



October 4, 2016

CITY OF SARATOGA SPRINGS
City Council Meeting
City Council Room
7:00 PM

6:55 PM – P.H. – Time Limit Parking

7:00 PM

CALL TO ORDER

ROLL CALL

SALUTE TO FLAG

PUBLIC COMMENT PERIOD / 15 MINUTES

PRESENTATIONS

1. 2017 Budget – City of Saratoga Springs

CONSENT AGENDA

1. Approval of 9/19/16 Pre-Agenda Meeting Minutes
2. Approval of 9/20/16 City Council Meeting Minutes
3. Approve Resolution for the Use of the Insurance Reserve – 15
4. Approve Resolution for the Use of the Insurance Reserve – 16
5. Approve Budget Amendments – Insurance Reserve 15, 16
6. Approve Budget Amendments (Decreases)
7. Approve Budget Amendments (Increases)
8. Approve Budget Transfers – Regular
9. Approve Payroll: 09/23/16 \$457,622.10
10. Approve Payroll: 09/30/16 \$506,022.64
11. Approve Warrant: 2016 Mid – 16MWSEP2: \$200,920.94
12. Approve Warrant: 2016 REG – 16OCT1: \$87.20
13. Approve Warrant: 2016 REG – 16OCT2: \$677,352.96

MAYOR'S DEPARTMENT

1. Appointment: Appointment to the Design Review Commission
2. Appointment: Appointment of Alternate to the Design Review Commission
3. Discussion and vote: Approval to Change the City's Community Development Loan Percentages from 0% - 3% (current) to 2% Below the Prime Rate Not to Go Below 0%
4. Discussion and Vote: Authorization for Mayor to Sign Contract with Fitzgerald Morris Baker Firth PC – Eminent Domain
5. Announcement: Saratoga Springs Heritage Area Visitors Center Recognized by TripAdvisor
6. Announcement: UDO Update

ACCOUNTS DEPARTMENT

1. Discussion and Vote: New York State Archives Grant
2. Announcement: William H. Kelly Award

FINANCE DEPARTMENT

1. Announcement: 2017 Budget Workshops
2. Discussion: City Grant Program for Community Service Organizations
3. Discussion and Vote: Authorization for the Mayor to Sign SIEBA HRA Service Amendment 1-2017
4. Discussion and Vote: Budget Transfers – Legal/Professional Services for Mayor's Department
5. Discussion and Vote: Budget Transfers – Payroll
6. Discussion and Vote: Budget Transfers – Benefits

PUBLIC WORKS DEPARTMENT

1. Discussion and Vote: Authorization for the Mayor to Sign the Renewal Agreement with the Unified Court System
2. Discussion and Vote: Accept Donation for the Carousel in Congress Park
3. Discussion and Vote: Accept Donation – Message Center from the Saratoga Lake Association
4. Announcement: Update on the CHIPS Paving Program
5. Discussion and Vote: Approval to Pay Invoice – ProPet Distributors, Inc.
6. Discussion and Vote: Approval to Pay Invoice – JJP Slipforming, Inc.

PUBLIC SAFETY DEPARTMENT

1. Discussion and Vote: Amend Chapter 225, Article IX Schedules Sub-Section 225-87, Schedule XXII Time Limit Parking
2. Set Public Hearing: Amend Chapter 225, Article IX Schedules 225-69 Schedule IV Speed Limits: Outside District
3. Announcement: Bike Lanes on North Broadway

SUPERVISORS

Matthew Veitch

1. NYSAC Conference Report
2. Open Space Public Forum Report
3. Saratoga County Trails Grants
4. Saratoga County Prosperity Partnership
5. Saratoga County Capital Resource Corporation

Peter Martin

1. NYSAC Conference
2. Public Health
3. Public Works
4. Seniors' Forum
5. Manufacturing Month and Domestic Violence Awareness Month
6. County Water Authority

ADJOURN



October 4, 2016

CITY OF SARATOGA SPRINGS
City Council Meeting
City Council Room
7:00 PM

PRESENT: Joanne Yepsen, Mayor
Michele Madigan, Commissioner of Finance
John Franck, Commissioner of Accounts
Anthony Scirocco, Commissioner of DPW
Christian Mathiesen, Commissioner of DPS

STAFF PRESENT: Meg Kelly, Deputy Mayor
Lynn Bachner, Deputy Commissioner, Finance
Maire Masterson, Deputy Commissioner, Accounts
Tim Cogan, Deputy Commissioner, DPW
Eileen Finneran, Deputy Commissioner, DPS

Vincent DeLeonardis

Matthew Veitch, Supervisor
Peter Martin, Supervisor

RECORDING OF PROCEEDING

The proceedings of this meeting were taped for the benefit of the secretary. Because the minutes are not a verbatim record of the proceedings, the minutes are not a word-for-word transcript.

PUBLIC HEARING

Time Limit Parking

Mayor Yepsen opened the public hearing at 6:57 p.m.

Commissioner Mathiesen stated this is to amend the City Code to allow 3 hour parking on the north side of Church Street from Woodlawn Avenue to Clinton Street. It is currently 2 hour parking.

No one spoke.

Mayor Yepsen closed the public hearing at 7:00 p.m.

CALL TO ORDER

Mayor Yepsen called the meeting to order at 7:00 p.m.

PUBLIC COMMENT

Mayor Yepsen reminded the public and Council that rules have been adopted regarding the public comment period. She reviewed these rules for all.

Mayor Yepsen opened the public comment period at 7:01 p.m.

Bonnie Sellers of Saratoga Springs stated State Comptroller Tom DiNapoli just reported the City of Saratoga Springs is the only one of 61 cities in the state to rank highest in both a complete lack of financial stress and environmental problems. She congratulated the Finance Department on this. She provided the Council with a handout (attached).

Ken Grey of Saratoga Springs and member of Complete Streets thanked the Council for their support of the greenbelt trail and Complete Streets. He hopes they look at the downtown connector as an investment in our community. We attract people because of the city we have and there are things to offer.

Mark Lafont of Saratoga Springs thanked the Council on the bike lanes on North Broadway – great work. He asked the Council to consider the downtown connector.

Dick Eckert of Saratoga Springs stated he is a volunteer driver for the Senior Center. They have a program called Community Connections; a program to get people into the center. He described some of the activities that are offered. This program gives people a chance to get out and meet new people. They are operating on a small budget.

Darlene McGraw of Saratoga Springs thanked the Fire Department and Police Department for their support of breast cancer awareness. She advised the US Department of Justice responded to her letter and informed her they transferred the case to the US Department of Transportation. The US Department of Transportation also responded to her; they transferred the complaint to the FHWA's New York office for investigation.

Mayor Yepsen closed the public comment period at 7:15 p.m.

PRESENTATIONS

2017 Budget

Commissioner Madigan presented the proposed 2017 comprehensive budget. Copies of the budget have been given to each Council member; a copy is on the City's webpage; and a copy is in the City Clerk's Office.

Commissioner Madigan advised the City has solid reserves; AA+ bond rating; funds for contingencies; and a healthy fund balance. The allowable tax growth factor for 2017 is 0.68% for the City of Saratoga Springs. It is time to envision a smart city and to ensure the City of Saratoga Springs is on the path to becoming one. The total proposed 2017 budget is \$45,527,282.49.

Over half of the 2017 budget is made up of salaries and social security. The health insurance plans have rate increases from 4.8% to 14%. The salary of the director of risk and safety is much lower than other director positions in the City; therefore that position will receive an increase of \$25,000 to be brought in line with other director positions. This increase is offset by savings in liability for 2017. Other increased expenses include: hardware and software; professional services for the landfill and Loughberry Dam; service contracts for equipment; a vehicle for the tree department; \$20,000 for the Senior Center Outreach Program; \$5,000 for SLPID; increase in utility bills for Franklin Community Center; professional services for the Finance Department during renovations; professional services for IT; professional services for Fire and Police Departments; building repairs for recreation; risk and safety initiatives; paving materials; and WiFi at the ice rink.

Decreased expenses include: liability insurance; contingency; NYS Retirements System contribution; and various utilities.

The majority of the City's General Fund budget is supported by five main revenue sources: sales tax, mortgage tax, state aid, VLT aid, and real property tax. There is no growth in the City's main revenue sources.

Of the 5 fund balance sources, 2 are reflected in the 2017 Comprehensive Budget – restricted and unassigned. Restricted fund balance includes amounts from reserves; of which \$1,325,000 is included in the 2017 budget. Commissioner Madigan also included \$775,000 from the City's Tax Stabilization Reserve. The Tax Stabilization Reserve may be used to lessen or prevent any projected increase in excess of two and one-half percent in the amount of the real property tax levy and is funded with taxpayer dollars. Unassigned fund balance is all fund balance remaining that is not classified or restricted and can be made available for any purpose; the 2017 Budget includes \$541,112 from this fund.

The 2017 Comprehensive Budget includes 21 projects from the requested capital projects for a total of \$6,367,936. Of this, about \$3,883,336 requires bonding; \$250,000 will be drawn from the Building Reserve Fund; \$199,600 will be covered by the Recreation Trust Fund; and \$35,000 is from the City School District.

The Debt Service Budget reflects principal and interest payments on all the City's outstanding bonds for capital projects except those included in the Water and Sewer Funds. Revenue used to support the Debt Service Budget's expenditures includes property tax, as well as other Council approved sources. The total proposed 2017 Debt Service budget is \$3,604,244. The main revenue source supporting these expenditures is property tax.

Commissioner Madigan included recommendations to replenish reserves and establish assignments that can be used as tools to work through 2017 budgetary issues and smooth the transition to 2018. These include: assignment for expenses associated with "right-sizing" amounts appropriated in the 2017 Budget for employee wages, benefits and other costs carried to maintain the current workforce, no new hires, contribution to the reserve fund for the payment of bonded indebtedness in the amount of \$100,000; contribution to the retirement reserve in the amount of \$100,000; contribution to the capital reserve for buildings in the amount of \$100,000; and contribution to the insurance reserve in the amount of \$50,000.

Under the 2017 Comprehensive Budget, Saratoga Springs taxpayers have NO tax increase, as well as a rebate through the NYS Freeze Credit.

CONSENT AGENDA

Mayor Yepsen moved and Commissioner Madigan seconded to accept the consent agenda as follows:

1. Approval of 9/19/16 Pre-Agenda Meeting Minutes
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Ayes – All

MAYOR'S DEPARTMENT

Appointment: Appointment to the Design Review Commission

Mayor Yepsen appointed Leslie Mecham to the Design Review Commission. This is a 5 year term beginning this year.

Appointment: Appointment of Alternate to the Design Review Commission

Mayor Yepsen appointed Karen Cavatta as an alternate to the Design Review Commission. Karen's term as a regular member to the DRC ended this year but agreed to stay on as an alternate.

Discussion and vote: Approval to Change the City's Community Development Loan Percentages from 0% - 3% (current) to 2% Below the Prime Rate Not to Go Below 0% (16-355)

Cindy Phillips stated this is a revolving loan program that has been funded through the Community Development Block Grant funds since 1990. The rate for a low income person was 0% and 3% for a moderate income person. They are asking to decrease the interest rates to 2% below prime but not to go below 0%.

Mayor Yepsen moved and Commissioner Madigan seconded to approve the City's Community Development loan percentages from 0 - 3% current to 2% below the prime rate not to go below 0%.

Ayes - All

Discussion and Vote: Authorization for Mayor to Sign Contract with Fitzgerald Morris Baker Firth, PC – Eminent Domain (16-356)

Vince DeLeonardis, city attorney, advised this is for legal services for eminent domain at 100 Geysers Road. This will allow us to complete a sidewalk in this location. The City has met several times with the property owner with no success. Our next step will be to make a formal offer to purchase the easement from the current property owner.

Mayor Yepsen moved and Commissioner Mathiesen seconded to authorize the mayor to sign a contract with Fitzgerald Morris Baker Firth, PC on the eminent domain situation on Geysers Road up to an amount \$14,999.

Ayes - All

Announcement: Saratoga Springs Heritage Area Visitors Center Recognized by TripAdvisor

Mayor Yepsen announced the Saratoga Springs Heritage Area Visitors Center has been recognized for excellence by TripAdvisor. This further proves the Convention & Tourism Bureau can and has done more with the Visitor Center than the City.

Todd Garafano of the Convention & Tourism Bureau stated we were ranked 7th among attractions on TripAdvisor. As of the end of September, they are 25% over where they were last for visitation at the center.

Announcement: UDO Update

Tina Carton stated the draft diagnostic report was presented to Council on September 6th. She will be setting up individual meetings with the Council members. Staff continues to welcome comments. On October 18th, Behan Planning will present the findings of the comment period to the City Council and present a plan moving forward.

ACCOUNTS DEPARTMENT

Discussion and Vote: New York State Archives Grant (16-357)

Commissioner Franck advised we received a non-matching grant from the New York State Archives in the amount of \$30,011 to improve the former voting machine storage room and to turn this room into a record storage room. This is the 30th competitive grant we have received from the archives bringing the total funds received to \$587,000.

Commissioner Franck moved and Commissioner Madigan seconded for City Council to accept the grant award from the New York State Archives and to authorize the mayor to sign all related documents.

Ayes - All

Announcement: William H. Kelly Award

Commissioner Franck announced this is the second award we have received from the New York State Archives for excellence in our Records Management Program. This award is for the development of the City archives program. Nancy Wagner has written 2 grants and designed the projects to help preserve and improve the accessibility and retrieval of historic records of the archives. This award is based upon the results of these projects. He thanked city historian Mary Ann Fitzgerald for her unwavering support of these projects and Field Horne and Lorrie Weiss for their hard work organizing, indexing, and preserving the documents.

FINANCE DEPARTMENT

Announcement: 2017 Budget Workshops

Commissioner Madigan announced the 2017 budget workshops as follows: Thursday, October 6th at 5 p.m.; Wednesday, October 12th at 1 p.m.; Wednesday, October 19th at 1 p.m.; Monday, October 24th at 1 p.m.; and Wednesday, October 26th at 1 p.m. if needed. All workshops will be held in the City Council Room.

There will be public comment before each budget workshop.

Discussion: City Grant Program for Community Service Organizations

Commissioner Madigan advised she is working to establish a grant program for Community Service Organizations. The goal is to provide revenue support to many of the organizations that support our City. All local service organizations servicing City residents will be able to apply. Amount available will vary each year. She asked each Council member to appoint someone to the committee.

Commissioner Franck stated this is a great idea. He suggested putting an amount in the budget.

Discussion and Vote: Authorization for the Mayor to Sign SIEBA HRA Service Amendment 1-2017 (16-358)

Commissioner Madigan advised this is an agreement for reimbursement of co-pays for some employees and retirees.

Commissioner Madigan moved and Commissioner Franck seconded to authorize the mayor to sign SIEBA HRA service amendment 1-2017 which was distributed with the agenda.

Ayes - All

Discussion and Vote: Budget Transfers – Legal/Professional Services for Mayor's Department (16-359)

Commissioner Madigan moved and Commissioner Franck seconded to approve the 2016 budget transfers – which were distributed with the agenda.

Ayes - All

Discussion and Vote: Budget Transfers – Payroll (16-360)

Commissioner Madigan moved and Commissioner Mathiesen seconded to approve the 2016 budget transfers – payroll which were distributed with the agenda.

Ayes - All

Discussion and Vote: Budget Transfers – Benefits (16-361)

Commissioner Madigan moved and Commissioner Mathiesen seconded to approve the 2016 budget transfers – benefits which were distributed with the agenda.

Ayes – All

PUBLIC WORKS DEPARTMENT

Discussion and Vote: Authorization for the Mayor to Sign the Renewal Agreement with the Unified Court System (16-362)

Commissioner Scirocco advised this is an annual agreement with the court system for cleaning. The agreement runs from April 1, 2016 – March 31, 2017. The proposed budget is \$28,918.

Commissioner Scirocco moved and Commissioner Madigan seconded to authorize the mayor to sign the renewal contract with the Unified Court System for the period of April 1, 2016 – March 31, 2017 in the amount of \$28,918.

Ayes - All

Discussion and Vote: Accept Donation for the Carousel in Congress Park (16-363)

Commissioner Scirocco advised a resident would like to donate a replacement jewel for one of the horses in the carousel by Mr. & Mrs. Bill Hickey.

Commissioner Scirocco moved and Commissioner Franck seconded to accept the donation of \$100 from William and Catherine Hickey, in memory of their niece Emily, for the purchase of the missing jewel from the harness of the lead king horse in the carousel at Congress Park.

Ayes - All

Discussion and Vote: Accept Donation – Message Center from the Saratoga Lake Association (16-364)

Commissioner Scirocco advised the Saratoga Lake Association would like to donate a message center to be placed at the Waterfront Park. The value of the message center is \$600. It will be located at the base of the new steps.

Commissioner Scirocco moved and Commissioner Franck seconded to accept the donation of a message center in the memory of Robert 'Bob' Eastman from Saratoga Lake Association, valued at \$600, to be placed at the Waterfront Park.

Ayes - All

Announcement: Update on the CHIPS Paving Program

Commissioner Scirocco provided the Council and public with a CHIPS report. They paved 26 streets or street sections; just less than 5 miles of road. They estimate the roads to have a 20 year life cycle.

Discussion and Vote: Approval to Pay Invoice – ProPet Distributors, Inc. (16-365)

Commissioner Scirocco advised 2 invoices were created in the amount of \$762.48 and \$1,051.48 for dog pet stations at the Waterfront Park and Congress Park. The total of the invoices exceed the threshold of \$1,499.

Commissioner Scirocco moved and Commissioner Franck seconded for the Council to approve payment to ProPet Distributors, Inc. in the amount of \$1,803.96.

Ayes - All

Discussion and Vote: Approval to Pay Invoice – JJP Slipforming, Inc. (16-366)

Commissioner Scirocco advised this invoice went above the purchase order amount of \$20,000.

Commissioner Scirocco moved and Commissioner Mathiesen seconded to approve payment to JJP Slipforming, Inc. in the amount of \$22,752.45.

Ayes - All

PUBLIC SAFETY DEPARTMENT

Discussion and Vote: Amend Chapter 225, Article IX Schedules Sub-Section 225-87, Schedule XXII Time Limit Parking (16-367)

Commissioner Mathiesen moved and Commissioner Madigan seconded to amend chapter 225, article IX schedules sub-section 225-87 schedule XXII time limit parking. The name of the street is Church Street; side of the street is north; time limit is 3 hours from 9 a.m. – 6 p.m.; and location is Woodlawn Avenue to Clinton Street.

Ayes - All

Set Public Hearing: Amend Chapter 225, Article IX Schedules 225-69 Schedule IV Speed Limits: Outside District

Commissioner Mathiesen set a public hearing for Tuesday, October 18, 2016 at 6:40 p.m.

Announcement: Bike Lanes on North Broadway

Commissioner Mathiesen announced the bike lanes on North Broadway have been installed. He thanked Mark Benaquista and his staff for completing this project.

SUPERVISORS

Matt Veitch

NYSAC Conference Report

Supervisor Veitch reported he serves as vice-chair of the Public Safety Committee at NYSAC. They passed the following 4 resolutions: Next Generation 911; Federal Approval to Provide High Need Individuals with Medicaid; Promotion of Video Conferencing for Court Appearances; and Improve Probation and Alternatives to Incarceration in New York State.

Open Space Public Forum Report

Supervisor Veitch reported the Open Space Public Forum was held last week. It was well attended and the residents presented many good ideas. There is not much money left for open space purchases and they are trying to find a way to update that and extend it.

Saratoga County Trails Grants

Supervisor Veitch reported Saratoga County had \$50,000 for trail grants. The money was given out last week.

Saratoga County Prosperity Partnership

Supervisor Veitch reported they are continuing to work towards attracting businesses in Saratoga County.

Saratoga County Capital Resource Corporation

Supervisor Veitch reported they met this afternoon. There was one application for Saratoga Hospital for re-financing.

Supervisor Veitch reported they are getting into the budget process at the County. They are discussing overriding the tax cap.

Mayor Yepsen asked if there is one major item that is causing this or is there multiple.

Supervisor Veitch advised that specific information has not been provided to them yet.

Peter Martin

NYSAC Conference

Supervisor Martin reported he is on the Native American Affairs and Gaming Committee. They had 1 resolution which was to make sure that if municipalities that host casinos have costs that increase, the state legislature and governor consider increasing the amount of tax revenues they share. He added the not only the host community but the surrounding communities get to share in those revenues.

Public Health

Supervisor Martin reported the Board of Supervisors has passed and authorized the preparation and distribution of webcasts regarding E-bola and Zyka virus.

Public Works

Supervisor Martin reported they extended the recycling agreement with the City.

Seniors' Forum

Supervisor Martin reported the forum was well attended. The major issue for seniors is transportation.

City Council Meeting
10/4/16

Manufacturing Month and Domestic Violence Awareness Month

Supervisor Martin reported the County did name the month of October Manufacturing Month and Domestic Violence Awareness Month.

County Water Authority

Supervisor Martin reported the County did not have to expend any funds – they were self sustaining.

ADJOURNMENT

There being no further business, Mayor Yepsen adjourned the meeting at 8:59 p.m.

Respectfully submitted,

Lisa Ribis
Clerk

Approved: 10/18/16
Vote: 4 - 0