

**ADMINISTRATIVE SERVICES  
COMMITTEE MEETING  
October 2, 2017**

Chairman Corradino called the meeting to order at 6:30 p.m. in the 2<sup>nd</sup> floor Common Council Chambers of City Hall.

***MEMBERS PRESENT:*** Councilor Corradino, Councilor Reynolds, Councilor Walker, and Councilor Emmons.

***OTHERS PRESENT:*** Councilor McLaughlin; Councilor Gosek; William Barlow, Mayor; Nancy Sterio, Personnel Director; Deborah Coad, City Chamberlain; Tom Kells, Commissioner of Public Works; and Justin Rudgick, Director of Community & Economic Development.

***MEDIA PRESENT:*** Steve Yablonski, Oswego Daily News.

A motion to approve the minutes of September 18, 2017 was made by Councilor Walker and seconded by Councilor Emmons; minutes were approved by a unanimous vote.

***I. OLD BUSINESS:*** There was no old business.

***II. NEW BUSINESS:***

**Authorization:**

1. Fire Chief Randall B. Griffin is requesting permission to hold a Flu Shot Clinic through RITE AID at the Eastside Fire Station on October 11, 2017, from 9:00 am to 1:00 pm, which will be open to the public.

***COMMITTEE DECISION:*** Councilor Walker made a motion to forward a favorable recommendation to the Full Council granting permission to hold a Flu Shot Clinic through RITE AID at the Eastside Fire Station on October 11, 2017, from 9:00 am to 1:00 pm, which will be open to the public. Councilor Reynolds seconded the motion, unanimous approval.

***THE RESOLUTION THAT WAS PART OF THE MEETING WILL BE FORWARDED TO THE FULL COUNCIL.***

2. City Assessor Sue Deary is requesting permission to transfer the sum of Six Thousand Four Hundred and 00/100 Dollars (\$6,400.00), as follows: \$5,800.00 from A.1355.0450 Fees for Services-Non Employee to A.1355.0101 Personal Services, and \$600.00 from A1355.0450 Fees for Services-Non Employee to A.9030.0800 Employee Benefits. Ms. Sterio said they would like to bring in a temporary clerk for training purposes. She said their longtime clerk is retiring towards the end of the year. She said this is not something you can walk in off of the street and do.

**COMMITTEE DECISION:** Councilor Walker made a motion to forward a favorable recommendation to the Full Council granting permission to transfer the sum of Six Thousand Four Hundred and 00/100 Dollars (\$6,400.00), as follows: \$5,800.00 from A.1355.0450 Fees for Services-Non Employee to A.1355.0101 Personal Services, and \$600.00 from A1355.0450 Fees for Services-Non Employee to A.9030.0800 Employee Benefits. Councilor Reynolds seconded the motion, unanimous approval.

***THE RESOLUTION THAT WAS PART OF THE MEETING WILL BE FORWARDED TO THE FULL COUNCIL.***

3. City Chamberlain Deborah Coad requests a Budget Amendment to the Water Fund line item F.8320.0410 in the amount of \$15,000.00 for the purchase of Water Meters. Mrs. Coad said this is on behalf of Jim Bell. She said they have been busy selling water meters and the cost is increasing. She said this should get them through the end of the year.

**COMMITTEE DECISION:** Councilor Emmons made a motion to forward a favorable recommendation to the Full Council authorizing a Budget Amendment to the Water Fund line item F.8320.0410 in the amount of \$15,000.00 for the purchase of Water Meters. Councilor Reynolds seconded the motion, unanimous approval.

***THE CITY CHAMBERLAIN'S OFFICE WILL PREPARE THE RESOLUTION.***

4. DPW Commissioner Tom Kells requests several transfers within the Department of Public Works budget to cover insufficient funds in various accounts, as well as monies to purchase winter equipment that is still needed. Each transfer request is shown on the attachment. Commissioner Kells said this piece of equipment is really old that they are replacing.

**COMMITTEE DECISION:** Councilor Emmons made a motion to forward a favorable recommendation to the Full Council authorizing several transfers within the Department of Public Works budget to cover insufficient funds in various accounts, as well as monies to purchase winter equipment that is still needed. Councilor Reynolds seconded the motion, unanimous approval.

***THE PUBLIC WORKS DEPARTMENT WILL PREPARE THE RESOLUTION.***

5. Councilor Corradino is requesting the Common Council approve the transfer of funds from the General Fund Contingent Account A.1990.0460 to the Common Council Contracted Services Account A.1010.0440, in the amount of \$2,100.00 to fund a Winter Parking Survey mailer. Three quotes are attached for consideration. Councilor Corradino said they talked about gathering more information before they change the city parking ban. He said this is the same design as the dog enumeration. Councilor Reynolds said this is a great step towards getting information. Councilor Gosek said it is important to know what the people want.

**COMMITTEE DECISION:** Councilor Reynolds made a motion to forward a favorable recommendation to the Full Council authorizing the transfer of funds from the General Fund Contingent Account A.1990.0460 to the Common Council Contracted Services Account A.1010.0440, in the amount of \$2,100.00 to fund a Winter Parking Survey mailer. Councilor Walker seconded the motion, unanimous approval.

**COUNCILOR CORRADINO WILL PREPARE THE RESOLUTION.**

6. Mayor Barlow is requesting a discussion on a proposal for professional engineering services provided by Delta Engineers, Architects & Land Surveyors for the Oswego River Walk West Enhancement & Market Street Pocket Park. Mayor Barlow said a few months ago they met with the Department of State who is administering the \$10 million grant. He said they tasked the city with getting as much information from the property owners who received allocations from the DRI. He said then the city called a meeting between the Department of State and the property owners so the three of them could be in a room and talk about the schedule, how money will be allocated, what the process is, and who administers the grant. He said it is becoming quite clear how quickly some of these projects are ready to go. He said each project is designated to a certain state agency but the city is the middle man and will accept invoices from the property owners who do work to their building or projects. He said the city sends the invoices to the state and the state reimburses those property owners. He said the state has given the property owners the go-ahead to start with their projects and they will be reimbursed as they go. He said the city will administer the parts of the DRI that involve public space. He said there are three projects that involve public space – Complete Streets, Pocket Park and River Walk Enhancement. He said he wants to be ready to go in the spring. He said they received an allocation of \$680,000 for the River Walk Enhancement and Pocket Park. He said they designated from Bridge Street bridge north as the area that really needs work. He said the River Walk itself is in good shape. He said this firm will focus on Water Street parking lot and Water Street itself. He said they talked about adding a staircase from the bridge down to the River Walk. He said they asked the firm to come up with a bunch of different scenarios. He said the Pocket Park will be between the Coffee Connection and the Ferris Wheel. He said they will come up with a design to level it off and create some sort of park. He said he asked them to include a small stage so they could have acoustic acts. He said their goal is to draw people from the south side of Bridge Street to the north side. He said for the Complete Streets project they received \$1 million in the DRI. He said they also won \$500,000 from a TAP grant. He said the TAP grant is federal funds so there is a different process. He said they provide a list of firms and you send out a request for qualification. He said Barton & Loguidice scored the highest. Councilor Emmons asked how the information gathered previously will be incorporated in this project. Mayor Barlow said the work that was done wasn't street level work. He said their job is to actually price it out and show what it is going to look like. Councilor Corradino questioned if they can submit invoices as they go. Mayor Barlow said for a lot of grants you have to do the project and get reimbursed after. He said the good thing about the DRI grant is it will be reimbursed as they go. He said the City of Oswego is moving quicker than most other DRI communities so they will be the first to test the process.

**COMMITTEE DECISION:** Councilor Emmons made a motion to forward a favorable recommendation to the Full Council granting approval to select Delta Engineers, Architects & Land Surveyors for professional engineering services for the Oswego River Walk West Enhancement & Market Street Pocket Park. Councilor Walker seconded the motion, unanimous approval.

**THE COMMUNITY DEVELOPMENT DEPARTMENT WILL PREPARE THE RESOLUTION.**

7. Mayor Barlow is requesting Council approval to select Barton & Loguidice (B&L) as the qualified firm to prepare scope of services and proposed fee for preliminary and final design, construction support and construction inspection for the Downtown Oswego Route 104 Complete Streets Project, and enter into contract negotiation.

**COMMITTEE DECISION:** Councilor Emmons made a motion to forward a favorable recommendation to the Full Council granting approval to select Barton & Loguidice (B&L) as the qualified firm to prepare scope of services and proposed fee for preliminary and final design, construction support and construction inspection for the Downtown Oswego Route 104 Complete Streets Project, and enter into contract negotiation. Councilor Walker seconded the motion, unanimous approval.

**THE COMMUNITY DEVELOPMENT DEPARTMENT WILL PREPARE THE RESOLUTION.**

A motion to adjourn the meeting was made at 6:54 p.m. by Councilor Walker. A second was made by Councilor Reynolds, and was unanimously approved.

Respectfully Submitted,

Mary M. Annal  
Recording Secretary