

ROME

the copper city

OFFICE OF THE COMMON COUNCIL
CITY HALL • ROME, NEW YORK 13440-5815

Stephanie Viscelli
Common Council President

Cam T. Tien
1st Ward

John B. Mortise
2nd Ward

Kimberly Rogers
3rd Ward

Ramona L. Smith
4th Ward

Frank R. Anderson
5th Ward

Riccardo D. Dursi, Jr.
6th Ward

A. Robert Tracy
7th Ward

Jean I. Grande
City Clerk

COMMON COUNCIL MEETING **Regular Session**

OCTOBER 23, 2019
7:00 p.m.

1. CALLING THE ROLL OF MEMBERS BY THE CLERK

2. PLEDGE OF ALLEGIANCE

3. INVOCATION

4. GENERAL PUBLIC HEARING

The time limit for speakers at the general public hearing shall be limited to five (5) continuous minutes. The President of the Common Council may extend this time up to an additional five (5) minutes at his discretion; and further extensions must be approved by a majority of the council.

5. RECOGNITION/APPRECIATION

6. READING OF THE MINUTES OF THE PRECEDING SESSION

(Motion in order that the reading of the minutes of the preceding session be dispensed with and that they be approved.)

7. PRESENTING OF PETITIONS AND COMMUNICATIONS

A. PETITIONS

B. COMMUNICATIONS

- Resident Ventures LLC of 242 W. Dominick St. has notified the City Clerk's Office of intent to obtain a liquor license.
- The Rome Police Dept. report of conferences, training, and travel for quarter ended 9/30/19 is on file in the City Clerk's Office.

8. NOTICES

9. REPORT OF CITY OFFICIALS

10. REPORT OF COUNCILORS AND GENERAL CITY AFFAIRS

11. PRESENTING OF REPORT OF COMMITTEES

12. RESOLUTIONS

RES. NO. 115

AUTHORIZING AN AMENDMENT TO THE CITY OF ROME PURCHASING POLICY & PROCEDURE MANUAL. **Nolan**

RES. NO. 116 AUTHORIZING THE APPOINTMENT OF JOHN J. MAZZAFERRO AS A MARRIAGE OFFICER PURSUANT TO DOMESTIC RELATIONS LAW. **Grande, Viscelli**

RES. NO. 117 AUTHORIZATION TO STANDARDIZE SCADA CONTROL SYSTEMS AND SYSTEM INTEGRATION SERVICES. **Conover**

13. ORDINANCES

14. TABLED LEGISLATION

ORD. NO. 9379 APPROVING THE ANNUAL BUDGET FOR THE YEAR 2020. **Mayor Izzo, Nolan**

ORD. NO. 9382 AUTHORIZING THE MAYOR TO ENTER INTO A LEASE AGREEMENT WITH THE HUMANE SOCIETY OF ROME, NEW YORK FOR CITY OWNED PROPERTY. **Rogers, Dursi, Viscelli**

15. ADJOURNMENT

THE NEXT COMMON COUNCIL MEETING IS SCHEDULED FOR NOVEMBER 13, 2019.

RESOLUTION NO. 115

**AUTHORIZING AN AMENDMENT TO THE CITY OF ROME
PURCHASING POLICY & PROCEDURE MANUAL.**

By Councilor _____:

WHEREAS, pursuant to Resolution No. 138, adopted on December 13, 2017, the Common Council of the City of Rome authorized the adoption of the City of Rome Purchasing Policy & Procedure Manual; and

WHEREAS, City Treasurer, David C. Nolan has requested the Purchasing Policy be revised so as to allow for; additions on page 4 for documenting no quotes in the event an insufficient number of quotes are received; adding subdivision 16 of GML 103 as an additional exception to that section of the New York General Municipal Law; deleting the expired Federal Contracts for Information Technology exception to GML §103; and adding permissible cooperative purchasing agreements; now, therefore

BE IT RESOLVED, by the City of Rome Common Council that the City of Rome Purchasing Department Policy and Procedure Manual, be and is hereby amended so as to allow for: additions on page 4 for documenting no quotes in the event an insufficient number of quotes are received; adding subdivision 16 of GML 103 as an additional exception to that section of the New York General Municipal Law; deleting the expired Federal Contracts for Information Technology exception to GML §103; and adding permissible cooperative purchasing agreements; and

BE IT FURTHER RESOLVED, that the City Treasurer is hereby authorized to amend the Purchasing Policy and Procedure Manual to include the language attached hereto.

Seconded by Councilor _____.

AYES & NAYS: Tien ___ Mortise ___ Rogers ___ Smith___ Anderson___ Dursi ___ Tracy ___

ADOPTED ___

DEFEATED ___

Section

PURCHASING PROCEDURES

A. GENERAL

1. Only the City Purchasing Agent may commit the City for a purchase. No purchase may be made without a purchase order signed by the Purchasing Agent.
2. The dollar amount of the product or service being acquired is the basis for determining the correct purchasing procedure. This dollar amount is determined on a citywide basis, not on a departmental basis.
3. Departments should plan purchases sufficiently in advance to allow the Purchasing Department to obtain the best price and/or overall service.
4. Departments will send vendor price quotes to the Purchasing Department, before or after they have entered a requisition. The Purchasing Department will review all price quotes to confirm accuracy prior to the issuing of a purchase order. In the event the department is unable to obtain the required number of quotes it shall indicate on the Audit Control Summary sheet (see below) each vendor contacted that would not quote and so indicate. This is in addition to showing the name and quote of each vendor that does quote.
5. As a result of the need to conform with eCFR 200.318 for the purchase of property and services under Federal awards, the Department of Community and Economic Development will apply and attach the Contract and P.O. Established Checklist for all purchase orders and vouchers prepared by the department.

Please use the *Audit Control Summary Sheet* to record quotes on. This is used as the backup information for auditors to verify proper procedure has been followed.

The Purchasing Agent has the right to make alternative suggestions to the requisitioner if, in the judgment of the Purchasing Agent, the specifications would restrict competition or otherwise preclude the most economical purchase of the required items.

When a low bidder proposes an alternative as "an equal" to that which was specified, the Purchasing Agent will consult with the Department Head or his/her authorized designee to determine the validity of the alternative.

D. USE OF COOPERATIVE PURCHASING AGREEMENTS

As a result of Subdivision 16 of GML 103, the City is able to utilize cooperative purchasing organizations which can reduce the cost of goods and services purchased by aggregating the purchasing power of public agencies nationwide. The Council has approved the following organizations for use:

- Omnia Partners, National IPA via Resolution 32 dated February 13, 2019
- Sourcewell via Resolution 54 dated May 8, 2019

E. LOCAL 10% PROCUREMENT PREFERENCE

The City of Rome Purchasing Department has incorporated a 10% Local Procurement Preference which may be given to vendors that are City of Rome taxpayers. When requesting verbal or written quotes a local vendor may have preference over a non-local vendor if they are within 10% of the non-local vendors submitted quotation.
Example:

- Quote #1 Local vendor - \$1,100
- Quote #2 Non-Local Vendor \$1,000
- Quote #3 Non-local Vendor \$1,300

* Quote #1 would be accepted because it came within 10% of the non-local vendors submitted quote.

This preference is to be used when soliciting pricing for quotations only and not as part of the formal bidding process. Any amount over \$20,000 must follow the formal bidding process.

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C. EXCEPTIONS TO THE GENERAL REQUIREMENTS OF GML 103 AND 104 REQUIRING PUBLIC BIDDING FOR A & B ABOVE.

Professional Services	<i>Professional services generally include services rendered by attorneys, engineers and certain other services requiring specialized or technical skills, expertise or knowledge, the exercise of professional judgment or a high degree of creativity. An RFP can provide a mechanism for fostering increased competition of professional services and can ensure that these contracts are awarded in the best interests of the taxpayers.</i>
True Leases	<i>A true lease is one where no buyout option exists. A lease to purchase, even if the buyout option is only \$1.00, is not a true lease. Only a true lease is exempt from competitive bidding because it is not a purchase or public work project. An RFP can provide a mechanism for fostering increased competition of true leases and can ensure that these contracts are awarded in the best interests of the taxpayers.</i>
NYS OGS Contracts	<i>Purchases from New York State Office of General Services Contracts. http://www.ogs.state.ny.us/purchase/SearchBrowse.asp</i>
NYS Preferred Source	<i>Purchases from New York State Preferred Source, such as NYS Industries for the Disabled, Industries for the Blind, Corcraft Correctional Services Program. http://www.ogs.state.ny.us/procurecouncil/psguidelines.asp</i>
County Contracts	<i>Purchases off other County's contracts when correct piggybacking language is part of said contract to allow.</i>
<u>The United States or any agency thereof, any state or any other political subdivision or district therein</u>	<i><u>Subdivision 16 of GML 103 significantly expanded the political jurisdictions whose contracts may be "piggybacked" on as exceptions to GML 103. The underlying contract must have been made in a "manner that constitutes competitive bidding consistent with state law". Thus, the contract must have been "let to the lowest responsible bidder or on the basis of best value in a manner consistent with..." GML 103 and the contract must have been made available for use by other governmental entities. The latter means that the other governmental entity has taken steps to make its contract available for New York local governments.</u></i>
Municipal Cooperation	<i>Example: Purchase of surplus equipment directly from another municipality.</i>

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- Deleted:** Federal Contracts for Information Technology¶
- Deleted:** 1-b. [Expires and deemed repealed July 31, 2019, pursuant to L.2011, c. 97, pt. C, subpt. A, § 9.] A political subdivision or any district therein shall have the option of purchasing information technology and telecommunications hardware, software and professional services through cooperative purchasing permissible pursuant to federal general services administration information technology schedule seventy or any successor schedule. A political subdivision or any district therein that purchases through general services administration schedule seventy, information technology and consolidated schedule contracts shall comply with federal schedule ordering procedures as provided in federal acquisition regulation 8.405-1 or 8.405-2 or successor regulations, whichever is applicable. Adherence to such procedures shall constitute compliance with the competitive bidding requirements under this section.

RESOLUTION NO. 116

**AUTHORIZING THE APPOINTMENT OF JOHN J. MAZZAFERRO
AS A MARRIAGE OFFICER PURSUANT TO DOMESTIC RELATIONS LAW.**

By Councilor _____:

BE IT RESOLVED, by the City of Rome Common Council that, pursuant to Domestic Relations Law, Sect. 11-c, John J. Mazzaferro, Jr., of 117 West Pine Street, Rome, New York is hereby authorized to serve as marriage officer and shall have the authority to solemnize marriages within the territorial limits of the City of Rome, New York; and

BE IT FURTHER RESOLVED, by the City of Rome Common Council, that, pursuant to Domestic Relations Law, Sect. 11-c(4), said appointment shall commence on January 1, 2020 and shall expire on December 31, 2020.

Seconded by Councilor _____.

AYES & NAYS: Tien ___ Mortise ___ Rogers ___ Smith___ Anderson___ Dursi ___ Tracy ___

ADOPTED ___

DEFEATED ___

RESOLUTION NO. 117

**AUTHORIZATION TO STANDARDIZE SCADA CONTROL SYSTEMS
AND SYSTEM INTEGRATION SERVICES.**

By: Councilor _____:

WHEREAS, the City of Rome has undertaken the Anaerobic Digestion and Combined Heat and Power Improvements Project (Digestion and CHP Project) at its Water Pollution Control Facility (WPCF) that includes upgrades throughout the WPCF in order to reliably and efficiently maintain NYSDEC SPDES Permit compliance and protect public health; and

WHEREAS, as part of the WPCF Digestion and CHP Project, the City proposes to upgrade SCADA Control Systems at the WPCF; and

WHEREAS, the City is presently installing and commissioning Allen-Bradley Rockwell-Automation based SCADA Control Systems, as provided and programmed by the System Integration Services Provider AquaLogics Systems, Inc. of Syracuse NY, as part of the ongoing WPCF UV Disinfection and Solids Handling Upgrades Project; and

WHEREAS, it is necessary to maintain SCADA Control Systems hardware, software, and programming compatibility for the WPCF Digester and CHP Project with the existing Allen-Bradley Rockwell-Automation SCADA Control Systems hardware and software systems, installed as part of the UV Disinfection and Solids Handling Upgrades Project, so as to maintain continuity of facility operation to maintain permit compliance and protect public health; and

WHEREAS, maintaining said compatibility will allow the systems and facilities to operate more efficiently and effectively; now, therefore

BE IT RESOLVED, that the City's Common Council authorizes the standardization of its SCADA Control Systems and System Integration Services for the Water Pollution Control Facilities Digester and CHP Project; and

BE IT FURTHER RESOLVED, that Allen-Bradley Rockwell-Automation and AquaLogics Systems, Inc. are the recommended SCADA Control Systems and System Integration Services Provider and that the City Common Council hereby approves the standardization of Allen-Bradley Rockwell-Automation and AquaLogics Systems Inc. for the WPCF Digester and CHP Project, as recommended and specified by the City's WPCF project engineer, Barton & Loguidice, D.P.C.

Seconded by: _____.

AYES & NAYS: Tien ___ Mortise ___ Rogers ___ Smith___ Anderson___ Dursi ___ Tracy ___

ADOPTED ___

DEFEATED ___