and what constitutes a governmental agency (such as Sourcewell).
 - Proposal: in Guideline 6, include an exemption for professional services.

11

~Financial Policies Takeaways~

- The City currently has four main financial policies- budget amendment, investment, procurement, and fund balance. Each have their own distinct purpose in our financial well-being.
- Contextual and environmental changes in the organization may occur over time which weakens the intent and purpose of policies. It is important to annually review and update all financial policies to ensure that the current needs of the organization are being met.

12



City of Lockport

Procurement Policy

WHEREAS, Section 104-b of the General Municipal Law (GML) requires every city to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, Section 103 or any other law; and

NOW THEREFORE BE IT RESOLVED, that the City of Lockport does hereby adopt the following procurement policies and procedures:

Guideline #1: Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML Section 103. Every city officer, board, department head or other personnel with the requisite purchasing authority (hereinafter purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in given fiscal year. That estimate shall include the canvass of other city departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Guideline #2: All purchase contracts which will exceed \$20,000 in the fiscal year or public works contracts over \$35,000 shall be formal bid pursuant to GML Section 103.

Guideline #3A: For the Purchase of Commodities, Equipment, or Goods (Non-Public Works):

Dollar Limit	Procedure
\$1 - \$2,999	At the discretion of the Department Head
\$3,000 - \$4,999	Documented oral/written/emailed quotes from at least three vendors
\$5,000 - \$19,999	Formal written/emailed quotes from at least three separate vendors
\$20,000 and up	Sealed bids in conformance with General Municipal Law, Section 53

Guideline #3B: For the Purchase of Public Works Projects/Contracts:

Dollar Limit	Procedure
\$1 - \$2,999	At the discretion of the Department Head
\$3,000 - \$4,999	Documented oral/written/emailed quotes from at least three vendors
\$5,000 - \$34,999	Formal written/emailed quotes from at least three separate vendors
\$35,000 and up	Sealed bids in conformance with General Municipal Law, Section 53

Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered. One quotation must be obtained from a local vendor, if possible. All information gathered in complying with the procedures of this guideline shall be preserved and filed with the documentation supporting the subsequent purchase order and provided to the Principle Account Clerk in the Finance Department.

Guideline #4: The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the City and its taxpayers to make an award to other than the low bidder. Local vendors may be given a five percent (5%) price benefit for the contracts less than \$20,000 in determining lowest bid. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline #5: A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline #6: No solicitation of written proposals or quotations shall be required under the following circumstances (but must still be documented with the attached worksheet):

- Emergencies, as defined by General Municipal Law Section 53 (4);
- Sole source situations;
- Goods purchased from agencies for the blind or severely handicapped;
- Goods purchased from correctional facilities;
- Goods purchased from another governmental agency;
- Goods purchased at auction;
- Goods purchased through a New York State and/or County contract (needs approval with a Council Resolution when substituting for the sealed bidding procedures).

Guideline #7: Departments are responsible for ensuring that procurement policy guidelines are withheld in their departments. Any other employee making purchases shall act subject to the direction of the department head responsible for purchasing.

Guideline #8: This policy shall be reviewed annually by the City of Lockport Common Council.



City of Lockport

Fund Balance Policy

WHEREAS, in compliance with the New York State Office of the Comptroller, all governmental entities are recommended to have and maintain a fund balance policy that identifies appropriate fund balance levels as they relate to our cash flow, annual budgets, and contingency; and

NOW THEREFORE BE IT RESOLVED, that the City of Lockport does hereby adopt the following fund balance policies and procedures:

Guideline #1 – Use of Fund Balance: Fund balance is the accumulation of prior years' excess or deficit of all revenues and expense. For the purposes of the budget, revenue and expense activity includes bond proceeds and debt service. Available fund balances shall not be used for ongoing operating expenditures, unless a determination has been made that available balances are in excess of required guidelines and plans have been established to address any future operating budget shortfalls. Emphasis shall be placed on one-time uses that achieve future operating cost reductions and/or service level efficiencies.

Guideline #2 – General Fund: The City shall maintain a minimum unrestricted fund balance in the General Fund equal to 17% of the following year's General Fund budgeted expenditures to be used for cash flow purposes, to cover unanticipated expenditures of a non-recurring nature, to meet unexpected increases in service delivery costs and/or to cover unexpected revenue shortfalls. These funds are used to avoid cash flow interruptions, generate interest income, and to avoid the need for short-term borrowing. Each year, the City shall budget an operating budget contingency of not less than 1.25% of all budgeted General Fund expenditures

Guideline #3 – Non-General Governmental Funds: The appropriate balances shall be the amount needed to maintain positive cash balances throughout the year with exceptions made for those funds associated with economic development purposes which may be aggregated by fund type to maintain a positive balance. An adequate operating contingency expense shall be budgeted to provide for business interruption costs and other unanticipated or unbudgeted expenditures. Enterprise funds shall also maintain adequate reserves for emergency improvements relating to new regulations, or emergency needs for capital repair or replacement.

Guideline #4 – Enterprise Funds: The City shall maintain a minimum cash balance in its Enterprise Funds equal to three months of operating expense, or 25% of the funds' annual operating budget. This balance shall be maintained to ensure adequate maintenance reserves, operating cash flow requirements, debt service requirements and legal restrictions. Where cost-effective access to capital markets is available and debt financing is regularly used, replacement balances shall not be maintained in a manner which charges current consumers to pay for future facilities, with exceptions made for those funds associated with economic development purposes. Balances in excess of three months of operating expense may be utilized for capital purchases and replacements in lieu of debt financing if doing so allows for continued maintenance of appropriate balances and funding plans. Alternatively, surplus cash reserves may be used for early debt retirement at the recommendation of the Finance Director and City Treasurer, and approval of the Common Council. Financing decisions shall consider the impact on user rates.

Guideline #5 – Internal Service Funds: To ensure adequate maintenance reserves, cash flow balancing requirements, and legal restrictions, the Self-Insurance Funds shall maintain a cash balance equal to the unpaid claim reserves payable amount on its balance sheet, as defined by the independent actuary plus 10% of the annual department operating budgets within the fund. Net position within the fund should not fall below zero.

Guideline #6 – Annual Review: An annual review of cash flow requirements and appropriate fund balances shall be undertaken to determine whether modifications are appropriate for the reserve policy.



City of Lockport

Investment Policy

WHEREAS, in compliance with the New York State Office of the Comptroller, all governmental entities are recommended to have and maintain an investment policy that identifies appropriate practices and regulation as they relate to City finances; and

NOW THEREFORE BE IT RESOLVED, that the City of Lockport does hereby adopt the following investment policies and procedures:

Guideline #1 - Scope: This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

Guideline #2 - Objectives: The primary objectives of the local government's investment activities are, in priority order,

- to conform with all applicable federal, state and other legal requirements (legal);
- to adequately safeguard principal (safety);
- to provide sufficient liquidity to meet all operating requirements (liquidity); and
- to obtain the optimum rate of return (yield).

Guideline #3 - Delegation of Authority: The governing board's responsibility for administration of the investment program is delegated to the City Treasurer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

Guideline #4 - Prudence: All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the City of Lockport to govern effectively. Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investments, considering the safety of the principal as well as the probable income to be derived. All participants involved in the investment process shall refrain from personal business activity

that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Guideline #5 - Diversification: It is the policy of the City of Lockport to diversify its deposits and investments by financial institution, and by maturity scheduling.

Guideline #6 – Internal Controls: It is the policy of the City of Lockport for all moneys collected by any officer or employee of the government to transfer those funds to the (chief fiscal officer) within 30 days of deposit, or within the time period specified in law, whichever is shorter. The City Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from un-authorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

Guideline #7 – Designation of Depositories: The banking institutions authorized for the deposit of monies are to be designated by Council resolution as required by City Charter, Section C-101.

Guideline #8 – Collateralizing of Deposits: In accordance with the provisions of General Municipal Law, #10, all deposits of the City of Lockport, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

- By a pledge of "eligible securities" with an aggregate "market value" as provided by GML #10, equal to the aggregate amount of deposits from the categories designated in Guideline 13 of this policy.
- By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organizations or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
- By an eligible surety bond payable to the City of Lockport for an amount at least equal to 100% of the aggregate amount of deposits and agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, and who has met with the requirements of the State Comptrollers office. (#3 added 01/04/95)

Guideline #9 – Safekeeping and Collateralization: Eligible securities used for collateralizing deposits shall be held by the depository and/or a third party bank or trust company subject to security and custodial agreements. The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment to the City of Lockport or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets

of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

Guideline #10 – Permitted Investments: As authorized by General Municipal Law, #11, the City of Lockport authorizes the City Treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United State of America;
- Obligations of the State of New York;
- Obligations issued pursuant to LFL #24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the City of
- Lockport;
- Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments.
- Obligations of this local government, but only with any moneys in a reserve fund established pursuant to GML #6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.

All investment obligations shall be payable or redeemable at the option of the City of Lockport within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the City of Lockport within two years of the date of purchase.

Guideline #11 – Authorized Financial Institutions and Dealer: The financial institutions so designated by the Common Council as outlined in paragraph VII of this policy shall be the authorized institutions approved for investment purposes. All financial institutions with which the City of Treasurer conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the City of Lockport. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The City Treasurer is responsible for evaluating the financial position.

Guideline #12 – Purchase of Investments: The City Treasurer is authorized to contract for the purchase of investments:

- Directly, including through a repurchase agreement, from an authorized trading partner.
- By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.

- By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

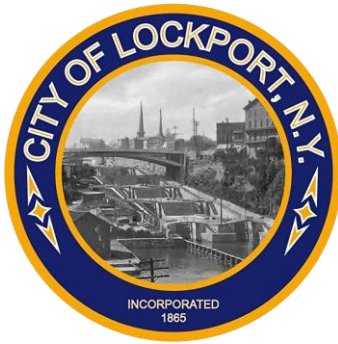
All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the City of Lockport by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, #10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities

Guideline #13 – Schedule of Eligible Securities:

- (i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- (ii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the market Value of the obligation that represents the amount of the insurance or guaranty.
- (iii) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.
- (iv) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- (v) Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- (vi) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.
- (vii) Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
- (viii) Commercial paper and banker's acceptances issued by a bank, other than the Bank, rated in the highest short term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the date they are pledged.
- (ix) Zero coupon obligations of the United States government marketed as "Treasury strips".

Guideline #14 – Annual Review: An annual review of the investment policy should be undertaken to determine whether modifications are appropriate.



City of Lockport

Budget Amendment Policy

WHEREAS, in compliance with the New York State Office of the Comptroller, all governmental entities are recommended to have and maintain a budget modification policy that identifies appropriate practices and regulation as they relate to City finances; and

NOW THEREFORE BE IT RESOLVED, that the City of Lockport does hereby adopt the following budget modification policies and procedures:

Guideline #1: Department Heads, throughout the year, may encounter budget line items that require additional funding for operational costs. The first priority is to utilize unused excess funds within their department. If they can identify matching excess funds in their department to be reduced in the same amount of the requested increase, The Department Head may request an individual amendment amounting from **\$1 to \$10,000** within their budget, to be posted in New World by said Department's Account Clerk and subsequently reviewed, approved, and posted by the Director of Finance (without the need to fill out and submit the attached Budget Amendment Worksheet). In the event that the Department Head cannot identify excess funds in their department to cover the requested budgetary increase, they are to follow Guideline #4.

Guideline #2: For individual amendment amounts ranging from **\$10,001 to \$25,000** (in which the Department Head can identify excess funds to match the requested increase), the Department Head will provide to the Director of Finance the attached Budget Amendment Worksheet. In this event, the Director of Finance shall have the authorization:

- To approve requests for the transfer of funds, not to exceed \$25,000, within and between the contractual, capital, and benefit expense items of a department budget, provided said administrative transfers do not exceed total appropriations for the departmental budget as adopted or amended by the City Council.
- To approve requests for the transfer of funds, not to exceed \$25,000, within the Personal Services account or from Personal Services to Equipment and Contractual, provided said authority is further limited to modifications for

temporary, overtime and/or shift differential appropriations, which shall not result in the creation of permanent full time or part-time positions.

Guideline #3: For individual amendments ranging from **\$25,001 to \$50,000** (in which the Department Head can identify excess funds to match the requested increase), the Department Head will provide to the Director of Finance the attached Budget Amendment Worksheet. In this event, the Director of Finance in concurrence with the Mayor, shall have the authorization:

- To approve requests for the transfer of funds which exceed \$25,000 but are less than \$50,000 within and between the equipment and contractual areas of the department budget, provided said transfers do not exceed total appropriations for the departmental budget as adopted or amended by the City Council.
- To approve requests for the transfer of funds which exceed \$25,000 but are less than \$50,000 within the Personal Services account or from Personal Services to Equipment and Contractual, provided said authority is further limited to modifications for temporary, overtime and/or shift differential appropriations, which shall not result in the creation of permanent full time or part-time positions.

Guideline #4: Common Council approval shall be required for all other budget amendments, including requests that transfer funds from one department to another, as well as the use of contingency. In these events, the Department Head will provide to the Director of Finance the attached Budget Amendment Worksheet, which will then be reviewed by the Finance Director and submitted (in resolution format) to the Clerk's Office for the Common Council to vote on. Department Heads must provide this form to the Finance Director at least two weeks before the Common Council meeting they wish this amendment to be voted on.

Guideline #5: In all instances, there shall be no splitting of transfer amounts to avoid the next level of authorization.

Guideline #6: This policy shall be reviewed annually by the City of Lockport Common.

From: Grace Platt <grace@lockportmainstreet.com>
Sent: Thursday, February 2, 2023 9:33 AM
To: City Clerk
Cc: Brian Smith; Molly Lawson; Michelle Roman
Subject: [EXTERNAL] LMS 2023 Resolution
Attachments: 2023 Resolution (1).docx; LKPT Food Fest 2023.jpg; Locktoberfest 2023.jpg

Hi Sarah!

I have attached the 2023 LMS resolution for LMS programming and special events for the year! I have also attached two maps, one for LKPT Food Fest and one for Locktoberfest to give the council a visual of these events.

Please let me know if you need any additional information or clarification! Thank you so much, and have a great day!

Grace Platt
LMS Program Manager
716-434-0212 (office)

LMS request the use of **Canal Street, the pocket park, and the adjoining parking lot, the extent to be determined by the city,** for the following dates and times:

Lockport Community Farmers Market (LCFM): Saturdays, May 6th - October 28th from 9am to 2pm

LCFM Wednesdays: July 5th - September 27th, 1 pm to 6 pm

Rock the Locks! Concert Series: Friday, June 10th, 17th, 24th from 3pm to 8pm

- LMS requests the use of the **city stage** for the **Rocks the Locks! Concert series** dates Friday, June 10th, 17th, 24th from 3pm to 8pm
- LMS Permission for vendors and restaurants to set up in the parking lot of Canal Street and access electricity from the lightpost.
- Permission to conduct the sale of alcoholic beverages from an enclosed and enforced beer tent at the festival as part of fundraising for LMS
- LMS requisition permission to place portable sanitation units on Canal Street for this event

Family Funday: August 12th, 19th, 26th 9am to 2 pm.

- As apart of our Family Fun on Canal Street, LMS request the permission to use Canal Street, the pocket park and the adjoining parking lot to host a Kid's Carnival on August 26th
- LMS requests street barricades for closures of Canal Street, the pocket park, and the adjoining parking lot, the extent to be determined by the city, to prepare and set up for the Kid's Carnival beginning Friday, August 25th at 9pm.
- LMS also requests 4 to 6 Garbage barrels delivered to Canal Street on Friday for distribution throughout event on Saturday
-

Cycle the Erie Canal 2023: Sunday, July 9th between 9:30 and 11:30 am

- LMS requisition permission to place portable sanitation units on Canal Street for this event

LKPT Chalk Walk: Saturday, July 15th from 8am to 4pm OR Sunday, July 16th from 8am to 4pm (tentative rain date)

LMS requests the following for **Locktoberfest** which will be held on **Saturday, September 30th, 2022:**

- Canal Street, the pocket park, and the adjoining parking lot, the extent to be determined by the city (see a provided map of the event) to host Locktoberfest on Saturday, September 30th from 9 am to 7 pm.
- LMS requests street barricades for closures of Canal Street, the pocket park, and the adjoining parking lot, the extent to be determined by the city, to prepare and set up for

Locktoberfest beginning September 29th at 9:00 pm and ending Sunday, October 1st at 9:00 am.

- LMS Permission for vendors and restaurants to set up on in the parking lot of Canal Street and access electricity from the lightpost.
- Permission to conduct the sale of alcoholic beverages from an enclosed and enforced beer tent at the festival as part of fundraising for LMS
- LMS requisition permission to place portable sanitation units on Canal Street for this event
- **LMS requests the use of the city stage on Septmeber 30th from 9 am to 7 pm.**

LMS requests to have access to the electricity available at the light posts, in addition to the gazebo, and for the city to install the outdoor extension cords at each junction box **beginning May 1st, 2022 through October 31st, 2022 for use in all LMS events.**

LMS requests to have the LCFM authorized to place yard signs in the city rights-of-way for May through October, and A-frame directional signage at the intersections of Main and Pine, and Main and Cottage, Ontario and Church, and Ontario and Pine, for the open hours of the market on assigned days and during hours of LMS specials events including “Rock the Locks” concert series, Family Funday, Locktoberfest, and LKPT Food Fest.

LMS requests the placement of two Lockport Community Farmers Market banners to be hung on the gazebo on Canal Street beginning May 6th through October 28th.

LMS request to be allowed to sell concessions such as bottles of water and merchandise during all LMS and LCFM events on Canal Street beginning May 1st through October 31st.

LMS requests permission to host **Lockport Food Fest on Sunday, August 13th, 2023.** We are requesting the following in order to properly deliver a successful event:

- Placement of the City Stage on Sunday
- Closure of the in the city parking lot next to 51 Main St. on Saturday for preliminary setup including portable sanitation units, dining tents, small dumpster (see attached map)
- Temporary no parking on Main St beginning Sunday at 6:00am, concluding at 8:00pm Sunday
- Street closure beginning from the parking lot at the Lockview Plaza and Papa Leo’s parking lot entrances (keeping the entrances to these parking lots open) to the at the intersection of Main St. and Pine St.: East on Main St. to the Locust Street intersection and North on Pine St. from the intersection down to the parking lot entrance for Lockview Plaza and the Pine St. parking lot entrance (keeping these parking lots open)- see attached map.

- Street barricades for closures
- Permission for vendors and restaurants to set up on above closed streets.
- 8 to 12 Garbage barrels delivered to the Main St. parking lot on Saturday for distribution throughout event on Sunday.
- Distribution of promotional event yard signs on City right of ways (excluding the center medians on Main St.)
- Permission to lift the open-container law for the duration of this event to conduct the sale of alcoholic beverages from an enforced beer tent, which will include wineries from the Niagara Wine Trial at the festival as part of fundraising for LMS and allowing Lock 34 to open their outside bar for patrons to access.

LMS request permission to host **Downtown Trick or Treat on Friday, October 27th from 5pm to 7pm.** We are requesting the following in order to properly deliver a successful event:

- Permission to close Main Street be closed to through traffic from Transit to Locust for the duration of the event,
- Requests the Director of Highways, Parks and Water Distribution is permit delivery and pick-up of City barricades and 8 trash receptacles as needed

LMS will submit a certificate of insurance with the City clerk naming the City of Lockport as additional insured.

LMS request that the Mayor has the authority to permit the use of the same space on other days in the event that an event is rescheduled or added to the calendar as long as LMS provides the City with the proper insurance paperwork.

LMS requests the Director of Streets and Parks to arrange to deliver refuse containers to the area prior to the said dates.

LMS will adhere to any and all Executive Orders by the New York State Governor, and any and all Local Laws and Regulations, with regard to social distancing and COVID-19 regulations during the operation of these events.

[NY CLS Pub O § 103-a](#)

Current through 2022 released Chapters 1-561

New York Consolidated Laws Service > Public Officers Law (Arts. 1 — 8) > Article 7 Open Meetings Law (§§ 100 — 111)

§ 103-a. Videoconferencing by public bodies. [Expired and repealed July 1, 2024]

1. For the purposes of this section, “local public body” shall mean a public corporation as defined in [section sixty-six of the general construction law](#), a political subdivision as defined in [section one hundred of the general municipal law](#) or a committee or subcommittee or other similar body of such entity, or any entity for which a quorum is required in order to conduct public business and which consists of two or more members, performing a governmental function for an entity limited in the execution of its official functions to a portion only of the state, or a political subdivision of the state, or for an agency or department thereof. For the purposes of this section, a public body shall be as defined in subdivision two of section one hundred two of this article.

2. A public body may, in its discretion, use videoconferencing to conduct its meetings pursuant to the requirements of this article provided that a minimum number of members are present to fulfill the public body’s quorum requirement in the same physical location or locations where the public can attend and the following criteria are met:

(a) the governing board of a county, city, town or village has adopted a local law, or a public body has adopted a resolution, or the senate and assembly have adopted a joint resolution, following a public hearing, authorizing the use of videoconferencing:

(i) for itself and its committees or subcommittees; or,

(ii) specifying that each committee or subcommittee may make its own determination;

(iii) provided however, each community board in a city with a population of one million or more shall make its own determination;

(b) the public body has established written procedures governing member and public attendance consistent with this section, and such written procedures shall be conspicuously posted on the public website of the public body;

(c) members of the public body shall be physically present at any such meeting unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances, as set forth in the resolution and written procedures adopted pursuant to paragraphs (a) and (b) of this subdivision, including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting;

(d) except in the case of executive sessions conducted pursuant to section one hundred five of this article, the public body shall ensure that members of the public body can be heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon;

(e) the minutes of the meetings involving videoconferencing shall include which, if any, members participated remotely and shall be available to the public pursuant to section one hundred six of this article;

(f) if videoconferencing is used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, where the public can view and/or participate in such meeting, where required documents and records will be posted or available, and identify the physical location for the meeting where the public can attend;

(g) the public body shall provide that each meeting conducted using videoconferencing shall be recorded and such recordings posted or linked on the public website of the public body within five business days following the meeting, and shall remain so available for a minimum of five years thereafter. Such recordings shall be transcribed upon request;

(h) if videoconferencing is used to conduct a meeting, the public body shall provide the opportunity for members of the public to view such meeting via video, and to participate in proceedings via videoconference in real time where public comment or participation is authorized and shall ensure that videoconferencing authorizes the same public participation or testimony as in person participation or testimony; and

(i) a local public body electing to utilize videoconferencing to conduct its meetings must maintain an official website.

3. The in person participation requirements of paragraph (c) of subdivision two of this section shall not apply during a state disaster emergency declared by the governor pursuant to [section twenty-eight of the executive law](#), or a local state of emergency proclaimed by the chief executive of a county, city, village or town pursuant to [section twenty-four of the executive law](#), if the public body determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the public body to hold an in person meeting.

4. No later than January first, two thousand twenty-four, the committee on open government, created by paragraph (a) of subdivision one of section eighty-nine of this chapter, shall issue a report to the governor, the temporary president of the senate, the speaker of the assembly, the chair of the senate standing committee on local government, the chair of the senate standing committee on investigations and government operations, the chair of the assembly standing committee on local governments, and the chair of the assembly standing committee on governmental operations concerning the application and implementation of such law and any further recommendations governing the use of videoconferencing by public bodies to conduct meetings pursuant to this section.

5. Open meetings of any public body that are broadcast or that use videoconferencing shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and corresponding guidelines. For the purposes of this section, "disability" shall have the meaning defined in [section two hundred ninety-two of the executive law](#).

History

[L 2022, ch 56, § 2](#) (Part WW), effective April 9, 2022.

Annotations

Notes

Editor's Notes

[Laws 2022, ch 56, § 3](#) (Part WW), eff April 9, 2022, provides:

§ 3. Notwithstanding the provisions of article 7 of the public officers law to the contrary, for sixty days after the effective date of this act any public body shall be authorized to meet and take such action authorized by law without permitting in public-in-person access to meetings and authorize such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed

[Laws 2022, ch 56, § 4 \(Part WW\)](#), eff April 9, 2022, provides:

§ 4. This act shall take effect immediately and shall expire and be deemed repealed July 1, 2024.

Research References & Practice Aids

Hierarchy Notes:

[NY CLS Pub O, Art. 7](#)

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End of Document

By Alderman _____:

Whereas: The Governor of the State of New York ended her emergency powers in September 2022, thereby eliminating the ability for public bodies to conduct meetings through videoconferencing; and

Whereas: Public Officers Law §103-a permits public bodies to conduct videoconferencing of meetings under certain conditions; and

Whereas: The Lockport City Common Council desires to have videoconferencing as an option for common council meetings, in compliance with Public Officers Law §103-a; and

Whereas: The Lockport City Common Council must conduct a public hearing prior to implementing the Videoconferencing Policy.

NOW, THEREFORE, BE IT RESOLVED THAT:

A Public Hearing be held at the Common Council Meeting of Wednesday, _____, 2022, starting at 6:30PM in the Common Council Chambers, Lockport Municipal Building, One Locks Plaza, Lockport, NY relative to permitting the City Common Council from having videoconferencing and/or hybrid meetings.

Seconded by Alderman _____ and adopted. Ayes _____.

Lockport City Common Council Videoconferencing Policy

The Lockport City Common Council may, in its discretion, use videoconferencing to conduct Common Council and Committee of the Whole meetings, and any other meetings needed to conduct regular and special business.

The Common Council has the authority to determine whether videoconferencing may be utilized under the following circumstances:

1. Common Council Aldermen, and the Mayor, must be physically present at any regular or special meeting, or committee meeting, unless an Alderman or the Mayor is unable to attend due to extraordinary circumstances, including, but not limited to: disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the Alderman's or Mayor's physical attendance at such meeting.
2. A quorum of Aldermen must be present, in person, in the same physical location or locations where the public can attend. In the event that no "in person" quorum is reached, the Aldermen appearing by videoconferencing shall not be permitted to vote at said meeting. No Alderman appearing virtually shall be considered in establishing a quorum. Once an "in person" quorum is reached, the Alderman attending by videoconference may fully participate in said meeting, and vote upon any resolutions presented.
3. Except during executive session, the Public shall be permitted to attend the meeting virtually and participate, if applicable, in the event videoconferencing is utilized.
4. The public notice for said meeting shall inform the public that videoconferencing will be utilized with the virtual link and physical location of the meeting.
5. All resolutions and any relevant documents, with the exception of privileged or protected documents, will be made available to the public on the City website prior to said meeting.
6. Any meeting that utilizes videoconferencing shall be recorded and said recording must be posted on the City's website for public viewing within five (5) business days of the conclusion of said meeting. Said recording shall remain available to the public to view for a minimum of five years thereafter. Upon request, the recording of said meeting shall be transcribed.

The Lockport Common Council shall conspicuously post this Videoconferencing Policy on the City website.

The Lockport Common Council shall, in the minutes of each meeting, keep record of any Alderman that participated remotely, pursuant to section 106 of Public Officers Law.

This policy shall be suspended, and the limitations therein shall not apply, in the event that the New York State Governor, or the President of the United States, declares a State of Emergency affecting public assembly or public meetings.

Subject: FW: Approval for Dumpster

From: jdool@lockportny.gov [mailto:jdool@lockportny.gov]
Sent: Wednesday, February 15, 2023 1:07 PM
To: cityclerk@lockportny.gov; 'Laura Miskell Benedict' <lmiskell31@hotmail.com>; 'Pat McGrath' <pmmcgrathesq@hotmail.com>; 'Jason Cafarella' <jasoncafarella@msn.com>
Cc: mroman@lockportny.gov; 'Michelle Roman' <romanforlockport@gmail.com>
Subject: RE: Approval for Dumpster

Let me see if I can clarify. The law was intended to speed up the process when someone needed a dumpster placed in the right of way. We wrote the local law to allow for someone to obtain two permits annually at the cost of \$25 each. The project at 13 West Main is a 9-10 month project. The law does not allow me to issue a permit for that long. Therefore, they need a Council resolution. In my opinion, the resolution should read like it has in the past with the addition that it should adhere to all stipulations set forth in the local law.

From: cityclerk@lockportny.gov <cityclerk@lockportny.gov>
Sent: Wednesday, February 15, 2023 1:02 PM
To: Laura Miskell Benedict <lmiskell31@hotmail.com>; Pat McGrath <pmmcgrathesq@hotmail.com>; Jason Cafarella <jasoncafarella@msn.com>
Cc: mroman@lockportny.gov; Michelle Roman <romanforlockport@gmail.com>; Jason Dool <jdool@lockportny.gov>
Subject: FW: Approval for Dumpster

Good afternoon,

I have received this request, and I have pulled the local law that corresponds with this request. In review of the proceedings from last year, it appears that there have not been any examples of this process since the law has been put in place. What I see, is that the charge is \$25/week. Additionally, it seems that per the law, they can only have the permission for a week at a time. If I am reading the request correctly, it sounds like they are asking to have the dumpster at the 13 Main Street location for the rest of the year. (we are in week 7 of the year now).

Thank you!
Sarah

020922.10

By Alderman Fogle:

Resolved, that pursuant to his request, Charles Bell, 4 Lock Street is hereby granted permission to place a dumpster in the city right-of-way, from February 10th through February 12th, 2022, for the duration of a renovation project. Said permission is subject to Charles Bell filing a certificate of insurance with the City Clerk naming the City of Lockport as additional insured.

Seconded by Alderman Pasceri and adopted. Ayes 6.

041322.19B

By Alderman Fogle:

Resolved, that pursuant to their request, Towne Housing Real Estate, 885 Niagara Street, Buffalo, NY, is hereby granted permission to place a dumpster in the city right-of-way at 38 John Street, from Thursday, April 14 through Friday, April 15, 2022, for the duration of their renovation project. Said permission is subject to Towne Housing Real Estate filing a certificate of insurance with the City Clerk naming the City of Lockport as additional insured.

Seconded by Alderman Barnard and adopted. Ayes 6.

Local Law # 4 - -was passed July 13, 2022

**City of Lockport
Local Law No. 4 of the year 2022**

A LOCAL LAW to amend Section 156 of the Lockport City Code – Roll Off Containers

BE IT ENACTED by the Common Council of the City of Lockport, New York as follows:

Chapter 156 – Roll-Off Containers

§ 156-1. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

Code Enforcement Officer

The Code Enforcement Officer/Chief Building Inspector appointed pursuant to Lockport Municipal Code Chapter 66, Section 3 (b)

Container Permit

The permit issued by the Code Enforcement Officer to place a roll-off container within the City Right of Way.

§ 156-2. Permit required.

It shall be unlawful and an offense against this chapter for any person to place or caused to be placed a roll-off container upon any public street or right of way within the City without first obtaining a permit therefor in accordance with the requirements prescribed by this chapter.

§ 156-3. Rules and regulations.

A. A container permit shall be prominently displayed on each and every container to be placed within the City Right of Way.

B. The street upon which any roll-off container is to be placed must meet a minimum width requirement of 26 feet, curb to curb.

C. The roll-off container must be placed parallel to the curb with the street side of the container not more than eight feet six inches from the nearest curb adjacent to the container.

D. The roll-off container shall only be placed on the side of the street that is designated for parking and shall not be placed within ten feet of a neighboring driveway.

E. Roll-off containers shall have a permanent installation of not less than 16 square feet of diagonal reflectorized stripping material on each and every side of the roll-off container and shall also have stenciled or otherwise printed thereon, in English letters at least two inches in height, the name, address and telephone number of the owner-lessor.

F. The roll-off container shall not obstruct any part of the sidewalk or the sidewalk area adjacent to the street, and the contents thereof shall be emptied and disposed of upon reaching the container's waterline.

G. The owner-lessor shall be responsible for the repair of any street, sidewalk and curb damage caused by the placement, movement or removal of any roll-off container.

H. The Code Enforcement Officer shall receive at least 48 hours' prior written notice from the owner-lessor before a roll-off container or dumpster is placed upon any street located within the City or on any City owned property.

I. The Code Enforcement Officer shall receive written notice from the owner-lessor within 48 hours of the removal of a roll-off container or dumpster from a street located within the City or on any City owned property.

J. The Code Enforcement Officer reserves the right to refuse the placement of any roll-off container from any street location if, in his judgment, he determines that the placement of any roll-off container at any street location shall constitute an obstruction or public nuisance or a hazard because of contour, narrow width, traffic or other highway conditions peculiar to the street at or near the proposed location.

K. No roll-off container or dumpster shall be permitted to remain in a particular location for a period of time exceeding 7 days. The container permit application may be renewed for an additional 7 days by notifying the Code Enforcement Officer in writing and submitting an additional container permit fee. The permit may only be renewed once.

L. There shall be a \$25 placement fee for each roll-off container or dumpster that is placed upon any street located within the City or on any City owned property. This fee covers a seven-day period.

§ 156-4. Application for permit.

The Code Enforcement Officer may issue a container permit for the use of a roll-off container upon any City streets or other City property, prior to the placement thereof, upon written application by the owner-lessor in accordance with the following terms and conditions.

A. Each permit shall be of seven days duration and shall require a written application to renew for a subsequent seven days.

B. Each application for a container permit hereunder shall be accompanied by a certificate of insurance from the owner-lessor indicating public liability coverage, insuring the City of Lockport in an amount not less than \$1,000,000.

C. A filing fee in the amount of \$25 shall accompany each application for a container permit hereunder.

D. The owner-lessor shall also be responsible to the Code Enforcement Officer for providing not only its own name and address in the original application and renewals thereof but in providing the name and address of the lessee for each and every rental of a roll-off container or dumpster.

§ 156-5. Removal of roll-off containers.

A. The Code Enforcement Officer reserves the right to remove a roll-off container from any street location upon violation of any section of this chapter or if, in his judgment, he determines that the placement of any roll-off container

at any street location shall constitute an obstruction or public nuisance or hazard because of contour, narrow width, traffic or other highway conditions peculiar to the street at or near the roll-off container location.

B. Notice

1. Upon determination that the provisions of Subsection A herein have been violated, the Code Enforcement Officer shall cause to be served a written notice upon the owner-lessor that such roll-off container must be removed. The owner-lessor shall have two days from the date of the written notice to remove the roll-off container.
2. The written notice shall be by personal service or certified mail, postage paid, returned receipt requested, and addressed to such owner-lessor's last known address, and, if by certified mail, a copy of the notice shall be posted on the roll-off container.

C. In the event that the owner-lessor fails to remove the roll-off container within the time period stated in Subsection B herein, the Code Enforcement Officer shall cause such roll-off container to be removed. The owner-lessor shall be liable to the City of Lockport for any costs incurred in such removal and subsequent storage of such roll-off container, together with any dumping charge to remove any material in the roll-off container.

§ 156-6. Enforcement.

The Code Enforcement Officer shall have authority to enforce the provisions of this chapter and issue appearance tickets for offenses against this chapter.

§ 156-7. Penalties for offenses.

A. Any person committing an offense against this chapter or any section or provision thereof shall be guilty of a violation punishable by a fine not exceeding \$250 or by imprisonment for a period not exceeding 15 days for each such offense, or by both such fine and imprisonment.

B. Each day of continued violation shall constitute a separate offense.

C. In addition to the penalties stated herein, this chapter may be enforced by civil action, including an injunction, in a court of competent jurisdiction for violations of this chapter.

§ 156-8. Severability.

If any clause, sentence, paragraph, subdivision, section or part of this chapter is adjudged invalid by a court of competent jurisdiction, the judgment shall not affect, impair or invalidate the remainder of this chapter but shall be confined in its operation to the clause, sentence, paragraph, section or part of this chapter that shall be directly involved in the controversy in which such judgment shall have been rendered.

This law shall be effective upon filing with the Office of the Secretary of State.

Seconded by Alderman Pasceri. A roll call vote was taken which resulted as follows:

Alderman Barnard	VOTING	Yes
Alderman Beakman	VOTING	Yes
Alderman Devine	VOTING	Yes
Alderman Fogle	VOTING	Yes

Alderman Kantor VOTING Yes

Alderman Pasceri VOTING Yes

The Local Law was thereupon declared duly adopted.

From: jdool@lockportny.gov [<mailto:jdool@lockportny.gov>]

Sent: Wednesday, February 8, 2023 1:40 PM

To: slanzo@lockportny.gov; pbeak@verizon.net

Subject: Approval for Dumpster

Good afternoon. I was contacted by David Allan. He works for Trinity Building + Construction Management Corp. His company is the project manager for the project happening at 13 West Main Street. They are requesting to place two, 30 yard dumpsters in the parking spaces immediately in front of the address. They will need they dumpsters there for the duration of the project, which is the end of 2023. Can we place them on the next agenda please? Also, the resolution should reference the stipulations set forth in the dumpster law. Please let me know if you have any questions.

Jason Dool

Chief Building Inspector
(716) 439-6754

From: bsmith@lockportny.gov
Sent: Wednesday, February 15, 2023 11:06 AM
To: 'Alderson 1st. Ward'; ward2@lockportny.gov; ward3@lockportny.gov; ward4@lockportny.gov; ward5@lockportny.gov; 'Alderson At. Large'
Cc: mroman@lockportny.gov; 'Molly Lawson'; 'City Clerk'; spump@lockportny.gov; jdool@lockportny.gov; 'Jeff Degnan'; 'David Kinyon'; 'Ellen Schratz'; 'Linda S. Roth'; kevinmcdonough55@gmail.com; 'Karla Reyes'; Heather Peck
Subject: Wayfinding and Signage Upgrade
Attachments: Lockport Wayfinding Location Plan 12-29-2022.pdf; Lockport Wayfinding Program 12-29-2022.pdf

Council,

Several years ago, the Lockport Locks Heritage District Corporation secured a grant through NYS Parks to implement a portion of a Wayfinding and Signage plan that the City developed all the way back in 2010. Since being awarded the grant, the LHDC and the City developed a Wayfinding and Signage committee that worked together to design and plan a signage upgrade project. At long last, this initial phase is ready to be executed this spring. Attached is a document showing the new signs to be installed as well as a map that show where the signs will be installed. Existing signs will be removed, where applicable, to accommodate the new signs at these locations.

Most of the signs are to be installed in city right-of-way, and we believe it to be good precedent to have the Council pass a resolution accepting the sign locations, so we will have a resolution on an upcoming council agenda to accept the signs. Please let me or Sarah know if you are willing to sponsor the resolution.

I want to thank the dedicated volunteers who have served on this committee for years (see cced), through Covid and all sorts of delays, who have stuck by this to make this project a reality. Thanks, everyone! These new signs will be a massive and much-needed improvement.

Do not hesitate to email or call me with questions.

Sincerely,

Brian

Ps. There is a typo on one of the Challenger Learning Center signs, we are aware of it and that will be updated before the sign is fabricated.

-

Brian M. Smith
Director of Planning and Development
City of Lockport
(716) 439-6688
1 Locks Plaza
Lockport, NY 14094



ATTRACTION LEGEND

1

Niagara County Historical Society

2

Canal Locks 34/35

3

Historic Palace Theatre

4

Lockport Public Library

5

Erie Canal Discovery Center

6

Lockport Cave & Underground Boat Ride

7

Cornerstone Arena

8

The Kenan Center

9

Lockport Locks & Erie Canal Cruises

10

Art247

11

Wide Waters Marina

12

Challenger Learning Center

SIGN TYPE LEGEND

A1.1

Large Vehicular Directional

A1.2

Large Vehicular Directional

A2.1

Small Vehicular Directional

A2.2

Small Vehicular Directional

B5

L-Shape Pedestrian Directional

C2

Tall Trailblazer

C3.1

Trailblazer Panel Only

C3.2

Trailblazer Panel Only

C4.1

Tall Trailblazer Panel Only

C4.2

Tall Trailblazer Panel Only

C5

Extra Tall Trailblazer

D1

Verticle Gateway

D2

Horizontal Gateway

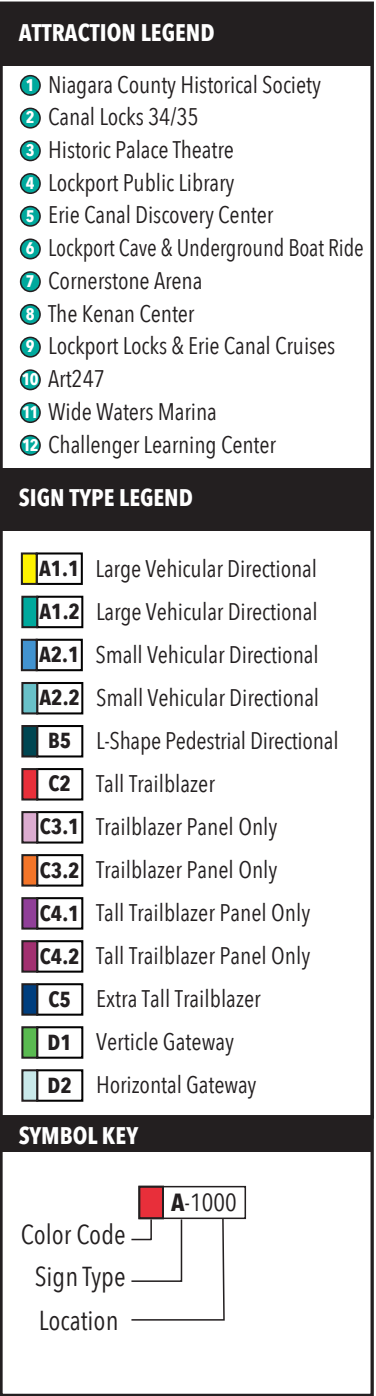
SYMBOL KEY


A-1000

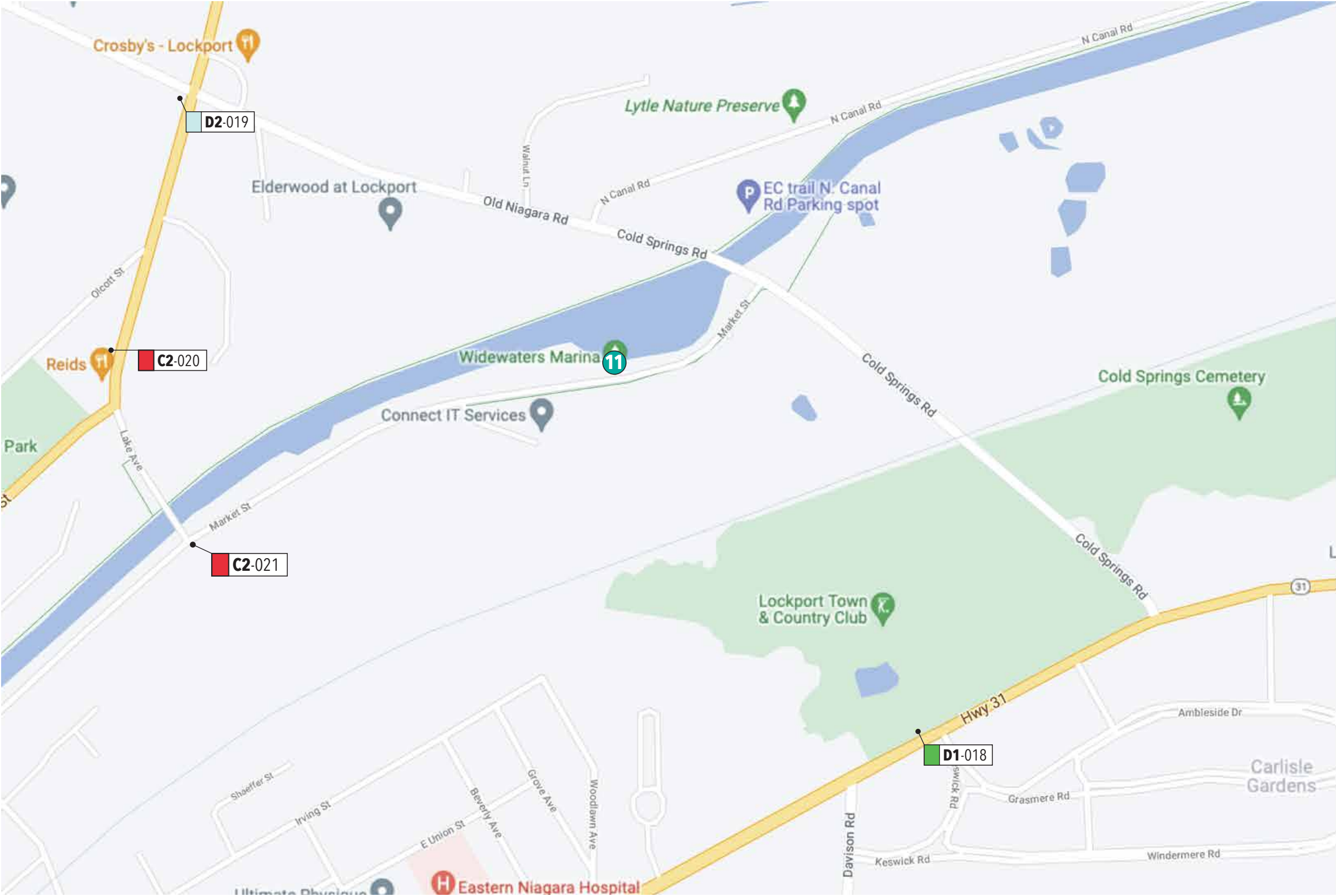
Color Code

Sign Type

Location



CLIENT	City of Lockport	SIGN TYPE		STARTED 08.31.2021 vl	ORIGINAL 00.00.0000 xx	REVISED 12.29.2022 vl	REVIEWED 00.00.0000 xx	 BUFFALO, NY CLEVELAND, OH 800.218.6224
PROJECT	Wayfinding - Location Plan	SCALE	N/A	Legal Notice This drawing is the property of ASI. This drawing is submitted under a confidential relationship for a specified purpose and the recipient, by accepting this document, assumes custody and agrees that this document will not be copied or reproduced in whole or in part, nor its contents revealed in any manner or to any person except to meet the purpose for which it was delivered without express written permission from ASI.				
FILE PATH	drawings/2022/L/Lockport_City of Wayfinding/Location Plan.ai	PHASE	Design					



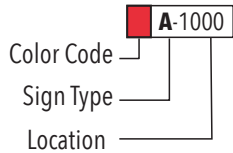
Attraction Legend

- 1 Niagara County Historical Society
- 2 Canal Locks 34/35
- 3 Historic Palace Theatre
- 4 Lockport Public Library
- 5 Erie Canal Discovery Center
- 6 Lockport Cave & Underground Boat Ride
- 7 Cornerstone Arena
- 8 The Kenan Center
- 9 Lockport Locks & Erie Canal Cruises
- 10 Art247
- 11 Wide Waters Marina
- 12 Challenger Learning Center

Sign Type Legend

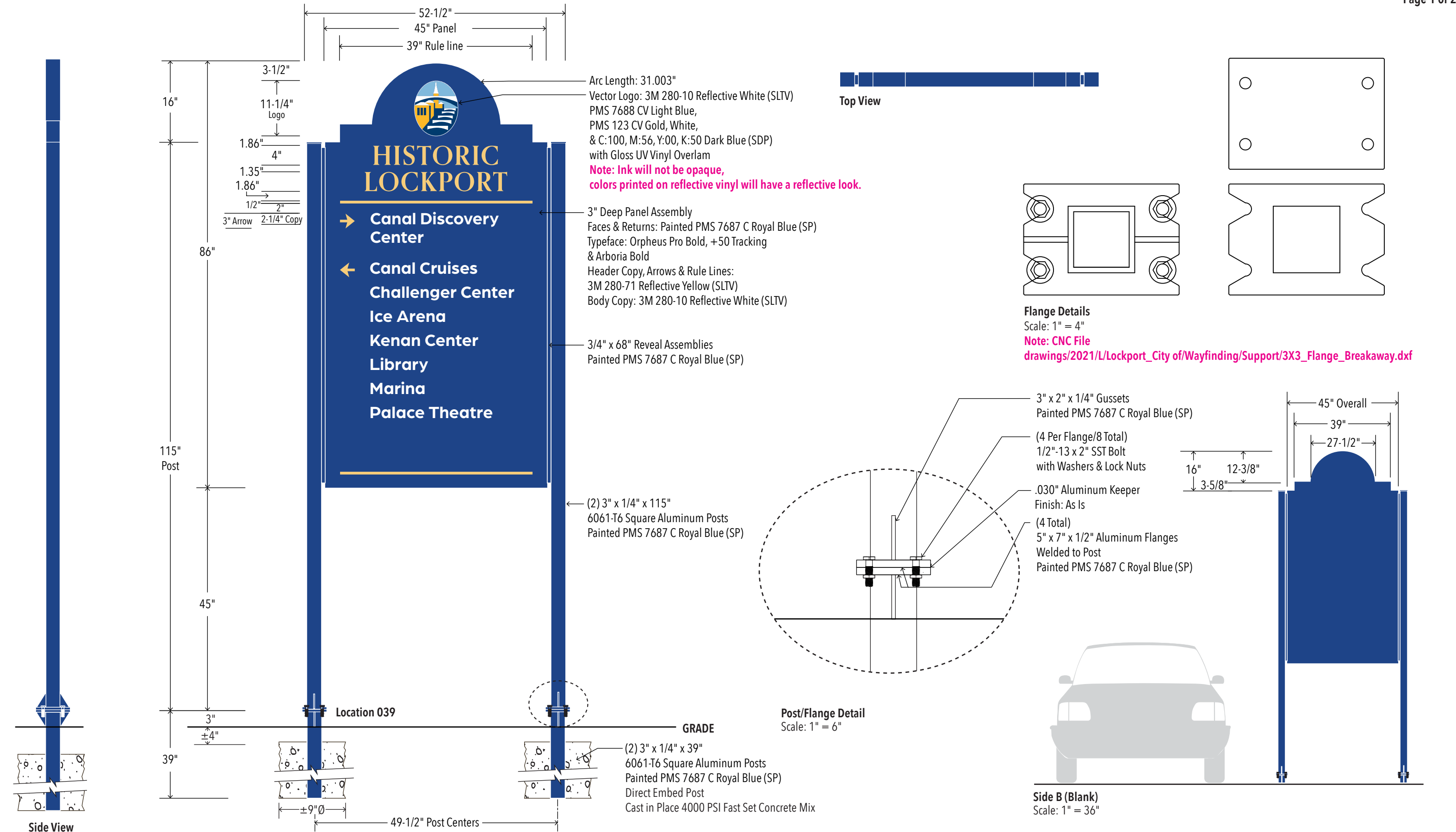
- A1.1 Large Vehicular Directional
- A1.2 Large Vehicular Directional
- A2.1 Small Vehicular Directional
- A2.2 Small Vehicular Directional
- B5 L-Shape Pedestrian Directional
- C2 Tall Trailblazer
- C3.1 Trailblazer Panel Only
- C3.2 Trailblazer Panel Only
- C4.1 Tall Trailblazer Panel Only
- C4.2 Tall Trailblazer Panel Only
- C5 Extra Tall Trailblazer
- D1 Verticle Gateway
- D2 Horizontal Gateway


Symbol Key





Additional Layouts

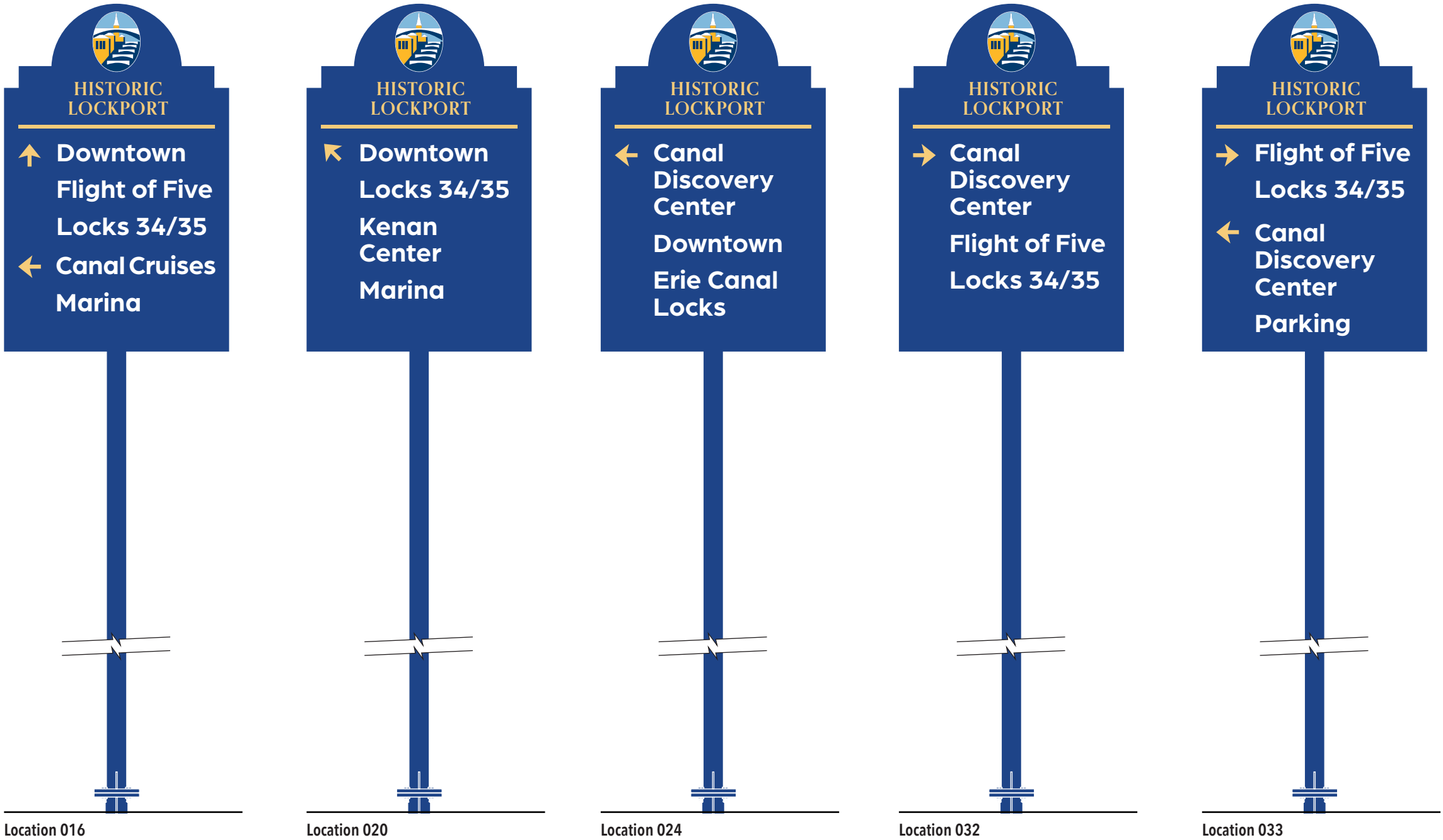


CLIENT	City of Lockport	SIGN TYPE	A1.2	STARTED	06.23.2021 vl	ORIGINAL	REVISED	12.20.2022 vp/vl	REVIEWED	10.26.2022 kj/vp	 BUFFALO, NY CLEVELAND, OH 800.218.6224
PROJECT	Wayfinding Program	SCALE	1" = 18"	Legal Notice This drawing is the property of ASI. This drawing is submitted under a confidential relationship for a specified purpose and the recipient, by accepting this document, assumes custody and agrees that this document will not be copied or reproduced in whole or in part, nor its contents revealed in any manner or to any person except to meet the purpose for which it was delivered without express written permission from ASI.							
FILE PATH	drawings/2022/L/Lockport_City of/Wayfinding/Wayfinding Program.ai	PHASE	Production								



Additional Layouts

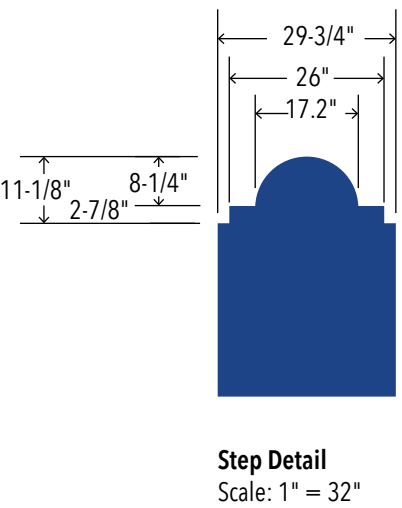
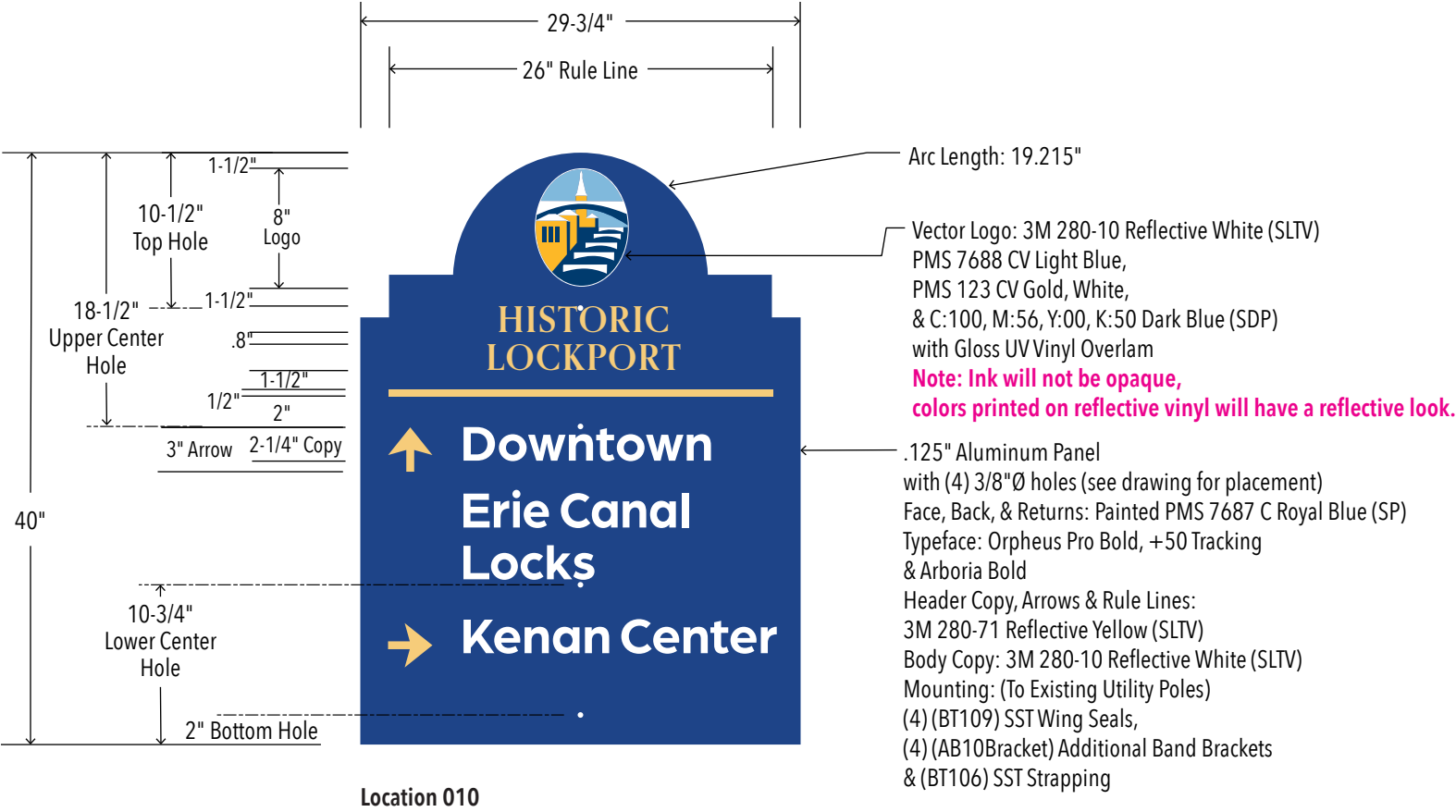




Additional Layouts

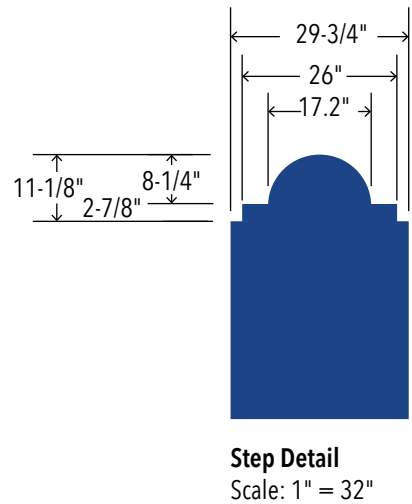
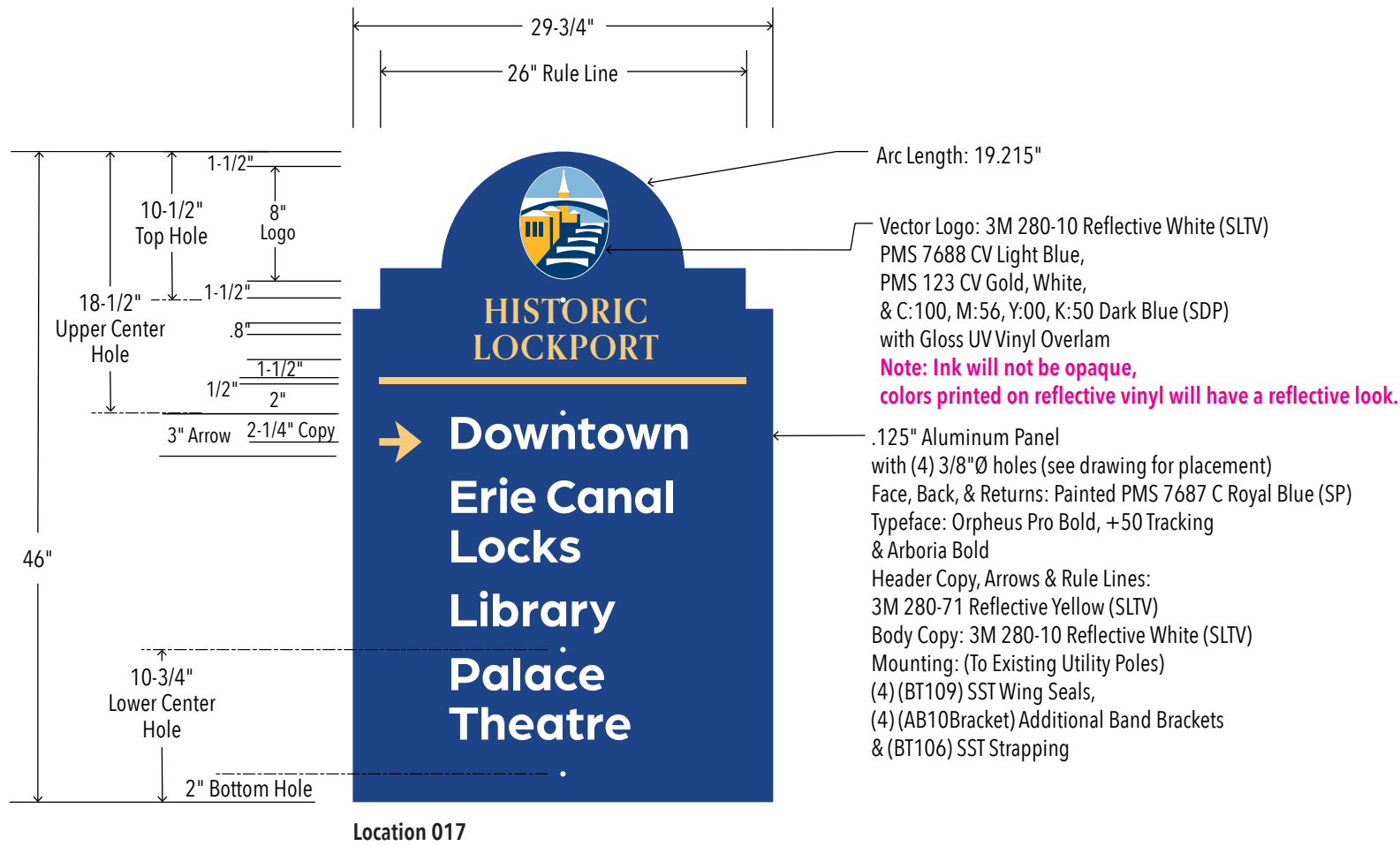


Additional Layouts (cont.)

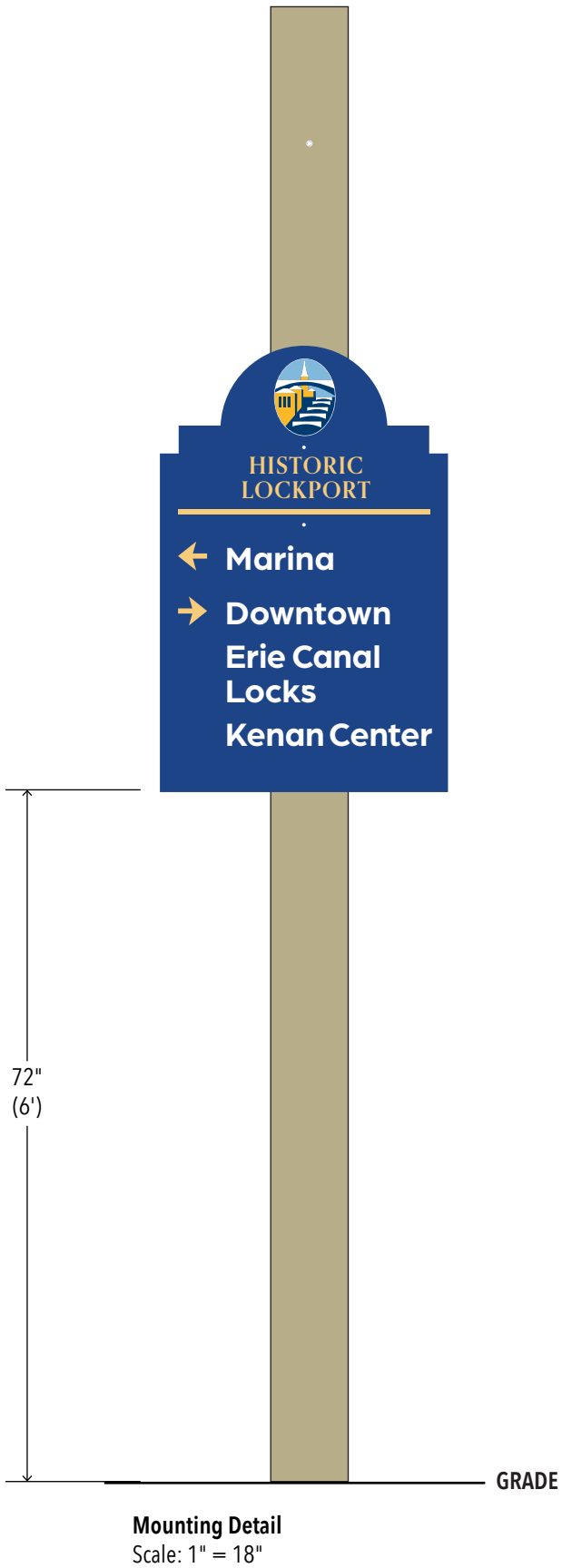


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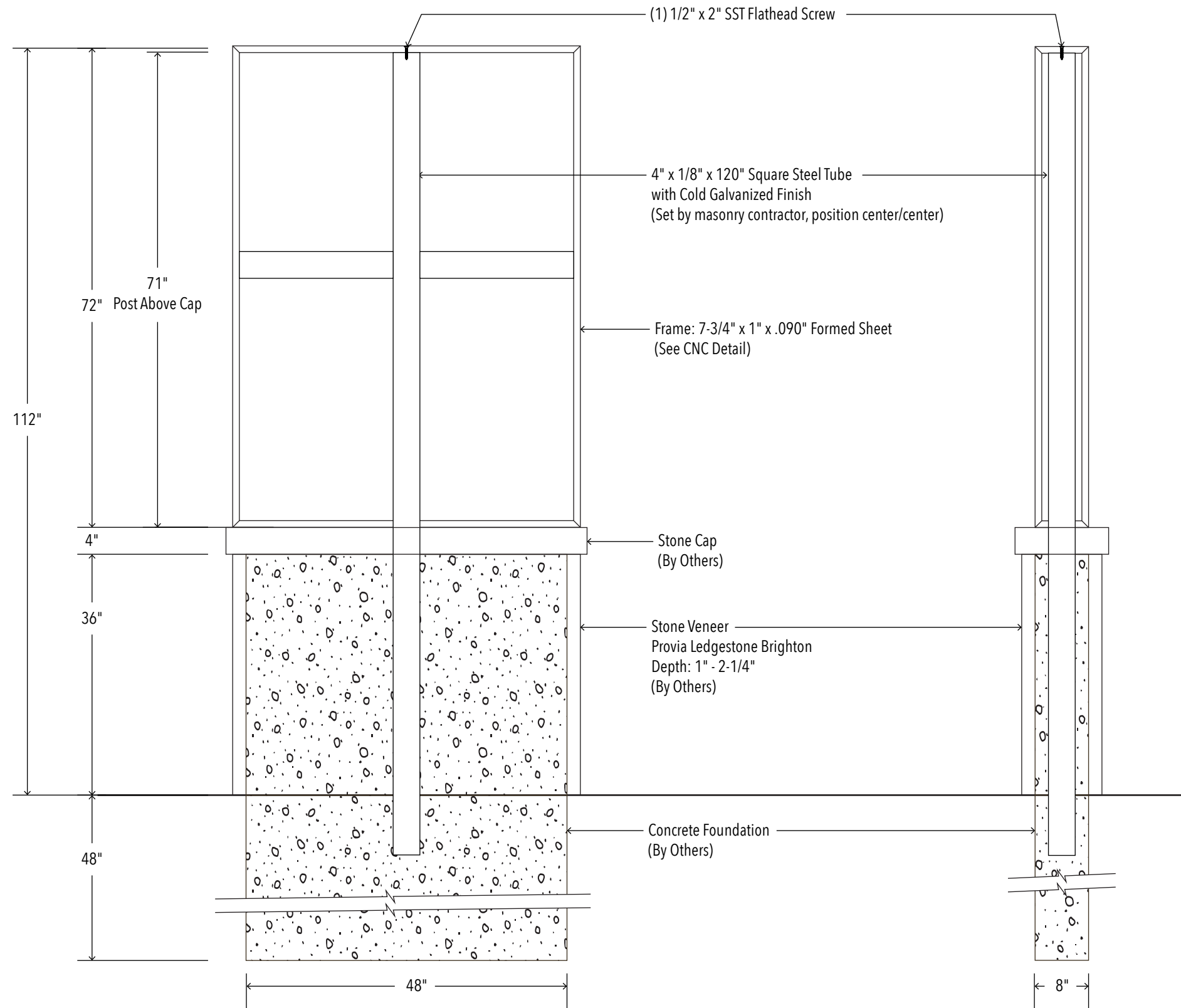




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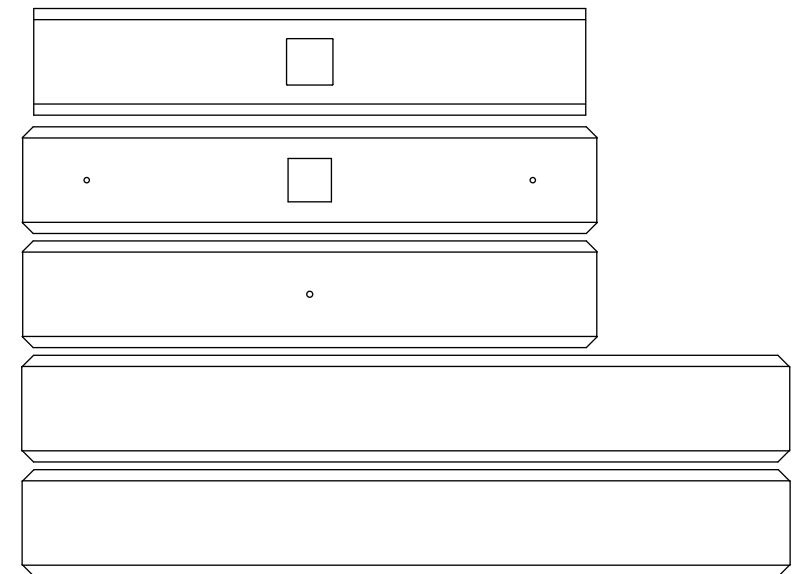







Section Face View

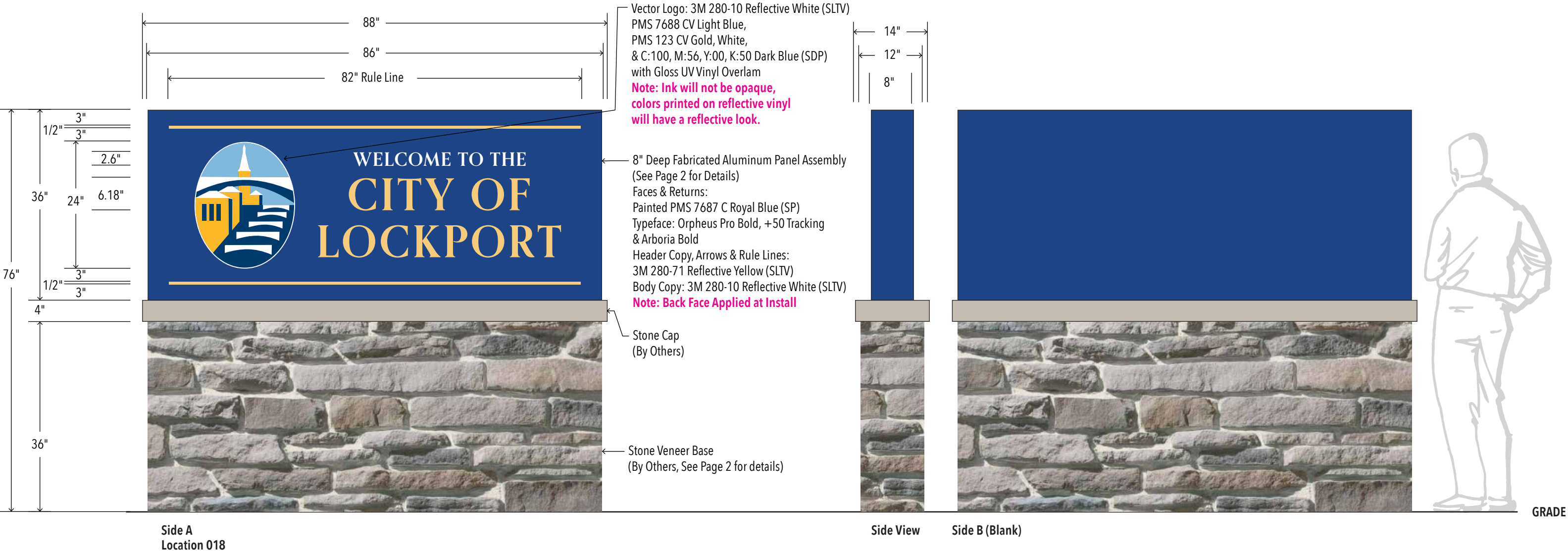
Section Side View



CNC Detail

Note: File Located:
drawings/2022/L/Lockport_City of/Wayfinding/Support/Lockport_D1.dxf

CLIENT	City of Lockport	SIGN TYPE	D1	STARTED 06.23.2021 vl	ORIGINAL	REVISED 12.29.2022 vp/vl	REVIEWED 12.22.2022 kj	 BUFFALO, NY CLEVELAND, OH 800.218.6224	
PROJECT	Wayfinding Program	SCALE	1" = 18"	Legal Notice This drawing is the property of ASI. This drawing is submitted under a confidential relationship for a specified purpose and the recipient, by accepting this document, assumes custody and agrees that this document will not be copied or reproduced in whole or in part, nor its contents revealed in any manner or to any person except to meet the purpose for which it was delivered without express written permission from ASI.					
FILE PATH	drawings/2022/L/Lockport_City of/Wayfinding/Wayfinding Program.ai	PHASE	Production						





February 8, 2023

Moley Magnetics Inc.
5202 Commerce Drive
Lockport, NY 14094

Office of the City Clerk
Ms. Sarah K. Lanzo
Lockport Municipal Building
One Locks Plaza
Lockport, New York 14094

Dear Ms. Lanzo:

Thank you for the opportunity to quote your meter project. Please see attached for 2023 pricing on Badger meters, encoders and endpoints. The meters quoted are Recordall disc meters varying from 5/8" through 2" sizes. Additionally, you will find encoder and endpoint pricing which is the same for all meter sizes quoted. In addition, Moley Magnetics is the exclusive Badger meter distributor in Niagara County and can provide a letter of exclusivity upon request.

Please let me know if you have any questions or would like any other items quoted and again we appreciate the opportunity to quote this project

Sincerely,

A handwritten signature in black ink that reads "Tim Hurley". The signature is written in a cursive, flowing style.

Tim Hurley
Vice President, Supply Chain
Moley Magnetics Inc.



Parent Company of Moley Electromechanical
Solutions and Moley Magnetics and Equipment

5202 Commerce Drive
Lockport, NY 14094
Tel: 716-434-4023
Fax: 716-434-5893

Estimate

Date	Estimate #
12/16/2022	17893

Name / Address
City of Lockport 1 Locks Plaza Lockport, NY 14094

Ship To
City of Lockport Parks Department 455 S. Niagara St Lockport, NY 14094

Due Date	Rep	FOB	Repair #	Estimate Notes
1/15/2023	RPN	Factory	BADGER	

Part #	Description	Qty	U/M	Unit Cost	Total
MM100-5797	Bare Meters Disc, M25 5/8"(3/4x7-1/2), CI Btm 430SS-1, PL, (TS-135, SN Yr 9D & PBB, BMI STD	1	ea	87.21	87.21
MM100-5788	5/8" M25 bare meter Disc, M35 3/4"(9), CI Btm 430SS-1, PL, (TS-135, SN Yr 9D & PBB, BMI STD	1	ea	139.65	139.65
MM100-6172	3/4" M35 bare meter Disc, 70 1"(10-3/4), CI Btm 430SS-all, PL, (TS-135, SN Yr 9D & PBB, BMI STD	1	ea	275.31	275.31
MM100-6318	1" M70 bare meter Disc, M120 1-1/2"-ELL Dr, 430SS, SS, (TS-135, SN Yr 9D & PBB, BMI STD	1	ea	621.30	621.30
MM100-6322	1-1/2" M120 bare meter Disc, M170 2"-ELL Dr, 430SS, SS, (TS-135, SN Yr 9D & PBB, BMI STD 2" M170 bare meter	1	ea	923.97	923.97

This Estimate is Good For 30 Days.
If Customer does not pick up the supplied unit within 90 calendar days after such date, the supplied unit will be considered abandoned by Customer, and Moley will discard of the unit without any obligation to Customer for the value of the unit or otherwise.
Credit Card Payments are Subject to a 3% Convenience Fee.

Sales Tax (8.0%)

Total

<https://www.moleymagneticsinc.com/terms-and-conditions-manufactured-products/>
<https://www.moleymagneticsinc.com/terms-and-conditions-repair-services/>
<https://www.moleymagneticsinc.com/terms-and-conditions-distributed-products/>
<https://www.moleymagneticsinc.com/services/request-material-authorization-rma/>

Customer Signature

Vendor Signature



Parent Company of Moley Electromechanical
Solutions and Moley Magnetics and Equipment

5202 Commerce Drive
Lockport, NY 14094
Tel: 716-434-4023
Fax: 716-434-5893

Estimate

Date	Estimate #
12/16/2022	17893

Name / Address
City of Lockport 1 Locks Plaza Lockport, NY 14094

Ship To
City of Lockport Parks Department 455 S. Niagara St Lockport, NY 14094

Due Date	Rep	FOB	Repair #	Estimate Notes
1/15/2023	RPN	Factory	BADGER	

Part #	Description	Qty	U/M	Unit Cost	Total
MM100-6290	Encoder REG 4, M25, HR-E LCD, For Connectivity to ORION, PL Lid/Shrd-GRY, Trx Scrw, 9D-0.01 Gal, SN YR 9D in, TT 10', BMI STD, Encoder for use with all disc meters	1	ea	107.73	107.73
MM100-2105	Endpoint EP Only, For Enc, ORION ME, Pipe Instl Kit, TT-8in, Grnd/Ocean-Pause, BMI STD Endpoint for use with all disc meters	1	ea	161.31	161.31

This Estimate is Good For 30 Days.

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Credit Card Payments are Subject to a 3% Convenience Fee.

Sales Tax (8.0%)

USD 0.00

Total

USD 2,316.48

<https://www.moleymagneticsinc.com/terms-and-conditions-manufactured-products/>
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<https://www.moleymagneticsinc.com/services/request-material-authorization-rma/>

Customer Signature _____

Vendor Signature _____

NOTICE TO BIDDERS

Sealed proposals shall be received by the undersigned at City Clerk's office, Lockport Municipal Building, One Locks Plaza, Lockport, NY until **2 pm, February 9, 2023** at which time and place they will be publicly opened and read, for **Water Meters** in accordance with the specifications thereof, and obtainable at the Water Department Office.

Proposals must include everything connected with the supply and delivery of Water Meters.

Each proposal must be accompanied by a certified check or bid bond in an amount equal to ten percent of the bid.

The City of Lockport, NY reserves the right to reject any or all proposals; to consider the reputation and experience of the Bidder in making its selection; to waive any informalities or minor deviations from the specifications; and, to award the contract to other than the lowest bidder, if for good and sufficient reasons, it is considered in the best interest of the City of Lockport to do so.

Publish Date: January 26, 2023

Sarah K. Lanzo
City Clerk