



April 15, 2014

CITY OF SARATOGA SPRINGS  
City Council Meeting  
Agenda

**6:55 PM P.H. – Greenbelt Trail Feasibility Study**

**7:00 PM**

**CALL TO ORDER**

**ROLL CALL**

**SALUTE TO FLAG**

**PUBLIC COMMENT PERIOD / 15 MINUTES**

**PRESENTATION(S)**

**EXECUTIVE SESSION:** Discussion regarding proposed purchase, sale or disposition of real property. Update status of labor negotiations.

**CONSENT AGENDA**

1. Approval of 3/8/14 City Council Meeting Minutes
2. Approval of 3/31/14 City Council Pre-Agenda Meeting Minutes
3. Approval of 4/1/14 City Council Meeting Minutes
4. Approve Resolutions for the Use of the Insurance Reserve
5. Approve Budget Amendments – Insurance Reserve
6. Approve Budget Amendments (Increases)
7. Approve Budget Transfers - Regular
8. Approve Payroll 04/04/14 \$412,505.00
9. Approve Payroll 04/11/14 \$413,487.48
10. Approve Warrant: 2014 Mid – 14MWAPR1 \$618,941.07
11. Approve Warrant: 2014 REG – 14APR2 \$575,278.95

**MAYOR'S DEPARTMENT**

1. Discussion: Final Report on 2014 Code Blue and Implementation of a Finance Committee
2. Discussion and Vote: Authorization for the Mayor to Sign Agreement with PBA Regarding On-Call Grievance
3. Discussion and Vote: 2014 CDBG Annual Action Plan
4. Discussion and Vote: Approval for the Mayor to Sign a Letter of Invitation to Chester England as Sister City to Saratoga Springs
5. Discussion and Vote: Authorize the Mayor to Sign Agreement with Saratoga Casino and Raceway for Utilization of Soccer Fields
6. Discussion and Vote: Authorize the Mayor to Sign the 2014 State of New York Department of Health Renewal application for a Permit to Operate Camp Saradac
7. Discussion and Vote: Approval of the 2014 Camp Safety Plan
8. Discussion and Vote: Accept Donations for the Recreation Department

9. Discussion and Vote: 2014 Camp Saradac Trip and Program Approvals
10. Discussion and Vote: NYS Office of Children and Family Services Funding Application 2014
11. Discussion and Vote: Accept Donation for the Visitor's Center
12. Discussion and Vote: Council Approval of Hourly Rate for Part Time Administrative Aide
13. Discussion and Vote: Salary Increase for Administrative Director of Recreation
14. Proclamation: Proclamation Declaring Saratoga Arbor Week Beginning April 20, 2014

#### **ACCOUNTS DEPARTMENT**

1. Announcement: Grievance Class – May 8, 2014
2. Award of Bid: Water and Sewer Pipe, Fittings, Hydrants and Valves to The Vellano Corporation
3. Discussion and Vote: Purchasing Policy and Procedure Manual
4. Discussion and Vote: Approval of Salary Increase for Director of Risk of Safety
5. Award of Bid: Painting West Avenue Fire Station to Frank J. Ryan and Sons, Inc.

#### **FINANCE DEPARTMENT**

1. Discussion: 2013 Preliminary Year-End Financial Report
2. Set Public Hearing: Local Law No. 2 of 2014 – A Local Law to Amend Section 4.1.13 of the City Charter Entitled Tax Penalties
3. Discussion and Vote: Budget Transfers – Payroll
4. Discussion and Vote: Budget Transfers – Benefits
5. Discussion and Vote: Budget Transfers – Contingency
6. Discussion and Vote: Resolution – Saratoga Springs Horse Show

#### **PUBLIC WORKS DEPARTMENT**

1. Set Public Hearing: Amend Capital Budget to Reflect Revenue for the Jefferson Street Sanitary Sewer Project
2. Set Public Hearing: Amend Capital Budget to Reflect Revenue for the Wastewater Pump Station Project
3. Discussion and Vote: Authorization for the Mayor to Sign a Contract with Digital Surveillance Solutions – Woodlawn Parking Garage
4. Discussion and Vote: Authorization for the Mayor to Sign Agreement with Greenridge Cemetery
5. Discussion and Vote: Authorization for the Mayor to Sign Contract with Digital Surveillance Solutions – Woodlawn Parking Garage
6. Discussion and Vote: Authorization for the Mayor to Sign Contract with Digital Surveillance Solutions – Congress Park
7. Discussion and Vote: Authorization for the Mayor to Sign Contract with Precision Industrial Maintenance, Inc.

#### **PUBLIC SAFETY DEPARTMENT**

1. Set Public Hearing: Amend Capital Budget for Police Department Infrastructure
2. Announcement: Planned Changes to Traffic Signals Along Broadway Corridor
3. Discussion and Vote: Authorization for Mayor to Sign Change Orders 3 & 4
4. Discussion and Vote: Authorization for Mayor to Sign Change Order 5
5. Discussion: Burglaries on America Way

#### **SUPERVISORS**

##### Matthew Veitch

1. Update: Public Safety Committee
2. Update: 2014 STOP DWI Program
3. Announcement: Saratoga Springs Senior Center

4. Update: Economic Development LDC
5. Announcement: Saratoga City Center Presentation 4/30
6. Report: Saratoga County 2013 Year End Budget Report

Peter Martin

1. Report: Buildings and Grounds
2. Report: County Economic Development Strategic Plan
3. Report: Trails Committee
4. Report: County Board of Supervisors' Meeting

**ADJOURN**

DRAFT



April 15, 2014

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

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

**STAFF PRESENT:** Joe Ogden, Deputy Mayor  
Lynn Bachner, Deputy Commissioner, Finance  
Tim Cogan, Deputy Commissioner, DPW  
Eileen Finneran, Deputy Commissioner, DPS

Matthew Veitch, Supervisor  
Peter Martin, Supervisor

Sarah Burger, City Attorney

**EXCUSED:** Sharon Kellner-Byrnes, Deputy Commissioner, Accounts

**RECORDING OF PROCEEDING**

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

**PUBLIC HEARING**

**Greenbelt Trail Feasibility Study**

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

Mayor Yepsen stated the trail is envisioned as a 24 mile multi-use loop. It is proposed to connect stand alone trails. The website is [www.saratogagreenbelt.weebly.com](http://www.saratogagreenbelt.weebly.com). Alta Planning and Design was retained to complete the feasibility study. The last presentation was on March 4, 2014.

Douglas Myer of 94 State Street is chair of the Greenbelt Trail Committee. They hope to take the existing trails and connect the community. He has letters with him from organizations that could not be here tonight but are in support of this.

Pat of Wilton stated talk about bikes and trails excite her. She hopes that someday Wilton will change their ways like Saratoga. The pleasure of bike riding and biking for transportation are important. For every foot you are closer to a trail, your home value improves. We need to make Saratoga safe for bicyclists; it is 27% of fatalities on the road.

Audrey Letts of 91 Ludlow Street stated she walks to school every day and eastside rec. She and her dad had to drive to get the bike path to ride it.

Todd Schimkus of 131 Jefferson Street stated property values increase if within walking distance of a trail. Young people expect public transportation and bike to work options. If we want to attract those people to come here; we need this. This is also a tourist attraction.

Tom Newkirk of 553 Crescent Avenue and president of Saratoga Golf Club stated he supports all the work and efforts that have gone into this. They will do whatever they can to make the east of the Northway a greenbelt trail.

Theresa Capozzola of 57 Gilbert Road stated she supports anything that would get people out more into our city. She doesn't want the greenbelt trail tied to development. If it passes as is, the City will approve development it may not intend to support and approve development in contrast with the City's Comprehensive Plan.

Ken Gray of 38 Fifth Avenue stated he believes there is a huge opportunity today in regards to improving the quality of life. Safe walking, safe biking, pocket parks, and mass transit is a paradigm shift. This is a tremendous network and hope we make a commitment to the future to the quality of life.

Caroline Stem of 55 Catherine Street stated as a mom of young children she is excited about the greenbelt trail and hopes it will become a reality. She believes we can do better than we can do now.

Marie Trabka, director of Saratoga PLAN, stated they have been happy to be a part of the Greenbelt Trail Committee. It will be great to link up all the trails to get place to place.

Mayor Yepsen closed the public hearing at 7:17 p.m.

#### **CALL TO ORDER**

Mayor Yepsen called the meeting to order at 7:17 p.m.

#### **PUBLIC COMMENT**

**Mayor Yepsen said the public comment period is limited to a total of 15 minutes and individuals are limited to two minutes each according to the rules approved in February of 2004 by the City Council.**

Mayor Yepsen opened the public comment period at 7:18 p.m.

Evelyn Buchanan of 110 Lincoln Avenue stated she is here as a member of recently formed Trackside Neighbors Association. Their mission statement is as follows: "The Trackside Neighbors Association of Saratoga Springs is a voluntary association of homeowners and residents in the area Saratoga Springs boarding the historic race course and harness track areas; in the immediate area of the Saratoga Springs section of Nelson Avenue, Crescent Avenue, Lincoln Avenue and their crossroads and generally within the western horse racing district gateway, (known as the Trackside Neighborhoods) of the City. Our purpose in organizing is to identify and take action on matters of civic concern to residents and businesses of the Trackside Neighborhood of the City of Saratoga Springs and after appropriate consideration, to seek favorable resolution of these matters."

Jane Weihe of 44 White Street thanked the Council for passing the resolution regarding the casino. Saratoga Casino and Raceway have repeatedly stated that they plan to go forward with their expansion regardless if they get a new gaming license or not. She is disappointed it is not on the agenda tonight.

Nancy Coleman of Madison Avenue stated the NYS Gaming Commission will require a resolution from the governing body of the applying location. The Council has voted 'no' but Saratoga Gaming and Raceway stated they will move forward with submitting the application fee. Now is not the time to stand back; stand strong for Saratoga Springs.

Marcie Taylor of 49 Doten Avenue stated gaming and gambling has been thrown out as a frightening blow to the City and will decay us. The Council has treated this whole issue shamefully and have been cruel to the people who have stood up here to fight for their jobs. Don't come and talk about a surplus when much of it is because of the racino.

Dave Bronner of 5 Royal Henley Court stated he is concerned about the casino issue. He left an article from the Metroland for the Council to read titled 'Reverse Robinhood' regarding gambling problems. The mayor said in an article in the Saratogian that it is up to the Casino and Raceway to change the minds of the community. He wonders what they would do to change the minds of the community. The community doesn't want a casino so they can't do anything to change the minds.

Todd Schimkus of 139 Jefferson Street stated the City has been in the Chamber's Energy Alliance Program since 2011. The City locked in fixed pricing for electricity at 5.7¢ per kilowatt hour and the market price spiked this winter to 24.8¢ per kilowatt hour. The City saved \$246,000

Denise McDonald of 61 Phila Street stated she is against siting the casino here and the \$30 million dollar expansion. She requested the Racing Committee established by the mayor meet in City Hall and the meetings be open to the public and taped.

Steve Toman of 66 Hyde Street stated he wanted to put in a vote of confidence for the Greenbelt Trail. His is part of Bikatoga and feels it will increase tourism in Saratoga Springs.

Commissioner Mathiesen stated he would have to disagree with Marcie Taylor. He doesn't think anyone on the City Council has been cruel during their deliberations regarding the casino. They are very aware of the jobs and have great respect for the people who work there.

Mayor Yepsen stated the Racing Advisory Board was found. There was one meeting for the members to meet each other. The second meeting was opened to the public and was announced prior to the meeting.

Commissioner Madigan advised they can post the meetings on the main page of the website as soon as it is known.

Mayor Yepsen stated the Council and the Mayor's Office is looking at the SEQRA submission. We are listed as an involved agency. The Gaming Commission is in receipt of the same document we have received here. The clock has not started ticking yet; when it does the City will 30 days to take action. We need more information about the event space and timing.

Commissioner Franck thanked Energy Next and the Chamber. This past year, Energy Next said we had to lock in and we saved a lot of money.

Commissioner Scirocco stated the SEQRA process is very involved. At the table he would like to have someone with expertise to get the most out of it.

Mayor Yepsen closed the public comment period at 7:44 p.m.

## **EXECUTIVE SESSION**

The City Council adjourned to executive session for the purpose of the proposed purchase, sale or disposition of real property and an update on labor negotiations at 7:44 p.m.

The Council returned at 8:21 p.m.

Mayor Yepsen advised there is one item that has been agreed upon and will be address under the Mayor's agenda item #2.

## **CONSENT AGENDA**

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

1. Approval of 3/8/14 City Council Meeting Minutes
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Commissioner Madigan advised items #4 & #5 were moved from the Finance Agenda to the Consent Agenda to make this more efficient.

**Ayes – All**

## **MAYOR'S DEPARTMENT**

### Discussion: Final Report on 2014 Code Blue and Implementation of a Finance Committee

Mayor Yepsen advised it was a very successful first season. Code Blue came together very quickly this winter due to the collaboration of various non-profit agencies, volunteers, and clergy. She has no doubt that we have saved dozens of lives.

Cheryl Murphy, part time director for Cod Blue, stated she is pleased to be a part of this. This pulled together so quickly and efficiently. They were open 58 nights from Christmas Eve until March 25<sup>th</sup>. There were 928 guest stays with an average of 16-19 guests per each night open. The bed capacity was increased to 25 which helped to deal with overflow. They are putting together a committee to look for a site of their own.

Peter Whitten of Shelters of Saratoga stated they were pleased to step forward to hold the funds and hire the staff. There was no solicitation for funding and 2 businesses stepped forward with donations for a total of \$17,000 within the first month of the program. Cheryl will be working 24 hours a week year round. It is important to have someone for consistency. A finance committee will be established and these funds will be kept separate.

Mayor Yepsen stated the money is going into the Shelters of Saratoga's budget but is being used specifically for the homeless emergency shelter program.

Commissioner Franck stated everyone did a great job getting this started. Stated in 2006/2007 there was discussion regarding the County building where flu shots are now given as a location for Code Blue.

Mr. Whitten thanked the City for allowing them to use the Music Hall for a week.

Cheryl stated their first fundraiser is scheduled for the Saturday before Easter 2015 for a road race.

Mayor Yepsen stated the Putnam Den is doing a fundraiser this Thursday for Code Blue.

Discussion and Vote: Authorization for the Mayor to Sign Agreement with PBA Regarding On-Call Grievance (14-129)

Mayor Yepsen stated the PBA submitted a contract grievance in August 2011, the PBA submitted a contract grievance for the City's failure and/or refusal to pay certain compensation for stand-by/on-call pay for the investigation division in 2009/2010. The MOU for vote represents a compromise between the City and the PBA. The PBA has not voted on this yet but she hopes the PBA members will see the Council is acting in good faith. The total amount, which is retroactive, is \$17,867.68.

**Mayor Yepsen moved and Commissioner Mathiesen seconded to authorize the mayor to sign the MOU agreement with the PBA thereby resolving an on-call grievance as discussed in the executive session.**

**Ayes - All**

Discussion and Vote: 2014 CDBG Annual Action Plan (14-130)

Mayor Yepsen stated the proposed use of the funds was discussed at the March 4<sup>th</sup> meeting and a public hearing was held on March 18th. The funding being recommended is as proposed.

**Mayor Yepsen moved and Commissioner Madigan seconded to approve the 2014 CDBG allocation recommendations as distributed with the agenda.**

**Ayes - All**

Discussion and Vote: Approval for the Mayor to Sign a Letter of Invitation to Chester England as Sister City to Saratoga Springs (14-131)

Mayor Yepsen stated this has been in the works for a couple of years. Chester is a city of approximately 110,000 people. Bob Giordano has been working for years on this.

Mr. Giordano stated a couple of years ago people from Wales visited the City. They were very familiar with Chester England. The woman from Wales was on the board of the Chester racecourse and focused on what could happen between these 2 cities. The process includes sending an invitation; acceptance of the invitation, and then a citation is put together to become official.

**Mayor Yepsen moved and Commissioner Franck seconded to authorize the mayor to sign a letter of invitation to Chester, England to become as a sister city with Saratoga Springs.**

**Ayes - All**

Discussion and Vote: Authorize the Mayor to Sign Agreement with Saratoga Casino and Raceway for Utilization of Soccer Fields (14-132)

Mayor Yepsen advised this is an annual agreement for the utilization of the fields at no charge. The space will be utilized 6 days per week. She thanked Saratoga Gaming and Raceway for their continued support of the City recreation programs.

**Mayor Yepsen moved and Commissioner Franck seconded to authorize the mayor to sign an agreement with Saratoga Harness Racing, Inc. for the utilization of fields for the City's 2014 soccer program as distributed with the agenda.**



**Ayes - All**

Discussion and Vote: Authorize the Mayor to Sign the 2014 State of New York Department of Health Renewal application for a Permit to Operate Camp Saradac (14-133)

John Hirliman of the Recreation Department stated this is a renewal application for a permit to operate Camp Saradac.

**Mayor Yepsen moved and Commissioner Mathiesen seconded to authorize the mayor to sign the 2014 State of New York Department of Health Renewal application to operate Camp Saradac.**

**Ayes - All**

Discussion and Vote: Approval of the 2014 Camp Safety Plan (14-134)

John Hirliman of the Recreation Department stated this is under annual review by the Department of Health. This has been approved by the Safety Committee and went through the Recreation Commission.

**Mayor Yepsen moved and Commissioner Franck seconded to approve the 2014 camp safety plan as distributed with the agenda.**

**Ayes - All**

Discussion and Vote: Accept Donations for the Recreation Department (14-135)

John Hirliman of the Recreation Department announced Stewart's Shops gave \$4,250 through the holiday match. The basketball sponsors totaled \$6,775.

**Mayor Yepsen moved and Commissioner Mathiesen seconded to accept the donations for the Recreation Department as distributed with the agenda.**

**Ayes - All**

Discussion and Vote: 2014 Camp Saradac Trip and Program Approvals (14-136)

John Hirliman of the Recreation Department stated all items listed are within their budget. This is for the 2014 camp season.

**Mayor Yepsen moved and Commissioner Mathiesen seconded to approve the 2014 Camp Saradac trips and program schedule as distributed with the agenda.**

**Ayes - All**

Discussion and Vote: NYS Office of Children and Family Services Funding Application 2014 (14-137)

John Hirliman of the Recreation Department advised this is an application they send at the beginning for the year of all the free programs they will be offering at the Recreation Department. At the end of the year the New York State Office of Children and Family Services will review it and if the programs meet their goals they will match us 50% of anything we may have spent on those programs.

**Mayor Yepsen moved and Commissioner Franck seconded to approve the Recreation Department's request to submit the New York State Office of Children and Family Services funding application as distributed with the agenda.**

**Ayes - All**

Discussion and Vote: Accept Donation for the Visitor's Center (14-138)

Mayor Yepsen advised the cost of the sponsorship was \$5,000 a resident donated the ballet slippers that are in front of the Visitor's Center.

**Mayor Yepsen moved and Commissioner Franck seconded to accept the donation by Judy Harrigan to the Visitor Center valued approximately at \$5,000.**

**Ayes - All**

Discussion and Vote: Council Approval of Hourly Rate for Part Time Administrative Aide (14-139)

Mayor Yepsen stated since they took office; both city attorneys have not had any administrative support. There is funding in the current budget.

**Mayor Yepsen moved and Commissioner Franck seconded to approve an hourly rate of \$15.38 for the part time administrative aide position corresponding to the budget line A3011421 / 51669 in the City Attorney's Office effective April 16, 2014.**

**Ayes - All**

Discussion and Vote: Salary Increase for Administrative Director of Recreation (14-140)

Mayor Yepsen stated this has been carried over from past years. There was a significant reduction in this position's salary. Upon the strong recommendation of the Recreation Commission, she is asking the City Council to consider an increase to the Administrative Director of Recreation.

Derrick Legall, chair of the Recreation Commission stated the Recreation Commission reviewed the salary of the administrative director and found it was much lower than others performing similar job functions. This person supervises 125 part time employees and 4 full time staff. They have also seen a significant increase in program participation and the recreation revenue has increased by 12% from the previous 2 years.

**Mayor Yepsen moved and Commissioner Madigan seconded to approve an increase in salary of \$12,500 from a base salary of \$46,590 to a new base salary of \$59,450 for the administrative director of the Recreation Department to be effective March 8, 2014.**

Mayor Yepsen thanked Mr. Legall for bringing in this to her attention.

Commissioner Mathiesen stated he knows people are very happy with John's performance. If people aren't paid fairly they will go elsewhere.

Commissioner Scirocco stated he works with John on a daily basis and he is a hard working energetic person.

Commissioner Madigan stated John has done a great job with the Recreation Center and their budget. Indoor recreation center rentals increased by \$92,000.

**Ayes - All**

Proclamation: Proclamation Declaring Saratoga Arbor Week Beginning April 20, 2014

Mayor Yepsen read the following proclamation:

A PROCLAMATION  
OF THE CITY OF SARATOGA SPRINGS, NY

WHEREAS, for more than a century, Arbor Day celebrations have been held in communities across the United States. Principles of forestry, conservation, and environmental responsibility are an important part of our American Heritage, and WHEREAS, the preservation of our trees and forests is an issue of great concern to all of us. We in Saratoga Springs can be especially proud of the American Elm trees that graced our city streets in great numbers during the 19<sup>th</sup> and early 20<sup>th</sup> centuries. Today, we confirm anew our commitment to conserve, maintain, repair and restore our American Elms, and to recognize them, along with our city's other trees, as a part of what makes our city a unique and special place, NOW, THEREFORE, I, JOANNE D. YEPSER, Mayor of the City of Saratoga Springs, am pleased to join with my colleagues on the City Council, with the dedicated people of Sustainable Saratoga's Urban Forestry Project, Tree Toga, and Saratoga Springboard, and with all my fellow Saratogians, in proclaiming the week of April 20, 2014 as ARBOR WEEK.

## **ACCOUNTS DEPARTMENT**

### Announcement: Grievance Class – May 8, 2014

Commissioner Franck announced we will be holding a grievance class again this year on Thursday, May 8, 2014 at 6 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.

### Award of Bid: Water and Sewer Pipe, Fittings, Hydrants and Valves to The Vellano Corporation (14-141)

**Commissioner Franck moved and Commissioner Scirocco seconded to award the bid for Water and sewer Pipe, Fittings, Hydrants and Valves to The Vellano Corporation for various prices.**

They were the lowest bidder and funding is in line F3638354 / 54180 and G3638114 / 54180.

**Ayes - All**

### Discussion and Vote: Purchasing Policy and Procedure Manual (14-142)

Commissioner Franck announced that Stephani Voigt, the assistant purchasing agent, has met with all departments to review the updates to the Purchasing Policy and Procedure Manual.

**Commissioner Franck moved and Commissioner Scirocco seconded to adopt the Purchasing Policy and Procedure Manual as distributed with the agenda.**

**Ayes - All**

### Discussion and Vote: Approval of Salary Increase for Director of Risk of Safety (14-143)

**Commissioner Franck moved and Commissioner Mathiesen seconded for Council approval to revise the salary for the director of risk and safety to a new annual base salary of \$82,789 effective April 19, 2014.**

Commissioner Franck stated this is budget neutral through a transfer in his department. He provided the Council with information from RIMS – the average base salary for risk and safety from municipalities is \$133,400. Currently, the position is at \$64,000. She is management confidential and does not have any of the protections the unions would have. She is paid the level of a claims analyst and has saved the City about \$4.7 million dollars. This will be budget neutral from some of the savings she has saved the City this year alone.

Commissioner Madigan stated this is about the position and clearly this position is way under the average. In addition, Marilyn Rivers is recognized as a leader in municipal risk management. She feels comfortable about this salary increase.

Commissioner Mathiesen asked what the history of her salary.

Commissioner Franck stated the position was set up by Commissioner Towne in 2003 at \$50,000. Some years she had raises and some years she didn't. Now she is at the base of \$64,000. Last year he had a bonus in his budget that was revenue neutral but she gave up that bonus so the deputies and the others that are in the management/confidential class could get an increase.

**Ayes - All**

Award of Bid: Painting West Avenue Fire Station to Frank J. Ryan and Sons, Inc. (14-144)

**Commissioner Franck moved and Commissioner Madigan seconded to award the bid for Painting – West Avenue Fire Station to Frank J. Ryan and Sons, Inc. in the amount of \$9,790.00.**

They were the lowest bidder. Funding is in line H3146952 / 52000 / 1133.

**Ayes - All**

- \* Council took a break at 9:27 p.m.
- \* Council returned from break at 9:35 p.m.

**FINANCE DEPARTMENT**

Discussion: 2013 Preliminary Year-End Financial Report

Commissioner Madigan advised this is the unaudited year-end report for 2013. It also serves as the 4<sup>th</sup> quarter financial report as required by the Charter. Both the Water and the Sewer Funds had annual operating surpluses in 2013. DPW is working towards a plan to pay back the City's General Fund and avoid further interfund loan debt, which was noted in our NYS audit. The Water Fund ended 2013 with an annual surplus of \$494,622, resulting in a positive assigned un-appropriated fund balance of \$360,000. Total fund balance increased \$495,000. The Sewer Fund ended 2013 with an annual surplus of \$313,080, resulting in an assigned un-appropriated fund balance for 2013 of \$817,000, an increase of approximately \$309,000. This is the fourth consecutive year that the sewer fund reported an operating surplus.

Commissioner Madigan also advised that the unaudited year-end figures resulted in a General Fund Operating Surplus of \$2,739,670 in 2013. Actual 2013 revenue collected totaled \$41,585,774; and, actual 2013 expenditures totaled \$38,846,104. Mortgage tax receipts were stronger in 2013 than 2012; 51% higher. In 2013 the City continued with the In-Rem process - the City's foreclosure proceedings for failure to pay real property taxes that began in 2011. The city received an additional \$277,825 in 2013. VLT aid was originally budgeted for 2013 at \$1,496,000. In the spring of 2013 there was an increase by the state of \$331,000, a 22% increase, for a total of \$1,827,000 received in 2013.

Ambulance fees have been a new revenue source in April 2012, which 2013 being the first full year of operation. Ambulance service revenues collected for 2013 totaled \$812,000, a 38% increase from last year. Actual amounts exceeded the budget by \$83,359.

Sales tax increased from 2012 by 7% (\$732,000 increase over 2012) and exceeded the 2013 budget by \$50,000. Sales tax collected in 2013 were \$10,650,000 -- this is the highest sales tax collection that the City has ever had.

Indoor recreation facility rentals increased by \$92,483 (97%) over 2012. About \$26,000 is due to a budget re-organization; the remaining \$66,483 is due to new and increased recreation programs. The 2013 amounts were \$44,106 over the 2013 budget.

Total General Fund expenses were \$1.8 million more than those in 2012, but \$3.6 million less than budgeted. Health insurance costs were \$5,872,000 in 2013. This was an increase of 4% from 2012 and was \$257,000 less than the revised budget for 2013. Retirement costs increased 10% for police and fire and 13% for all other employees. Actual expenses for 2013 were \$40,000 less than budgeted. Health reimbursement costs were \$41,000 in 2013. These costs were less than 2012 when costs totaled \$52,000. This was the first full year of budgeting for health care reimbursement costs and amounts have been greatly reduced in the 2014 Budget.

While savings measures are appreciated, she cautioned each department to forecast expenses carefully and expend funds that are budgeted on those City needs which they have planned for.

The 2013 preliminary financial report indicates a total General Fund balance of \$15,439,414 as of 12/31/13. Of the total General Fund balance amount, \$7,818,000 is unrestricted and unassigned. The City's Fund Balance policy dictates that the unrestricted, unassigned fund balance for the General Fund must be between 10% and 15% of the total adopted general fund budgeted expenditures of the ensuing year. For 2013, the City must have a minimum of \$4,044,002 and a maximum of \$6,066,003. The amount in excess of the 10% - 15% range is \$1,752,000.

Commissioner Madigan suggested upgrading and re-designing the City website with some of the excess General Fund balance. It will be beneficial to our citizens, the business community, City departments and our City in general. The City website is a vital gateway to the City and a portal to City government. Limited staff power, funding and resources have made upgrading the website a serious challenge in recent years. This is an opportunity to use one time funding for a one-time project that is universally beneficial to all aspects of the city.

Commissioner Madigan stated the City is in strong financial health.

Commissioner Franck suggested working with other social media that are out there. The website should be integrated with other forms of social media.

Commissioner Mathiesen commented on an article that will be appearing in the Saratogian tomorrow regarding the Department of Public Safety budget. The article only touches on some of the reasons for the untouched \$913,000. They try to be conscious of spending.

Set Public Hearing: Local Law No. 2 of 2014 – A Local Law to Amend Section 4.1.13 of the City Charter Entitled Tax Penalties

Commissioner Madigan set a public hearing for Tuesday, May 6, 2014 at 6:50 p.m.

Discussion and Vote: Budget Transfers – Payroll (14-145)

**Commissioner Madigan moved and Commissioner Franck seconded to approve the 2014 budget transfers – payroll which were distributed with the agenda.**

**Ayes - All**

Discussion and Vote: Budget Transfers – Benefits (14-146)

**Commissioner Madigan moved and Commissioner Scirocco seconded to approve the 2014 budget transfers – benefits which were distributed with the agenda.**

**Ayes - All**

Discussion and Vote: Budget Transfers – Contingency (14-147)

Commissioner Madigan advised that under the Charter, the City provides a 2.25% discount on property tax to those who pay all four quarters in one lump sum payment prior to the first quarter deadline. This year a record number of people took advantage of this option and amounts budgeted, though increased from last year's actual by 3%, were insufficient.

**Commissioner Madigan moved and Commissioner Mathiesen seconded to approve the 2014 budget transfers - contingency as distributed with the agenda. The current budget amount in the contingency line is \$93,155.54; there will be \$84,000 remaining after these transfers.**

**Ayes – All**

**Commissioner Madigan moved and Commissioner Scirocco seconded the mended motion – approve the 2014 budget transfers - contingency as distributed with the agenda. The current budget amount in the contingency line is \$93,155.54; there will be \$84,242 remaining after these transfers.**

**Ayes - All**

Discussion and Vote: Resolution – Saratoga Springs Horse Show (14-148)

Commissioner Madigan advised she had been asked by the Saratoga Springs Horse Show to present a resolution to the Council to show in support of their efforts with the horseshow. This will be its 55<sup>th</sup> consecutive year. Funds raised by the horse show are distributed to numerous county charities; \$80,000 was donated in 2012 and 2013 alone.

**Commissioner Madigan moved and Commissioner Franck seconded the reading of the following resolution:**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SARATOGA SPRINGS, NEW YORK**

**BE IT RESOLVED, by the City Council of the City of Saratoga Springs as Follows:**

- WHEREAS, the Saratoga Springs Horse Show has been a charity event in continuous operation for the past 55years; and**  
**WHEREAS, the Saratoga Springs Horse show is the first outdoor, volunteer, charity, 3-ring Premier Horse Show of the season in the Northeast, recognized by the United States Equestrian Federation (USEF), the United States Hunter – Jumper Association (USHJA), the Professional Horseman’s Association of America (PHA), the Tri-County Riding Association (TCRA), the Capital district Hunter-Jumper Council (CDHJC), the North America League, the Marshall and Sterling League, and the Show Jumping Hall of Fame and Museum; and**  
**WHEREAS, the Saratoga Springs Horse Show attracts competitors from up and down the east coast, from eastern Canada and as far west as the Mississippi River, bringing 1,000 – 1,200 horsemen and their families to the area each week; and**  
**WHEREAS, the Saratoga Springs Horse Show stimulates the economy of Saratoga Springs and Saratoga County by more than \$5 million for the two week show; and**  
**WHEREAS, the Saratoga Springs Horse Show spends close to a quarter million dollars locally; and**  
**WHEREAS, the Saratoga Springs Horse Show over its past 55 years has brought the City of Saratoga Springs a different branch of equestrian enterprise; and**  
**WHEREAS, in the past two years alone, the Saratoga Springs Horse Show, with the help of its many volunteers and under the guidance of the Capital Fund of Saratoga County, Inc. has returned over \$80,000 to over 30 different not-f0r-profit groups in Saratoga County that are helping others in need; and**  
**WHEREAS, the Saratoga Springs Horse Show has stimulated volunteers to take ownership of the show by having them choose the charities that will benefit from the show each year.**

**NOW, THEREFORE, BE IT RESOLVED, as follows:**

- 1. This City Council expresses its appreciation of the dedicated volunteers, organizers, staff, and participants of the Saratoga Springs Horse Show, and of their outstanding work helping people in need.**
- 2. This City Council extends to the volunteers, organizers, staff, and participants of the Saratoga Springs Horse Show our very best wishes for a successful and rewarding show in 2014, and hereby declares the month of May 2014 as Saratoga Springs Horse Show Month.**

**Ayes – All**

## **PUBLIC WORKS DEPARTMENT**

### Set Public Hearing: Amend Capital Budget to Reflect Revenue for the Jefferson Street Sanitary Sewer Project

Commissioner Scirocco set a public hearing for Tuesday, May 6, 2014 at 6:45 p.m.

### Set Public Hearing: Amend Capital Budget to Reflect Revenue for the Wastewater Pump Station Project

Commissioner Scirocco set a public hearing for Tuesday, May 6, 2014 at 6:40 p.m.

### Discussion and Vote: Authorization for the Mayor to Sign a Contract with Digital Surveillance Solutions – DPW Garage (14-149)

**Commissioner Scirocco moved and Commissioner Mathiesen seconded to authorize the mayor to sign a contract with Digital Surveillance Solutions for the DPW Garage facility in the amount of \$18,515.56.**

Funding is in line H3141622 / 52000 / 1176.

Marilyn Rivers, director of risk and safety stated this camera project originated from the Safety Committee and is workplace violence and is part 1 of a 2 part project.

**Ayes - All**

### Discussion and Vote: Authorization for the Mayor to Sign Agreement with Greenridge Cemetery (14-150)

Commissioner Scirocco advised this agreement is for the maintenance of the cemetery. It is an annual agreement.

**Commissioner Scirocco moved and Commissioner Franck seconded to authorize the mayor to sign an agreement with Greenridge Cemetery in the amount of \$20,000.**

Funding is in line A3638814 / 54720.

**Ayes - All**

### Discussion and Vote: Authorization for the Mayor to Sign Contract with Digital Surveillance Solutions – Woodlawn Parking Garage (14-151)

**Commissioner Scirocco moved and Commissioner Franck seconded to authorize the mayor to sign a contract with Digital Surveillance Solutions for the Woodlawn Parking Garage at 6 Woodlawn Avenue in the amount of \$45,239.47.**

Funding is in line H3416952 / 52000 / 1221.

**Ayes - All**

### Discussion and Vote: Authorization for the Mayor to Sign Contract with Digital Surveillance Solutions – Congress Park (14-152)

**Commissioner Scirocco moved and Commissioner Franck seconded to authorize the mayor to sign a contract with Digital Surveillance Solutions for the Congress Park security cameras in the amount of \$63,078.10.**

Funding is in line H3146952 / 52000 / 1190.

**Ayes – All**

Discussion and Vote: Authorization for the Mayor to Sign Contract with Precision Industrial Maintenance, Inc. (14-153)

Commissioner Scirocco stated a small amount of mercury escaped on to the concrete floor. They are working with the DEC to get the material cleaned up.

**Commissioner Scirocco moved and Commissioner Franck seconded to authorize the mayor to sign a contract with precision Industrial Maintenance, Inc. for the Bog Meadow Pump Station mercury remediation project in the amount of \$10,000.**

Funding is in line H3638332 / 52000 / 1167.

**Ayes – All**

**PUBLIC SAFETY DEPARTMENT**

Set Public Hearing: Amend Capital Budget for Police Department Infrastructure

Commissioner Mathiesen set a public hearing for Tuesday, May 6, 2014 at 6:35 p.m.

Announcement: Planned Changes to Traffic Signals Along Broadway Corridor

Commissioner Mathiesen announced the changes his department plans to make as a result of the Broadway Corridor Traffic Analysis done last fall. The changes include:

- Install left turn signal northbound at intersection of Broadway and Church St./Lake Avenue.
- Change east/west bound left turn arrow from lagging to leading through movement at the intersection of Broadway and Church St./Lake Avenue.
- Install east/west bound leading pedestrian interval at the following intersections: Broadway & Division Street, Broadway & Washington Street, Broadway & Spring Street, and Broadway & Congress Street.
- All signals will have traffic signal re-timing and optimization.

Discussion and Vote: Authorization for Mayor to Sign Change Orders 3 & 4 (14-154)

Commissioner Mathiesen this is for only 1 change order; change order #3. This is for asbestos abatement in floor tiles in the Police Department.

**Commissioner Mathiesen moved and Commissioner Scirocco seconded to authorize the mayor to sign change order #3 in the amount of \$8,921.**

Funding is in line H3146952 / 52000 / 1188.

**Ayes – All**

Discussion and Vote: Authorization for Mayor to Sign Change Order 5 (14-155)

Commissioner Mathiesen advised this change order is actually change order #4. This is for asbestos removal in the crawl space in the Police Department.

**Commissioner Mathiesen moved and Commissioner Franck seconded to authorize the mayor to sign change order 4 in the amount of \$8,733.97.**

Funding is in line H3031492 / 52000 / 1141.



## **Ayes - All**

### Discussion: Burglaries on America Way

Commissioner Mathiesen stated an attempted burglary occurred on America Way last week which involved the state police helicopter. This has the full attention of our criminal investigation division.

- \* Commissioner Mathiesen asked for a moment of silence for the passing of Father Neil Draves.
- \* Commissioner Franck added that we have moment of silence for the Boston Marathon bombing 1 year anniversary.

## **SUPERVISORS**

### Matthew Veitch

#### Update: Public Safety Committee

Supervisor Veitch reported they signed a contract with Corinth for additional sheriff deputies in the village. The town will pay the County \$298,000 for this. The public defender has received a grant for enhancements to the department; including 2 part time public defenders.

#### Update: 2014 STOP DWI Program

Supervisor Veitch reported the City of Saratoga Springs will be receiving \$34,200 for DWI enforcement programs in the City.

#### Announcement: Saratoga Springs Senior Center

Supervisor Veitch reported the Saratoga County Office of the Aging has secured a grant in the amount of \$10,000 to assist the Senior Center with renovations.

#### Update: Economic Development LDC

Supervisor Veitch reported they passed a resolution to begin forming the LDC. The need to establish a board of directors to form the LDC.

#### Announcement: Saratoga City Center Presentation 4/30

Supervisor Veitch reported the celebration of their 30<sup>th</sup> anniversary will be April 30th at 7 p.m.

#### Report: Saratoga County 2013 Year End Budget Report

Supervisor Veitch reported at the beginning of 2013 they had a fund balance of \$10,581,708 and at the closing they had a fund balance of \$20,234,347.

### Peter Martin

#### Report: Buildings and Grounds

Supervisor Martin reported they approved a lease for the DMV office at the Wilton Mall. The lease will be extended through December 2019.

Report: County Economic Development Strategic Plan

Supervisor Martin stated this was well covered by Supervisor Veitch.

Report: Trails Committee

Supervisor Martin reported work continues on the Zim Smith Trail. A gateway visitor center building will be built in Schuylerville. This building will post tourist information along the Champlain Canal area.

Report: County Board of Supervisors' Meeting

Supervisor Martin reported an authorization for engineering services for upgrades to the sewer system. This will affect Saratoga Lake. Also, May 2014 is Older American's Month.

**ADJOURNMENT**

There being no further business, Mayor Yepsen adjourned the meeting at 10:47 p.m.

Respectfully submitted,

Lisa Ribis  
Clerk

Approved:  
Vote:

DRAFT