

Agenda
Manlius Town Board
January 22, 2020
6:30 PM

1. Pledge Of Allegiance
2. Approval Of Minutes - 2020 Organizational Meeting & 01-08-2020 Meeting

Documents:

[1-8-20 TOWN BOARD MEETING DRAFT MINUTES.PDF](#)
[ORGANIZATIONAL MEETING 2020 DRAFT.PDF](#)

3. Abstract # 26 And Abstract # 2
4. Request For Sidewalks - Enders Road - Ava Dardaris
5. Brolex Properties - Zone Change Application - Megnin Farms / Bridle Path - Restricted Agricultural (RA) & Commercial B (CB) To Residential 5 (R5) - 082.2-01-02.0/03.0

Documents:

[ZONE CHANGE APPLICATION - BRIDLE PATH.PDF](#)
[TAX MAP - BRIDLE PATH.PDF](#)
[SURVEY - BRIDLE PATH.PDF](#)
[12-13-19 MEGNIN APARTMENTS - CONCEPT PLAN UPDATE - BRIDLE PATH.PDF](#)
[PARCEL DESCRIPTION - BRIDLE PATH.PDF](#)
[SHORT ENVIRONMENTAL ASSESSMENT FORM - BRIDLE PATH.PDF](#)

6. 2020 Census Presentation
[2020 CENSUS INFORMATION](#)

Documents:

[CENSUS TOOLKIT FOR LOCAL OFFICIALS.PDF](#)

7. Set Date For A Public Hearing - Repeal Local 2016-9

A proposed Local Law to repeal Local Law No. 9-2016, which was adopted on November 16, 2016, and which removed any real property tax exemption for solar or wind energy systems or for any farm energy systems pursuant to Real Property Tax Law Section 487 (8)

[LINK TO TOWN CODE - CHAPTER 134-48](#)

Documents:

LOCAL LAW 2020- _ REPEAL AND REMOVAL OF ALTERNATIVE ENERGY
SYSTEM EXEMPTION CALLING FOR A PUBLIC HEARING.PDF

8. Postponed - Public Hearing - Proposed Local Law To Amend Existing Commercial Zoning Districts And Add New Commercial Zoning Classification To The Town Code.
This public hearing has been postponed and new date has not been set.
9. BAN Renewal - Town Hall Windows
10. Correspondence/ New Business
11. Highway Superintendent
12. Planning & Development
13. Attorney
14. Town Clerk
15. Police Chief
16. Town Board
17. Supervisor
18. Adjournment

This meeting is being recording and will be posted to the Town of Manlius website at www.townofmanlius.org.

MINUTES
TOWN BOARD
January 8, 2020

The Town of Manlius Town Board assembled at the Town Hall, 301 Brooklea Drive, Fayetteville, New York, with Supervisor Edmond Theobald presiding and the following Board members present:

Sara Bollinger, Councilor
Elaine Denton, Councilor
John Deer, Councilor
Karen Green, Councilor
Katelyn M. Kriesel, Councilor
Heather Waters, Councilor

The following Town Officers were present:

Tim Frateschi, Attorney for the Town
Mike Crowell, Police Chief
Doug Miller, Town Engineer
Randy Capriotti, Director of Codes

Allison A. Weber, Town Clerk
Rob Cushing, Highway Superintendent
Ann Oot, Town Manager

Other persons attending: Ellen & Mike McGrew, Manlius. Brandon Jacobson, Scott Freeman, Ingrid Gonzalez-McCurdy, Ruth Hart, Pamela Ashby, Jenn Chapman, Katherine Kurtz, Dan Reisman, Vita DeMarchi.

The Pledge of Allegiance

Supervisor Theobald, called the meeting to order at 6:30 pm. Councilor Waters led the Pledge of Allegiance. Supervisor Theobald welcomed everyone and thanked all for attending.

Establish Petty Cash Account for Tax Receiver

Councilor Green made a motion, seconded by Councilor Bollinger to approve the establishment of a second petty cash fund in the amount of \$250 for the office of the Tax Receiver.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nays: 0

All in Favor.

Motion Carries.

Approval of Abstract # 25

Councilor Bollinger made a motion, seconded by Councilor Green, to approve Abstract # 25 as submitted by Town Clerk Weber.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nays: 0

All in Favor.

Motion Carries.

Approval of Abstract # 1

Councilor Bollinger made a motion, seconded by Councilor Green, to approve Abstract # 1 as submitted by Town Clerk Weber.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nays: 0

All in Favor.

Motion Carries.

Brolex Properties – Zone Change Application – Megnin Farms/Bridle Path – Restricted Agricultural (RA) & Commercial B (CA) to Residential 5 (R5) – 082.2-01-01.0/03.0

Brandon Jacobson, Brolex Properties, made a presentation to the Town Board on a proposed senior living community. Mr. Jacobson stated that there is high demand for a facility like this in the Town of Manlius. Mr. Jacobson noted that:

- The parcels would be subdivided into 2 lots and would be developed in 2 phases.
- The proposed senior living community would have 132 residential units, 2 parking spaces available per unit and elevators.

Supervisor Theobald stated that he and other town officials have met with the applicant to discuss the preliminary proposal.

Attorney Frateschi stated that the town requested some amendments to the original proposal.

Discussion ensued regarding the existing wetlands.

Councilor Kriesel asked the applicant for more information on how the proposed infrastructure will work and how the existing wetlands will be maintained specifically between building #2 and building #3. Mr. Jacobson discussed the proposed infrastructure and stated that they will not disturb or touch any of the wetlands.

Councilor Waters asked the applicant if the project would require an intermunicipal sewer agreement with the Village of Chittenango. Mr. Jacobsen stated that this proposal would require the same type of intermunicipal sewer agreement.

Councilor Waters asked if the applicant has ever had a conversation with the school district regarding school capacities.

Mr. Jacobson stated that he has not yet spoken with the school district regarding this project. Mr. Jacobson stated that this project is geared more towards the senior community.

Highway Superintendent stated that there will be additional traffic coming in and out of the community. Highway Superintendent Cushing stated that the intersection at Route 5 is not illuminated and there is a concern that cars will be backed up on route 5 waiting to make a lefthand turn into the community.

Mr. Jacobson stated that there will be a traffic study. Mr. Jacobson discussed traffic patterns and how they differ in the senior living community.

Councilor Kriesel asked what the Town Board was allow to require should a zone change be granted and more specifically;

- Could the Town Board require that sustainability elements be added the proposal?
- Could the Town Board require that the natural infrastructure be maintained?
- Could the Town Board require that a traffic study be presented?
- Is there an opportunity to evaluate the market to determine whether or not this project is really necessary?

Attorney Frateschi stated that the Town Board can control the entire process because it is a zone change. Attorney Frateschi stated that the Town Board is not required to change the zoning of a parcel and the Town Board can also place conditions on the zone change should it be granted.

Discussion ensued regarding who performs studies that are requested during the application and approval process.

Councilor Kriesel stated that a market study will be part of the comprehensive plan process and it's difficult to make decisions, such as this zone change request, without that information.

Discussion ensued regarding the role of the Planning Board in the zone change and development process.

Discussion ensued regarding the market for senior housing in the town of Manlius.

Councilor Kriesel asked if the Town Board could require the applicant to make a certain percentage of the proposed units low-income or more inclusionary?

Attorney Frateschi stated that the applicant and the bank would need to decide whether or not it is economically feasible to build the low-income housing.

Mr. Jacobson discussed the cost to own a home in the town of Manlius and this proposal is another option for affordable low-maintenance housing option.

Councilor Green discussed the large number of town residents that travel for warmer climates in the winter but would like to maintain a residence here.

Mr. Jacobson stated that the rent would be between \$1500 to 1800 per month.

Attorney Frateschi reviewed the process by which the Planning Board evaluates a referral.

Director Capriotti stated that if the zone change is granted and the applicant is unable to develop the property due to the stipulations put on the parcel the parcel would still be zoned R-5.

Conversation ensued regarding how to change the zoning requirements to include sustainability elements.

Councilor Bollinger asked if there would be additional buildings for community elements and maintenance? Mr. Jacobsen stated that there will be amenities and the additional elements will be discussed at the Planning Board stage.

The Town Board tabled the matter until January 22, 2020.

3Gi – Central New York Inland Port – Zone Change Application – Restricted Agricultural (RA) to Industrial (ID) – Minoa Kirkville Road – 054.-01-28.1, 054.-01-06.1, 054.-01-4.1, 054.-01-02-1

Chris Beck, 3Gi, reviewed the history of the proposed inland port.

Councilor Waters asked the applicant what the difference between this proposed inland port and the inland port that is being developed next to CSX.

Mr. Beck discussed the history of placing costs on class 2 and class 3 railroads. Mr. Beck stated that the government announced 80 million dollars for the development of inland port.

Vita DeMarchi, 3Gi, stated that 3Gi has YouTube videos that discuss the Strand Act (the costs placed on class 2 and class 3 railroads).

Matt Napierala, Napierala Consulting, gave a PowerPoint presentation on the proposed inland port.
* A copy of the PowerPoint presentation is available on the town website and in the town clerk's office*

Mr. Napierala noted the following:

- As of September 2019, international cargo can now be off loaded and onloaded at the DeWitt CSX railyard.
- There is a 3.8 million square foot warehouse being developed in the Town of Clay and the cargo for that warehouse will travel through the DeWitt CSX railyard.
- The Town of DeWitt has a new proposed 112,000 square foot facility that is prototypical of an Amazon facility.
- There is no control of the cargo that is traveling through this area and this inland port will help control that.

Supervisor Theobald stated that CSX has invested 19 million dollars in upgrades to the CSX Railyard and that has already increased traffic in the town of Manlius. Supervisor Theobald asked if the applicant is surmising that the recent warehouse developments in the Town of Clay and the Town of DeWitt would increase traffic even further?

Mr. Napierala stated that they believe the proposed warehouse will increase traffic and the very first stop on the class 1 rail, for all of the east coast, is the DeWitt CSX railyard.

Mr. Napierala discussed the surrounding zoning in the area of the proposed inland port. Mr. Napierala stated that there is industrial zoning near the proposed zone change and many of the parcels in the town of Manlius are zoned RA because that is the default zoning.

Mr. Napierala discussed the ongoing negotiations between 3Gi and CSX for the abandoned tank yard that would give the proposed project additional road access. Mr. Napierala stated that Mr. Beck is within 30 days of securing the purchase of the abandoned tank farm.

Supervisor Theobald asked if the tanks would have to be removed? Mr. Napierala stated that they would need to be removed.

Mr. Napierala reviewed Phase 1 of the proposed inland port:

Phase 1 – Container pooling yard on a gravel pad. 8 ft containers will be stacked 3 high. Truck scale and a modular office building. Some additional landscape screening.

Incoming & outgoing traffic flow and the changes that would be made during the phases of the project were reviewed and diagrams of those traffic flows are available in the Town Clerk's Office.

Mr. Napierala stated that the outgoing traffic flow would be changed to flow out through the abandoned tank farm. Mr. Napierala stated that the new proposed transportation traffic flow will minimize the impact to the schools and would have a minimal impact on wetlands when constructed.

Mr. Napierala stated that the proposed outgoing traffic flow would cross over lands owned by National Grid and Mr. Beck has right of access through a generic easement right.

Director Capriotti asked if a streetlight would be added at Kirkville Road coming out on to Kirkville road? Mr. Napierala stated that a traffic study would need to be completed and he does anticipate having to add a streetlight.

Highway Superintendent Cushing stated that Girdeon Road is also owned by the Town of Dewitt and is not built for the proposed type of traffic. Mr. Napierala stated that the applicant is aware of that and is prepared for some infrastructure construction. Mr. Napierala stated that they may need to approach Governor Cuomo about funding for infrastructure improvement.

Councilor Kriesel asked the applicant how long it would take to eliminate the traffic on Fremont Rd? Mr. Napierala stated that the information will be presented by Ms. Demarchi.

Mr. Napierala reviewed Ms. DeMarchi's qualifications.

Ms. DeMarchi discussed the difference between CSX operations and the proposed inland port. Ms. DeMarchi discussed the international cargo that is now being unloaded at CSX. Ms. DeMarchi stated that the inland port will have customs area and that will be beneficial because it will monitor the international cargo that is being brought into the town.

Ms. DeMarchi stated that the inland port has a NYSERDA grant for its sustainability elements and the operations within the port will greatly reduce CO2 emissions for the next decade. Ms. DeMarchi discussed the sustainability elements that are proposed in the inland port.

Supervisor Theobald asked what the beneficial economic impact/development for the Town of Manlius will be? Supervisor Theobald stated that the project appears to cost a great deal of money and asked the applicant how they will make money on the proposed project?

Ms. DeMarchi stated that the economic development for the region is happening in the Town of Clay and the Town of DeWitt and the Town of Manlius is only getting the traffic and the CO2.

Ms. DeMarchi stated that their partners "Transit Container" have a metric that charges per container and know how the project will make money. Ms. DeMarchi stated that the project, for 3Gi, is more about what this will do for the community and the environmental benefits to the community.

Mr. Beck discussed a contract that 3Gi has negotiated with CSX. Mr. Beck stated that there may be some legislation required to set a fee that will deal with some of the issues like maintaining the infrastructure.

Ms. DeMarchi stated that CSX has made it clear that they do respond to the Towns.

Director Capriotti asked the applicant if they would be paying taxes on this proposed project? Mr. Beck stated that the project cannot be burdened with any more costs and 3Gi would be applying for a PILOT (Payment In Lieu Of Taxes).

Director Capriotti asked how the Town of Manlius will benefit from this proposed project? Ms. DeMarchi stated that this project will lessen the traffic and environmental impacts on the town of Manlius.

Councilor Green stated that she is concerned about the content in the shipping containers and knowing what is really in the shipping containers.

Mr. Beck stated that without an inland port it will be random violence.

Discussion ensued regarding the impact of the construction of the other facilities in the town of Clay and the town of DeWitt

Councilor Kriesel stated that it appears that the inland ports role is mitigation of the impact of traffic and emissions.

Councilor Waters asked if this was a public/private partnership? Ms. DeMarchi stated that the port is private to begin with.

Ms. DeMarchi stated the applicant has done extensive wetland delineation studies and the wetlands will be used as buffers.

Ms. DeMarchi stated that the applicant has written several TIGER grants and discussed several 3Gi initiatives and projects.

Mr. Beck discussed the pilot program with blackberry tracking system. Mr. Beck discussed the security measures that will be in place at the inland port.

Councilor Waters stated that she reviewed the information and the history of the project. Councilor Waters stated that she is compelled to move the project forward to the Planning Board and learn more.

Councilor Denton stated that she is concerned about the gravel yard and runoff. Mr. Napierala discussed the stormwater management that is proposed for the project.

Supervisor Theobald stated that he is concerned about the parcel that sits in the middle of the upper left-hand corner of the proposed project. Supervisor Theobald stated that he is concerned that the proposed project is too far north and he would like to see the project scaled down.

Councilor Waters asked how much space is between the property owner in the upper left hand corner and the proposal. Mr. Napierala stated that is approximately 150 feet.

Supervisor Theobald stated that if the zone change is granted and the project does not move forward the parcel would now be zoned Industrial. Supervisor Theobald stated that there are a great number of things that could go in an Industrial zone and he is concerned about the homes nearby.

Councilor Kriesel asked if the applicant could amend the zone change application to be smaller and move the upper boundary of the project south.

Mr. Napierala stated that parcels in the upper left hand corner could be made more valuable and changed to industrial.

Councilor Bollinger discussed the possible amendments to the proposed zone change application. Councilor Bollinger stated that the applicant could amend the application and only do part of the zone change now.

Mr. Beck stated this proposed project is so important to Central New York and he wonders why people haven't supported the project. Mr. Beck stated that he has spent millions of dollars on this project without help. Mr. Beck stated that he will proceed with the project if he has help from the town of Manlius.

Mr. Beck stated that the town of Clay had a joint meeting with the council and the Clay Planning Board. Mr. Beck discussed how beneficial the joint meeting was in expediting the process.

Councilor Waters stated that she is happy to have a proposed project that has passion and is visionary. Councilor Waters stated that she understands that the stakes are high. Councilor Waters stated that she does not want a single resident to feel that she wouldn't stand up for them.

Councilor Kriesel stated that she felt that the Town of Clay moved way to quickly and there was an uproar from the residents regarding the project. Councilor Kriesel stated that it is incumbent on her

as an elected official to make sure they are being mindful of the future of the community and every single constituent.

Conversation ensued regarding the history of the development of the proposed inland port. Conversation ensued regarding the proposed warehouse in town of Clay and the town of DeWitt.

Supervisor Theobald stated that this proposal could be sent to the Planning Board with the guidance that the proposal should be considered at a limited size moving the upper boundary and eliminating a proposed warehouse.

Councilor Kriesel asked if the applicant would be willing to accept a zone change with a slightly smaller parcel.

Discussion ensued regarding the proposed traffic flow.

Mr. Beck stated that he is working with CSX on the road through the tank farm. Mr. Beck stated that the application can be amended to the smaller size when it is sent to the Planning Board.

Discussion ensued regarding how the application will proceed through the Planning Board, the Onondaga County Planning Board and the Town Board.

Highway Superintendent Cushing asked if there is any projected cost for the construction of the infrastructure.

Conversation ensued regarding the SEQR process.

Councilor Denton stated that she is concerned about creating new roads over wetlands and how long it will take to construct those roads.

Mr. Napierala discussed the permits required to construct the roads over the wetlands.

Councilor Kriesel asked how long it will be until the proposed inland port no longer needs to access Kirkville Road.

Mr. Napierala stated that it will take a summer season to construct a road and the permit approval process for the road will take 9 months. Mr. Napierala stated that it will be a 24-month process in total.

Discussion ensued regarding the process and the likelihood the project will receive approval to build the roads over wetlands.

Mr. Beck asked if the town of Manlius would consider making a smaller committee to review parts of the zone change.

Attorney Frateschi stated that the SEQR analysis for the total impact of the project is going to be longer and more in depth.

Councilor Bollinger stated that the Town Board should be reviewing the application that was submitted to determine if they have all of the answers that they need in order to complete a SEQR review.

Councilor Bollinger made a motion, seconded by Councilor Green, to refer the zone change application made by 3Gi to change the zoning of a 75-acre parcel located south of Kirkville Road between Girde Road and Fremont Rd from RA to Industrial to the Planning Board and advise the Planning Board that they should review a more scaled sized especially to the north where residential homes are located.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nays: 0 All in Favor. Motion Carries.

American Tower Corp. – Renewal of Special Permit – Cell Tower – 7182 E. Taft Rd., E. Syracuse NY 034.-02-01.0/1

Town Clerk Weber presented the special permit renewal application from American Tower Corp. for cell tower located at 7182 E. Taft Road. Town Clerk Weber stated that the application has been reviewed by the Director of Planning and Development, no issues were found, and he recommends approval.

Councilor Green made a motion, Councilor Bollinger to approve the renewal of the special permit issued to American Tower for a cell tower located at 7182 E. Taft Road for a seven-year period expiring January 1, 2026 as outlined in the resolution prepared by the Attorney for the Town.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nays: 0 All in Favor. Motion Carries.

American Tower Corp. – Renewal of Special Permit – Cell Tower – 6738 Schepps Corners Rd., Kirkville NY 034.-02-31.1

Town Clerk Weber presented the special permit renewal application from American Tower Corp. for cell tower located at 6738 Schepps Corners Road. Town Clerk Weber stated that the application has been reviewed by the Director of Planning and Development, no issues were found, and he recommends approval.

Councilor Waters made a motion, seconded by Councilor Deer to approve the renewal of the special permit issued to American Tower for a cell tower located at 6738 Schepps Corner Road for a seven-year period expiring January 1, 2026 as outlined in the resolution prepared by the Attorney for the Town.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0

All in Favor.

Motion Carries.

Crown Castle – Renewal of Special Permit – Cell Tower – 5350 Townsend Rd., Manlius NY 091.-02-21.0/1

Town Clerk Weber presented the special permit renewal application from Crown Castle for cell tower located at 5350 Townsend Road. Town Clerk Weber stated that the application has been reviewed by the Director of Planning and Development, no issues were found, and he recommends approval.

Councilor Green made a motion, seconded by Councilor Bollinger, to approve the renewal of the special permit issued to Crown Castle for a cell tower located at 5350 Townsend Road for a seven year period expiring January 1, 2026 as outlined in the resolution prepared by the Attorney for the Town.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0

All in Favor.

Motion Carries.

David Corbett – Renewal of Special Permit – 7888 Saints ville Rd., Kirkville NY – Pole Barn in a Industrial Zone

Town Clerk Weber presented the special permit renewal application from David Corbett residential use pole barn constructed in an industrial zone located at 7888 Saints ville Road. Town Clerk Weber stated that the application has been reviewed by the Director of Planning and Development, no issues were found, and he recommends approval.

Councilor Bollinger made a motion, seconded by Councilor Green, to approve the renewal of the special permit issued to David Corbett for the continuation of use of a garage/pole barn for residential use in an Industrial District located at 7888 Saints ville Road for a seven year period expiring January 1, 2026 as outlined in the resolution prepared by the Attorney for the Town.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0

All in Favor.

Motion Carries.

Boxcast Contract – Live Streaming

The Town Board discussed the cancellation policy and the automatic renewal policy for the BoxCast contract.

Councilor Deer made a motion, seconded by Councilor Green, to authorize the supervisor to sign and enter into a contract with BoxCast for livestreaming services.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0

All in Favor.

Motion Carries.

Correspondence/New Business

A) Highway Superintendent – No New Business

B) Planning & Development –

Town Engineer Miller gave an update on the proposed Salt Springs Water District. Town Engineer Miller stated that he has put together a timeline and is compiling soft costs. Town Engineer Miller stated that an intermunicipal agreement is required with the Town of Sullivan and a district will need to be formed.

Councilor Kriesel stated she had a meeting at the Central New York Regional Planning and Development Board and David Botar has requested to be added to the agenda to speak with the Town Board regarding the proposed Salt Springs Water District.

Town Engineer Miller stated that all of the funding that has been secured for the proposed Salt Springs Water District is in the Town of Manlius and the Town of Manlius will have the responsibility for the project. Town Engineer Miller discussed the next steps that are required in order to move forward with the proposed Salt Springs Water District.

C) Attorney – No New Business

D) Town Clerk

Town Clerk Weber stated that the 2019 Annual Report from the Town Clerk has been submitted to the Town Board.

E) Police Chief – No New Business

F) Town Board

Councilor Waters reported that:

- She is going to be in touch with the members of the Tree Commission prior to the upcoming meeting.
- She has been working on an announcement related to comprehensive planning and getting information on the grants that are available related to comprehensive planning.

Councilor Deer stated that he is working on getting livestreaming available for future board meetings.

Councilor Kriesel reported that:

- The Sustainability Committee met at the Regional Planning Board and there will be grant funding available for clean energy communities in this coming year.

- She met with the Mayor and the Clerk in the Village of Manlius and there is a lot of opportunity for collaboration in the future.

Councilor Green reported that:

- The Town of Manlius has received its Deer Management Permit from the DEC.
- The public hearing for the proposed subdivision in the Village of Manlius has been postponed until February 4th.

G) Supervisor

Supervisor Theobald stated that he has received notice from the Judges that it is time for the annual justice court audit as required by the Uniform Justice Court Act. Supervisor Theobald stated that the Town has used Bowers & Company in the past to complete the audit and he would like to proceed with engaging their services for the annual justice court audit.

Councilor Bollinger made a motion, seconded by Councilor Green, to authorize the Supervisor to engage the services of Bowers & Co. to complete the annual justice court audit for no more than \$2500.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Denton, Councilor Deer, Councilor Green, Councilor Waters

Abstain: Councilor Kriesel

Councilor Kriesel stated that her father is a partner at Bowers & Company.

Motion Carries.

There being no further business to come before the Board, upon motion duly made by Councilor Bollinger and seconded by Councilor Green the Board voted unanimously to adjourn regular session at 6:48 PM to enter executive session to discuss a collective bargaining agreement.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0

All in Favor.

Motion Carries.

Respectfully Submitted by:

Allison A. Weber
Town Clerk

EXECUTIVE SESSION MEETING MINUTES

Executive Session

January 8, 2020

Upon motion duly made by Councilor Bollinger and seconded by Councilor Deer, the Board unanimously agreed to close Executive Session and re-enter Regular Session.

The Town Board Re-entered Regular Session at 9:06 p.m.

Councilor Bollinger made a motion, seconded by Councilor Green to authorize the Supervisor to sign the Agreement by and between the Town of Manlius and CSEA, Local 1000 AFSCME, AFL-CIO (Town of Manlius Unit #7824, Onondaga County Local 834) for the period January 1, 2020 – December 31, 2023 pursuant to the Tentative Agreement.

There being no further business to come before the Board, upon motion duly made by Councilor Kriesel and seconded by Councilor Waters, the Board unanimously voted to adjourn the Regular Session at 9:07 p.m.

Submitted by:
Ann Oot
Town Manager

DRAFT

Nayes: 0 All in Favor. Motion Carries.

5. Planning and Zoning Board Attorney

Councilor Waters made a motion, seconded by Councilor Denton, to appoint Baldwin, Sutphen & Frateschi as Attorney for the Planning Board and Zoning Board, and authorize the Town Supervisor to enter into a contract.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

6. Engineer for the Town

Councilor Bollinger made a motion, seconded by Councilor Kriesel, to appoint Miller Engineering as the Town Engineer and authorize the Town Supervisor to enter into a contract.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

7. Attorney for the Town Appointment

Councilor Green made a motion, seconded by Councilor Waters, to appoint Baldwin, Sutphen & Frateschi as Attorney's for the Town with Harris Beach Law Firm to serve as backup counsel and authorize the Town Supervisor to enter into a contract.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

8. Town Account Appointment

Councilor Denton made a motion, seconded by Councilor Deer, to appoint Matthew Dunn, C. P. A., Town Account and authorize the Town Supervisor to enter into a contract.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

9. Town Information Technology Services Appointment

Councilor Deer made a motion, seconded by Councilor Waters, to appoint Garam Group and authorize the Town Supervisor to enter into a contract.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

10. Police Department Accreditation Manager

Councilor Green made a motion, seconded by Councilor Denton, to appoint Maureen Buckland, Blu Line Accreditation Consulting, and authorize the Supervisor to enter into a contract.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

11. Marriage Officer Appointment

Councilor Deer made a motion, seconded by Councilor Kriesel, to appoint Allison Weber as the Marriage Officer for the Town.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

12. Records Officer Appointment

Councilor Bollinger made a motion, seconded by Councilor Waters, to appoint Allison Weber as the Records Officer for the Town.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

13. Town Safety Coordinator Appointment

Councilor Deer made a motion, seconded by Councilor Green, to appoint Ann Oot as the Safety Coordinator for the Town.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

14. Historian Appointment

Councilor Bollinger made a motion, seconded by Councilor Deer, to appoint Barbara Rivette as Town Historian.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

21. Meetings

Councilor Deer made a motion, seconded by Councilor Waters, to approve the following Officers or their designees to attend meetings and receive reimbursement:

Supervisor	Receiver of Taxes
Town Board	Town Manager
Town Clerk	Assessor
Code Enforcement Officer	Town Planning Board
Highway Superintendent	Town Zoning Board of Appeals
Clerk to Town Justice	Recreation Department
Police Department	Town Justice

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

22. Association of Towns Annual Meeting Spending Limit

Councilor Kriesel made a motion, seconded by Councilor Deer, to set the maximum reimbursement limit for the Association of Towns annual meeting as follows: Meals at \$35 per day with receipts, plus hotel registration fee and bus fee (\$80 maximum for other travel expenses)

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

23. Delegate to the Association of Towns' Annual Meeting

Councilor Green made a motion, seconded by Councilor Deer to appoint Edmond Theobald as delegate to the Association of Towns' Annual meeting and Sara Bollinger as an alternate delegate.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

24. Meal Reimbursement

Councilor Waters made a motion, seconded by Councilor Bollinger to set the reimbursement for meals when traveling on behalf of the Town as Follows: \$35/per day for all meals with receipts.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0

All in Favor.

Motion Carries.

25. Holidays

Councilor Deer made a motion, seconded by Councilor Kriesel to approve the following holidays as official Town holidays:

New Year's Day	Wednesday, January 1, 2020
Martin Luther King Day	Monday, January 22, 2020
Presidents' Day	Monday, February 17, 2020
Good Friday (1/2 day)	Friday, April 10, 2020
Memorial Day	Monday, May 25, 2020
Independence Day	Friday, July 3, 2020
Labor Day	Monday, September 7, 2020
Columbus Day	Monday, October 12, 2020
Veterans' Day	Wednesday, November 11, 2020
Thanksgiving Day	Thursday, November 27, 2020
Day after Thanksgiving	Friday, November 27, 2020
Christmas Eve (1/2 day)	Thursday, December 24, 2020
Christmas Day	Friday, December 25, 2020

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0

All in Favor.

Motion Carries.

26. Committee Assignments

Councilor Green made a motion, seconded by Councilor Bollinger to approve the following committee and liaison assignments:

<u>Committee</u>	<u>Chairperson</u>	<u>Member</u>
Budget & Finance	Sara Bollinger	Katelyn Kriesel
Community & Economic Development/Chamber of Commerce	Karen Green	Katelyn Kriesel
Fire & EMS	Sara Bollinger	Elaine Denton
Recreation/Community Events	Karen Green	Heather Waters
Personnel & Employee Relations	Sara Bollinger	Heather Waters
Professional Services	Elaine Denton	John Deer

Technology	John Deer	Elaine Denton
Police Committee	Karen Green	Elaine Denton
Town Codification	Sara Bollinger	

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

27. Department Liaison Assignments

Councilor Bollinger made a motion, seconded by Councilor Green to approve the following department liaison assignments:

Assessor	Heather Waters
Highway	Sara Bollinger
Planning & Development	Katelyn Kriesel
Building & Grounds	Elaine Denton
Police	Karen Green
Recreation	Karen Green
Town Clerk	John Deer
Receiver of Taxes	Karen Green

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

28. Banks

Councilor Deer made a motion, seconded by Councilor Waters to approve the following list of official banks:

M&T Bank
Key Bank of New York
NBT
Pathfinder Bank
Investments – Savings & Certificate of Deposit
NY Class

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

29. Town Board Meeting Time

Councilor Denton made a motion, seconded by Councilor Bollinger to hold the Town Board meetings at 6:30 PM.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton,
Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

30. Open Podium – 6 PM Schedule, Speaker Rules & Procedure

Councilor Waters made a motion, seconded by Councilor Green to create open podium, adopt rules and procedures and schedule open podium prior to town board meetings except August 26th.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton,
Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

31. Town Board Meeting Schedule

Councilor Kriesel made a motion, seconded by Councilor Deer to approve the Town Board Meeting Schedule for 2020.

January 8, 2020	July 8, 2020
January 22, 2020	July 22, 2020
February 12, 2020	August 12, 2020
February 26, 2020	August 26, 2020
March 11, 2020	September 9, 2020
March 25, 2020	September 23, 2020
April 8, 2020	October 14, 2020
April 22, 2020	October 28, 2020
May 13, 2020	November 4, 2020
May 27, 2020	November 18, 2020
June 10, 2020	December 2, 2020
June 24, 2020	December 16, 2020

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton,
Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

32. Town Board Budget Workshops

Councilor Bollinger made a motion, seconded by Councilor Denton to approve the Town Board Budget Workshop Schedule for 2020.

August 26, 2020 – 4:00 PM
September 2, 2020 – 4:00 PM

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton,
Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0 All in Favor. Motion Carries.

Councilor Bollinger made a motion, seconded by Councilor Green to approve salaries as presented and listed here and in the approved budget:

Supervisor	Edmond Theobald	\$40,079
Deputy Supervisor	Karen Green	\$ 1,000
Councilor	Karen Green	\$12,658
Councilor	Sara Bollinger	\$12,658
Councilor	John Deer	\$12,658
Councilor	Elaine Denton	\$12,658
Councilor	Katelyn Kriesel	\$12,658
Councilor	Heather Allison Waters	\$12,658
Highway		
Superintendent	Robert Cushing	\$85,000
Secretary to Highway	Janet Vollmer	\$40,435
Town Clerk	Allison Weber	\$54,192
Deputy Clerk	Deborah Witzel	\$37,152
Deputy Clerk	Lisa Beeman	\$37,152
Receiver of Taxes	Laurie Peschel	\$49,935
Typist I	Sharon Lake	\$17,430
Clerk I	Mitzi Esposito	\$15.12/hour
Assessor	Patrick Duffy	\$85,573
Assessment Clerk	Cristine DelFuoco	\$44,709
Real Property Appraiser	Philip Murray	\$52,233
Assessment Clerk	Jennifer Abbott	\$17.28/hour
Clerk I	Kristin Bowes	\$31,775
Justice	Salvatore Pavone	\$35,661
Justice	Robert O'Leary	\$35,661
Clerk to Justice	Janet Stanley	\$50,554
Clerk to Justice	Jeanette Zacharias	\$50,554
Deputy Clerk to Court	Megan Vieau	\$16.33/hour
Recreation Director	Peggy Kenyon	\$69,805
Recreation Supervisor	Kristine Zingaro	\$52,918
Clerk I	Tina Galvin	\$34,050
Custodial Worker I	Christopher Pecht	\$19.48/hour
Records Officer	Allison Weber	\$ 4,000
Town Manager	Ann Oot	\$70,000

Secretary to Supervisor	Kayandra Blythe	\$35,721
Trash/Brush Liaison	Sharon Lake	\$17,430
Director of Code Enf.	Randy Capriotti	\$61,777
Dep.Code Enf. Off.	David Corbett	\$18.58/hour
Dep. Code Enf Off.	Michael Grevelding	\$20.52/hour
Town Historian	Barbara Rivette	\$ 2,700
Planning Chairman	Joseph Lupia	\$3,090 per year
Planning Board	7 members @	\$3,471 per year
Secretary	Lisa Beeman	\$257 per meeting
ZBA Chairman	K.P. Kelly	\$114 per meeting
ZBA	4 members @	\$83 per meeting
Secretary	Deborah Witzel	\$206 per meeting
Police Committee Sec'y	Allison Weber	\$100 per meeting
Tree Commission Sec'y		\$100 per meeting
Crossing Guard	Kristy Houghton	\$14.65/hour
Crossing Guard	Tom Peschel	\$14.65/hour
Board of Assessment Review	Ann Kelly	\$45.00/hour
Board of Assessment Review	James Campbell	\$40.00/hour
Board of Assessment Review	Arnold Poltenson	\$40.00/hour
Recreation Leader	Darlene Houghton	\$16.10/hour
Recreation Leader	Joanne Smith	\$16.30/hour
Recreation Attendant	Mark Kenyon	\$13.10/hour
Recreation Attendant	Honesty Dewolf	\$13.10/hour
Recreation Attendant	Albert Smith	\$13.10/hour
Recreation Attendant	Thomas Kenyon	\$12.70/hour

Town of Manlius Police

Chief	Michael Crowell	\$105,020
Captain	Kevin Schafer	98,621
Captain	Jeffrey Slater	98,621

Sergeants	Ross Carnie	78,464
	Kenneth Hatter	80,205
	John Paul	78,464
	Gregory Snyder	80,205
	Tina Marie Stanton	80,205

Police Officers	Matthew Applebee	60,384
	Adam Bezek	74,185
	Triston Campbell	60,835
	Daniel Carr	55,204
	Zackary Clarke	55,204
	Patrick Connelly	67,272
	Christopher Cushman	74,185
	Brian Damon	74,185
	Louis Dashno	74,185
	Michael Desalvatore	74,185
	Daniel Filip	74,185
	James Gallup	74,185
	Peter Gilchriest	63,835
	Damien Golden	74,185
	Shawn Gwilt	74,185
	Alicia Hibbard	63,835
	Rebecca Kammar	74,185
	Phillip Knittel	60,384
	Justin Lefebvre	74,185
	Benjamin Lesperance	74,185
	Derek Oursler	60,384
	Angela Palmer	74,185
	Julia Quinlan	60,384
Zachary Shute	74,185	
Brianna Sparks	63,835	
Nathaniel Spinelli	55,204	
Daniel Tyrel	74,185	
Samuel Williams	63,835	

Clerk 1	Sharon Barkauskas	\$21.59/hour
Clerk 1	Linda Nyman	\$20.46/hour
Clerk 1	Lynn Rybinski	\$20.46/hour
Clerk 1/CSO	Jade Taggart	\$16.32/hour
Mechanic	Steven Brookins	\$23.56/hour
Custodial Worker I	Erika Durfee	\$14.19/hour
Laborer	Brian Schermerhorn	\$11.80/hour

Police Officer Salary Level

Entry Level	\$55,204
Step 1	\$60,384
Step 2	\$63,585
Step 3	\$67,272
Step 4	\$71,886
Step 5	\$74,186

Sergeant Salary Level	
Entry Level	\$78,465
Step 1	\$80,204

Town of Manlius Highway

Name	Hourly Rate
Monty Albanese	27.51
John Barnwell	27.51
David Barnwell	24.90
William Beeman	28.08
Thomas Burns	26.88
David Daniels	28.50
Christopher Dardaris	26.43
Peter Dougherty	24.90
Brian Edwards	28.68
Albert Emmons	24.90
Thomas Emmons	26.34
Justin Graser	22.51
David Hale	27.51
J. Matt Laroche	23.70
Joseph Mapstone	26.79
Daniel Miller	22.46
Matthew Pilcher	25.89
Matthew Raterman	26.34
Derek Rogers	22.51
J. Robert Schepp	25.26
Paul Stewart	27.29
Mark Tily	25.17
Randall Troast	26.34
Zachary Van Auken	22.51
Gary Vona	25.35

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton,
Councilor Green, Councilor Kriesel, Councilor Waters

Nays: 0

All in Favor.

Motion Carries.

39. Handbook

Councilor Bollinger made a motion, seconded by Councilor Deer to ratify employee handbook.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nayes: 0

All in Favor.

Motion Carries.

40. Code Fee Schedule

Councilor Kriesel made a motion, seconded by Councilor Deer to ratify the code fee schedule as presented.

**Town of Manlius
Fee Schedule
Adopted 01-03-2018**

	Application and Filing Fees		
Code	Application	Residential	Commercial
Subdivision 127			
127-5.1	Administrative Division of Land	\$50.00	\$100.00
127-8	Preliminary Plat up to 4 Lots	\$200.00	\$200.00
	5 or more lots	\$400.00	\$400.00
	Amended Preliminary Plat	\$200.00	\$200.00
127-10	Final Plat if not approved at time of Preliminary	\$100.00	\$200.00
Zoning 155 Application Fees			
155-19	Natural Resource Removal Permit	N/A	\$250.00
	Natural Resource Removal Renewal	N/A	\$100.00
155-21	Mobile Home	\$200.00	N/A
155-27	Special Permit	\$250.00	\$250.00
	Special Permit Renewal	\$100.00	\$100.00
155-28	Site Plan Approval	\$300.00	\$300.00
	Site Plan Amendment	\$50.00	\$100.00
155-29	Accessory Use Permit	\$300.00	\$300.00
	Accessory Use Renewal	\$100.00	\$100.00
155-30	Excavation, Grading, Filling Permit	\$150.00	\$300.00
155-48	Appeals - ZBA Area Variance	\$100.00	\$200.00
	Appeals - ZBA Use Variance	\$350.00	\$400.00
155-50	Zone Change Request	\$300.00	\$300.00
ENGINEERING REVIEW			
	(DEPOSIT)***		

155-28; 96(3)(C)	Site Plan Review up to 5 Acres	\$1,325.00	\$1,325.00
155-28; 96(3)(C)	Site Plan Review over 5 Acres	\$2,625.00	\$2,625.00
127-9c; 96(3)(C)	Subdivision Review		
	Two lot	\$375.00	\$375.00
	Three to Five Lot	\$475.00	\$475.00
	6 to 10 Lot	\$625.00 + \$75.00 per each lot over 5 lots	
	11 to 20 Lot	\$1,025.00 + \$75.00 per each lot over 10 lots	
	21 to 50 Lot	\$3,625 + \$75.00 per each lot over 20 lots	
	51 to 100 Lot	\$5,125.00	\$5,125.00
	LEGAL REVIEW		
	(Deposit)***		
96(3)(C)	Site Plan Review (including amendment) – up to 5 acres	\$525.00	\$525.00
96(3)(C)	Site Plan Review (including amendment) – over 5 acres	\$875.00	\$1,025.00
96(3)(C)	*Subdivision Review - up to 2 lots	\$225.00	\$325.00
96(3)(C)	Subdivision Review – 3 -5 lots	\$375.00	\$375.00
96(3)(C)	Subdivision Review – 6 -10 lots	\$575.00	\$575.00
96(3)(C)	Subdivision Review – 11 -20 lots	\$825.00	\$825.00
96(3)(C)	Subdivision Review – 21 -50 lots	\$1,325.00	\$1,325.00
96(3)(C)	Special Use Permit	\$375.00	\$575.00
96(3)(C)	Accessory Use Permit	\$375.00	\$375.00
96(3)(C)	Renewal of Special or Accessory Use Permit	\$225.00	\$275.00
96(3)(C)	**Variance, Area	\$0.00	\$475.00
96(3)(C)	Variance, Use	\$425.00	\$525.00

**Town of Manlius
Fee Schedule
Adopted 01-03-2018**

General Construction (N.I.C. Houses)	Residential	Commercial
Permit Application and 1st \$1000 of	\$65.00	\$100.00

construction cost		
Cost per thousand or fraction thereof	\$4.00	\$5.00
Return Inspection Fee*	\$50.00	\$50.00
Permit Renewal	\$65.00	\$100.00
Building without a Permit	Double Fee	Double Fee
Rescind Stop Work Order	\$50.00	\$100.00
Plan Review, No Permit Issued	50% of fee	50% of fee
Building Demolition	\$65.00	\$100.00
Sign Installation	\$100.00	\$100.00
Pool Permit	\$100.00	\$100.00
Decks	\$75.00	
Fireplace	\$75.00	
Generator	\$75.00	
Shed	\$75.00	
New Residential Housing ***		
Up to 1500 square feet	\$600.00	N/A
1501 to 2000 square feet	\$800.00	N/A
2001 to 2500 square feet	\$1,000.00	N/A
2501 to 3000 square feet	\$1,200.00	N/A
3001 to 4000 square feet	\$1,400.00	N/A
4001 to 5000 square feet	\$1,600.00	N/A
each additional 100 sf	\$200.00	N/A
* If work is not ready for inspection as requested		
*** square footage of house, excluding garage and unfinished basement space. Discrepancies or added square feet will be addressed prior to issuance of Certificate of Occupancy.		
Miscellaneous Fees		
Zoning Research Letter	\$30.00	
Annexation	\$600.00	
Highway Agreement*	\$700.00	
Special Districts	\$600.00	
Zoning and Road Maps	\$20.00	
Zoning Ordinance Booklet	\$12.00	
Subdivision Booklet	\$7.00	

* Security for Highway Development. Amount to be determined by the Highway Superintendent and the Town Engineer based on current construction costs.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nays: 0 All in Favor. Motion Carries.

41. Professional Fees Schedule – Ratify

Councilor Denton made a motion, seconded by Councilor Green to ratify the professional fee schedule as presented.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nays: 0 All in Favor. Motion Carries.

42. Town Clerk Fee Schedule

Councilor Deer made a motion, seconded by Councilor Bollinger to ratify the town clerk fee schedule as presented.

Type	Amount
Marriage License	\$40.00
Marriage Certified Copies	\$10.00
Dog (Neutered)	\$10.00
Dog Unneutered)	\$18.00
Decals	Per Ag. & Markets Schedule
Dog Impoundments	1 st offense \$ 50.00 2 nd offense \$100.00 3 rd offense \$250.00
Passports	\$25.00
Games of Chance Licenses	\$25.00
Peddlers Permit	\$50.00
Special Permits	\$250.00
Special Permit Renewal	\$100.00
Zoning Maps	\$20.00
Zoning Ordinances	\$12.00

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nays: 0 All in Favor. Motion Carries.

43. Official Undertaking

Councilor Green made a motion, seconded by Councilor Waters to adopt the Official Undertaking of Municipal Officers resolution as presented for 2020.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nays: 0

All in Favor.

Motion Carries.

44. 2020 Town Goals

The Town Board discussed their goals for 2020.

Councilor Waters stated that she would like focus on community engagement and the comprehensive planning process. Councilor Waters encouraged the Town to engage with the Town Board during the comprehensive planning process. Councilor Waters stated that she will report on the progress made in the comprehensive planning process and soliciting committee member support and expertise from the community.

Councilor Deer stated that he would like to engage more people in the government process. Councilor Deer discussed livestreaming as a way for people in the community to have access to town board meetings and the open podium as a forum for the community to speak with the Town Board. Councilor Deer stated that he would like to build a more personal relationship between the town board and the residents.

Councilor Denton stated that she will consider how each decision the Town Board makes impacts the environment. Councilor Denton stated that she would like to move the Town of Manlius towards becoming a clean energy community. Councilor Denton stated that she would like to provide more information to residents to improve the way that residents interact in local government.

Councilor Kriesel stated that she would like to bring solar and renewable energy to the Town of Manlius. Councilor Kriesel also stated that she is excited to work on the economic development committee and to work with the villages to create economic hubs in our community.

Councilor Bollinger stated that she would like to focus on customer service and to help everyone remember that we work for the residents. Councilor Bollinger stated that she would like to engage residents in the work of our municipality and to improve resident interactions with our municipality.

Councilor Green stated that the Town of Manlius is in a very good place and that has been made possible by all of the people who have served for decades before. Councilor Green stated that the Town has great relationships with other municipalities, organizations and with the residents. Councilor Green stated that she would like to continue to foster those relationships.

Supervisor Theobald stated that he would like to continue to represent the town residents at the Association of Towns on the committee level. Supervisor Theobald stated that he would like to help and assist the new board members as they pursue their new responsibilities. Supervisor Theobald stated that he would like to continue the good relationships that exist with the Villages.

Town Clerk Weber stated that she would like to continue to be helpful and assist with projects throughout the town.

Highway Superintendent Cushing stated that he wants to continue to keep the Town roads safe and maintained. Highway Superintendent Cushing stated that he is here to help everyone throughout the year,

45. Adjournment

There being no further business to come before the Board, upon motion duly made by Councilor Green and seconded by Councilor Bollinger the Board voted unanimously to adjourn regular session at 6:50 pm.

Ayes: Supervisor Theobald, Councilor Bollinger, Councilor Deer, Councilor Denton, Councilor Green, Councilor Kriesel, Councilor Waters

Nays: 0

All in favor.

Motion Carries.

**TOWN OF MANLIUS
ZONE CHANGE APPLICATION**

1. Name of Person applying for Zone Change Brandon Jacobson, managing member of Brolex Properties, LLC
Address of person applying 5912 North Burdick Street, Manlius, NY 13057
Cell Number _____ Phone Number (315) 559-0556
2. Name: (owner of record) of land where Zone Change would occur Donald Megnin Trust & Megnin Farms
Address (owner of record) 1301 Nottingham Road, Unit C211, Jamesville NY 13078
Cell Number (owner of record) _____ Phone Number _____
3. Tax Map Number of property where Zone Change would occur 082.2-01-02.0 & 082.2-01-03.0
4. Is this property located in a flood hazard area? No
If so, what flood area is the property in it in?

5. Present zoning classification of property RA - Restricted Agriculture / CB - Commercial B
6. Desired zoning classification R5 - Residential 5
Reason for Change of Zone (use additional sheets if necessary) Apartments are not a permitted use in Restricted Agricultural and Commercial Business Districts.

7. What is lot size? 16.02 acres
8. If the Zone Change is granted, will the use of the property conform to the District regulations as stated in Chapter 155 Article III of the Town of Manlius Municipal Code? Yes
9. Is the property within the protectively zoned area of a housing project authorized under the public housing law? No
10. Is the property within five hundred (500) feet of the boundaries of any city, village, town, county, state park or parkway? Yes
If yes, please specify Property is adjacent to the Madison County boundary line.
11. Is the property within five hundred (500) feet from the boundary of any existing or proposed County or State park or other recreation area, or from the right-of-way of any existing or proposed county or state parkway, thruway, expressway, road or highway, or from the existing or proposed right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines, or from the existing or proposed boundary of any county or state owned land on which a public building or institution is situated? Yes

If yes, please specify Property is adjacent to NY-5.

12. List the uses of all abutting property residential housing, commercial nursery, vacant land

13. The following must be included with your 12 application packets unless otherwise specified and/or specifically waived by the Town Board:

- An environmental assessment form which can be obtained from the Town Clerk, or an environmental impact statement.
- Copy of a survey of the premises certified by a New York State licensed surveyor.
- Legal description of the premises.
- This application must be signed by both the owner of record of the property and the applicant.

The failure to answer any question on this application, the failure to submit any item as specified or the failure to execute this application will result in a delay in the processing of the application.

Date 12-17-19

Donald Megnin

Donald H. Megnin
Applicant 1

Date 12-17-19

Brandon Jacobson, managing member of Brolex Properties, LLC

Applicant 2

Date _____

Applicant

TOWN OF MANLIUS

DISCLOSURE AFFIDAVIT

This affidavit is a part of and must be completed and attached to every application, petition, request submitted for a site plan, variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit.

STATE OF NEW YORK)
) SS:
COUNTY OF ONONDAGA)

I. Donald Megnin, being duly sworn, deposes and says that (s) he is:

property owner
(applicant, petitioner, corporation officer, property owner, etc.)

II. That deponent has read and is familiar with the provisions of the General Municipal Law, Section 809 which states:

- A. Every application, petition or request submitted for a site plan, variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions or any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.
B. For the purpose of this action an officer or employee shall be deemed to have an interest in the applicant when (s)he, his/her spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them:
1) is the applicant, or
2) is an officer, director, partner or employee of the applicant, or
3) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or
4) is a party to an agreement with such an applicant, express or implied, whereby (s) he may receive any payment or other benefit, whether or not for services rendered, or contingent upon the favorable approval of such application, petition or request.
C. Ownership of less than five percent (5%) of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.
D. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

III. That no Town of Manlius officer, employee or a relative of either, as defined in Section 809 General Municipal Law has any interest in this application.

-OR-

If a Town of Manlius officer, employee or relative of either as defined in Section 809 General Municipal law has any interest in this application, the full particulars are provided on an attached sheet.

Date: _____, 20____.

Date: 1/2/2020, 20____.

(Print Name)

DONALD F. MEGNIN
(Print Name) *Trustee*

(Signature)

Donald F. Megnin
(Signature)

(Entity Name)

(Entity Name)

By (Officer) (Title)

By (Officer) (Title)

(Mailing Address of Applicant)

130 NOTTINGHAM RD APT C211, JAMESVILLE NY
(Mailing Address of Applicant) 13078

(Telephone Number)

315 396 0080
(Telephone Number)

ACKNOWLEDGEMENTS

STATE OF NEW YORK)
) SS:
COUNTY OF ONONDAGA)

On this 2nd day of January in the year 2020, before me, the undersigned, a notary public in and for said state, personally appeared Donald F. Megnin, and _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within Petition and acknowledged to me the he/she/they executed the same in his/her/their capacity, and that by his/her/their signature(s) on the Petition, the individual or the persons upon behalf of which the individual acted executed the instrument.

Brenda R. Green
Notary Public



TOWN OF MANLIUS

DISCLOSURE AFFIDAVIT

This affidavit is a part of and must be completed and attached to every application, petition, request submitted for a *site plan, variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit.*

STATE OF NEW YORK)
) SS:
COUNTY OF ONONDAGA)

I. Brandon Jacobson, being duly sworn, deposes and says that (s) he is:

managing member of Brolex Properties, LLC
(applicant, petitioner, corporation officer, property owner, *etc.*)

II. That deponent has read and is familiar with the provisions of the General Municipal Law, Section 809 which states:

- A. Every application, petition or request submitted for a site plan, variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions or any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or any officer or employee of such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.
- B. For the purpose of this action an officer or employee shall be deemed to have an interest in the applicant when (s)he, his/her spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them:
 - 1) is the applicant, or
 - 2) is an officer, director, partner or employee of the applicant, or
 - 3) legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or
 - 4) is a party to an agreement with such an applicant, express or implied, whereby (s) he may receive any payment or other benefit, whether or not for services rendered, or contingent upon the favorable approval of such application, petition or request.
- C. ~~Ownership of less than five percent (5%) of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.~~
- D. A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

III. That no Town of Manlius officer, employee or a relative of either, as defined in Section 809 General Municipal Law has any interest in this application.

-OR-

If a Town of Manlius officer, employee or relative of either as defined in Section 809 General Municipal law has any interest in this application, the full particulars are provided on an attached sheet.

Date: _____, 20 ____.

Date: _____, 20 ____.

(Print Name)

(Print Name)

(Signature)

(Signature)

(Entity Name)

(Entity Name)

By (Officer) (Title)

By (Officer) (Title)

(Mailing Address of Applicant)

(Mailing Address of Applicant)

(Telephone Number)

(Telephone Number)

ACKNOWLEDGEMENTS

STATE OF NEW YORK)
) SS:
COUNTY OF ONONDAGA)

On this _____ day of _____ in the year 20____, before me, the undersigned, a notary public in and for said state, personally appeared _____, and _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within Petition and acknowledged to me the he/she/they executed the same in his/her/their capacity, and that by his/her/their signature(s) on the Petition, the individual or the persons upon behalf of which the individual acted executed the instrument.

Notary Public

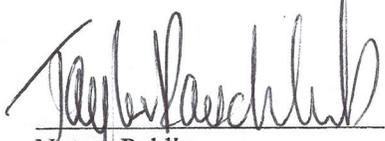
CORPORATE ACKNOWLEDGEMENT

STATE OF NEW YORK)
) SS:
COUNTY OF ONONDAGA)

 Brandon Jacobson , being duly sworn, deposes and says the
s(he) is the managing member of Brolex Properties, LLC
corporation named in the within Application/Petition, that s(he) has read the foregoing affidavit and
knows the contents thereof; that the same is true of s(he) own knowledge, except as to those matters
therein stated to be alleged upon information and belief, and as to those matters s(he) believes it to be
true.


Applicant Signature

Subscribed to me before this day
Of December 30, 2019


Notary Public

TAYLOR ROESCHLAUB
NOTARY PUBLIC STATE OF NEW YORK
ONONDAGA
LIC. #01RO6399976
COMM. EXP. 11/04/2023

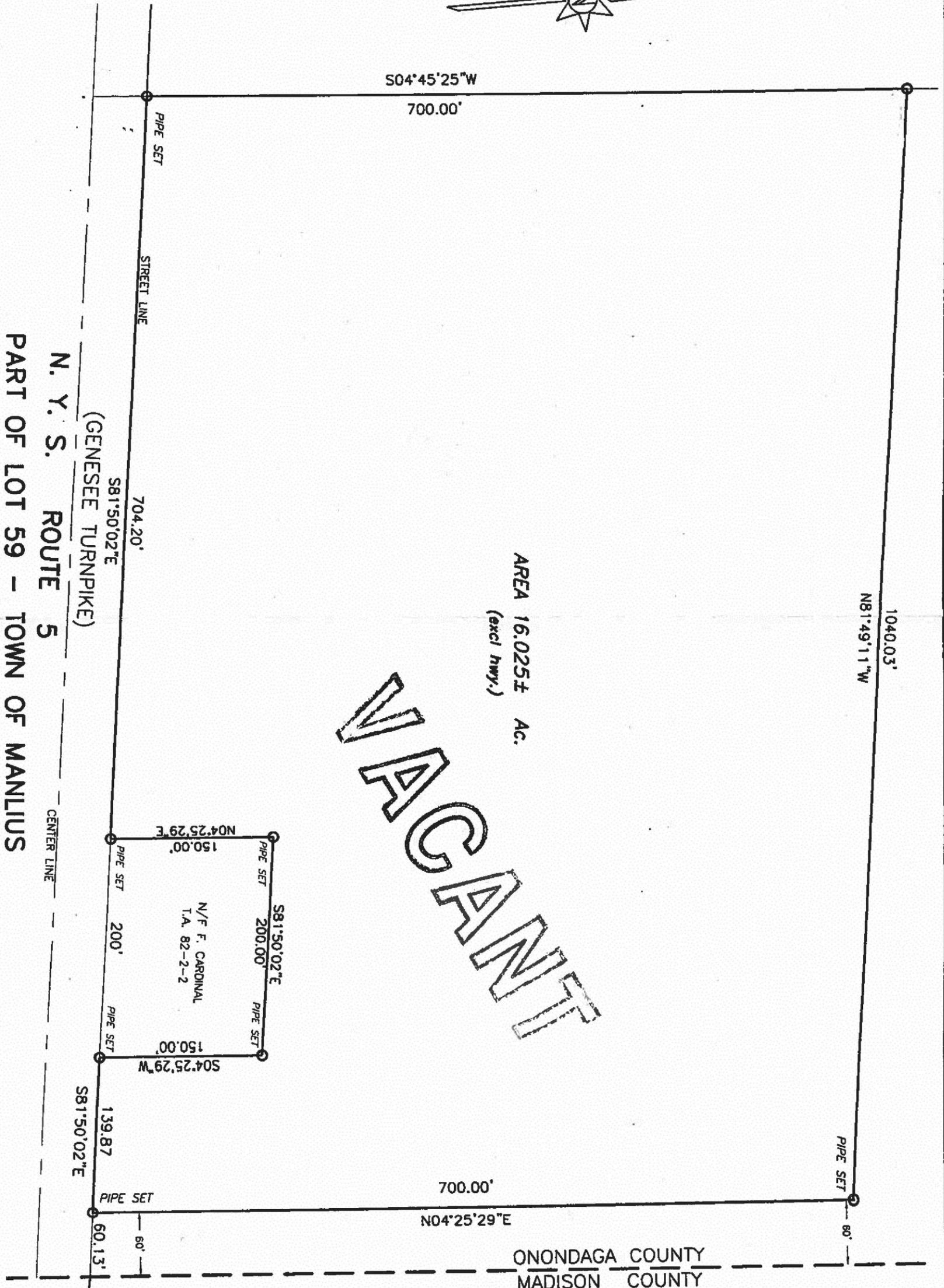
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FILE:
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UNDERSIGNED ONLY.



AREA 16.025± AC.
(excl hwy.)

VACANT

N. Y. S. ROUTE 5
(GENESEE TURNPIKE)
PART OF LOT 59 - TOWN OF MANLIUS
ONONDAGA CO., N. Y.

SCALE: 1" = 100'
NOV. 1, 2005
COTTRELL LAND SURVEYORS, P.C.
MANLIUS, NY - (315) 682-8121

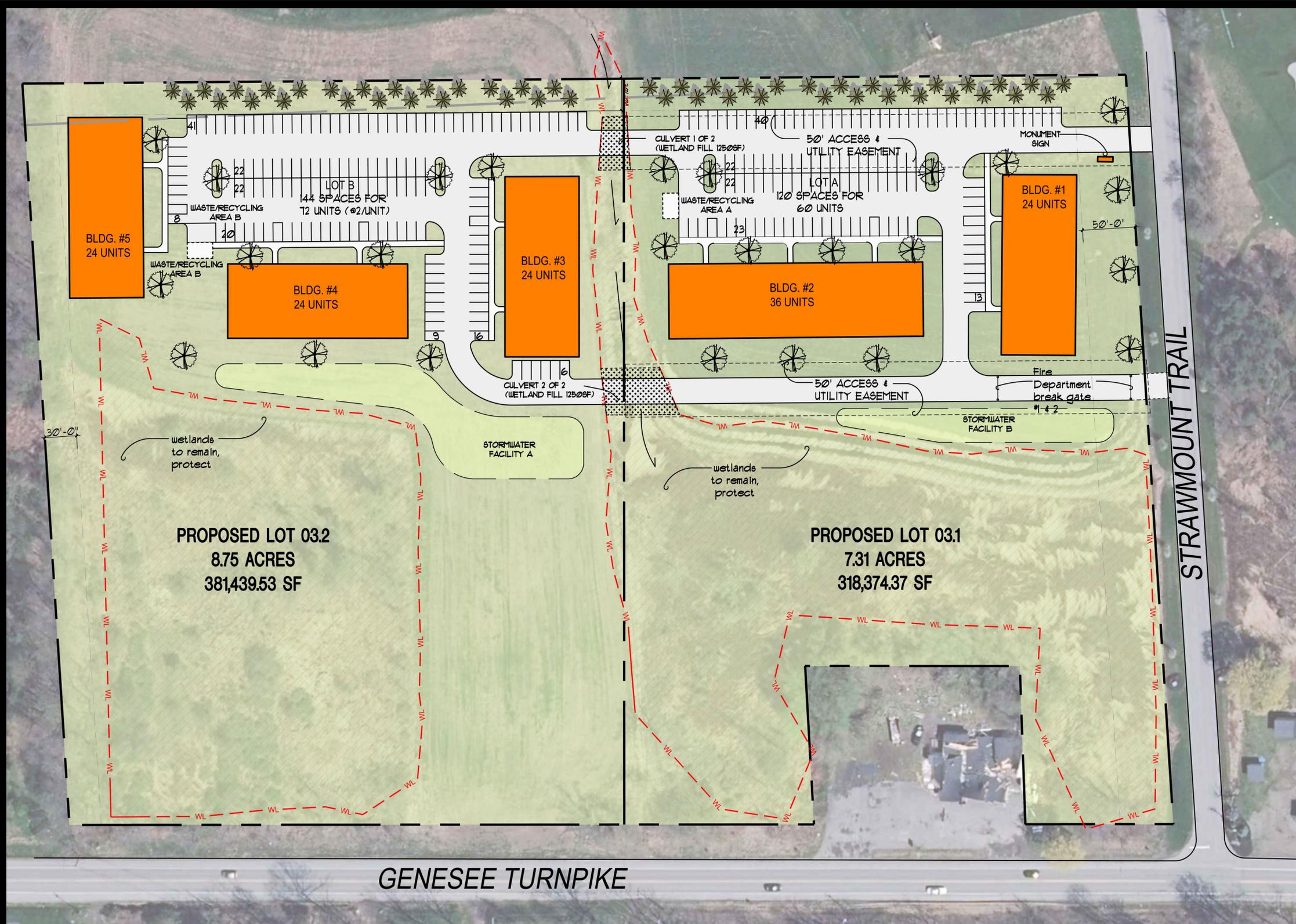
Rev. 5/5/07

POOLS_MEGNIN_2005_11_01.DWG

FOR CONVEYANCE AND/OR MORTGAGE PURPOSES OCCURRING
WITHIN ONE YEAR OF THE LATEST CERTIFICATION DATE ONLY.

THE UNDERSIGNED HEREBY CERTIFIES THAT THIS MAP
WAS MADE FROM AN ACTUAL SURVEY ON 03.16.05
VOID WITHOUT EMBOSSED SEAL

Gary E. Cottrell



TOWN OF MANLIUS ZONING CHART X-MANLIUS-ZONING

1. CURRENT ZONING

- TAX MAP #0822-01-02.0 & 0822-01-03.0 ARE CURRENTLY ZONED RESTRICTED AGRICULTURE (RA) DISTRICTS. TAX MAP PARCEL 0822-01-02.0 IS SPLIT ZONED RA/CB.
- THE FOLLOWING USES ARE PERMITTED IN RA DISTRICTS:
 - ANY USE PERMITTED IN RESIDENTIAL DISTRICT R-1, ACCORDING TO THE SAME RESTRICTIONS.
 - ANY USE PERMITTED IN RESIDENTIAL DISTRICT R-3, ACCORDING TO THE SAME RESTRICTIONS.
- THE PROPOSED DEVELOPMENT WILL REQUIRE A ZONE CHANGE TO MEET TOWN OF MANLIUS CODE. EXISTING LOT TO BE SUBDIVIDED INTO (2) NEW LOTS ZONED R-5.

2. RA BULK REGULATIONS (EXISTING)

MIN. FRONTAGE	N/A
MIN. LOT AREA	N/A
FRONT YARD SETBACK	40'-0"
SIDE YARD SETBACK	20'-0"
REAR YARD SETBACK	40'-0"

3. R-5 BULK REGULATIONS (PROPOSED) - 2 NEW LOTS

MIN. FRONTAGE	N/A
MIN. LOT AREA	NO LESS THAN FIVE ACRES, BUT NO MORE THAN 10 ACRES.
SETBACK FROM HIGHWAY	50'-0"
REAR AND SIDE YARD SETBACK	THE DISTANCE EQUAL TO THE HEIGHTS OF THE BUILDING, BUT IN NO CASE LESS THAN 30 FEET.
BUILDING SPACING	(a) BLANK WALL TO BLANK WALL: 30 FEET. (b) WINDOW TO FACING BLANK WALL: 30 FEET. (c) WINDOW TO VISIBLE WINDOW: 40 FEET.
BUILDING LENGTH	THE MAXIMUM LENGTH OF EACH BUILDING SHALL BE 60 FEET UNLESS A MINIMUM OFFSET OF FOUR FEET IS ESTABLISHED FOR EACH SIXTY-FOOT SECTION.
BUILDING HEIGHT	NOT MORE THAN 40 FEET OR THREE STORIES, INCLUDING BASEMENT OR CELLAR, WHICHEVER IS LESS.
USEABLE DISTRICT SPACE	5000 SF PER 2 BEDROOM DWELLING NEEDED: LOT 31- 60 X 5000 = 300,000 SF LOT 32- 12 X 5000 = 360,000 SF

4. PARKING

MIN. PARKING REQUIREMENT	2 SPOTS PER BEDROOM
PROPOSED BEDROOMS	
LOT 03.1	60 X 2 = 120 PARKING SPACES
LOT 03.2	12 X 2 = 144 PARKING SPACES
TOTAL	264 PARKING SPACES

PROPOSED PARKING COUNT

LOT 03.1	111 PARKING SPACES
LOT 03.2	136 PARKING SPACES
TOTAL	253 PARKING SPACES (-11)

5. PROPOSED DEVELOPMENT

PARCEL TO BE SUBDIVIDED INTO (2) LOTS OF VARYING SIZES AS NOTED ON PLANS. LOT 31 AND 32 WILL CONFORM TO R-5 ZONING UNDER 10 ACRES IN SIZE. APPROXIMATELY 132 UNITS TO BE CONSTRUCTED WITHIN (5) BUILDINGS.

BRIDLE PATH
GENESEE TURNPIKE TOWN OF MANLIUS
CONCEPT PLAN



KEPLINGER FREEMAN ASSOCIATES
LANDSCAPE ARCHITECTURE & LAND PLANNING
6320 FLY ROAD EAST SYRACUSE, NEW YORK 13057
PHONE (315) 445-7980 FAX (315) 445-7981

DECEMBER 13, 2019

ALL THAT TRCT OR PARCEL OF LAND situated in the Town of Manlius, County of Onondaga, State of New York, being part of Lot 58 and 59 in said Town and being more specifically described as follows:

Beginning at a point in the northerly line of N.Y. Route #5, (a/k/a E. Genesee Street), at the intersection of said northerly line with the easterly line of Lot 59 Town of Manlius, (being also the easterly line of Onondaga County and the westerly line of Madison County),.

Running thence N81°50'02"W a distance of 60.13 feet to the point and place of beginning,

Thence S04°25'29"W a distance of 700 feet along the westerly side of Strawmount Trail,

Thence N81°49'11"W a distance of 1040.03 feet,

Thence S04°45'25"W a distance of 700 feet to a point on the north side of N.Y. Route #5,

Thence S81°50'02"E along the northerly line of N.Y. Route #5 a distance of 704.20 feet,

Thence N04°25'29"E a distance of 150 feet,

Thence S81°50'02"E a distance of 200 feet,

Thence S04°25'29"W a distance of 150 feet,

Thence S81°50'02"E a distance of 139.87 feet along the northerly line of N.Y. Route #5, to the point and place of beginning, containing 16.025+/- acres of land

Subject to easements and restrictions of record.

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project: Bridle Path			
Project Location (describe, and attach a location map): Genesee Tpke and Strawmount Trail			
Brief Description of Proposed Action: Parcels to be subdivided into (2) lots of varying sizes as noted on plan. Project includes the construction of 132 residential units.			
Name of Applicant or Sponsor: Scott Freeman - Keplinger Freeman Associates		Telephone: 315-445-7980	
		E-Mail: sf@keplingerfreeman.com	
Address: 6320 Fly Road			
City/PO: East Syracuse		State: NY	Zip Code: 13057
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: Town of Manlius Town Board & Planning Board approval NYSDEC permit			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		_____ 16.02 acres	
b. Total acreage to be physically disturbed?		_____ 7.7 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ 16.02 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:		
<input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input checked="" type="checkbox"/> Wetland <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources?	NO	YES
If Yes,	<input type="checkbox"/>	<input checked="" type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If Yes, briefly describe:		
Storm water will be directed to storm inlets and conveyed to storm water basin(s).		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)?	NO	YES
If Yes, explain the purpose and size of the impoundment:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?	NO	YES
If Yes, describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?	NO	YES
If Yes, describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE

Applicant/sponsor/name: SCOTT FREEMAN (KOPUMBA FREEMAN) Date: 12-13-19
Signature: *Scott Freeman* Title: PARTNER



2020 Census Toolkit for State and Local Officials

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D-TK-GV-EN-004

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I. INTRODUCTION TO THE TOOLKIT: A MESSAGE FROM THE DIRECTOR



Steven Dillingham
Director, U.S. Census Bureau

State and local officials are vital partners in promoting public awareness about the 2020 Census. We appreciate your strong support for the U.S. Census Bureau's work and the funding you provide for our programs.

Once a decade, America comes together to count everyone living in the United States, raising national awareness of the decennial census and its invaluable statistics. The decennial census was first conducted in 1790, as mandated by the Constitution. It counts our population and households, providing the basis for reapportioning congressional seats, redistricting, and distributing billions of dollars in federal funds. Federal, state, and local programs use census data for health care services, housing, education, transportation, and other areas of public policy. Census data also contributes to economic development, employment opportunities, and private sector investment.

Our goal is to count every person once, only once, and in the right place. We have made a number of major improvements since the 2010 Census, including better technologies for canvassing and enumerating, and new options for responding such as the Internet and phone. Respondents will still be able to complete the form by paper. Online and phone response will be available in English and 12 other languages. We will also have print and video language

guides in 59 languages including American Sign Language, braille, and large print guides.

This decade, we are providing more language assistance, more partnerships specialists, a sophisticated and expanded media campaign, and enhanced IT safeguards and privacy protections. In collaboration with key stakeholders, we will continue to build on these efforts.

I am excited about where we are right now, less than a year from Census Day, April 1, 2020. We are on schedule, on budget, on message, and on course to conduct the largest and most complete census ever. We are especially grateful for your help in amplifying our message that the 2020 Census is safe, confidential, and secure, and encouraging every constituent to respond.

Your collaboration with our headquarters and field-based staff will be critical in urging everyone, especially those in hard-to-count households, to respond to the census. Through our communications and advertising program, national and local partners, and community-based organizations, we are committed to counting every constituent in your district and/or state including:

- Children living in dynamic and complex households.
- Rural households.
- Populations with limited Internet access.
- Households lacking English proficiency.

To support these efforts, we have assembled this toolkit to help you motivate your constituents to respond to the 2020 Census and aid your responses to their questions. I hope these materials will be a valuable resource for you and your staff.

We greatly appreciate your continued support for the Census Bureau and the 2020 Census. We look forward to working closely with you over the coming months.

Sincerely,

A handwritten signature in black ink that reads "Steven D. Dillingham". The signature is written in a cursive, flowing style.

Steven Dillingham

II. THE 2020 CENSUS: AT A GLANCE

Important—Once every decade, the federal government conducts a census of the entire population to count everyone in the United States and record basic information about them. Our nation’s founders believed these data were so important that they mandated the decennial census in the Constitution.

Easy and Convenient—In 2020, for the first time ever, the U.S. Census Bureau will accept responses online and phone, but you can still respond by mail if you prefer.

Confidential and Secure—Strict federal law protects census responses. It is against the law for any Census Bureau employee to disclose or publish any census information that identifies an individual or business. Census Bureau employees take a lifelong pledge of confidentiality to handle data responsibly and keep respondents’ information private. The penalty for wrongful disclosure is a fine of up to \$250,000 or imprisonment for up to 5 years, or both. No law enforcement agency (not the Department of Homeland Security, U.S. Immigrations and Customs Enforcement, Federal Bureau of Investigation, or any other agency) can access or use your personal information at any time. Data collected can only be used for statistical purposes that help inform important decisions, including how much federal funding your community receives.

The Census Bureau will never ask for a Social Security number, bank or credit card account number, money or donations, or anything on behalf of a political party. Our robust cybersecurity program incorporates industry best practices and federal security standards for encrypting data.



On April 1, 2019, the Census Bureau provided an update on the status of 2020 Census operations, emphasizing the need for innovative, collaborative partnerships to ensure a complete and accurate count of everyone living in the United States. The “Census Day 2019” press briefing marked one year out from the official reference day for the 2020 Census.

III. BECOME A PARTNER

Learn more at <www.census.gov/partners.html>.



- Follow @uscensusbureau—Stay up-to-date with Census Bureau news and share our content through social media channels.
- Join the effort to increase awareness of Census Bureau data and activities in your community, and let us know

what aspects of the decennial census are of interest to you and your constituents.

- Spread the word—Share or download Census Bureau data products and 2020 Census materials.

- Talk to a data expert—Connect with one of the Census Bureau’s data dissemination specialists across the country and learn how to make our data work for you.
- Reach out to our partner networks—Get in touch with our state data centers and census information centers. These official sources of demographic, economic, and social statistics in your communities provide local training and technical assistance for research, planning, and decision-making in your community.
- Participate in training opportunities—Let us show you how to find and use Census Bureau data. Whether you are looking for economic or demographic data, we can teach you how to get what you need. Check out our educational resources.

IV. ANNOUNCING YOUR SUPPORT

State and local officials may support the 2020 Census in many ways. Five suggestions are provided below:

- **Kickoff** a campaign to build support for the 2020 Census.



- **Identify** prospective national and local partners.
- **Build** awareness of the 2020 Census in multiple ways including:
 - Interviews with national and local media organizations.
 - Social media platforms.
 - Town Hall meetings and press conferences.
 - Public service announcements (TV, radio, Internet).
 - Job fairs supporting the Census Bureau's recruitment efforts.
 - Participation in the *Statistics in Schools Program*.
 - Floor statements.
 - Press releases, blogs, e-newsletters, etc.
 - State, county, and local web pages with embeddable links to Census.gov resources.
 - Formal and informal meetings with trusted voices, thought leaders, and constituents.
- **Distribute** this toolkit to staff in state, county, and local municipal offices. Encourage its use as a resource for answering questions from constituents and helping them to learn more about the 2020 Census.
- **Track** messaging, support partnership efforts, commitments, and follow-up activities.

V. MORE WAYS TO SUPPORT THE 2020 CENSUS

After kicking off your campaign, consider:

- **Forming** or joining Complete Count Committees (CCC) efforts (see the appendix for more information).
- **Launching** state/local agency-sponsored employee initiatives to support the 2020 Census.
 - **Send** e-mails to all employees from the highest official in the organization underscoring the importance of the 2020 Census and urging employees to respond.
 - **Designate** coordinators to develop and implement outreach programs.
 - **Devise** a list of major state and local programs that depend heavily on federal funding (determined by census data), identify the best ways to reach those who rely on these services, and prioritize those programs as you develop your outreach plans.
- **Launch** a *Census Ambassadors Program* to raise awareness among employees and households across your state/locality.
- **Displaying** 2020 Census posters and messaging in office buildings and public spaces.
- **Placing** 2020 Census magnetic bumper stickers on official vehicles.
- **Encouraging** state and local employment offices to disseminate information about Census Bureau employment opportunities.

VI. USE MULTIPLE COMMUNICATIONS CHANNELS TO PROMOTE AWARENESS

Please consider using multiple channels of communications. You may keep your constituents and the media up-to-date on the 2020 Census by:

Issuing a news release announcing your support of 2020 Census initiatives and activities. Refer to sample news releases in this toolkit and customize it to meet your requirements. Share the release with local media and offer interviews to discuss the importance of the 2020 Census to the residents of your state and localities. You may also consider inviting a Census Bureau Regional Director to participate in your interview or event.

Posting 2020 Census information on your official website. Refer to the sample website copy in this toolkit and customize it for your audiences. You may also include this information in your blogs and e-newsletters. Additional ideas include:

- Linking to <<https://2020Census.gov>> and using web banners and images available in this toolkit.
- Posting photos from 2020 Census events and other activities in your state or district.
- Providing links to the 2020 Census events and other activities in your district or state.

Sharing information on social networking sites, such as Facebook and Instagram, and linking back to <<https://2020Census.gov>>. Use the web banners and images available in this toolkit or customize and post this sample text:

Once every decade, the federal government conducts a census of the entire population to count everyone in the United States and record basic information about them. Our nation's

founders believed these data were so important that they mandated the decennial census in the Constitution.

In 2020, for the first time ever, the U.S. Census Bureau will accept responses online and by phone, but you can still respond by mail if you prefer. Strict federal law protects your census responses. It is against the law for any Census Bureau employee to disclose or publish any census information that identifies an individual or business.

*Census Bureau employees take a lifelong pledge of confidentiality to handle data responsibly and keep respondents' information private. The penalty for wrongful disclosure is a fine of up to \$250,000 or imprisonment for up to 5 years, or both. **No law enforcement agency (not the Department of Homeland Security, U.S. Immigration and Customs Enforcement, Federal Bureau of Investigation, or any other agency) can access or use your personal information at any time.** Data collected can only be used for statistical purposes that help inform important decisions, including how much federal funding your community receives.*

The Census Bureau will never ask for your Social Security number, bank or credit card account numbers, money or donations, or anything on behalf of a political party. The Census Bureau has a robust cybersecurity program that incorporates industry best practices and federal security standards for encrypting data.

To make sure you and your community are counted, learn more about the 2020 Census by visiting <<https://2020census.gov>>.

Using social media to connect with followers about the importance of the 2020 Census.



Convening town hall meetings and holding “tele-town hall” meetings to share information about the 2020 Census.

- Highlight the importance of decennial census data in the allocation of federal funds to local communities.
- Encourage constituents to apply for local Census Bureau job postings.

Sponsoring a Statistics in Schools (SIS) Forum to encourage local educators and administrators to use or adapt SIS lesson plans in classrooms. Student participants gain valuable knowledge and may encourage other members of their household to respond to the census.

- Incorporate SIS messaging in your speaking engagements and presentations.
- Encourage your constituents to learn more by visiting the SIS website <[www.census.gov / schools/](http://www.census.gov/schools/)>.

VII. RESPONDING TO CONSTITUENT INQUIRIES

State and local officials receive numerous inquiries about the 2020 Census. Some local residents may have concerns about privacy and confidentiality or how to complete the questionnaire. Others may want details about Census Bureau recruitment and hiring in their local area (see page 10 for more details). Please consider:

- Familiarizing yourself with resources in this toolkit to anticipate questions your constituents may raise.
- Directing constituents to references and links contained in this toolkit.

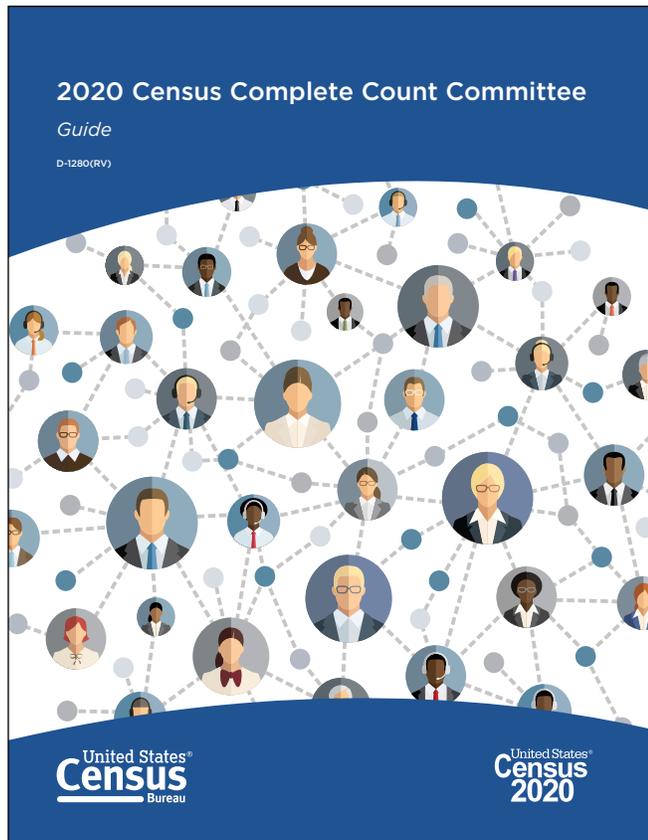
- Displaying printed material about the 2020 Census in common areas and at events.
- Including relevant 2020 Census links to your official websites and releases.

If you are unable to find an answer to a constituent inquiry, please call or e-mail the Census Bureau's Intergovernmental Affairs Office at 301-763-6100 or <ocia.iao@census.gov>.



VIII. FORMING COMPLETE COUNT COMMITTEES

CCCs are volunteer committees established by tribal, state, and local governments and community leaders or organizations to increase awareness and motivate the local public to respond to the 2020 Census.



CCCs serve as state and local “census ambassador” groups that play an integral part in ensuring a complete and accurate count of the community in the 2020 Census. Success of the census depends on community involvement at every level. The Census Bureau cannot conduct the 2020 Census alone. There are three kinds of CCCs (other than the state level CCC):

- Tribal.
- State and local government (regional, county, city, or town).
- Community.

A CCC may be formed to:

- Increase the self-response rate for households responding online, by phone, or mailing back their questionnaire through a focused, structured, neighbor-to-neighbor program.
- Utilize the local knowledge, expertise, and influence of each CCC member to design and implement a census awareness campaign targeted to the community.
- Bring together a cross-section of community members to promote awareness about the 2020 Census.

More information about CCCs may be found on pages 13–16.

IX. CONNECTING STATES AND LOCALITIES TO 2020 CENSUS JOB OPPORTUNITIES

The Census Bureau is comprised of talented and innovative people who are passionate about their work. Our people are the reason the Census Bureau is known as the premier statistical organization in the world.

2020 Census Job Qualifications

Your constituents may be eligible for Census Bureau positions if they:

- Are a U.S. citizen.
 - Are at least 18 years old.
 - Have a valid Social Security number.
 - Have a valid e-mail address.
 - Complete an application and assessment questions. (For some positions, the assessment questions may be available in Spanish; however, an English Proficiency Test may also be required.)
 - Are registered with the Selective Service System if they are a male born after December 31, 1959.
 - Pass a criminal background check and a review of criminal records (including fingerprinting) as part of the Census Bureau's hiring process.
 - Do not engage in any partisan political activity while on duty.
 - Have a current employment status that is (including law and regulatory enforcement jobs) compatible with Census Bureau employment (reviewed on a case-by-case basis).
 - Are available to work flexible hours, including days, evenings, and/or weekends.
 - Commit to completing training. (If offered a job, they will be paid for this training at a training pay rate.)
- Most jobs require employees to:
- Have access to a vehicle and a valid driver's license, unless public transportation is readily available.
 - Have access to a computer with Internet and an e-mail account (to complete training).

2020 Census Job FAQs

We understand that questions can arise through the application and hiring process. If your constituents have questions, please direct them to the 2020 Census Job Frequently Asked Questions page at <<https://2020census.gov/en/jobs/faqs.htm>> or our phone line 1-855-JOB-2020 (1-855-562-2020) where they can select "1" for technical help, "2" for more information about our jobs, or "3" to reach a local census office. They may also use the Federal Relay Service at 1-800-877-8339 for TTY/ASCII.



I'M A PARENT, AND I CAN BE A CENSUS TAKER

APPLY ONLINE!
2020census.gov/jobs

Census jobs provide:
\$21.95 / hour
Flexible hours
Paid weekly
Temp positions

For more information or help applying, please call **1-855-JOB-2020**

Federal Relay Service:
(800) 877-8339 TTY / ASCII
www.gsa.gov/fedrelay

The U.S. Census Bureau is an Equal Opportunity Employer.

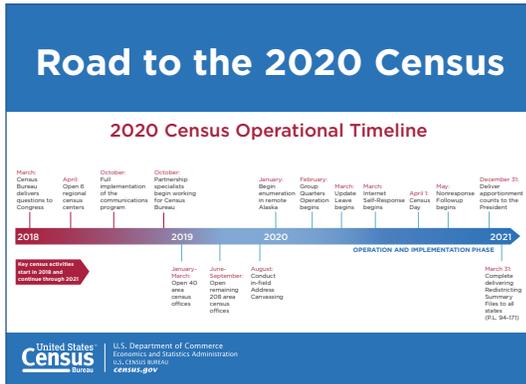
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ADDITIONAL RESOURCES

Section A. Communications

1. ROAD TO THE 2020 CENSUS

<www.census.gov/library/visualizations/2018/comm/2020-timeline.html>



2. CENSUS 101: WHAT YOU NEED TO KNOW

<www.census.gov/library/fact-sheets/2019/dec/census101.html>



3. 2020 CENSUS AT A GLANCE

<<http://www2.census.gov/about/partners/general/2020-census-at-a-glance.pdf?#>>

2020 Census at a Glance

The census is much more than just a head count. It provides a picture of our nation that helps determine where to build new schools, hospitals, and businesses; how federal funding is distributed; and how congressional seats are apportioned. It also helps us see how our communities have changed over time. That's why an accurate count is so important.

UNDERSTANDING THE CENSUS

Once every decade, the federal government conducts a census of the entire population to count everyone in the United States and record basic information about them. Our nation's founders believed this data was so important that they mandated the decennial census in the Constitution.

- Easy and Convenient**
In 2020, for the first time ever, the U.S. Census Bureau will accept responses online, but you can still respond by phone or mail if you prefer.
- Confidential and Secure**
Strict federal law protects your census responses. It is against the law for any Census Bureau employee to disclose or publish any census information that identifies an individual or business. Census Bureau employees take a lifelong pledge of confidentiality to handle data responsibly and keep respondents' information private. The penalty for wrongful disclosure is a fine of up to \$250,000 or imprisonment for up to 5 years, or both. No law enforcement agency (not the DHS, ICE, FBI, or CIA) can access or use your personal information at any time. Data collected can only be used for statistical purposes that help inform important decisions, including how much federal funding your community receives.
The Census Bureau will never ask for your Social Security number, bank or credit card account numbers, money or donations, or anything on behalf of a political party.
The Census Bureau has a robust cybersecurity program that incorporates industry best practices and federal security standards for encrypting data.
To make sure you and your community are counted, learn more about the 2020 Census by visiting 2020census.gov.

United States Census 2020

4. FACT SHEET: THE 2020 CENSUS AND CONFIDENTIALITY

<www.census.gov/library/fact-sheets/2019/dec/2020-confidentiality.html>

The 2020 Census and Confidentiality

Your responses to the 2020 Census are safe, secure, and protected by federal law. Your answers can only be used to produce statistics—they cannot be used against you in any way. By law, all responses to U.S. Census Bureau household and business surveys are kept completely confidential.

Respond to the 2020 Census to shape the future.

Responding to the census helps communities get the funding they need and helps businesses make data-driven decisions that grow the economy. Census data impact our daily lives, informing important decisions about funding for services and infrastructure in your community, including health care, senior centers, jobs, political representation, roads, schools, and businesses. More than \$675 billion in federal funding flows back to states and local communities each year based on census data.

Your census responses are safe and secure.

The Census Bureau is required by law to protect any personal information we collect and keep it strictly confidential. The Census Bureau can only use your answers to produce statistics. In fact, every Census Bureau employee takes an oath to protect your personal information for life. Your answers cannot be used for law enforcement purposes or to determine your personal eligibility for government benefits.

By law, your responses cannot be used against you.

By law, your census responses cannot be used against you by any government agency or court in any way—not by the Federal Bureau of Investigation (FBI), not by the Central Intelligence Agency (CIA), not by the Department of Homeland Security (DHS), and not by U.S. Immigration and Customs Enforcement (ICE). The law requires the Census Bureau to keep your information confidential and use your responses only to produce statistics.

The law is clear—no personal information can be shared.

Under Title 13 of the U.S. Code, the Census Bureau cannot release any identifiable information about individuals, households, or businesses, even to law enforcement agencies.

The law states that the information collected may only be used for statistical purposes and no other purpose.

To support historical research, Title 44 of the U.S. Code allows the National Archives and Records Administration to release census records only after 72 years.

All Census Bureau staff take a lifetime oath to protect your personal information, and any violation comes with a penalty of up to \$250,000 and/or up to 5 years in prison.

United States®
Census 2020

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In addition, the website serves as an information resource for other programs including Statistics in Schools website link, which allows educators, parents, and students to download materials for use in classrooms for children K-12. These materials include many fun and exciting activities that will educate students about the benefits of the census for their communities.

The Partnership Communications Area website link was created to allow partners to download materials (e.g., posters, toolkits, and logos) that can be used to support partnership activities.

The Newsroom website link supports public and media outreach. It includes a director’s blog, campaign highlights, and information regarding nonresponse follow-up activities.

5. EL CENSO DEL 2020 Y LA CONFIDENCIALIDAD

<www.census.gov/library/fact-sheets/2019/dec/2020-confidencialidad-sp.html>

6. 2020 CENSUS WEBSITE

The Census Bureau designed the 2020 website to provide the public with a virtual, real-time experience about the 2020 Census and related activities. The website covers topics such as the questionnaire, privacy, confidentiality, and much more.

Shape Your Future. Start Here.

Why it Matters

Hospitals, fire departments, schools, street maps and highways. The census will shape many different aspects of your community. Each year, the results help others make decisions that affect you. In fact, the census is used to determine how much federal funding is distributed to states and communities. It's also authorized by the Constitution. The U.S. has counted the population every 10 years since 1790.

What to Expect in 2020

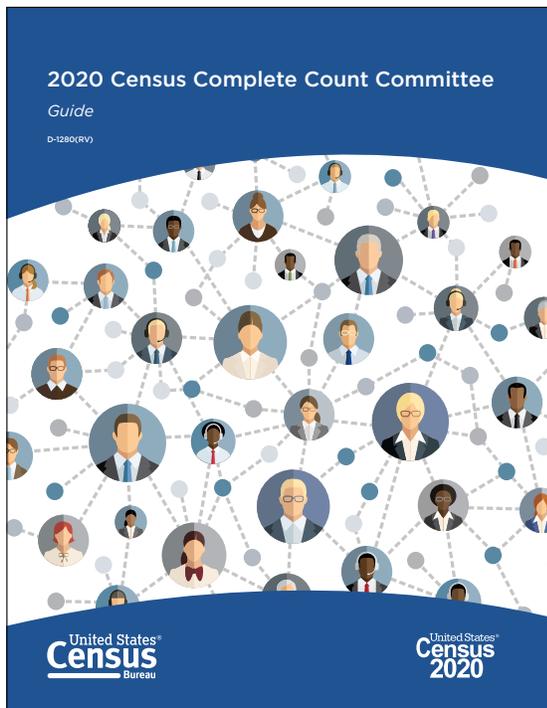
By April 2020, households will receive an invitation to participate in the census. You'll then have three options to respond online, by mail, or by phone. The 2020 Census Day is April 1, 2020, with results across the country. This is a key date for the 2020 count. When completing the census, you'll have three ways to share your data.

Explore 2020 Census Jobs

Counting everyone in the United States and the U.S. territories is a massive undertaking, and it's critical for our nation's future. To help, the Census Bureau is hiring thousands of thousands of people in communities across the country to assist with the 2020 count.

7. 2020 CENSUS COMPLETE COUNT COMMITTEE GUIDANCE

<www.census.gov/content/dam/Census/newsroom/press-kits/2018/ccc-guide-d-1280.pdf>



8. COMPLETE COUNT COMMITTEES

TRIBAL AND GOVERNMENT COMPLETE COUNT COMMITTEES

CCCs are usually formed by the highest elected official in that jurisdiction, such as a tribal leader, governor, mayor, county commissioner, or regional chairman. The highest elected official may appoint a chair of the CCC and may then appoint members of the community to serve as members of the CCC.

Members appointed should be representative of a cross section of the community, be willing and able to serve until the 2020 Census is over, and help implement a creative outreach campaign in areas that may pose a challenge. Members could include persons from the areas of education, media, business, religion, philanthropy, and community groups. Most local government CCCs are small to medium in size, depending on the jurisdiction. A town may have a small committee with only 3 to 5 members, while a city may be medium to large in size with anywhere from 10 to more than 100 members, depending the size of the city or tribe.

Since state, county, and regional CCCs cover a larger geography, they tend to be larger in size, with 20 to 50 members. The size and number of members depends on what works best for each jurisdiction and what will make the most effective and successful committee. Mayors, county commissioners, and heads of regional boards understand the importance of getting a complete and accurate census count and how census data impact their communities. In previous censuses, the most productive government CCCs had a subcommittee structure. Examples of subcommittees and what they do are covered under “What Is the Subcommittee Structure of a CCC?”

Examples of Tribal and Government Complete Count Committee Strategies

Nationwide, there were over 10,000 CCCs formed with the Census Bureau during the 2010 Census and the majority of them were local government committees. Here are some of the strategies that worked for them:

- Allocate/obtain funds for the CCC and assign a staff person to work with the committee.
- Set clear, achievable goals and objectives.
- Identify areas of the community that may need extra efforts, either a geographical area or a population group that might be hard to count.
- Use a “grassroots” approach working with community-based organizations and groups who have direct contact with households who may be hard to count.
- Create promotional materials and products customized for the local area.
- Implement special events such as Census Day “Be Counted” parades.
- Build awareness of the census and its benefits and motivate response through social media, newsletters, and other communications.

Sample Activities of Tribal and Government Complete Count Committees

2018-2019

- Develop a list of barriers, groups, or concerns that might impede the progress of the 2020 Census in your local area.
- Create ways to dispel myths and alleviate fears about the privacy and confidentiality of census data.
- Place census messages on water bills, property tax bills, social media, and local speeches and other correspondence generated by the jurisdiction.
- Host a Census Solutions Workshop with others in the community.
- Develop and implement activities to involve local government employees in the 2020 Census Awareness Campaign.
- Encourage corporations to become official sponsors of the CCC’s census activities.
- Have census posters, banners, and other signage placed in highly visible public locations.
- Include the 2020 Census logo and message on bus schedules, brochures, newsletters, social media sites, and the local jurisdiction’s website.

- Sponsor a census booth at county fairs, carnivals, and festivals (especially cultural or ethnic celebrations).
- Sponsor a contest to design a sticker or poster promoting the 2020 Census.
- Have census information available during voter registration drives.

January-March 2020

- Add a census message during meetings, events, and to written or digital/electronic correspondence like social media.
- Provide information on federally funded programs that have benefited the community.
- Plan a major promotional event around the start of the census or when households get their invitation to respond. Advise communities that they can respond to the census online.
- Saturate public access areas with easy-to-read and understandable census information customized for the community.
- Ask elected officials to encourage households to complete the census online, by phone, or by mail.
- Place a census message on all municipal marquees urging households to complete the questionnaire online, by phone, or by mail.

April 2020

- Place public service announcements in local media encouraging households to respond.
- Have census rallies or parades.
- Urge households who do not respond to cooperate with census takers.

COMMUNITY COMPLETE COUNT COMMITTEES

Community CCCs are often formed in areas that do not have a government CCC or areas that may require a more targeted outreach approach. Community CCCs may be formed by a community group/organization or a coalition of several organizations. For example, an organization in a predominately elderly community may want to form a CCC in order to build awareness among that population and encourage them to respond when the invitations to respond are delivered.

A tenants' association may form a committee to educate tenants about the census and help those needing assistance in completing their census. Community CCCs identify their own chair and committee members. They may choose individuals who are influential leaders or gatekeepers in the community to serve as members or others that will help accomplish the goals of the committee. They may also include foundations or philanthropy groups to fund the committee's activities around a particular audience.

Community CCCs are usually small to medium in size with anywhere from 5 to 25 members depending on the sponsoring organization(s) and the size of the community it represents. Small committees may not need subcommittees. Larger committees may find them helpful.

Examples of Community Complete Count Committee Strategies

A number of organizations formed Community CCCs in previous censuses. Some examples of these organizations are Community Action Groups, Hispanic Service Center, Delta Sigma Theta Sorority, and the Human Development Commission. Here are some suggestions that worked for them:

- Set clear achievable goals and objectives.
- Identify what the committee will focus on. Some examples include increasing the response rate in public housing communities among cultural/ethnic groups in the area or among students in colleges/universities, outreach and promotion to youth and elderly in the community, or a global approach if no other CCCs are in the area.
- Develop an action plan that includes activities and events that will support the CCC's efforts and help you meet its goals and objectives.
- Create promotional materials that appeal to the community.
- Implement special events that will generate interest and participation in the census.
- Use social media to engage the community.

Sample Activities of Community Complete Count Committees

2018-2019

- Make a list of community-based organizations in the area. Hold a meeting with leaders of the organizations and solicit their help in creating a census awareness campaign targeted to community members.
- Host a Census Solutions Workshop with other community-based organizations in the area to come up with innovative and engaging ways to reach the community.
- Check the community calendar in the area for events. Contact organizations to see if the CCC can have a census table to pass out census materials to increase awareness.
- Plan and solicit sponsors for a "Census Day/Night Street Festival" in late 2019. Think of creative games or activities where census information can be incorporated.
- Develop a Census Activity Calendar. Ask organizations to choose a month in which they will sponsor census activities or promote census awareness.
- Ask organizations to include a census article or message in all of their publications and social media channels from now until July 2020.

January-March 2020

- Encourage organizations to include the 2020 Census on the agenda of their meetings, workshops, or conferences.
- Distribute/post on social media fliers announcing the invitation to respond to the census at busy locations in the community.
- Make public statements of support and the importance of participating in the 2020 Census.

April 2020

- Encourage households to complete the questionnaire online, by phone, or by mail.
- Plan a Census Day event to motivate the community response.
- Look online or check with the Census Bureau contact person about response rates for the community. If rates are low, plan special

events or activities to motivate individuals to respond.

- Remind households if they didn't respond online, by phone, or mail their questionnaire back, a census worker may come to their home. Encourage households to cooperate with census workers.

May 2020

- Continue to encourage community individuals to cooperate with census workers.
- Evaluate what worked best for the community and briefly report this information to the Census Bureau contact.
- Celebrate the CCC's success and thank all those involved in making it happen.

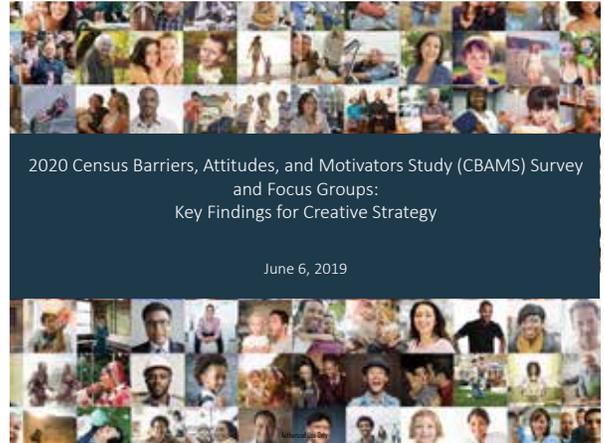
9. CENSUS BUREAU UNVEILS 2020 CENSUS COMMUNICATIONS CAMPAIGN PLATFORM

www.census.gov/newsroom/press-releases/2019/2020-campaign-logo.html



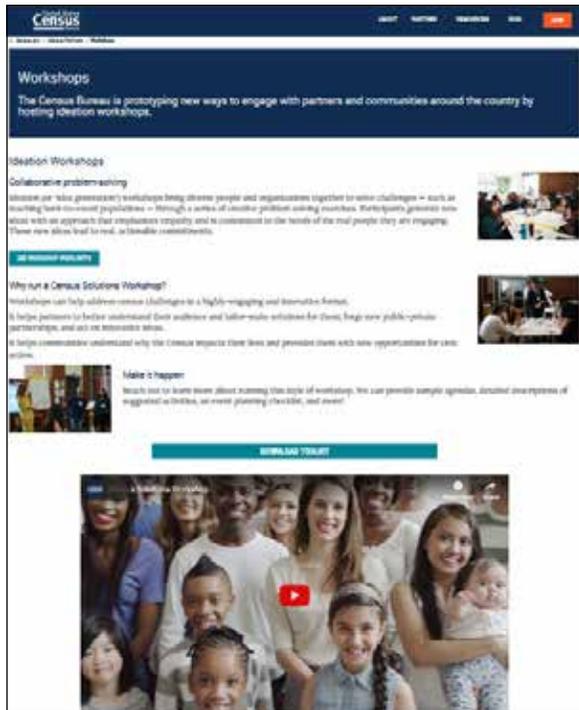
10. 2020 CENSUS BARRIERS, ATTITUDES, AND MOTIVATORS STUDY (CBAMS) SURVEY AND FOCUS GROUPS REPORT FINDINGS PRESENTATION

<https://www2.census.gov/programs-surveys/decennial/2020/program-management/pmr-materials/02-01-2019/pmr-cbams-comm-2019-02-01.pdf?#>>



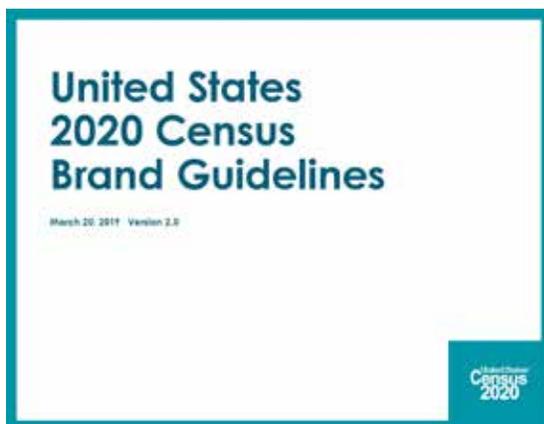
11. CENSUS SOLUTION WORKSHOPS

The Census Bureau is developing new ways to engage with partners and communities around the country by hosting ideation workshops. For more information, please visit www.census.gov/partners/workshops.html.



12. UNITED STATES 2020 CENSUS BRAND GUIDELINES

<http://www2.census.gov/programs-surveys/decennial/2020/resources/promotional-print-materials/2020-census-brand-guidelines.pdf>



13. TRENDING NOW— ELECTRONIC PRESS KIT TOPICS

Obtain the latest information on issues of concern to your constituents. Press kits will be developed for the following topics: the 2020 Census questionnaire, the 2020 Census Communications Campaign, 2020 Census events, Census in the Community, 2020 Census Safety and Security, 2020 Census for Non-English Speakers, Counting Children, Special Population Groups (group quarters enumeration, deployed military, college students, rural areas, older persons, members of the LGBTQ community, etc.), 2020 Census innovations, 2020 Census Response Rate, 2020 Census Nonresponse Follow-up, and 2020 Census Data Dissemination <https://2020census.gov/en/partners/promotional-materials.html>.

Section B. Partnerships

1. PARTNERSHIP FACT SHEET

<<http://www2.census.gov/about/partners/general/fact-sheet-partnerships.pdf?#>>

Partnership Fact Sheet

The once-a-decade population count affects your representation in government, determines how much funding your community receives, and provides data to help you plan for the future. Join us to spread the word about the importance of the 2020 Census and help ensure a complete and accurate count.

BENEFITS OF A COMPLETE COUNT
A complete count of every person living in the United States has tremendous benefits for you and for your stakeholders.

Census data:

- Accurately determine how many representatives each state has in Congress and inform the redrawing of congressional district boundaries.
- Are used as the basis for distributing more than \$675 billion in federal funds annually to states, counties, and communities to support resources such as schools, hospitals, and fire departments.
- Inform business decisions, policy, community initiatives, and consumer advocacy.

WHAT IT MEANS TO BE A 2020 CENSUS PARTNER
You can make a difference—no matter how much time you're able to commit. As trusted voices in the communities they serve, partners are critical to the success of the 2020 Census. These are some of the many ways you can get involved:

- Use U.S. Census Bureau tools, information, and messaging in creative ways to increase public participation; for example, share newsletter articles and co-branded products and post on social media.

- Host a workshop to devise possible solutions to 2020 Census challenges in your community and generate commitments to tackle them.
- Provide information to stakeholders about the importance and benefits of participating in the 2020 Census; for example, invite Census Bureau officials to speak to your audience.
- Encourage people in your community to work for the Census Bureau, and share this link with them: 2020census.gov/jobs.

WHY BECOME A 2020 CENSUS PARTNER?
As a 2020 Census partner, you will:

- Become part of a powerful network of government, nonprofit, corporate, and community organizations with a diverse group of industry professionals.
- Help ensure that your community is accurately represented.
- Have personalized access to Census Bureau data tools and products, workshops to help you use data effectively, and one-on-one support from data trainers.

Not only will you help ensure that the people you work with are accurately represented, but you will also be able to use Census Bureau resources to improve your community.



2. PARTNERSHIPS AT A GLANCE

<<http://www2.census.gov/about/partners/general/partnerships-at-a-glance.pdf?#>>

Partnerships at a Glance

Join us as a partner and become part of a powerful network of government, nonprofit, corporate, and community organizations. Together, we can develop solutions to effectively reach everyone and encourage them to respond to the 2020 Census.

WHAT IS THE DECENNIAL CENSUS?
Every 10 years, the federal government conducts a population count of everyone in the United States. Data from the census provide the basis for distributing more than \$675 billion in federal funds annually to communities across the country to support vital programs—impacting housing, education, transportation, employment, health care, and public policy. They are also used to redraw the boundaries of congressional and state legislative districts and accurately determine the number of congressional seats each state has in the U.S. House of Representatives.

HOW ARE CENSUS DATA USED?
The 2020 Census is important for you and your community. The results help you understand how demographics—including income and education levels—and population size are changing in your area. Businesses, researchers, and policymakers depend on the high-quality data provided by the U.S. Census Bureau to make important decisions such as:

- Where to build schools, roads, and hospitals.
- Where to open new stores and expand operations.
- What products and services to sell.
- What new policies and public programs will be most helpful in your community.

WHY IS A COMPLETE AND ACCURATE COUNT SO IMPORTANT?
The census is a valuable tool for improving communities across the country. If your community members don't respond, your community may not receive the funding it needs. It is important that everyone understand the importance of the census.

WHY SHOULD I BECOME A 2020 CENSUS PARTNER?
As a trusted voice, you have a critical role to play in reaching the communities you serve. You can support our goal of a complete and accurate count by explaining to your community, customers, members, or stakeholders why participating is important. By partnering with the Census Bureau, you serve as a 2020 Census ambassador. Your efforts in spreading the message and mobilizing your stakeholders to respond to the census will provide accurate data for your community.

Serving as a 2020 Census partner means you can help ensure that the people you care about are accurately counted and represented, which in turn will increase the accuracy of the census data that are used by organizations like yours to make important decisions.



3. 2020 CENSUS PARTNER SOCIAL MEDIA CONTENT

<<http://www2.census.gov/about/partners/general/social-media-content.pdf?#>>

2020 Census Partner Social Media Content

As a 2020 Census partner, you can help ensure that the people in your community are accurately counted and represented. Social media is a great way to reach your audiences and share helpful information about the 2020 Census.

Here are sample posts you can use on your own social media channels—either as is or edited to add a personal touch and better match the interests and concerns of your community. In 2019, we recommend that you share at least one post per month. The long-form posts are best suited for Facebook, LinkedIn, and Instagram. The short-form posts should be used for Twitter. Additionally, don't forget to share posts and photos from any 2020 Census events you attend or host.

Long Form (Facebook/LinkedIn/Instagram)	Short Form (Twitter)	Suggested Image
<p>We are excited to announce that we've partnered with the @uscensusbureau to support the 2020Census! As a partner, we'll be working to ensure that our community is accurately represented. To learn about the upcoming census, visit 2020census.gov.</p>	<p>We are excited to announce that we've partnered with the @uscensusbureau to support the 2020Census! To learn about the census, how the data collected will be used, and what to expect next, visit 2020census.gov.</p>	 



4. CENSUS BUREAU REGIONAL OFFICES

Census Bureau Regional Offices conduct a variety of surveys to supply the nation with important statistics on people, places and our economy.

Regional Offices are responsible for hiring and supervising field workers.

Locally hired field workers know their communities best and are instrumental in conducting surveys on a range of topics.

Field interviewers work out of their home and are reimbursed for mileage.

Regional offices also manage hiring for full-time corporate positions located throughout the country.

Please encourage your constituents to learn more about Census Bureau positions today. If you have questions about activities in a specific region, please contact the Census Bureau Regional Directors listed below:

Fernando E. Armstrong, Regional Director
Philadelphia Regional Office
100 South Independence Mall West, Suite 410
Philadelphia, PA 19106-2320
215-717-1800 or 1-800-262-4236
FAX: 215-717-0755
TDD: 215-717-0894
E-mail: Philadelphia.Regional.Office@census.gov

Jeff T. Behler, Regional Director
New York Regional Office
32 Old Slip, 9th Floor
New York, NY 10005
212-584-3400 or 1-800-991-2520
FAX: 212-584-3402
TDD: 212-478-4793
E-mail: New.York.Regional.Office@census.gov

Julie A. Lam, Regional Director
Los Angeles Regional Office
15350 Sherman Way, Suite 400
Van Nuys, CA 91406-4224
818-267-1700 or 1-800-992-3530
FAX: 818-267-1714
TDD: 818-904-6249
E-mail: Los.Angeles.Regional.Office@census.gov

Cathy L. Lacy, Regional Director
Denver Regional Office
6950 W. Jefferson Avenue, Suite 250
Lakewood, CO 80235
720-962-3700 or 1-800-852-6159
FAX: 303-969-6777
TDD: 303-969-6767
E-mail: Denver.Regional.Office@census.gov

Marilyn A. Sanders, Regional Director
Chicago Regional Office
1111 W. 22nd Street, Suite 400
Oak Brook, IL 60523-1918
630-288-9200 or 1-800-865-6384
FAX: 630-288-9288
TDD: 708-562-1791
E-mail: Chicago.Regional.Office@census.gov

George Grandy Jr., Regional Director
Atlanta Regional Office
101 Marietta Street, NW, Suite 3200
Atlanta, GA 30303-2700
404-730-3832 or 1-800-424-6974
FAX: 404-730-3835
TDD: 404-730-3963
E-mail: Atlanta.Regional.Office@census.gov

5. REGIONAL OFFICES—PARTNERSHIP AREAS

For information about forming local 2020 Census partnerships, please reach out to our staff at the following e-mail addresses:

Please contact:	If you reside in:
ATLANTA Atlanta.rcc.partnership@2020Census.gov	Alabama, Florida, Georgia, Louisiana, North Carolina, or South Carolina
CHICAGO Chicago.rcc.partnership@2020Census.gov	Arkansas, Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, or Wisconsin
DALLAS Dallas.rcc.partnership@2020Census.gov	Arizona, Colorado, Kansas, Montana, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, Utah, or Wyoming
LOS ANGELES Los.Angeles.rcc.partnership@2020Census.gov	Alaska, California, Hawaii, Idaho, Nevada, Oregon, or Washington
NEW YORK New.York.rcc.partnership@2020Census.gov	Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont, or Puerto Rico
PHILADELPHIA Philadelphia.rcc.partnership@2020Census.gov	Delaware, District of Columbia, Kentucky, Maryland, Ohio, Pennsylvania, Tennessee, Virginia, or West Virginia

6. FREQUENTLY ASKED QUESTIONS

<<http://www2.census.gov/about/partners/general/2020-faqs.pdf?#>>

Frequently Asked Questions

WHAT IS THE DECENNIAL CENSUS?
Every 10 years, the federal government conducts a population count of everyone in the United States. Data from the census provide the basis for distributing more than \$675 billion in federal funds annually to communities across the country to support vital programs—impacting housing, education, transportation, employment, health care, and public policy. They also are used to redraw the boundaries of congressional and state legislative districts and accurately determine the number of congressional seats each state has in the U.S. House of Representatives.

WHY IS IT IMPORTANT TO ME?
Responding to the census is not only your civic duty, it also affects the amount of funding your community receives, how your community plans for the future, and your representation in government. Specifically, data from the 2020 Census are used to:

- Ensure public services and funding for schools, hospitals, and fire departments.
- Plan new homes and businesses and improve neighborhoods.
- Determine how many seats your state is allocated in the House of Representatives.

WHEN WILL I COMPLETE THE CENSUS?
The next census will take place in 2020. Beginning in mid-March, people will receive a notice in the mail to complete the 2020 Census. Once you receive it, you can respond online. In May, the U.S. Census Bureau will begin following up in person with households that haven't responded to the census.

HOW CAN I RESPOND?
In 2020, for the first time ever, the U.S. Census Bureau will accept responses online, but you can still respond by phone or mail if you prefer. Responding should take less time than it takes to finish your morning coffee.

WHAT INFORMATION WILL BE REQUESTED?
The decennial census will collect basic information about the people living in your household. When completing the census, you should count everyone who is living in your household on April 1, 2020.

WHAT INFORMATION WILL NOT BE REQUESTED?
The Census Bureau will **never** ask for:

- Social Security numbers.
- Bank or credit card account numbers.
- Money or donations.
- Anything on behalf of a political party.

WILL MY INFORMATION BE KEPT CONFIDENTIAL?
Strict federal law protects your census responses. It is against the law for any Census Bureau employee to disclose or publish any census information that identifies an individual. Census Bureau employees take a lifelong pledge of confidentiality to handle data responsibly and keep respondent's information private. The penalty for wrongful disclosure is a fine of up to \$250,000 or imprisonment for up to 5 years, or both. No law enforcement agency (not the DHS, ICE, FBI, or CIA) can access or use your personal information at any time. Data collected can only be used for statistical purposes that help inform important decisions, including how much federal funding your community receives.

The Census Bureau has a robust cybersecurity program that incorporates industry best practices and federal security standards for encrypting data.

WHERE CAN I GO TO LEARN MORE?
You can learn more about the 2020 Census by visiting 2020census.gov.

The United States
Census
2020

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PHOTO: AP/WIDEWORLD

Section C. Audience-Specific Resources

1. PARTNERSHIP FACT SHEET: COMMUNITY ORGANIZATIONS

<<http://www2.census.gov/about/partners/general/fact-sheet-organizations.pdf?#>>

Partnership Fact Sheet: Community Organizations

The once-a-decade population count affects your representation in government, determines how much funding your community receives, and provides data to help you plan for the future. Join us to spread the word about the importance of the 2020 Census and help ensure a complete and accurate count.

As a partner, you become part of a powerful network of government, nonprofit, corporate, and community organizations. Together, we can develop solutions to effectively reach everyone and encourage them to respond to the 2020 Census.

BENEFITS OF A COMPLETE COUNT

A complete count of every person living in the United States has tremendous benefits for you and for your stakeholders.

Census data:

- Accurately determine how many representatives each state has in Congress and inform the redrawing of congressional district boundaries.
- Are used as the basis for distributing more than \$675 billion in federal funds annually to states, counties, and communities to support resources such as schools, hospitals, and fire departments.
- Inform business decisions, policy, community initiatives, and consumer advocacy.

The U.S. Census Bureau works with a broad spectrum of government and community leaders to form Complete Count Committees that educate and motivate residents to participate in the 2020 Census. To learn more about Complete Count Committees, or to start one in your community, visit [census.gov/2020completecount](https://www.census.gov/2020completecount).

WHAT IT MEANS TO BE A 2020 CENSUS PARTNER

You can make a difference—no matter how much time you're able to commit. As trusted voices in the communities they serve, partners are critical to the success of the 2020 Census. These are some of the many ways you can get involved:

- Use Census Bureau tools, information, and messaging in creative ways to increase public participation; for example, share newsletter articles and co-branded products and post on social media.
- Host a workshop to devise possible solutions to 2020 Census challenges in your community and generate commitments to tackle them.
- Provide information to stakeholders about the importance and benefits of participating in the 2020 Census; for example, invite Census Bureau officials to speak to your audience.
- Encourage people in your community to work for the Census Bureau, and share this link with them: 2020census.gov/jobs.

2020 CENSUS PARTNER RESOURCES

As a 2020 Census partner, not only will you help ensure that the people you work with are accurately represented, but you will also be able to use Census Bureau resources to improve your community.



2. BUSINESS COMMUNITY

Why Your Company Should Become a 2020 Census Official Partner
<www.census.gov/library/fact-sheets/2019/dec/2020-company-partner.html>

3. PHILANTHROPIC ORGANIZATIONS

Why Your Foundation Should Become a 2020 Census Official Partner
<www.census.gov/library/fact-sheets/2019/dec/2020-foundation-partner.htm>

Why Your Foundation Should Become a 2020 Census Official Partner



Contact Us Today!
census.partners@census.gov
[census.gov/partners](https://www.census.gov/partners)

The U.S. Constitution requires a complete count of the nation's population every 10 years. Census information is used to determine political representation and drive the distribution of over \$675 billion in federal funding. These resources are essential to the well-being of people in all communities. Decisions about your foundation's focus and investments may depend on how federal funds are distributed and what remaining community needs exist. The 2020 Census' detailed demographic data helps to shape most of the other federal data surveys, which help inform your grant-making and the outcomes your foundation seeks to address in society. The information is also relied upon by the grantees and communities that you serve.

The U.S. Census Bureau partners with foundations to get the word out to communities about the importance of the count. Foundation leaders and staff have standing and are trusted in their communities. By being 2020 Census partners, you leverage your leadership to inspire and support others in working for a complete and accurate count. You understand how to reach and how to communicate with your grantees, other foundations, and key stakeholders. You are trusted brands and trusted voices. While conducting the 2020 Census is a government responsibility, your involvement will enhance efforts to encourage high levels of participation in your target communities. For the nation's benefit and for yours, we want to build a relationship with you to ensure a complete and accurate 2020 Census that will inform vital government, nonprofit, and private sector planning and investment decisions.

What is a 2020 Census partner?

As a partner, you join a network of philanthropic, nonprofit, corporate, and community organizations working at the national and local level to encourage households to respond to the 2020 Census. The specifics of what you do depend on your foundation's focus, available time, resources, and your reach in the areas where you focus your work. For example, foundations can:

- Share census operational and educational materials with their networks.
- Convene nonprofit and philanthropic allies with whom they are aligned.
- Invest directly in organizations and activities that help to achieve a complete and accurate count.

We can work individually with each partner to select creative and impactful ways to work with us that benefit the 2020 Census and your foundation.

What does a partner do?

There are lots of ways to help. We work with you to find what's right for your foundation, its resources, and time. The Census Bureau will provide



4. PARTNERSHIP FACT SHEET: SCHOOLS

<<http://www2.census.gov/about/partners/general/fact-sheet-schools.pdf?#>>

Partnership Fact Sheet: Schools

The once-a-decade population count serves as the basis for distributing federal assistance to schools and educational institutions, including Title I aid, the National School Lunch Program, and special education grants to states. Join us to spread the word about the importance of the 2020 Census and help ensure that your students, educators, and community members receive the resources they need.

As a partner, you become part of a powerful network of government, nonprofit, corporate, and community organizations. Together, we can develop solutions to effectively reach everyone and encourage them to respond to the 2020 Census.

As trusted voices in the communities they serve, partners are critical to the success of the 2020 Census. These are some of the many ways you can get involved:

- Use free Statistics in Schools resources to teach students about the importance of the census and the value of statistical literacy.
- Participate in Statistics in Schools Week—a week full of ways to bring statistics into your classroom.
- Use U.S. Census Bureau tools, information, and messaging in creative ways—such as in newsletter articles, on co-branded products, and in social media content—to raise awareness of the 2020 Census.
- Provide information to students, educators, and community members about the importance and benefits of participating in the 2020 Census. You can even invite Census Bureau officials to speak to them.
- Encourage people in your community to work for the Census Bureau, and share this link with them: 2020census.gov/jobs.

2020 CENSUS PARTNER RESOURCES

As a 2020 Census partner, not only will you help ensure that the people you work with are accurately represented, but you will also be able to use Census Bureau resources to enrich your classroom and community. You will have personalized access to Census Bureau data tools and products, workshops to help you use data effectively, and one-on-one support from data trainers.

BENEFITS OF A COMPLETE COUNT

A complete count of every person living in the United States has tremendous benefits for you and for your students, staff, and community members.

Census data:

- Accurately determine how many representatives each state has in Congress and inform the redrawing of congressional district boundaries.
- Are used as the basis for distributing more than \$675 billion in federal funds annually to states, counties, and communities to support resources such as schools, hospitals, and fire departments.
- Inform policy, community initiatives, and consumer advocacy.
- Are used to determine the allocation of Title I funds, which provide financial assistance to local educational agencies and schools with high numbers or high percentages of children from low-income families.

WHAT IT MEANS TO BE A 2020 CENSUS PARTNER

You can make a difference—no matter how much time you're able to commit. Educators are counted on by your community to share important information.

5. STATISTICS IN SCHOOLS FACT SHEET

<www.census.gov/content/dam/Census/library/visualizations/2016/comm/cb16-146_graphic_statsinschools.pdf>

6. COUNTING YOUNG CHILDREN IN THE 2020 CENSUS

<www.census.gov/library/visualizations/2018/comm/counting-children-2020.html>

Counting Young Children in the 2020 Census

Counting everyone once, only once, and in the right place

An estimated 5 percent of kids under the age of 5 weren't counted in the 2020 Census. That's about 1 million young children, the highest of any age group.

We need your help closing this gap in the 2020 Census. Here's what our research tells us about why young children are missed and what you can do to help make sure they are counted.

Common situations where young children aren't counted

- The child splits time between two homes.** The child lives or stays with another family or with another relative such as a grandparent.
- The child lives in a lower income household.**
- The child lives in a household with young parents or a young, single mom.**
- The child is a newborn.**

How you can help?

- Emphasize that the census counts everyone where they live and sleep most of the time, even if the living arrangement is temporary or the parents of the child do not live there.
- If the child truly spends equal amounts of time between two homes, count them where they stayed on Census Day, April 1. Coordinate with the other parent or caregiver, if possible, so the child is not counted at both homes.
- If it's not clear where the child lives or sleeps most of the time, count them where they stayed on Census Day, April 1.
- Explain to service providers and families that responding to the census helps determine \$675 billion in local funding for programs such as food stamps (also called the Supplemental Nutritional Assistance Program or SNAP), the National School Lunch Program, and the Children's Health Insurance Program (CHIP). When children are missed in the census, these programs miss out on funding that is based on the number of children counted.
- Explain that filling out the census yourself, on your own schedule, is easier than having to respond when a census worker knocks on your door. Remind these households that the form should only take about 10 minutes to fill out and can be done online or over the phone, in addition to mailing it back.
- Encourage moms with young children to ask other household members to count them and their children on the form if others live in the household.
- Emphasize that parents should include babies on census forms, even if they are still in the hospital on April 1.
- Encourage facilities providing services to newborns to remind parents about the importance of counting their children on the census form.
- Highlight the fact that the census form only takes about 10 minutes to complete, and parents can fill it out online or over the phone in addition to paper at a time that works best for them.

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7. 2020 CENSUS RECRUITMENT TOOLKIT

<www.census.gov/content/dam/2020census/partners/toolkit/2020-recruitment-toolkit-v9.pdf>



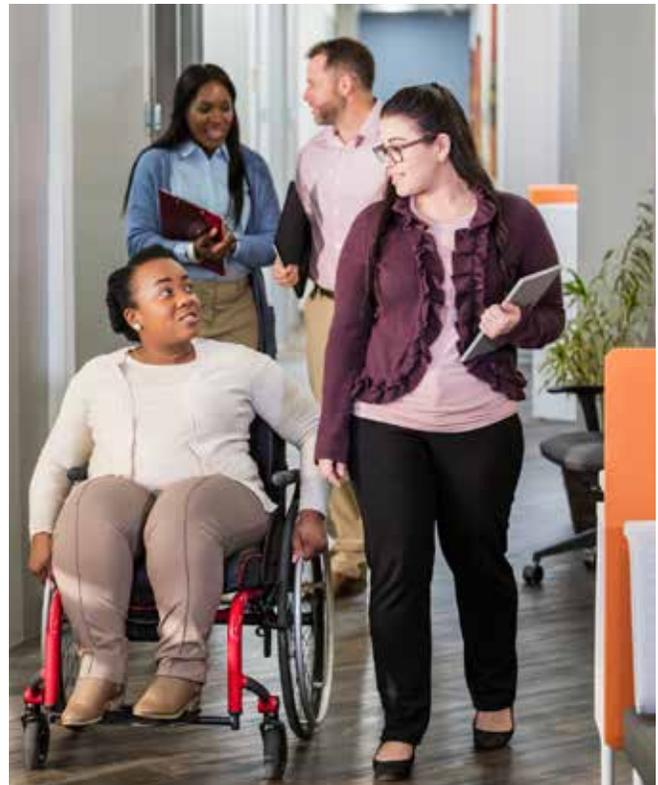
8. DIVERSITY AND INCLUSION: BUILDING A BETTER WORKPLACE

The Census Bureau is committed to attracting, developing, and retaining a diverse world-class workforce that reflects the population we serve and measure.

Diversity is defined as all of the ways in which we differ. Among these dimensions are age, sex, mental/physical abilities and characteristics, race, ethnic heritage, sexual orientation, communications style, organizational role and level, first language, religion, income, work experience, military experience, geographic location, education, work style, and family status. Effectively, managing diversity means including people with differences in the design and implementation of programs and valuing their contributions.

The Diversity Programs Office is the place where employees can find experienced staff strongly committed to building a more diverse and inclusive workplace. You may contact us at:

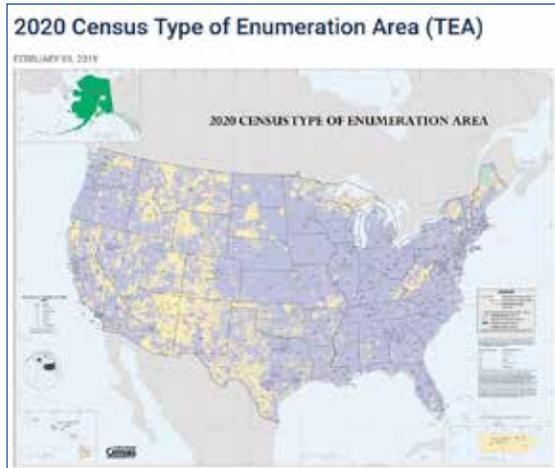
Diversity and Inclusion Office
301-763-8311
DIO.diversity.office@census.gov



Section D. 2020 Census Research, Operational Plans, and Oversight—Guides and Toolkits

1. CENSUS TYPE OF ENUMERATION AREA (TEA)

<www.census.gov/library/visualizations/2019/dec/2020-tea-map.html>



2. HOW THE 2020 CENSUS WILL INVITE EVERYONE TO RESPOND

<www.census.gov/library/visualizations/2019/comm/2020-everyone.html>

How the 2020 Census will invite everyone to respond

Every household will have the option of responding online, by mail, or by phone.

Nearly every household will receive an invitation to participate in the 2020 Census from either a postal worker or a census worker.

95% of households will receive their census invitation in the mail.

Almost 5% of households will receive their census invitation when a census taker drops it off. In these areas, the majority of households may not receive mail at their home's physical location (like households that use PO boxes or areas recently affected by natural disasters).

Less than 1% of households will be counted in person by a census taker, instead of being invited to respond on their own. We do this in very remote areas like parts of northern Maine, remote Alaska, and in select American Indian areas that ask to be counted in person.

Note: We have special procedures to count people who don't live in households, such as students living in university housing or people experiencing homelessness.

United States
Census 2020

3. RESPONSE OUTREACH AREA MAPPER—ROAM

<www.census.gov/roam>

Response Outreach Area Mapper (ROAM)

www.census.gov/roam

The Response Outreach Area Mapper (ROAM) application was developed to identify hard-to-survey areas and provide a demographic and socioeconomic characteristic profile using American Community Survey (ACS) estimates available in the Planning Database.

Learning about hard-to-survey areas allows the U.S. Census Bureau to create a tailored communications and partnership campaign. It also informs Census Bureau outreach activities and hiring practices across the country to make sure there are an adequate number of staff and staff with the necessary language skills for a given area.

How do I use ROAM?

- Explore the map by zooming and panning, or navigate to an area of interest by utilizing the search box.
- Click on the map to select a census tract. A pop-up box will appear and identify the LRS and information about the people and households.
- Change the basemap in the Basemap Gallery.
- Create and delete bookmarks.
- Add data from the Web.
- Turn additional layers on and off in the map by using the Layer List.
- Share the application or embed it in a Web site.
- Access and explore the Data Table by clicking the black tab at the bottom (center) of the application. You can filter records from the Data Table to meet certain criteria and export those records to a comma separated values (.csv) file.
- Access the Representational State Transfer (REST) Services for the ROAM application at www.census.gov/roam and use them in your own Web mapping applications!

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November 2018

LOW RESPONSE SCORE

The Low Response Score (LRS) is a metric developed by the Census Bureau to predict the percentage of households who will not self-respond to the Decennial Census. The LRS is stored in the Census Bureau's Planning Database.

Within the ROAM application, census tracts are shaded by the LRS. The Census Bureau predicts that the darker census tracts are harder to survey than lighter census tracts. The idea is to identify areas that need more attention to try to boost self-response rates there.

PLANNING DATABASE

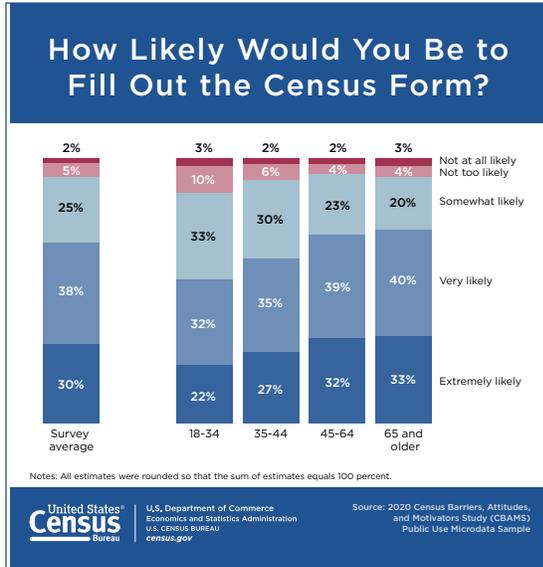
The Planning Database assembles a range of housing, demographic, socioeconomic, and census operational data that can be used for survey and census planning. Data is provided at both the census block group and census tract levels of geography. For more information, please visit www.census.gov/research/data/planning_database.

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4. HOW LIKELY WOULD YOU BE TO FILL OUT THE CENSUS FORM?

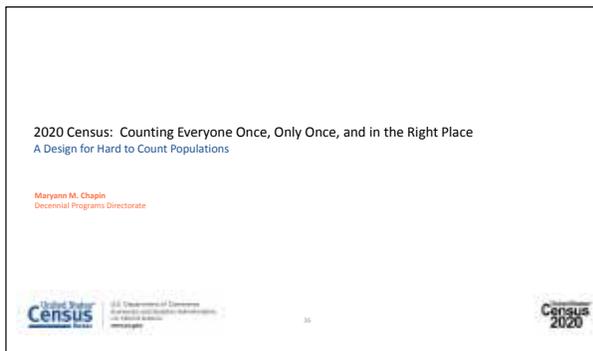
<www.census.gov/library/visualizations/2019/comm/2020-census-participation-likelihood.html>



5. 2020 CENSUS: COUNTING EVERYONE ONCE, ONLY ONCE, AND IN THE RIGHT PLACE

A Design for Hard to Count Populations

<<https://www2.census.gov/programs-surveys/decennial/2020/program-management/pmr-materials/10-19-2018/pmr-hard-to-count-2018-10-19.pdf?#>>>



Section E. Respondent Advocate Services

Every day, a small number of businesses and households receive a census or a survey from the Census Bureau. To address the issues raised by those we ask to participate in our censuses or surveys, the Census Bureau created the Office of the Respondent Advocate.

If your constituents have issues with a survey they received from the Census Bureau or concerns about their interaction with one of our representatives, the Respondent Advocate will work directly with them to resolve those issues.

The Respondent Advocate listens to the constituent's feedback and shares it directly with those who manage our surveys. Based on their input, we work to improve the processes and procedures that affect the businesses and people we ask to participate in our surveys.

The Census Bureau depends on the cooperation and participation of the public in order to produce high-quality, statistical information about the people and economy of the United States—information that the nation depends on.

Responses to the questions we ask in a survey are only used to produce statistics. All responses are confidential. We never identify a business or household.

If you are a staff member of a state, county or local municipal office who has been contacted by a constituent about one of our surveys, we can assist you as well.

Tom Edwards



Tom Edwards and Ruth Chan are the Respondent Advocates for Household Surveys including the American Community Survey and many others. You can reach Tom or Ruth at 888-609-0563 or at <respondent-advocate@census.gov>.

Nishea Quash



Nishea Quash is the Respondent Advocate for the Business and Economic Surveys including the Economic Census, Service Annual Survey, and many others. You can reach Nishea at 888-609-0563 or at <respondent-advocate@census.gov>.

If you have ideas, suggestions, or specific concerns about our interaction with you, please contact us so we can assist you.

WE WOULD LIKE TO HEAR FROM YOU!

For more information on topics covered in this toolkit, please contact the Intergovernmental Affairs Office at 301-763-6100 or e-mail <ocia.iao@census.gov>.

IN THE MATTER
Of
REPEALING LOCAL LAW 2016-9 THAT
REMOVED THE REAL PROPERTY TAX
EXEMPTION FOR SOLAR, WIND OR
FARMS WASTE ENERGY SYSTEMS

LOCAL LAW 2020-()
CALLING FOR PUBLIC
HEARING

The **TOWN BOARD OF THE TOWN OF MANLIUS**, in the County of Onondaga, State of New York, met in regular session at the Town Hall in the Town of Manlius, located at 301 Brooklea Drive in the Village of Fayetteville, County of Onondaga, State of New York, on the ____th day of January, 2020, at 7:00 p.m.

The meeting was called to order by Edmond J. Theobald, Supervisor, and the following were present, namely:

Edmond J. Theobald	Supervisor
Sara Bollinger	Councilor
John Deer	Councilor
Elaine Denton	Councilor
Karen Green	Councilor
Katelyn Kreisel	Councilor
Heather Waters	Councilor

Absent:

WHEREAS, a Local Law has been introduced before the Board, to wit: Local Law 2020-__, entitled “**A LOCAL LAW AMENDING CHAPTER 134, ARTICLE XII**

“REMOVAL OF ALTERNATIVE ENERGY SYSTEMS EXEMPTION” OF THE CODE OF THE TOWN OF MANLIUS,” the text of which is as follows:

LOCAL LAW 2020-__, A LOCAL LAW AMENDING CHAPTER 134, TO REPEAL ARTICLE XII “REMOVAL OF ALTERNATIVE ENERGY SYSTEMS EXEMPTION” OF THE CODE OF THE TOWN OF MANLIUS:

Section 1. Intent and Purpose.

It is the intent and purpose of the Town Board to repeal Local Law No. 9-2016, which was adopted on November 16, 2016, and which removed any real property tax exemption for solar or wind energy systems or for any farm energy systems pursuant to Real Property Tax Law Section 487(8);

Section 2. Tax exemption reinstated.

The Town Board of the Town of Manlius hereby reinstates the State tax exemption for any solar or wind energy system or for any farm waste energy system authorized under Real Property Tax Law Section 487(8);

Section 3. Repeal Local Law 9-2016 as set forth below:

~~Section 134-48. Legislative Intent~~

~~It is the intent of this local law to remove the existing exemption for solar or wind energy systems or farm waste energy systems, as set forth in Real Property Tax law Section 487(2) related to Town taxation.~~

-

~~Section 134-49. Authority~~

~~This local law is adopted pursuant to Section 487(8) of the New York State Real Property, which expressly authorizes the town board to override the exemption set forth in Section 487(2) by local law.~~

~~Section 134-50. Tax Exemption Removal~~

~~The Town Board of the Town of Manlius County of Onondaga hereby removes any real property tax exemption for any solar or wind energy system or for any farm waste energy system constructed in the Town of Manlius, pursuant to Real Property Tax Law Section 487(8).*~~

* ~~strikeout~~ is repealed language

Section 4. This Local Law shall be filed in the office of the Secretary of State within 20 days of its approval.

WHEREAS, the Board hereby **FINDS and DETERMINES** that the State Exemption should be available to Town residents and companies to encourage and incentivize the development of renewable energy sources in the Town of Manlius;

WHEREAS, the Board further **FINDS and DETERMINES** that encouraging renewable energy through the construction of Wind, Solar or Farm Waste Energy Systems is a desired policy of the Town Board;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Manlius hereby calls for a public hearing on Local Law 2020-____, to be held at Town Hall, 301 Brooklea Drive, Fayetteville, New York _____, on the ____ day of _____, 2020; and be it

FURTHER RESOLVED, that the Town Clerk shall publish notice in the official Town newspaper of said public hearing at least five (5) days before the date the public hearing is to be held.

I, ALLISON WEBER, Town Clerk of the Town of Manlius, DO HEREBY CERTIFY that the preceding Resolution was duly adopted by the Town Board of the Town of Manlius at a regular meeting of the Board duly called and held on the ___th day of _____, 2020; that said Resolution was entered in the minutes of said meeting; that I have compared the foregoing copy with the original thereof now on file in my office; and that the same is a true and correct transcript of said Resolution and of the whole thereof.

I FURTHER CERTIFY that all members of said Board had due notice of said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Manlius, this ___th day of November, 2020.

DATED: January ___, 2020
Fayetteville, New York

Allison Weber
Town Clerk of the Town of Manlius
Onondaga County, New York