



June 2, 2020

CITY OF SARATOGA SPRINGS
City Council Meeting
Recreation Center
15 Vanderbilt Avenue
7:00 PM

6:55 p.m. – P.H. – CDBG Citizen
Participation Plan Amendment

7:00 PM

CALL TO ORDER

ROLL CALL

SALUTE TO FLAG

PUBLIC COMMENT PERIOD / 15 MINUTES

PRESENTATION

1. Fire Station #3 Needs Analysis by Sean Foran of Heuber Beurer

CONSENT AGENDA

1. Approval of 4/20/2020 Pre-Agenda Meeting Minutes
2. Budget Amendments – Insurance Reserve #5
3. Approval of Use of Insurance Reserve Resolution #5
4. Budget Amendments – Capital (Refund)
5. Budget Transfers – Regular
6. Budget Amendments – Regular (Increases)
7. Approve Payroll 5/22/20 \$452,369.25
8. Approve Payroll 5/29/20 \$435,718.28
9. Approve Warrant – 2020 20MWMAY2 \$76,911.18
10. Approve Warrant – 2020 20JUN1 \$676,073.19

MAYOR'S DEPARTMENT

1. Discussion: Regarding Recent Events in Minneapolis
2. Announcement: Census Update
3. Announcement: Municipal Smart City Street Light Conversion & Evolving Technology Guidebook Released
4. Discussion and Vote: CDBG Citizen Participation Plan Amendment
5. Presentation: Community Development Citizen Advisory Committee 2020 Community Development Block Grant Consolidated Plan Priority Recommendations
6. Set Public Hearing: 2020 Community Development Block Grant Consolidated Plan Priorities
7. Presentation: Community Development Citizen Advisory Committee 2020 Community Development Block Grant Annual Action Plan Recommendations
8. Set Public Hearing: 2020 Community Development Block Grant Annual Action Plan
9. Presentation: Community Development Citizen Advisory Committee 2019 Community Development Block Grant Substantial Amendment Recommendations (CDBG-CV CARES Act Funding)

10. Set Public Hearing: 2020 Community Development Block Grant Substantial Amendment (CDBG-CV CARES Act Funding)
11. Discussion and Vote: Authorization for Mayor to Sign Addendum Two to Visitor Center Management Agreement
12. Discussion and Vote: Authorization to Release Workforce Housing Restrictions for 289 Jefferson Street, Unit 20, Pursuant to Section VI of Declaration of Covenants and Restrictions
13. Discussion and Vote: Authorization for Mayor to Accept Donation from Scott Earl of Twin Bridges Waste & Recycling

ACCOUNTS DEPARTMENT

1. Discussion and Vote: Accept Donation of Hand Sanitizer from Cooperstown Distillery
2. Announcement: Grievance Day Update

FINANCE DEPARTMENT

1. Announcement: 2020 Bond Rating and Sale
2. Update: Finance Department – COVID-19 and City Finances
3. Discussion and Vote: Budget Amendments – Department Reductions (non-payroll)
4. Discussion and Vote: Budget Amendments – Department Reductions (payroll)
5. Discussion and Vote: Budget Amendments – Department Reductions, Contingency
6. Discussion and Vote: Budget Transfers – Payroll
7. Discussion and Vote: 2020 City Fees Update – Building Department
8. Discussion and Vote: Authorization for Mayor to Sign Addendum Two with NYSTEC for IT Security Services and Smart City Consulting (no cost)

PUBLIC WORKS DEPARTMENT

1. Discussion: Flat Rock Parking Center – North Lot
2. Discussion and Vote: Accept Donation from Saratoga Springs Preservation Foundation

PUBLIC SAFETY DEPARTMENT

1. Announcement: Virus Update
2. Discussion and Vote: Approval to Pay Reimbursement for Graphic Design
3. Discussion and Vote: Authorization to Pay Invoice to Saratoga Hospital

SUPERVISORS

Matt Veitch

1. County Re-Opening Committee Update

Tara Gaston

1. COVID-19 Update
2. County Operations
3. Public Forum

ADJOURN



June 2, 2020

CITY OF SARATOGA SPRINGS
City Council Meeting
Recreation Center
15 Vanderbilt Avenue
7:00 PM

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
Maire Masterson, Deputy Commissioner, Accounts
Joe O'Neill, Deputy Commissioner, DPW
Eileen Finneran, 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.

PUBLIC HEARINGS

CDBG Citizen Participation Plan Amendment

Mayor Kelly opened the public hearing at 6:56 p.m.

Mayor Kelly advised HUD has mandated the City amend its current CDBG Citizen Participation Plan. It was last updated 2010. Updates include the elimination of costly newspaper advertisements, citizen participation procedures for future disaster events, and inclusion of digital and virtual methods of public notification and participation.

No one spoke.

Mayor Kelly closed the public hearing at 6:57 p.m.

CALL TO ORDER

Mayor Kelly called the meeting to order at 7:05 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 7:06 p.m.

No comments.

Mayor Kelly closed the public comment period at 7:06 p.m.

PRESENTATION

Fire Station #3 Needs Analysis

Commissioner Dalton introduced Sean Foran of Heuber-Bruer regarding the needs analysis of station #3.

Sean Foran stated the scope of work includes a program development process, development of a critical path, the project budget process, and developed strategies for fixtures, furniture and equipment. They are scheduled to give a final report to the Council of the findings of the efforts the Committee has made to date.

Mr. Foran provided an overview of the project. People in his industry believe there will be a similar bond rate decrease as seen in 2008, 2009. It will be in the City's favor to be ready to move forward when those bond rates decrease. Design firms that work on public work projects like fire stations are extremely hungry right now and the City would get beneficial pricing at this timeframe.

The size of the building will determine the construction cost. They are budgeting an area of 16,000 square feet with 400 square feet for evidence storage and 300 square feet for record storage. The estimated construction cost is \$5.5 million. Design fees should be lower than \$300,000, and the project is being budgeted at \$6.7 million. This budget number should not grow, if anything it will be reduced. The intent of the site plan is to confirm the building will fit on the site. This site will accommodate a building of this size.

They have prepared the RFP. Commissioners Dalton and Madigan have reviewed it.

CONSENT AGENDA

Mayor Kelly moved and Commissioner Madigan seconded to approve the consent agenda as follows:

1. Approval of 4/20/2020 Pre-Agenda Meeting Minutes
2. Budget Amendments – Insurance Reserve #5
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4. Budget Amendments – Capital (Refund)
5. Budget Transfers – Regular
6. Budget Amendments – Regular (Increases)
7. Approve Payroll 5/22/20 \$452,369.25
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9. Approve Warrant – 2020 20MWMAY2 \$76,911.18
10. Approve Warrant – 2020 20JUN1 \$676,073.19

Ayes – All

MAYOR'S DEPARTMENT

Discussion: Regarding Recent Events in Minneapolis

Mayor Kelly stated recent days remind us that if we see injustice we need to speak. Our Police Department is the leader of this charge. Our police really know our community and work hard at all relations.

Announcement: Census Update

Mayor Kelly announced the Saratoga Springs response rate has been flat for the past few weeks. The more information our City provides the more likely the funding we will receive.

Announcement: Municipal Smart City Street Light Conversion & Evolving Technology Guidebook Released

Mayor Kelly advised the CDTC commissioned the development of the Municipal Smart City Street light Conversion & Evolving Technology Guidebook. New street lighting technology can provide public safety. The City of Saratoga Springs is being used as test case.

Discussion and Vote: CDBG Citizen Participation Plan Amendment (20-258)

Mayor Kelly moved and Commissioner Madigan seconded to authorize the Community Development Block Grant Participation Plan amendment as included with this agenda.

Ayes – All

Presentation: Community Development Citizen Advisory Committee 2020 Community Development Block Grant Consolidated Plan Priority Recommendations

Mayor Kelly advised the Council received a memo from Lindsey Connor last week outlining the recommendations. Rich Ferguson, committee chair, will present the recommendations tonight.

Rich Ferguson advised this has been amended to include COVID-19 related needs priorities. All entitlement communities must create a consolidated plan. A survey was distributed to all service providers within the Saratoga North Country Continuum of Care, other local providers, and the general public.

Successful applicants for Entitlement Action Plan funding will: 1. specifically respond to the priority needs identified in this Plan, 2. identify specific accomplishments to gauge project success, and 3. include, on average, at least 20% of funding leveraged from other resources.

Set Public Hearing: 2020 Community Development Block Grant Consolidated Plan Priorities

Mayor Kelly set a public hearing for Tuesday, June 16, 2020 at 6:55 p.m.

Presentation: Community Development Citizen Advisory Committee 2020 Community Development Block Grant Annual Action Plan Recommendations

Mayor Kelly asked Rich Ferguson to speak to this issue.

Rich advised there were 15 applications received totaling \$410,009.56 of which there is \$315,491.56 available. The Committee had 2 public meetings, 4 private meetings and much discussion to recommend the following to the City Council:

- CAPTAIN - \$16,000
- Mother Susan Anderson Emergency Shelter Case Manager - \$13,900
- Legal Aid Society Homelessness Prevention – \$9,915
- Senior Center – \$7,554
- Wellspring – \$6,000

- Rebuilding Together Saratoga County – \$100,000
- Wellspring Handicap – \$40,000
- Shelters of Saratoga - \$31,446
- Mother Susan Anderson Emergency Shelter Rehab - \$18,675
- AIM Services - \$10,000
- Saratoga Affordable Housing - \$6,510
- Program Administration – \$55,491.56

Set Public Hearing: 2020 Community Development Block Grant Annual Action Plan

Mayor Kelly set a public hearing for Tuesday, June 16, 2020 at 6:55 p.m.

Presentation: Community Development Citizen Advisory Committee 2019 Community Development Block Grant Substantial Amendment Recommendations (CDBG-CV CARES Act Funding)

Mayor Kelly stated this action plan is required in order to utilize the funds under the CARES Act. She asked Rich Ferguson to speak on this.

Rich Ferguson advised the total funding amount is \$181,629 and must be used for COVID-19 activities. Committee recommends the following:

- Emergency Housing Assistance Program - \$110,589
- Legal Aid Homelessness - \$21,485
- Senior Center -\$7,555
- Salvation Army - \$6,000
- CDBG COVID Administration - \$36,000

Set Public Hearing: 2020 Community Development Block Grant Substantial Amendment (CDBG-CV CARES Act Funding)

Mayor Kelly set a public hearing for Tuesday, June 16, 2020 at 6:55 p.m.

Discussion and Vote: Authorization for Mayor to Sign Addendum Two to Visitor Center Management Agreement (20-259)

Mayor Kelly advised because of the COVID pandemic, the Visitor Center will suspend operations 6/2/2020 – 12/31/2020. The City shall not be required or responsible for providing any fees to Saratoga County Tourism Bureau.

Mayor Kelly moved and Commissioner Madigan seconded to authorize the mayor to sign addendum 2 to the Visitor Center Management Agreement and included with this agenda.

Ayes – All

Discussion and Vote: Authorization to Release Workforce Housing Restrictions for 289 Jefferson Street, Unit 20, Pursuant to Section VI of Declaration of Covenants and Restrictions (20-260)

Mayor Kelly advised the owner has experienced difficulty selling this unit under current program restrictions. The owner must market the unit for 4 months and then allow the City to actively market the property for an additional 2 months. The Community Development Department is requesting the restrictions be lifted to be sold on the free market.

Mayor Kelly moved and Commissioner Madigan seconded to authorize the release of the workforce housing restrictions for 289 Jefferson Street unit 20 pursuant to section VI of the Declaration of Covenants and Restrictions as included with this agenda.

Ayes – All

Discussion and Vote: Authorization for Mayor to Accept Donation from Scott Earl of Twin Bridges Waste & Recycling (20-261)

Mayor Kelly advised the owner of Twin Bridges would like to donate to the City's homelessness efforts in the amount of \$61,000.

Mayor Kelly moved and Commissioner Madigan seconded to authorize the Council to accept the donation from Scoot Earl of Twin Bridges Waste & Recycling.

Ayes – All

Council took a break at 8:14
Council returned at 8:16

ACCOUNTS DEPARTMENT

Discussion and Vote: Accept Donation of Hand Sanitizer from Cooperstown Distillery (20-273)

Commissioner Franck advised the City received another donation from Cooperstown Distillery of 300 – 8 oz. bottles and 600 – 4 oz. bottles of hand sanitizer. We distributed the 8 oz. bottles to Wesley and the local businesses. The 4 oz. bottles went to the Fire Department. Thank you to Cooperstown Distillery.

Commissioner Franck moved and Commissioner Dalton seconded to accept the donation of hand sanitizer from Cooperstown Distillery, at a value of \$2,700.00.

Ayes - All

Announcement: Grievance Day Update

Commissioner Franck stated Grievance Day was held on May 26, 2020. We had another successful year with 65 taxpayers grieving their assessment. I would like to thank Camille Daniels, Sheila Sperling, Joe Ribis, and Jim Martinez for volunteering their time on the Board of Assessment Review.

Commissioner Franck moved and Commissioner Dalton seconded to add an item to his agenda to set a public hearing to amend Chapter 136. (20-262)

Ayes – All

Set Public Hearing: Amend Chapter 136 of the City Code Lodging, Eating and Drinking Establishments

Commissioner Franck set a public hearing for Tuesday, June 16, 2020 at 6:55 p.m.

FINANCE DEPARTMENT

Announcement: 2020 Bond Rating and Sale

Commissioner Madigan advised the City's bond rating was completed. The City was awarded an AA+ rating for the 9th consecutive year. Standard and Poor's revised the City's outlook from stable to negative. Our annual bond sale was held today. The low bidder on the \$7.4 million public improvement serial bonds

was Bank of New York Mellon Capital Markets at a net interest rate of 2.115%. The lowest bidder on the \$6.3 million tax anticipation note was Adirondack Trust at a net interest rate of 0.15%.

Update: Finance Department – COVID-19 and City Finances

Commissioner Madigan advised there is little to report at a state and national level that isn't already known. The Capital District Region, which includes Saratoga Springs, will be entering into phase 2 tomorrow. The City's revenue deficit are being adjusted regularly. Finance has projected a \$14 - \$16 million shortfall and revised it to a \$15 - \$17 million shortfall for 2020. She reviewed revenue fee losses.

This year we are experiencing diminished reserves, assignments, and revenue collections. We have absorbed this by using fund balance, which is also depleting. Without the infusion of the tax anticipation note, we face June with \$11.4 million in cash and \$11.9 million in expenditures. The tax anticipation note will increase cash available in July. Finance will continue to make recommendations.

Discussion and Vote: Budget Amendments – Department Reductions (non-payroll) (20-263)

Commissioner Madigan stated these do not include the additional savings from furloughs. These are the reductions submitted by the departments.

Commissioner Madigan moved and Mayor Kelly seconded to approve budget amendments – department reductions (non-payroll) as included with the agenda.

Ayes – All

Discussion and Vote: Budget Amendments – Department Reductions (payroll) (20-264)

Commissioner Madigan stated this includes payroll deductions submitted by each department and does not include furloughs.

Commissioner Madigan moved and Mayor Kelly seconded to approve budget amendments – department reductions (payroll) as included with the agenda.

Ayes - All

Discussion and Vote: Budget Amendments – Department Reductions, Contingency

Commissioner Madigan pulled this item from her agenda.

Discussion and Vote: Budget Transfers – Payroll (20-265)

Commissioner Madigan moved and Commissioner Dalton seconded to approve budget transfers – payroll as included with the agenda.

Ayes – All

Discussion and Vote: 2020 City Fees Update – Building Department (20-266)

Commissioner Madigan stated the Mayor's Department requested a change to plumbing permits.

Commissioner Madigan moved and Mayor Kelly seconded to approve the 2020 City fee update – building department as included with the agenda.

Ayes – All

Discussion and Vote: Authorization for Mayor to Sign Addendum Two with NYSTEC for IT Security Services and Smart City Consulting (no cost) (20-267)

Commissioner Madigan stated NYSTEC provides the City with IT security. The contract expires on 6/30/2020. This amendment will extend the contract through 12/31/2020. There is no additional cost for this extension.

Commissioner Madigan moved and Commissioner Dalton seconded to authorize the mayor to sign addendum one with NYSTEC for IT Security services and Smart City Consulting as included with the agenda.

Ayes – All

Madigan moved and Commissioner Franck seconded to approve the addition of a discussion and vote to approve to apply for Empire State Development ESD Smart City Test including authorization for the mayor to sign all documents associated with the application. (20-268)

Ayes- All

Discussion and Vote: Approval to Apply for Empire State Development ESD Smart City Test Including Authorization for the Mayor to Sign All Documents Associated with the Application (20-269)

Commissioner Madigan advised the program will designate up to 5 smart cities to connect with technology companies and academic experts throughout the state using emerging technology to improve government services and resident quality of life. NYSTEC has offered to provide project management and guidance through the grant process for the City. The match can be all in-kind services.

Commissioner Madigan moved and Commissioner Dalton seconded to approve the request to apply for Empire State Development ESD Smart City Test including authorization for the mayor to sign all documents associated with the application.

Ayes - All

PUBLIC WORKS DEPARTMENT

Discussion: Flat Rock Parking Center – North Lot

Commissioner Scirocco stated he discussed previously about turning this lot into a parking lot for employees and City vehicles. He met with Tom Roohan who stated he had no problem with the idea. A copy of the schematic of parking was provided to the Council.

Mayor Kelly stated she is a no vote. She doesn't agree with this, it's a bait and switch.

Commissioner Scirocco stated it is absolutely necessary for our employees and vehicles to have parking.

Discussion and Vote: Accept Donation from Saratoga Springs Preservation Foundation (20-270)

Commissioner Scirocco the City received a donation of 50 geraniums, a value of \$750. The flowers will be planted around the Spirit of Life and Spencer Trask Memorial.

Commissioner Scirocco moved and Commissioner Dalton seconded to accept the donation of 50 geraniums at a value of \$750 from the Saratoga Springs Preservation Foundation.

Ayes - All

PUBLIC SAFETY DEPARTMENT

Announcement: Virus Update

Commissioner Dalton announced we are about to go into Phase 2 tomorrow. Chief Dolan has submitted a formal update (attached).

Discussion and Vote: Approval to Pay Reimbursement for Graphic Design (20-271)

Commissioner Dalton advised she has been using two different graphic design programs to do most of the design work for the City since January. The amount of reimbursement is \$604.83.

Commissioner Dalton moved and Commissioner Madigan seconded for Council's approval to reimburse Commissioner Dalton in the amount of \$604.83 for the cost of these two graphic design programs that she purchased for the City's website and social media.

Ayes – All

Discussion and Vote: Authorization to Pay Invoice to Saratoga Hospital (20-272)

Commissioner Dalton advised this invoice is for the annual physicals and testing for our firefighters.

Commissioner Dalton moved and Commissioner Madigan seconded to authorize payment to Saratoga Hospital in the amount of \$12,161.

Ayes – All

SUPERVISORS

Matt Veitch

County Re-Opening Committee Update

Supervisor Veitch reported they met twice since the last Council meeting. The County has a website - Reopeningsaratogacounty.com, which links to the County's website resource page. There is a place on the website for questions. The County is proposing to spend \$50,000 on the promotion of this website. He is against spending of this amount on this.

Tara Gaston

COVID-19 Update

Supervisor Gaston reported we just recognized our 16th death in Saratoga County. They are working on building up testing in the County. Malta Med has been added as a resource in the County.

County Operations

Supervisor Gaston reported the County asks for patience as they work through personnel changes and all the inquiries they are receiving during the pandemic. The County is operating at 100%.

Public Forum

Supervisor Gaston reported her public forum is June 7th at 2 p.m. on Facebook Live.

ADJOURNMENT

There being no further business, Mayor Kelly adjourned the meeting at 9:19 p.m.

Respectfully submitted,

Lisa Ribis
Clerk

Approved: 10/6/2020
Vote: 4 - 0