



October 2, 2018

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

7:00 PM

CALL TO ORDER

ROLL CALL

SALUTE TO FLAG

PUBLIC COMMENT PERIOD / 15 MINUTES

PRESENTATION

1. 2019 Comprehensive Budget

CONSENT AGENDA

1. Approval of 9/17/18 City Council Meeting Minutes
2. Approval of 9/17/18 Pre-Agenda Meeting Minutes
3. Approve Use of Insurance Reserve Resolution #3
4. Approve Budget Amendment – Use of Insurance Reserve #3
5. Approve Budget Amendments – Regular (Increases)
6. Approve Budget Transfers - Regular
7. Approve Payroll 9/21/18 \$534,117.59
8. Approve Payroll 9/28/18 \$504,183.25
9. Approve Warrant - 2018 18MWSEP2 \$24,184.74
10. Approve Warrant - 2018 18OCT1 \$1,314,669.99
11. Authorization for the Mayor to Sign Agreement with YMCA
12. Authorization for Mayor to Sign the Town of Wilton Agreement
13. Sick Time Donation – Mayor's Department
14. Sick Time Donation – Public Safety Department

MAYOR'S DEPARTMENT

1. Presentation: Charter Review Update
2. Discussion and Vote: PILOT Agreement Between City of Saratoga Springs and The Link at SOBRO Housing Development Fund Company, Inc. et. al.
3. Announcement: Saratoga Springs Recreation Master Plan Public Meeting
4. Announcement: Recreation Basketball is ON
5. Discussion and Vote: Accept \$820 WGY Christmas Wish/Curtis Lumber Donation
6. Discussion and Vote: Authorization for the Mayor to Sign Grant Application for CDTC Capital District Smart Communities Program
7. Discussion and Vote: Authorization for the Mayor to Sign Modification 2 to NYSERDA Agreement No. 39520 (Cleaner Greener Communities Grant)

ACCOUNTS DEPARTMENT

1. Discussion and Vote: Set 2020 – 2021 Salaries for City Council

2. Award of Bid: Traffic Signal Equipment to General Traffic Equipment Corporation

FINANCE DEPARTMENT

1. Announcement: 2019 Budget Workshops
2. Set Public Hearing: 2019 Comprehensive Budget
3. Discussion and Vote: Budget Amendment – Payroll and Benefits
4. Discussion and Vote: Budget Transfers – Payroll and Benefits

PUBLIC WORKS DEPARTMENT

1. Discussion and Vote: Approval to Pay Invoice – Capital Tractor, Inc.
2. Discussion and Vote: Authorization for the Mayor to Sign Curb Agreements
3. Discussion and Vote: Authorization for the Mayor to Sign Contract with Atlantic Underwater Services, Inc. for the Water Tank Inspections at the Water Treatment Plant

PUBLIC SAFETY DEPARTMENT

1. Discussion and Vote: Authorization for the Mayor to Sign Contract with Biometrics4All, Inc.
2. Discussion and Vote: Authorization for the Mayor to Sign Contract with General Traffic Equipment Corp.
3. Set Public Hearing: Amend Chapter 225 of the City Code – Vehicles & Traffic with Respect to Application of Time Limits for On Street Parking Both Sides of Maple Avenue from Parking Lot North of City Hall to Parking Lot North of City Center
4. Discussion and Vote: Authorization to Pay Invoice to Powerphone, Inc.

SUPERVISORS

Matt Veitch

1. NYSAC Conference Report
2. Tourism Advisory Committee

Tara Gaston

1. NYSAC Report
2. Upcoming Public Forums
3. Voting Deadline

ADJOURN



October 2, 2018

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

PRESENT: Meg Kelly, Mayor
Michele Madigan, Commissioner of Finance
John Franck, Commissioner of Accounts
Anthony Scirocco, Commissioner of DPW
Peter Martin, Commissioner of DPS

STAFF PRESENT: Lisa Shields, Deputy Mayor
Mike Sharp, Deputy Commissioner, Finance
Maire Masterson, Deputy Commissioner, Accounts (arrived @ 7:04 p.m.)
Joe O'Neill, Deputy Commissioner, DPW
John Daley, Deputy Commissioner, DPS

Vincent DeLeonardis

Matthew Veitch, Supervisor
Tara Gaston, 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.

CALL TO ORDER

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

PUBLIC COMMENT

Mayor Kelly said the public comment period is limited to a total of 15 minutes and individuals are limited to two minutes.

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

Bonnie Seller of Saratoga Springs stated there is a public meeting tomorrow at the library at 6:30 in the community room where the 2018 Charter Commission will present their work.

Richard Sellers of Saratoga Springs stated he is looking at a copy of the minutes from early 2017 Charter Committee meeting regarding discussion of compensation in the Charter. The increase or change of salary can't be done during a Council's term of office. He suggested locking in salaries for at least 2 years so it doesn't become a side issue of what is excellent work.

Ryan McMahon of City Center stated he was asked to come tonight by the City Center Authority to request the City look at the parking on Maple Avenue from Ellsworth Jones Place to the Olde Bryan Inn. They would like to see the on street parking be 2 hour parking between 9 a.m. – 6 p.m.

Sam Brewer of Saratoga Springs stated he read the Charter Review Commission has made changes that will be up for referendum this November. He wanted to complement the Commission on their work on the proposed Charter. He also complemented Commissioner Martin on creating an informal citizen's advisory committee for the Public Safety Department.

Mayor Kelly closed the public comment period at 7:04 p.m.

PRESENTATION

2019 Comprehensive Budget (copy attached)

Commissioner Madigan presented the proposed 2019 Comprehensive Budget. A copy of the proposed budget has been provided to each Council member and a copy is being placed on the City's website, one in the library, and one in the City Clerk's Office.

The lightning strike has impacted every department in City Hall. The goal has been to maintain operations while working to get employees and the public back in City Hall. The 2019 general fund comprehensive budget is \$47 million dollars; a 1.8% increase from the 2018 adopted budget. The 2019 requested expenses came in at \$50.2 million; an 8.8% increase over 2018.

As commissioner of finance, she is required by the Charter to bring the proposed budget forward at the first City Council meeting in October. There will be 2 public hearings and 3 workshops prior to passing the budget. The Council must adopt a budget before November 30th; if a budget does not pass by November 30th, tonight's proposed budget becomes the budget for 2019.

A budget overview – General Fund was presented as follows:

Revenues	2018 Adopted	2019 Comprehensive	% Change
Total	\$46,136,623	\$46,968,984	+1.8%
Expenses	2018 Adopted	2019 Comprehensive	% Change
Total	\$46,136,623	\$46,968,984	+1.8%
Personnel	\$25,894,471	\$26,774,590	+3.6%
Benefits	\$12,579,046	\$12,581,482	+0.0%
Equipment	\$508,148	\$494,088	-2.8%
Contracted Services	\$6,602,018	\$6,766,532	+2.5%
Other	\$605,940	\$352,292	-41.9%

Property tax continues to be our primary revenue followed by sales tax and City departments. The 2019 comprehensive budget assumes a slight property tax increase due to the debt service fund levy. The debt service budget for 2019 totals \$3.8 million and the property tax cap is 2% for 2019. The impact of the .38% increase will increase a home assessed at \$250,000 by \$5 annually and a home assessed at \$400,000 will see an increase of \$8 annually.

Sales tax in 2018 is trending to be the best year for sales tax in City history. As of last month, aggregate sales tax is up 9.7% from the same period last year. The next sales tax distribution from the state will be mid October and represent the July/August period.

Mortgage tax is the most volatile revenue sources but has been trending upward until 2018. Mortgage tax distribution is received twice a year. They believe this year's full distribution will be well below the 2018 adopted budget estimate.

VLTA aid is being kept flat for 2019 as well as NYRA admission tax being kept flat. Hotel Occupancy Tax has decreased due to AirBnB. Departmental income is up 19.4% due to increased efficiencies. Personnel related expenses are up 3.6% in 2019 largely due to contractual increase and 2018 mid-year upgrades.

All new hires and upgrade requests have been excluded from the 2019 budget. The Accounts Department requested a significantly higher number for appraisal services in their budget submission and expects to be revisiting this number in the amended budget. The 2 largest decreases are in contingency and vehicles.

Restricted fund balance represents reserves that are funded throughout the year for a variety of reasons such as capital projects and retirement expenses. Total fund balance usage in the budget is \$2.5 million.

The capital budget was not presented to the Council by the mayor due to the lightning strike at City Hall. The Council decided to wait until they had more information regarding the capital needs of City Hall.

The immediate focus is on City Hall and improved IT usage City-wide. In 2019 there will be a City Hall wide effort to bring documentation practices into the modern era.

CONSENT AGENDA

Mayor Kelly advised Finance requested items 13 & 14 be removed from the Consent Agenda.

Mayor Kelly moved and Commissioner Madigan seconded to accept the consent agenda as stated with the amendment that items regarding sick time be removed and placed on the agendas of their respective departments:

1. Approval of 9/17/18 City Council Meeting Minutes
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3. Approve Use of Insurance Reserve Resolution #3
4. Approve Budget Amendment – Use of Insurance Reserve #3
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11. Authorization for the Mayor to Sign Agreement with YMCA
12. Authorization for Mayor to Sign the Town of Wilton Agreement
13. Sick Time Donation – Mayor's Department (this item was removed from agenda)
14. Sick Time Donation – Public Safety Department (this item was removed from agenda)

Ayes – All

MAYOR'S DEPARTMENT

Mayor Kelly moved and Commissioner Martin seconded to approve to add an item to the agenda for the adoption Model Sexual Harassment Policy for Employees - Model Sexual Harassment Prevention Training as required by NYS Department of Labor. (18-324)

Aye – All

Miriam Dixon, director of human resources explained there are 2 key components under this law. The first is the policy. They are asking to adopt the model policy with the understanding that after a more thorough review of the model policy by the city attorney and herself, they may bring the document back to the Council with edits specific to the City of Saratoga. The second component is training – every employer is required to provide employees with training. They are asking to adopt the model training with the understanding that after a more thorough review of the training by the city attorney and H.R. administrator, they may bring this document back to Council for specifics to the City.

Discussion and Vote: Adoption of Sexual Harassment Policy – Model Sexual Harassment Prevention Training (18-325)

Mayor Kelly moved and Commissioner Scirocco seconded to adopt the NYS Department of Labor Sexual Harassment Prevention Guidance including the #1 model Sexual Harassment Policy for Employers and #2 model Sexual Harassment Prevention Training. These documents will replace the current City Employment Handbook Policies as well as those included in other documents of City policies.

Ayes – All

Presentation: Charter Review Update

Vince DeLeonardis, city attorney and chair of the Charter Commission advised he and Deputy Sharp began the educational outreach. The next meeting is tomorrow at the library at 6:30 pm. On October 23rd there will be a presentation at the library with a question and answer period. There will be another presentation on October 25th at the Saratoga Lions Club.

Discussion and Vote: PILOT Agreement Between City of Saratoga Springs and The Link at SOBRO Housing Development Fund Company, Inc. et. al. (18-326)

Vince DeLeonardis, city attorney, advised the PILOT is for a term of 30 years which will commence upon the completion of the project including a certificate of occupancy.

Mayor Kelly moved and Commissioner Franck seconded to authorization for the PILOT agreement between the City of Saratoga Springs and The Link at SOBRO Housing Development Fund Company, Inc. et al as uploaded with the agenda.

Ayes - All

Announcement: Saratoga Springs Recreation Master Plan Public Meeting

Mayor Kelly advised the public meeting of the Recreation Master Plan will be held on October 4th at 6:30 p.m. at Adirondack Trust Mabee building.

Announcement: Recreation Basketball is ON

Mayor Kelly announced recreation basketball is still happening even with the fire and relocation of City employees to the Recreation Center.

Discussion and Vote: Accept \$820 WGY Christmas Wish/Curtis Lumber Donation (18-327)

Mayor Kelly moved and Commissioner Madigan seconded to accept the \$820 donation from WGY Christmas Wish Committee & Curtis Lumber.

Ayes – All

Discussion and Vote: Authorization for the Mayor to Sign Grant Application for CDTC Capital District Smart Communities Program (18-328)

Mayor Kelly advised \$75,000 is available to fund technical studies in launching smart cities initiatives. If approved we will apply for a project to do a comparison of smart city street lighting technology to improve traffic and safety efficiency in our city.

Mayor Kelly moved and Commissioner Madigan seconded to approve and sign the grant application as referred to in the agenda materials and as well as documents associated with the application including but not limited to a letter of intent as required therein.

Ayes - All

Discussion and Vote: Authorization for the Mayor to Sign Modification 2 to NYSERDA Agreement No. 39520 (Cleaner Greener Communities Grant) (18-329)

Mayor Kelly stated the City's consultants, Camiros, met and toured with the planning staff to kick off the UDO project. Next steps include work on the preliminary draft zoning map to align with the City's adopted Comprehensive Plan.

Mayor Kelly moved and Commissioner Martin seconded to approve the mayor to sign modification 2 to the NYSERDA agreement No. 39520 Cleaner Greener Communities Grant as uploaded with this agenda.

Ayes – All

Discussion and Vote: Sick time Donation (18-330)

Mayor moved and Commissioner Scirocco seconded to approve a donation of up to 32 hours of sick time from Vince DeLeonardis to Trish Bush.

Ayes - All

ACCOUNTS DEPARTMENT

Discussion and Vote: Set 2020 – 2021 Salaries for City Council (18-331)

Commissioner Franck advised he would like to set the salaries for the City Council for years 2020 & 2021 as part of the Charter fiscal financial statement.

The resolution was read into the record as follows:

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SARATOGA SPRINGS**

WHEREAS, the current annual salary for members of the City of Saratoga Springs Council is fourteen thousand five hundred (\$14,500) as specified in section 2.1 of the City Charter; and

WHEREAS, Section 23 and 24 of the Municipal Home Rule Law provide that an increase or decrease in the salary of an elected officer during his or her term shall be subject to referendum, but those laws impose no such requirement in situations where the salary of an elected official remains the same,

NOW, THEREFORE, BE IT RESOLVED as follows;

1. For the calendar year 2020, the annual salary for members of the Saratoga Springs City Council shall be fourteen thousand five hundred dollars (\$14,500).
2. For the calendar year 2021, the annual salary for members of the Saratoga Springs City Council shall be fourteen thousand five hundred dollars (\$14,500).

Commissioner Franck moved and Commissioner Madigan seconded to approve the resolution for the City Council salaries for 2020 & 2021 as read and attached via the email.

Mayor Kelly stated she is in the process of forming a citizen based advisory board to review salaries of elected officials. This board will be comprised of members representing taxpayers, business, financial, and minority groups and chaired by Miriam Dixon. Her position is a full time position and she doesn't feel the salary should be set for 2020. A salary survey should be done and a fair salary should be set for all of them. Working at \$14,500 is not fair to them or the community. This is a full time position.

Commissioner Franck stated the mayor found out about this last Thursday. He is pushing salaries now as there are no salaries in the new Charter. People are not discussing that the benefits have gone up dramatically; which brings the compensation up to the \$42,000 range with salary, insurance, retirement, etc. There will be new efficiencies with the new Charter that will alleviate some of their time. They need to set the salaries for the fiscal analysis. The first time he saw the fiscal analysis last Thursday and saw the salaries were zero. He felt it important to bring the salaries forward to the Council.

Mayor Kelly didn't see a resolution until yesterday morning. She likes her job and works hard; \$14,500 is ridiculous. This is no part-time job.

Commissioner Martin stated the Charter Review Commission formed earlier this year was charged make the Charter more efficient; correct things that needed to be corrected within the scope of the commission form of government. He doesn't think \$14,500 is the right number. They will not be doing justice to this document if we don't take the time to do a salary study.

Commissioner Madigan stated they are still going to do that. The issue with the fiscal analysis is nothing takes effect until 1/1/20. It is difficult to put out a fiscal analysis of what this Charter is going to cost. We need to be clear what this charter is going to cost the tax payers. This is what we told the last commission they didn't have; accurate numbers.

Commissioner Martin stated the fiscal analysis has to be transparent and their best guesstimate of what the fiscal impact could be. A note should be included in the fiscal analysis stating these salaries may be changed by the Council per section 2.1 of the Charter. For every thousand dollars in salary the change would be x.

Commissioner Franck stated Commissioner Martin wanted to put language in the Charter stating there will be a compensation group every 2 years; which he agreed with. They don't know if there will be 5 or 7 people. Let the people get a feel of the new Charter and the time requirement so they can do a fair study. The salaries were taken out to make the document better, not to raise the salaries. He is doing this for the City, not the money.

Commissioner Scirocco stated nothing changes if this charter doesn't pass. It makes sense and shows an attempt to be transparent by passing this resolution. He is going to support this.

Commissioner Madigan stated if we are going to say impact is zero dollars in 2020, they have to make it say zero dollars. She will be supporting this but at some time they should review the salaries.

Ayes – 3

Nays – Mayor Kelly and Commissioner Martin

Award of Bid: Traffic Signal Equipment to General Traffic Equipment Corporation (18-332)

Commissioner Franck moved and Commissioner Martin seconded to award the bid for Traffic Signal Equipment to General Traffic Equipment Corporation in the amount not to exceed \$21,640.

Ayes - All

FINANCE DEPARTMENT

Announcement: 2019 Budget Workshops

Commissioner Madigan announced the 2019 budget workshops as follows:

- Wednesday, October 17, 2018 at the Casino from 1:00 pm – 3:00 pm for the Accounts Office, Finance, and Recreation Dept.
- Monday, October 22, 2018 at the Casino from 5:00 pm – 7:00 pm for DPW and Capital Budget
- Wednesday, October 24, 2018 at the Casino from 1:00 pm – 3:00 pm for the Mayor's Office and DPS

Set Public Hearing: 2019 Comprehensive Budget

Commissioner Madigan set the first public hearing for the 2019 comprehensive budget for Tuesday, October 16, 2018 at 6:45 p.m.

Discussion and Vote: Budget Amendment – Payroll and Benefits (18-333)

Commissioner Madigan moved and Commissioner Franck seconded to approve the budget amendment – payroll and benefits as previously distributed with the agenda.

Ayes – All

Discussion and Vote: Budget Transfers – Payroll and Benefits (18-334)

Commissioner Madigan moved and Commissioner Franck seconded to approve the budget transfers – payroll and benefits as previously distributed with the agenda.

Ayes – All

Commissioner Madigan moved and Commissioner Scirocco seconded to add item to her agenda; discussion and vote for a budget amendment for the City Center. (18-335)

Ayes - All

Discussion and Vote: Budget Amendment for City Center (18-336)

Commissioner Madigan moved and Commissioner Scirocco seconded to approve the budget amendment - City Center.

Ayes - All

PUBLIC WORKS DEPARTMENT

Discussion and Vote: Approval to Pay Invoice – Capital Tractor, Inc. (18-337)

Commissioner Scirocco advised the invoice was created prior to a purchase order being obtained.

Commissioner Scirocco moved and Commissioner Madigan seconded to approve payment to Capital Tractor, Inc. in the amount of \$2,047.17 for repairs to the remote lawn mowing equipment.

Ayes – All

Discussion and Vote: Authorization for the Mayor to Sign Curb Agreements (18-338)

Commissioner Scirocco stated he has 3 curb agreements to bring forward. They are as follows:

- Installation of 6 linear feet of pre-cast curb at 35 Thoroughbred Drive at \$40 per foot for a total of \$240.
- Installation of 32 linear feet of granite curb at 230 Nelson Avenue at \$50 per linear foot for a total of \$1,600.
- Installation of 58 linear feet of granite curb at 240 Nelson Avenue at \$50 per linear foot for a total of \$2,900.

Commissioner Scirocco moved and Commissioner Martin seconded to authorize the mayor to sign the residents curbing agreements for the amounts as stated.

Ayes – All

Discussion and Vote: Authorization for the Mayor to Sign Contract with Atlantic Underwater Services, Inc. for the Water Tank Inspections at the Water Treatment Plant (18-339)

Commissioner Scirocco advised they are required to perform inspections of the tanks every 5 years.

Commissioner Scirocco moved and Commissioner Franck seconded to authorize the mayor to sign a contract with Atlantic Underwater Services, in the amount not to exceed \$6,900 for the water tank inspections at the Water Treatment Plant.

Ayes - All

PUBLIC SAFETY DEPARTMENT

Discussion and Vote: Authorization for the Mayor to Sign Contract with Biometrics4All, Inc. (18-340)

Commissioner Martin moved and Commissioner Madigan seconded to authorize the mayor to sign a contract with Biometrics4All, Inc. in the amount of \$23,890.

Ayes – All

Discussion and Vote: Authorization for the Mayor to Sign Contract with General Traffic Equipment Corp. (18-341)

Commissioner Martin moved and Commissioner Franck seconded to authorize the mayor to sign a contract with General Traffic Equipment Corp. in the amount of \$21,640.

Ayes – All

Set Public Hearing: Amend Chapter 225 of the City Code – Vehicles & Traffic with Respect to Application of Time Limits for On Street Parking Both Sides of Maple Avenue from Parking Lot North of City Hall to Parking Lot North of City Center

Commissioner Martin set a public hearing for Tuesday, October 16, 23018 at 6:40 p.m.

Discussion and Vote: Authorization to Pay Invoice to Powerphone, Inc. (18-342)

Commissioner Martin moved and Commissioner Scirocco seconded to authorize payment of invoice to Powerphone, Inc. in the amount of \$1,972.

Ayes – All

Discussion and Vote: Sick time Donation (18-343)

Commissioner Martin moved and Commissioner Madigan seconded to approve the transfer of 25 days of sick time from employee 108 to employee 504 in the amount up to 20 days and from employee 108 to employee 517 in the amount of 5 days.

Ayes - All

SUPERVISORS

Matt Veitch

NYSAC Conference Report

Supervisor Veitch reported the conference was held last week in Rochester. They passed several resolutions: calling on the governor & Homeland Security to more equitably and efficiently release the interoperable emergency communications funds authorize; calling on the state to reimburse counties for the temporary detainment for parole violators at local correctional facilities; calling on the governor and state legislature to increase the NYS income tax credit for volunteer firefighters and EMS workers; calling upon governor and state legislature to allocate resources sufficient to provide a school resource officer in every school district in NYS; and support federal legislation that requires states to end the practice of diverting fees and surcharges raised for the purpose of maintaining and improving 911 emergency services to unrelated purposes.

He also attended seminars on sports gaming and sexual harassment.

Tourism Advisory Committee

Supervisor Veitch pulled this item from his agenda.

Tara Gaston

NYSAC Report

Supervisor Gaston reported she will be appointed soon to the Native American Affairs and Gaming Committee and she is on the Mental Health Committee. She also attended sessions on open data, opioid epidemic, the application of raise the age at the County level, climate change - what cities and counties can do to help mitigate that effect.

Upcoming Public Forums

Supervisor Gaston reported she will have public forums on transportation and open data and communication.

Voting Deadline

Supervisor Gaston reported registration deadline is October 12th.

ADJOURNMENT

There being no further business, Mayor Kelly adjourned the meeting at 8:43 p.m.

Respectfully submitted,

Lisa Ribis
Clerk
Approved:
Vote:

DRAFT