

May 1, 2018



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

7:00 PM

CALL TO ORDER

ROLL CALL

SALUTE TO FLAG

PUBLIC COMMENT PERIOD / 15 MINUTES

PRESENTATION

1. 2017 Preliminary Financial Report
2. Charter Review Commission Update

CONSENT AGENDA

1. Approval of 4/16/18 Pre-Agenda Meeting Minutes
2. Approval of 4/17/18 City Council Meeting Minutes
3. Approve Budget Amendments – Regular (Increases)
4. Approve Budget Transfers - Regular
5. Approve Payroll 4/20/18 \$494,347.00
6. Approve Payroll 4/27/18 \$493,739.91
7. Approve Warrant - 2018 18MWAPR3 \$722,950.49
8. Approve Warrant - 2018 18May1 \$502,883.98
9. Authorization for Mayor's Signature on Intermunicipal Agreement with Saratoga County Animal Shelter 2017 – 18
10. Authorization for Mayor's Signature on Intermunicipal Agreement with Saratoga County Animal Shelter 2018 – 19
11. Discussion and Vote: Authorization for the Mayor to Sign a Contract with BPI Mechanical Services, Inc.
12. Approval to Pay Invoice for Chazen Engineering Land Surveying & Landscaping Architecture
13. Approval to Pay Invoice to GPI
14. Approval to Pay Invoice for Miller, Mannix, Schachner, & Hafner, LLC

MAYOR'S DEPARTMENT

1. Discussion and Vote: Approval of 2018 Entitlement Action Plan (CDBG)
2. Proclamation: SEDC 40th Anniversary
3. Proclamation: Bike to Work Day
4. Discussion and Vote: Authorization for the Mayor to Sign Memorandum of Agreement to the Fire Administrative Contract
5. Discussion and Vote: Authorization to Accept Resignation and Execute Settlement Agreement for Employee #2337

ACCOUNTS DEPARTMENT

1. Discussion and Vote: Authorization Settlement of Article 7 for Parcel ID: 167.-5-73
2. Discussion and Vote: Authorization to Accept Resignation and Execute Settlement Agreement for Employee #2505
3. Award of Bid: City Building Security Study to Secure Watch24, LLC
4. Award of Bid: Extension of Pipes, Fittings, Hydrants, and Valves to Ferguson Waterworks
5. Award of Bid: Extension to BPI Mechanical Services, Inc. for DPS Plumbing Services
6. Announcement: Grievance Class – May 8, 2018 at 5:30 PM
7. Announcement: Grievance Day – May 22, 2018

FINANCE DEPARTMENT

1. Discussion and Vote: Authorization for the Mayor to Sign Addendum to Audit Services Agreement with BST
2. Discussion and Vote: Resolution for Non-Union Full Time Personnel
3. Announcement: Mandatory City Hall Cyber Security Training
4. Discussion and Vote: Budget Amendment – Assignment Refund of Prior Year Taxes
5. Discussion and Vote: Budget Transfer – Contingency Increase
6. Discussion and Vote: Budget Transfer – Contingency
7. Discussion and Vote: Budget Transfers – Payroll
8. Announcement: June 5, 2018 City Council Meeting Attendance

PUBLIC WORKS DEPARTMENT

1. Discussion and Vote: Sick Bank Request
2. Discussion and Vote: Approval to Pay Invoice to Ferguson Waterworks
3. Discussion and Vote: Establish Title & Grade for Department of Public Works Purchasing Coordinator
4. Discussion and Vote: Accept Donation from Saratoga Springs Preservation Foundation
5. Announcement: Tree City USA Celebration on Arbor Day

PUBLIC SAFETY DEPARTMENT

1. Discussion and Vote: Authorize the Mayor to Sign a Contract to Receive Stop DWI Crackdown Funding from Saratoga County Stop DWI
2. Discussion and Vote: Establishment of a New Position
3. Discussion and Vote: Authorization for the Mayor to Sign Change Order #10 with Bonacio, Inc. for Work in the Police Dispatch Area

SUPERVISORS

Matt Veitch

1. Nothing at this time.

Tara Gaston

1. Nothing at this time.

ADJOURN



May 1, 2018

CITY OF SARATOGA SPRINGS
City Council Meeting
City Council Room
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
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 7:01 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 7:02 p.m.

Sam Brewer of Saratoga Springs stated the intersection of Gilbert Road and Lake Avenue is a dangerous intersection and could use a circle. The Stewart's Corporation is in the process of re-sighting that store so we may be able to work with them through that process to work on that intersection.

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

PRESENTATION

2017 Preliminary Financial Report

Commissioner Madigan stated this is the preliminary annual report as it is unaudited. The report will be posted on the City website. The report was filed with the State Comptroller's Office on April 27, 2018. An audit will begin May 21, 2018 and upon completion, she will release the audited figures. As of 12/31/17, there is a general fund balance of \$16.4 million dollar balance of which \$9.28 million is unrestricted and unassigned and \$7.1 million is restricted, assigned or non-spendable. The 2017 general fund had an operating surplus is \$917,000.

General Fund Revenues:

- Sales tax decreased from 2016 by 1% and did not meet the budget due to a prior period adjustment.
- Hotel room occupancy tax decreased by 1%.
- Utilities gross receipt tax increased from 2016 but did not meet the 2017 budget.
- Franchise Fees were flat for 2017.
- Ambulance fees increased in 2017 by \$32,000 – a 3% increase.
- Admission tax decreased 2% from 2016. We also saw a decline in 2016.
- VLT aid remained the same in 2017 as in the past 3 years.
- Mortgage tax receipts increased in 2017 – 15% higher than in 2016.

General Fund Expenses:

- Health insurance costs increased 15% in 2017 from 2016. This expense represents 17% of the entire general fund expense budget.
- Retirement costs decreased 11% for police and fire but increased for other employees by .2%.
- Utility expenses came in lower than budgeted.
- Overtime costs came in under budget for 2017 but increased 17% over 2016.
- Sick leave payments to employees who separated from the City almost doubled over 2016 due to the retirement of a large number of long term employees in 2016.
- Discount on taxes was \$45,000 higher than in 2016. More people took advantage of the discount.

Other Funds:

- The water fund reported an operating deficit, which was planned for and much better than expected.
- The sewer fund reported an operating surplus for the 8th consecutive year.

Other Items:

- There is \$39,605,000 available for future bonding.
- The net pension liability reported as of 12/31/17 was \$10,959,000.
- Total long term liabilities is \$138,412,000; an increase of 6% as a result of post employment benefits for health insurance.

(copy of presentation attached)

Charter Review Commission Update

Vince DeLeonardis, city attorney and chair of the Charter Review Commission provided the following update of items discussed at the last Commission meeting:

- Title I & II - Title I will remain unchanged and Council salaries will be removed from Title II and done through local law.
- Terms of office and term limits were discussed.
- Role of supervisors and perhaps the mayor be one of the supervisors representing the City

- Civil Service Commission and how that will be handled in the future – have the County take this over; develop a personnel director; or leave as is.
- Minimum qualifications for deputies.

Vince stated they want the public involved and there is a place on the website for people to comment. The public can also attend the meetings where they have public comment at the beginning and end of the meeting. May 30th at 6 p.m. in the City Council Room will be the date and time of the first public forum.

CONSENT AGENDA

Mayor Kelly moved and Commissioner Martin seconded to accept the consent agenda as follows:

1. Approval of 4/16/18 Pre-Agenda Meeting Minutes
2. Approval of 4/17/18 City Council Meeting Minutes
3. Approve Budget Amendments – Regular (Increases)
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14. Approval to Pay Invoice for Miller, Mannix, Schachner, & Hafner, LLC

Ayes – All

MAYOR'S DEPARTMENT

Discussion and Vote: Approval of 2018 Entitlement Action Plan (CDBG) (18-135)

Mayor Kelly moved and Commissioner Madigan seconded to approve the 2018 Entitlement Action Plan as attached to this agenda.

Ayes - All

Proclamation: SEDC 40th Anniversary

Mayor Kelly read the following proclamation into the record:

A PROCLAMATION OF THE CITY OF SARATOGA SPRINGS, NEW YORK

WHEREAS, four decades have passed since a group of Saratoga County residents joined together to promote the benefits of our county to national and international industries and businesses that were looking for a good place to locate, and to provide resources to existing county businesses; and

WHEREAS, after creating more than 18,000 jobs and generating over 16.5 billion dollars in capital investment, today the Saratoga Economic Development Corporation enjoys its well deserved reputation as one of our region's most successful business organizations, and a major contributor to our economy and our quality of life. SEDC does its work entirely with private sector funding. Every day they work to demonstrate the importance of business people helping other business people, and to support the many contributions of local business to our community.

NOW THEREFORE, I, MEG KELLY, Mayor of the City of Saratoga Springs, hereby join with all my fellow Saratogians to extend our congratulations to the members, directors, governors and staff of SEDC on their 40th anniversary of service, and to extend to them our very best wishes for continues success.

Proclamation: Bike to Work Day

Mayor Kelly read the following proclamation into the record:

A PROCLAMATION OF THE CITY OF SARATOGA SPRINGS, NEW YORK

WHEREAS, Bike to Work Day, an annual event designed to focus on the many advantages of cycling and its positive effects on individual health and on our community, has been an enjoyable activity for many citizens. It began only a few years ago, but its continued popularity has brought attention to the healthful effects of cycling and other forms of exercise; and

WHEREAS, this year's Saratoga Bike to Work Day Challenge, organized in conjunction with the Capital District Transportation Committee's Bike to Work Month will take place May 18 and is expected to attract many cyclists of all ages. Many thanks goes to Bikeatoga for hosting a free breakfast (6:30 AM – 9:00 AM) at The Saratoga Arts Center on Broadway for all those who cycle to Work/School on that day.

NOW THEREFORE, I , MEG KELLY, Mayor of the City of Saratoga Springs, hereby am pleased to proclaim May 18, 2018 as **BIKE TO WORK DAY**.

Discussion and Vote: Authorization for the Mayor to Sign Memorandum of Agreement to the Fire Administrative Contract (18-136)

Mayor Kelly explained this is a correction to a minor typo.

Mayor Kelly moved and Commissioner Martin seconded to authorize the mayor to sign memorandum of agreement to the Fire Administrative contract as previously distributed to the Council.

Ayes - All

Discussion and Vote: Authorization to Accept Resignation and Execute Settlement Agreement for Employee #2337 (18-137)

Mayor Kelly moved and Commissioner Madigan seconded to accept the resignation and execute the settlement for agreement for employee #2337.

Ayes – All

ACCOUNTS DEPARTMENT

Discussion and Vote: Authorization Settlement of Article 7 for Parcel ID: 167.-5-73 (18-138)

Commissioner Franck advised this item is a result of the executive session held yesterday.

Commissioner Franck moved and Commissioner Madigan seconded for the City Council to settle an Article 7 case for parcel ID: 167.-5-73 for the year 2017 as follows:

| Parcel # | Original Assessment | Negotiated Assessed Value | Reduction Amount | Refund Amt for 2018 |
|-----------|---------------------|---------------------------|------------------|---------------------|
| 167.-5-73 | \$3,645,000 | \$2,887,500 | \$757,500 | \$0 |

The Article 7 was filed in 2017 and will only require a tax bill adjustment for the remainder of the year.

Ayes - All

Discussion and Vote: Authorization to Accept Resignation and Execute Settlement Agreement for Employee #2505 (18-139)

Commissioner Franck advised this item is a result of the executive session held yesterday.

Commissioner Franck moved and Commissioner Martin seconded to accept the resignation and execute a settlement agreement for employee #2505.

Ayes - All

Award of Bid: City Building Security Study to Secure Watch24, LLC (18-140)

Commissioner Franck moved and Commissioner Scirocco seconded to award the bid for City Building Security Study to Secure Watch24, LLC in the amount not to exceed \$10,440.00. Secure Watch24 was the lowest bidder. Funding is in line: H3031492 / 52000 / 1141.

Ayes - All

Award of Bid: Extension of Pipes, Fittings, Hydrants, and Valves to Ferguson Waterworks (18-141)

Commissioner Franck moved and Commissioner Scirocco seconded to extend the bid for Pipes, Fittings, Hydrants, and Valves to Ferguson Waterworks for an additional year under the same terms, conditions, and prices of the original bid not to exceed the amount allotted in line F3638354 / 54180.

Ayes - All

Award of Bid: Extension to BPI Mechanical Services, Inc. for DPS Plumbing Services (18-142)

Commissioner Franck moved and Commissioner Martin seconded to extend the bid for DPS Plumbing Services to BPI Mechanical Services, Inc. for an additional year under the same terms, conditions, and prices of the original bid not to exceed the amounts from the following lines: A3143014 / 54720 for \$500.00; A3143124 / 54160 for \$500.00; A3143314 / 54610 for \$200.00; and A3143414 / 54610 for \$500.00.

Ayes - All

Announcement: Grievance Class – May 8, 2018 at 5:30 PM

Commissioner Franck announced they will be holding a grievance class this year next Tuesday, May 8th at 5:30 p.m. in the City Council room. Residents are invited to attend to learn how to correctly fill out the application to grieve their assessments and understand the process.

Announcement: Grievance Day – May 22, 2018

Commissioner Franck announced Grievance Day is always the 4th Tuesday in May. This year the date is May 22nd. There are 3 sessions in which grievances are heard – 9:00 a.m. – noon; 1:00 p.m. – 4:00 p.m.; and 7:00 p.m. – 9:00 p.m. in the City Council Room. If there are any questions, please contact the Assessment Office.

FINANCE DEPARTMENT

Discussion and Vote: Authorization for the Mayor to Sign Addendum to Audit Services Agreement with BST (18-143)

Commissioner Madigan advised the Finance Department was tasked earlier this year with an internal audit project which put a strain on the department's resources. In order to stay on schedule she requested the auditors put in a proposal for additional help to the Finance Department. The proposal is for an amount not to exceed \$5,000.

Commissioner Madigan moved and Commissioner Martin seconded to approve and authorize the mayor to sign addendum to audit services agreement with BST as previously distributed with the agenda.

Ayes – All

Discussion and Vote: Resolution for Non-Union Full Time Personnel (18-144)

Commissioner Madigan advised the resolution includes an increase in salary for the human resource administrator base pay to \$115,000 as of May 5, 2018. This was done to ensure the City continues to receive the stellar human resources services they have become accustomed to since Miriam Dixon joined the City last year.

The resolution is as follows:

**RESOLUTION FOR NON-UNION FULL TIME EMPLOYEES
Amended May 1, 2018**

It is the intent of this resolution to establish changes in compensation and fringe benefits for the following non-union full time employees of the City of Saratoga Springs. Employees and personnel subject to this resolution shall be each hereinafter referred to as "EMPLOYEE", and include:

| | |
|--|--------------------------------------|
| Executive Assistant | Deputy Commissioner of Public Works |
| Executive Assistant to the Mayor | Deputy Commissioner of Accounts |
| Executive Assistant to the Commissioner of Public Works | Deputy Commissioner of Finance |
| Executive Assistant to the Commissioner of Public Safety | Deputy Commissioner of Public Safety |
| Deputy Mayor | |
| Civil Service Clerk | |
| Civil Service Coordinator | |
| City Attorney | |

This resolution shall supersede all prior resolutions affecting compensation and benefits for said EMPLOYEES. This resolution shall only be effective for stated EMPLOYEES in service as of the date of the resolution adoption and those in service subsequent to the date of adoption, and specifically shall not apply to EMPLOYEES who have retired, or left office, prior to date of adoption.

Nothing in this resolution shall be construed to create an employment agreement nor alter the "at-will" status of the Executive Assistant to the Mayor, the Executive Assistant to the Commissioner of Public Works, the Executive Assistant to the Commissioner of Public Safety, Deputy Commissioner of Public Works, Deputy Commissioner of Accounts, Deputy Commissioner of Finance, Deputy Commissioner of Public Safety, Deputy Mayor, and the Human Resources Administrator.

NOW THEREFORE BE IT RESOLVED as follows:

- A. The terms of this resolution shall take place on January 1, 2007, and shall include such further terms as added by Resolutions dated July 19, 2011, January 15, 2013, August 6, 2013, December 17, 2013, August 5, 2014, September 16, 2014, November 18, 2014, January 19, 2016, June 21, 2016, August 2, 2016, November 15, 2016, February 21, 2017, March 20, 2018 and May 1, 2018.
- B. Effective January 1, 2018, the title of Secretary for the Civil Service Commission shall be changed to Civil Service Coordinator and shall have a total annual base salary of Fifty Thousand Dollars (\$50,000.00). The total compensation for the Civil Service Coordinator will remain at Fifty Thousand Dollars (\$50,000.00) for 2018 and resume any increases in 2019 according to the current CSEA City Hall Bargaining Unit contract.
- C. Effective May 5, 2018, the Human Resources Administrator's base salary shall be One Hundred Fifteen Thousand dollars (\$115,000.00). The Human Resources Administrator will not be eligible for a 2019 salary increase as outlined in the current CSEA City Hall Bargaining Unit contract but such increase shall resume on January 1, 2020.
- D. Effective January 1, 2018, the Civil Service Clerk shall be a non-exempt position and have a total annual base salary of Thirty Five Thousand Dollars (\$35,000.00).

- E. The EMPLOYEES shall not be entitled to overtime compensation, except the Civil Service Clerk and as may be required by federal law.
- F. Effective January 1, 2018, the EMPLOYEES standard workweek shall be 40 hours per week,
- G. The salary of the Executive Assistant, Executive Assistant to the Commissioner of Public Works and the Executive Assistant to the Commissioner of Public Safety shall be the same as the Executive Assistant to the Mayor. Effective December 1, 2016 the total annual base salary of each aforementioned Executive Assistant shall be Forty Seven Thousand Five Hundred Four Dollars (\$47,504.00).
- H. The addition of the City Attorney to this Resolution shall supersede all prior resolutions, contracts, and Council actions affecting terms, compensation, and benefits for the City Attorney including the November 15, 2016 Resolution previously approved by City Council. The annual base salary for the City Attorney shall be One Hundred Thirty Five Thousand Dollars (\$135,000.00) to take effect on April 9, 2018.

- I. The EMPLOYEES shall enjoy and be entitled to the following benefits:
 - 1. **Vacation:** An EMPLOYEE shall earn annual vacation as follows: ten (10) working days during their first year of service, and during each of the next four (4) years of service; fifteen (15) working days upon completion of five (5) years of service; twenty (20) working days upon completion of ten (10) years of service; twenty five (25) working days upon completion of fifteen (15) years of service and thirty (30) working days upon completion of twenty (20) years of service. For each EMPLOYEE hired after January 1, 2006, a proration of the ten (10) days will be granted during the first year of service.

Vacations for the EMPLOYEE shall be scheduled and approved by their respective Council member.

Vacation must be taken by December 31st of the year vacation was earned, or else the time shall be forfeited. If the EMPLOYEE retires, resigns, or is not reappointed, the EMPLOYEE shall be entitled to payment for only those vacation days earned and unused for the period between the EMPLOYEE's last anniversary date and the date of retirement, resignation or other termination.

If a recognized City Hall holiday falls within the vacation period, the vacation period shall be extended by the holiday falling within such periods.

If an EMPLOYEE should die during his or her employment, all vacation time earned and unused for the period between the EMPLOYEE's last anniversary date and the date of death, shall be paid in cash or as EMPLOYEE's death benefit to his/her designated beneficiary or estate.

- 2. **Sick Leave:** The EMPLOYEE shall be entitled to sick leave with pay for a maximum of twelve (12) working days per year. The EMPLOYEE may accumulate sick leave, but may not use more than one hundred fifty (150) days in any given twelve (12) month period. EMPLOYEE shall use sick leave in no less than one (1) hour increments. Each EMPLOYEE hired after January 1st shall be granted a proration of the twelve (12) days allotted during the first year of service.

If an EMPLOYEE is absent because of illness or disability for more than three (3) consecutive days, they may be required by their Commissioner/Mayor to provide a physician's statement of sickness or disability.

Prior to any cash payments for unused sick leave, an EMPLOYEE who terminates his/her service prior to December 31st shall be granted a proration of the twelve (12) days allotted.

Their Commissioner on an annual basis must maintain an EMPLOYEE's records of sick time with a copy submitted to the Commissioner of Finance for each EMPLOYEE's payroll folder.

Cash payments will be made for accumulated unused sick leave remaining in the EMPLOYEE's individual account at termination of employment or upon death of EMPLOYEE while in the employ of the City upon the following basis: Twenty-five percent (25%) of accumulated sick leave up to a maximum of two hundred (200) days (cash payment of fifty (50) days). Cash payments upon death of EMPLOYEE while in the employ of the City shall be paid to the EMPLOYEE's beneficiary or estate.

- 3. **Personal Days:** The EMPLOYEE who works forty (40) hours per week shall be granted six (6) personal days per year. Each personal day may be taken at either a full day, one half (1/2) day, or at a minimum of two (2) hour increments at a time. Such leave shall be requested in writing at least twenty-four (24) hours in advance of the requested time.

The six (6) personal days shall be granted for the year on January 1st. Each EMPLOYEE hired after January 1st shall be granted a proration of the six (6) days allotted, however, if the EMPLOYEE does not complete the entire year, the pro-rated equivalent rate of pay shall be subtracted from any monies due to the EMPLOYEE. Personal days not used in any calendar year shall be credited to accumulated sick leave.

4. **Holidays:** The EMPLOYEE shall be entitled to twelve (12) paid Holidays: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, and Election Day at the November General Election.
5. **Bereavement:** The EMPLOYEE shall be entitled to three (3) consecutive workdays off per death in their immediate family. Immediate family shall be defined as mother, father, sister, brother, son, daughter, mother-in-law, father-in-law, sister-in-law, brother-in-law, spouse, grandparent(s), grandchild, step parent, step child, aunt, uncle or other persons living in the household of the EMPLOYEE.
6. **Retirement:** The EMPLOYEE shall be covered by the New York State EMPLOYEE's Retirement System known as 75i of the New York State Retirement Law.
7. **Health:** For EMPLOYEES hired prior to January 1, 2007, the EMPLOYEE shall be entitled to participate in the MVP25 health insurance plans offered by the City to the various bargaining units, at no cost to the EMPLOYEE. The City shall provide the plans to the EMPLOYEE, their dependents, and retired EMPLOYEES and their dependents at the City's own expense. For EMPLOYEES hired after January 1, 2007, the EMPLOYEE shall be entitled to participate in the MVP25 health insurance plans offered by the City to the various bargaining units, at a cost to the EMPLOYEE, of ten percent (10%) of the total cost of his or her health insurance plan not to exceed Seven Hundred Fifty Dollars (\$750.00) per year. The City shall provide the plans to the EMPLOYEE, their dependents, and retired EMPLOYEES and their dependents.

For all Medicare eligible retirees residing within the geographic network served by MVP, the City shall offer the MVP Medicare Advantage Preferred Gold as the sole plan. For all Medicare eligible retirees residing outside the geographic network served by MVP, the City shall offer the MVP Preferred PPO Plan as the sole plan. For all retirees not eligible for Medicare residing within the geographic network served by MVP, the City will offer the MVP Co-Plan 25 HMO as the sole plan. For all retirees not eligible for Medicare residing outside the geographic network served by MVP, the City will offer the MVP Preferred PPO Plan as the sole plan. The City shall provide these plans to the retired EMPLOYEES and their dependents.

In the event that federal or state legislation, rules and/or regulations issued in relation to the Patient Protection and Affordable Care Act ("PPACA"), the Health Care and Education Reconciliation Act of 2010 ("HCERA") and/or any other legislation, rule or regulation:

- a) impact in any way the health insurance plans, costs or benefits provided for in this Resolution (including but not limited to contractual benefits such as health insurance buy-outs or stipends); or
- b) raise a question as to whether the health insurance benefits provided for herein meet certain standards contained in such legislation, rules and/or regulations (including, but not limited to, compliance with legislation, rules, regulations, or any legislation, rules, or regulations which may cause the City to be charged any penalty, or those that govern whether plan benefits meet the "minimum essential benefits" standard or a similar standard, whether the City premium contribution levels are adequate and/or meet legal requirements, or whether the individual household affordability standard is satisfied); or
- c) permit an individual or group of individuals to receive benefits, subsidies, or credits through a health insurance exchange program (or any other government subsidy or benefit provided pursuant to the PPACA, HCERA, or any state or federal regulations or rules implementing health insurance reform laws).

The City may immediately implement changes as necessary to comply with federal and/or state laws, rules, and regulations and/or to avoid or eliminate penalties, potential penalties, or taxes. Such changes may include, among others, modifications for individual EMPLOYEES, including modification to individual or group coverage, benefits, contributions or wages, to the extent necessary to comply with federal and/or state laws, rules, and regulations and/or to avoid or eliminate penalties, potential penalties, taxes, or cessation of payments toward the cost of benefit(s) if such benefit(s) are not compliant with the PPACA/HCERA or if such compliance would cause the City penalty or cost associated with avoidance of penalty.

The City shall provide such medical coverage for the widow or widower of the EMPLOYEE or retired EMPLOYEE in this resolution until the widow or widower's death or remarriage whichever occurs sooner. Children shall be covered until age nineteen (19) or as stipulated in the appropriate health care contract or otherwise as may be required by law.

"Retirees" shall be defined as full time EMPLOYEES who have served the City of Saratoga Springs for at least twenty (20) consecutive years and retire from the New York State Employee's Retirement System Section 75i of the New York State Retirement Law and were serving as full time EMPLOYEES of the City of Saratoga Springs at the time of retirement.

An EMPLOYEE may elect not to participate in a plan of medical and health insurance benefits provided under this agreement and such EMPLOYEE shall be eligible to receive a payment of Twenty Two Hundred Dollars (\$2,200.00)

for single coverage, Twenty Five Hundred Dollars (\$2,500.00) for two (2) person coverage or Three Thousand Dollars (\$3,000.00) for family coverage per calendar year. No EMPLOYEE shall be eligible to receive such payment unless the EMPLOYEE shall have provided proof to the Finance Office that such EMPLOYEE and such EMPLOYEEs eligible dependents are covered by a comparable plan of medical and health insurance benefits for the entire year that such EMPLOYEE elected not to be covered by a plan provided by the Employer. Payments shall be made on December 15th of each year. The parties understand that participation in a plan of medical and health insurance benefits is mandatory. An election not to be covered shall be made on or about December 15th of each year to the Principal Account Clerk in the Finance Office in charge of City provided benefits pursuant to the regulations of the plan in effect together with evidence of coverage of such EMPLOYEE and such EMPLOYEE's eligible dependents under a comparable plan of medical and health insurance benefits.

Such EMPLOYEE must promptly notify the Employer of termination of alternative medical and health insurance benefit coverage. In the event that an EMPLOYEE reenrolls in a health insurance program, the EMPLOYEE shall be permitted to a prorated portion of the Twenty Two Hundred Dollars (\$2,200.00) for single coverage, Twenty Five Hundred Dollars (\$2,500.00) for two (2) person coverage, or Three Thousand Dollars (\$3,000.00) for family coverage, payment but shall not be permitted to again opt-out of the insurance program during the calendar year.

8. **Vision:** The City agrees to pay one hundred percent (100%) of the cost of the EMPLOYEE Benefit fund Vision Plan Platinum 12 for all EMPLOYEEs and their dependents.
9. **Disability:** New York State Disability Insurance shall be offered to the EMPLOYEE.
10. **Life:** The City shall provide group term life insurance for the EMPLOYEE in the amount of Five Thousand Dollars (\$5,000.00) while they are employed by the City of Saratoga Springs.
11. **Dental:** The City agrees to provide dental plan(s), within ninety (90) days of the passage of this Resolution, which EMPLOYEEs may participate in, at the sole expense of the EMPLOYEE.
12. All increases in compensation and benefits paid to EMPLOYEEs under this resolution shall be drawn from the budget of the EMPLOYEEs department, except that if said departmental budget does not contain funds sufficient to pay the EMPLOYEE, the Head of that Department may draw any remaining compensation or payment due to the EMPLOYEE from the City's contingency budget.
13. Each EMPLOYEE shall receive longevity payments as follows:
 - After five (5) years of service Two Hundred Fifty Dollars (\$250.00);
 - After ten (10) years of service Five Hundred Dollars (\$500.00);
 - After fifteen (15) years of service Fifteen Hundred and Fifty Dollars (\$1,550.00);
 - After nineteen (19) years of service Eighteen Hundred Dollars (\$1,800.00);
 - Each five (5) years thereafter additional Two Hundred Fifty Dollars (\$250.00).

All longevity payments shall be paid upon completion of the specified amounts of consecutive eligible service regardless of the title (s) held during that time.
- J. Effective January 1, 2018, and for every year thereafter effective on the first of the year, all EMPLOYEEs covered by this resolution and who have been employed with the City for the past six (6) consecutive months without interruption will receive the same increase awarded under the CSEA City Hall bargaining unit contract for that year. In the event that the last CSEA City Hall bargaining unit contract has expired, and no subsequent contract has yet been ratified, all EMPLOYEEs covered by this resolution will receive those increases awarded the CSEA City Hall bargaining unit upon ratification of a new CSEA-City Hall contract and will receive the associated retroactive pay.
- K. This Resolution shall be reviewed by the City Council annually on the Commissioner of Finance's agenda, by no later than the first meeting in August of each year.

Commissioner Madigan moved and Commissioner Franck seconded to approve the resolution for non-union full time personnel as distributed with the agenda.

Ayes - All

Announcement: Mandatory City Hall Cyber Security Training

Commissioner Madigan announced the City has been victim to cyber attacks. All employees are required to take an online training program.

Discussion and Vote: Budget Amendment – Assignment Refund of Prior Year Taxes (18-145)

Commissioner Madigan advised this amendment was previously approved on 11/6/17 for an Article 7 case. The order from the judge was not sent to the City until March 2018; therefore, it was not encumbered under the 2017 budget. This needs to be approved again to establish a budget in 2018 to pay the amount due. The amount remaining in the assignment will be \$146,000.

Commissioner Madigan moved and Commissioner Franck seconded to approve the budget amendment – assignment refund of prior year taxes as previously distributed with the agenda.

Ayes - All

Discussion and Vote: Budget Transfer – Contingency Increase (18-146)

This transfer is to move funds from the Civil Service budget to the contingency budget. There is currently \$164,588 in contingency; after approval of this motion there will be \$220,886 in contingency.

Commissioner Madigan moved and Commissioner Scirocco seconded to approve budget transfer – contingency increase as previously distributed with the agenda.

Ayes - All

Discussion and Vote: Budget Transfer – Contingency (18-147)

This transfer will cover the increase in salary for the human resource administrator and the restructuring of the Building Department which include the promotion of 2 employees and a new hire. There is currently \$220,886 in contingency; after approval of this motion there will remain \$167,042 will remain after this approval.

Commissioner Madigan moved and Mayor Kelly seconded for approval of the budget transfers – contingency as previously distributed with the agenda.

Mayor Kelly added that Miriam Dixon has been working with every department and brings years of human resources administrative history with her. She is improving efficiencies throughout the building.

Commissioner Madigan stated there isn't a department here that wouldn't agree with the mayor regarding Miriam Dixon. She hasn't been here a year yet and has added tremendous value. It is important to maintain her employment here.

Ayes – All

Discussion and Vote: Budget Transfers – Payroll (18-148)

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

Ayes - All

Announcement: June 5, 2018 City Council Meeting Attendance

Commissioner Madigan announced she will not be in attendance at the June 5th City Council meeting.

PUBLIC WORKS DEPARTMENT

Discussion and Vote: Sick Bank Request (18-149)

Commissioner Scirocco moved and Commissioner Franck seconded to request 25 days from the sick bank for an employee. This has been approved by DPW CSEA union.

Ayes - All

Discussion and Vote: Approval to Pay Invoice to Ferguson Waterworks (18-150)

Commissioner Scirocco advised materials were purchased prior to a purchase order was in place.

Commissioner Scirocco moved and Commissioner Martin seconded to approve payment of invoice to Ferguson Waterworks for fire hydrants and parts in the amount of \$35,267.25.

Ayes – All

Discussion and Vote: Establish Title & Grade for Department of Public Works Purchasing Coordinator (18-151)

Commissioner Scirocco stated upon the retirement of a long time employee, the Department of Public Works took a look at their needs. They found a position missing – purchasing coordinator. He proposed this position be a grade 13 at \$52,198 per year and be subject to a Civil Services exam. The union and Civil Service have approved this position.

Commissioner Scirocco moved and Commissioner Franck seconded to approve establishing the title of DPW Purchasing Coordinator at a salary grade of 13.

Ayes - All

Discussion and Vote: Accept Donation from Saratoga Springs Preservation Foundation (18-152)

Commissioner Scirocco stated the last detail that required completion at the Spirit of Life was the lighting of the memorial at night.

Commissioner Scirocco moved and Commissioner Madigan seconded to accept a donation of \$500 from the Saratoga Springs Preservation Foundation for the lighting of the Spirit of Life in Congress Park.

Ayes - All

Announcement: Tree City USA Celebration on Arbor Day

Commissioner Scirocco thanked all who participated in the Arbor Day celebration. They plan to do some form of celebration each year for Tree City USA on Arbor Day.

PUBLIC SAFETY DEPARTMENT

Discussion and Vote: Authorize the Mayor to Sign a Contract to Receive Stop DWI Crackdown Funding from Saratoga County Stop DWI (18-153)

Commissioner Martin stated this agreement will raise the amount of the funding from \$34,200 to \$41,000.

Commissioner Martin moved and Commissioner Franck seconded the mayor be authorized to sign a contract with the Saratoga County Stop DWI for DWI Crackdown Funding.

Ayes - All

Discussion and Vote: Establishment of a New Position (18-154)

Commissioner Martin stated this position was previously titled traffic control technician and will now be called traffic maintenance manager. Additional duties will be added to this position. This is an update to the job description to reflect what the position really does.

Commissioner Martin moved and Commissioner Franck seconded to authorize the new job description for traffic control technician as distributed with the agenda.

Ayes - All

Discussion and Vote: Authorization for the Mayor to Sign Change Order #10 with Bonacio, Inc. for Work in the Police Dispatch Area (18-155)

Commissioner Martin moved and Commissioner Franck seconded that the mayor be authorize to sign change order #10 with Bonacio, Inc. in the value of \$32,603.30 for painting work in the areas affected by the upgrades to the police dispatch area.

Ayes – All

Commissioner Martin stated he needs to amend his agenda to add 2 items dealing with the plumbing contract that was put in the consent agenda.

Commissioner Martin moved and Commission Franck seconded to amend his agenda with respect to those items. (18-156)

Ayes - All

Commissioner Martin moved and Commissioner Franck seconded to remove item #11 from the Consent Agenda. (18-157)

Ayes - All

Commissioner Martin moved and Commissioner Madigan seconded to authorize the mayor to sign a contract with BPI Mechanical Services, Inc. for plumbing, maintenance, and other related services as uploaded with the agenda. (18-157)

Ayes – All

SUPERVISORS

Matt Veitch

Nothing at this time.

Tara Gaston

Nothing at this time.

City Council Meeting
5/1/18

ADJOURNMENT

There being no further business, Mayor Kelly adjourned the meeting at 8:06 p.m.

Respectfully submitted,

Lisa Ribis
Clerk

Approved: 5/15/18
Vote: 5 - 0