



May 18, 2020

CITY OF SARATOGA SPRINGS
City Council Pre-Agenda Meeting
Recreation Center
15 Vanderbilt Avenue
(via zoom)

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

STAFF PRESENT: Lisa Shields, Deputy Mayor
Joe O'Neill, Deputy Commissioner of DPW
Eileen Finneran, Deputy Commissioner of DPS

Vince DeLeonardis, City Attorney

EXCUSED: Maire Masterson, Deputy Commissioner of Accounts

Matthew Veitch, Supervisor
Tara Gaston, Supervisor

Transcriber's note: this meeting is being conducted in accordance with Executive Order 202.1 and is a full transcript of the meeting.

Transcript begins at 9:47 a.m.

Mayor Kelly: Good morning. Sorry for the delay. We had some technical difficulties. We are here today for the preliminary agenda, Monday, May 18th. Tomorrow evening we'll have three public hearings. The first public hearing is to amend Chapter 225 Section 225-77 Schedule XII stop intersections. Commissioner Dalton, you have anything to add to that?

Commissioner Dalton: No.

Mayor Kelly: My second public hearing is to amend City Code 218-15 temporary dwellings in established agricultural districts. That will be closing tomorrow night for a vote. The third public hearing is a Community Development Block Grant Citizen Participation Plan amendment.

There will be no presentations and no executive sessions at this time.

Are there any edits to the Consent Agenda as published?

Commissioner Madigan: I don't have any edits but to point out to the Council and the public another metric that we use every other week, every Council meeting. It shows that the payrolls and the warrants. This week they total about \$2,350,000.

Mayor Kelly: Thank you. On to the Mayor's Department.

My first item is an announcement: 2020 Census self-reporting reminder. My next item is an announcement: state of emergency extension. The third item is an announcement: 2020 Community Development Block Grant program year entitlement fund application period re-opened and the Community Development Block Grant-CV fund application opened. My fourth item is an appointment to the Saratoga Springs Arts Commission. My fifth item is a discussion and vote: appointment to the Civil Service Commission. This is the re-appointment of Deirdre Ladd. We appointed her before and now we are going to re-appoint her for a full term. My next item is discussion and vote: authorization for mayor to sign subordination agreement with KeyBank National Association. My next item is discussion and vote to accept Saratoga Springs Recreation Department donations. My eighth item is discussion and vote: authorization for mayor to sign health insurance contracts with MVP Health Care. My ninth item is discussion and vote to amend City Code 218-15 regarding temporary dwellings. That concludes my agenda. If anyone has any questions, I'll handle those now.

We'll move right on to Accounts.

Commissioner Franck: Thank you mayor. We just have one item; announcement: grievance day update of the procedures for next Tuesday. That's all we have.

Mayor Kelly: Thank you commissioner. On to Finance.

Commissioner Madigan: Thank you mayor. The first item is an update from the Finance Department on COVID-19 and City finances. Tomorrow evening I will again outline revised revenue deficits, various options to remedy those revenue deficits, a review of those revenue deficits since recommendations from finance have not been enacted as proposed, and options that have been slated to be put into effect. The second item is a discussion and vote: resolution tax anticipation note. Tomorrow night the Council will be asked to approve a tax anticipation note in the amount of \$6,300,000. As part of our package to remedy cash deficits that are predicted by the end of June, as I've said, June requires a larger than usual cash outlay, as a number of obligations will come due. This year revenues usually anticipated to cover those outlays will not be available. A tax anticipation note is right now a preferred but very short-term loan at this time. A budget note of \$2.4 million will not cover it because the expense reduction and furlough program didn't come in at what I had hoped. We will be looking to borrow \$6.3 million dollars. We are borrowing on what we hope to receive through the end of the year in property taxes and that will need to be repaid quickly. Item number three is discussion and vote: resolution COVID-19 federal funding relief stimulus package for local governments. This is the resolution I spoke about that I would bring to the Council. I have a resolution in hand. I'm still working on final edits and I will have that uploaded with the agenda for tomorrow evening for the final agenda. Item number four is a discussion and vote: 2020 City fees. It's an update from the Building Department. The Mayor's Department requested a revision of the 2020 fees for the cost of plumbing permits. Item number five is a discussion and vote: budget amendment – use of sick leave assignment. The Department of Public Safety has asked to use the sick leave assignment to cover a large sick leave payout due to several retirements. Sick leave payouts are required per employee contract. Item number six is a discussion and vote, a release of assignments. During my tenure as finance commissioner, GASB (Governmental Accounting Standards Board) established a new vehicle for setting aside funds for a particular objective. This is called an assignment. These are less restrictive than reserves. Just to be clear and I will be very clear tomorrow night, reserves cannot be broken. Once money is in a retirement reserve, a capital reserve for buildings, they're stuck there. You can only use them for that purpose. We cannot break reserves. At this point, we really don't have that much left sitting in reserves anyway. Assignments can be broken and will be broken. These are less restrictive than reserves but serve the purpose of self-imposed savings for special needs. I think I'll just wait until tomorrow night to give you an idea but I will request approval to release all assignments allowing them to be moved into unassigned fund balance. This will result in an additional \$988,754.78 available to cover operating expenses as been laid out in my plans to address 2020 revenue shortfalls. This essentially means when you have retirements or sick leave payouts, they're just going to come out of fund balance. There's no reason now to keep separate set-asides for assignments. There are more than just assignments for sick leave. Item number seven is a discussion and vote: budget transfers payroll. That will conclude my agenda. Thank you.

Mayor Kelly: Thank you commissioner. On to Public Works.

Commissioner Scirocco: Thank you mayor. I have five items on my agenda. The first item on my agenda is discussion and vote: authorization for mayor to sign change order #13 with DLC Electric, LLC for the City Hall renovation electric. This is for some work in Public Safety and I'll have more information on that tomorrow night. Second item on my agenda is discussion and vote: authorization for the mayor to sign change order #6 with Collett Mechanical for the City Hall renovation HVAC. These change orders for the HVAC were necessary following some office layout changes in the new building and planning offices. I'll have more again on that tomorrow night. The third item on my agenda is discussion and vote: authorization for mayor to sign change order #11 with MLB Construction Services for the City Hall renovation for general construction. This change order closes out a number of ongoing items for the general contractor. It includes plaster wall repairs throughout the first and second floor hallways and refinishing of the wood floors. The fourth item on my agenda is discussion and vote: mayor to sign authorization for change order #2 with Restore Masonry for Canfield Casino renovation. Restore Masonry is doing some work on the sconces on the wall in the parlor. When they went to put them back up, they determined they need to fabricate some new brackets to actually hang them on the wall. There'll be a change order for that too. The fifth item on my agenda is discussion and vote: this is authorization for mayor to sign contract with Greenridge Cemetery. This is for part of the Greenridge Cemetery that the City is responsible to maintain. We've had a contract with them for a number of years. It's payable I think every six months. I'll have more information on that tomorrow night. That's my agenda.

Mayor Kelly: Thank you commissioner. On to Public Safety.

Commissioner Dalton: Thanks mayor. I have two additions. The first is discussion and vote to amend Chapter 225, 225-77 Schedule XII which is the stop intersections, which is the public hearing you mentioned earlier. The second is an addition I have is a discussion and vote for a resolution in support of our City's businesses. I'm happy to tell you guys about a little bit more but essentially, it's just expressing our support for our local economy and all of our small businesses. My third item is an announced: virus update. I just wanted to let you guys all know that we're hosting a Facebook Live at noon today. That's going to be questions and answers about the re-opening. So if you have anybody with questions, who owns a business and they want to know more about the re-opening, we will be doing that Q&A at noon. The fourth item is a discussion and vote: the authorization for the mayor to sign agreement with Language Line for interpretation services for dispatch. That's so just in case we have somebody call up who is a non-English speaker we have someone there who can help translate. The last item is a discussion and vote: accept donation from Bella Home Builders. That concludes my agenda.

Mayor Kelly: Great. Supervisor Veitch has three items: Building and Grounds Committee update; home energy assistance program update; and County re-opening committee update.

Supervisor Gaston has five items: COVID-19 update and re-opening; board update; real property update; mask distribution; and public forum.

Is there any other business from the Council?

Commissioner Franck: Mayor, I just have a quick question because I was having computer problems here also and I was trying to pull up the agenda. Number nine on your agenda, there was no attachment relating to that. What is that exactly, the agricultural district?

Mayor Kelly: I'm going to turn it over to Vince DeLeonardis.

Vince DeLeonardis: Good morning commissioner. We discussed this at the last City Council meeting briefly, when we set the public hearing. We currently have a section in our Zoning Ordinance that does allow for temporary dwelling for farm workers in active agricultural districts. Our building and zoning inspector did find a provision in our City Code and that is at the reference section 218-15 that seems to conflict with that section of the Zoning Ordinance. So it just provides for clarification to make clear that in limited circumstances, for a temporary dwelling for farm workers in active agriculture districts that that would be allowed under that circumstance. It's just to provide clarity and unanimity among the Zoning Ordinance and our City Code.

Commissioner Franck: Thank you Vince.

Mayor Kelly: Any other questions from the Council? Everybody have a great day and we are adjourned.

*** Transcription ended at 9:59 a.m.**

Respectfully submitted,

**Lisa Ribis
Clerk**

Approved: 9/1/2020
Vote: 5 - 0