



May 18, 2015

CITY OF SARATOGA SPRINGS
City Council Pre-Agenda Meeting
9:30 AM

PRESENT:

John Franck, Commissioner of Accounts
Michele Madigan, Commissioner of Finance
Christian Mathiesen, Commissioner of DPS
Anthony Scirocco, Commissioner of DPW

STAFF PRESENT:

Lynn Bachner, Deputy Commissioner, Finance
Vince DeLeonardis, City Attorney
Eileen Finneran, Deputy Commissioner DPS
Anthony Izzo, Assistant City Attorney
Maire Masterson, Deputy Commissioner, Accounts
Joe Ogden, Deputy Mayor
Peter Martin, Supervisor

EXCUSED:

Joanne Yepsen, Mayor
Tim Cogan, Deputy Commissioner, DPW

CALL TO ORDER

Commissioner of Finance Michele Madigan called the meeting to order at 9:00 AM.

PUBLIC HEARINGS

Commissioner Madigan announced that there are five public hearings scheduled for Tuesday night's City Council meeting.

Amend City Code -One Way Streets – Senior Lane

Commissioner Mathiesen said that this is in regard to Senior Lane, off of Vanderbilt, that was converted from a two-way traffic pattern to a one-way street in March; the amendment is simply to reverse the direction of Senior Lane from the previous amendment.

Amend Chapter 225 – Load Zones and Taxi Stand

Commissioner Mathiesen said this is to codify the parking spaces designated for taxi cabs and limos on Wright Street and Frank Sullivan Place.

Use of Open Space Bond Authority to Purchase Development Rights of Pitney Family Farm

Deputy Ogden advised this is in regard to the product that is underway with the City's partnership with Saratoga Plan to acquire the Pitney Family Farm on West Avenue. It allows the City to access the open space bond authority for this project.

Amend 2015 Capital Budget for Purchase of Development of Pitney Family Farm

Deputy Ogden said this public hearing is a more traditional one to amend the 2015 capital program. Commissioner Madigan said that both the capital program and the capital budget are being amendment and both should be included in the title and subject of the public hearing. Deputy Ogden agreed that it should read to amend the 2015 capital budget and program which was the original intention.

2015 Draft Comprehensive Plan

Deputy Ogden said this corresponds to the action that the City Council took at its last meeting under the Mayor's agenda to set a public hearing that will stay open until official action is taken by the City Council to adopt the 2015 Draft Comprehensive Plan.

PRESENTATIONS

Update on the Waterfront Park by the LA Group

Deputy Mayor Ogden said that Mike Ingersoll from the LA Group will provide a brief update on the progress of the development of the Waterfront Park.

Commissioner Mathiesen asked to move the presentation by Police Chief Veitch on **Downtown Issues** from the Public Safety Agenda to the Presentations portion of the meeting.

EXECUTIVE SESSION

None scheduled

CONSENT AGENDA

1. Approval of 4/21/15 City Council Meeting Minutes
2. Approval of 5/04/15 Pre-Agenda Meeting Minutes
3. Approval of 5/05/15 City Council Meeting Minutes
4. Approve Resolution for the Use of the Insurance Reserve-19
5. Approve Budget Amendments-Insurance Reserve
6. Approve Budget Amendments (Increases)
7. Approve Budget Transfers - Regular
8. Approve Payroll 05/08/2015 \$424,570.99
9. Approve Payroll 05/15/2015 \$424,634.84
10. Approve Warrant: 2015 Mid - 15MWMay1: \$101,291.76
11. Approve Warrant: 2015 REG-15MAY2 \$600,858.81

No comments or revisions on the above.

MAYOR'S DEPARTMENT

1. **Appointment: Saratoga Springs Preservation Foundation**
No comment

2. **Discussion: Saratoga Springs Housing Authority 5 Year Plan**

Deputy Mayor Ogden said that Paul Feldman, the Executive Director of the Saratoga Springs Housing Authority will give an overview and a few highlights of their 5-year plan.

3. **Discussion and Vote: Housing Authority Salary Approval**

Deputy Mayor Ogden said Paul Feldman will present the SSHA salaries as required. Commissioner Madigan advised that there are unionized and non-union positions involved. Comparables are needed for each position.

4. **Discussion and Vote: City Council to Approve Cleaner Part-time Rate-Recreation**

John Hirliman, Director of Recreation said he has been working with the Department of Public Works to help cover cleaning needs during weekend tournaments so they came up with a plan to create a position for a part time cleaner at a rate of \$10.50 per hour, not to exceed 20 hours per week, and he worked with Civil Service to ensure there is a job description that matches. The part time Cleaner will be scheduled to cover the tournaments at the Recreation Center, primarily evenings on Saturdays and afternoons and evenings on Sundays. Commissioner Scirocco said that currently there is someone from DPW working at the Rec. Center all week; this position is to fill in on the weekends.

Commissioner Madigan asked if the rate of \$10.50 per hour is a comparable rate that will not affect what anyone else makes at the same job. John Hirliman said he discussed the rate used for part time employees with DPW management, then worked with Civil Service and Payroll to ensure the rate is in the correct range. Commissioner Scirocco said that \$10.50 per hour is the maximum they can pay without

formal City Council approval. Commissioner Madigan advised that the rate must be comparable to that of any other part time cleaner working for the City.

5. **Announcement: Summer Clinic Registration Early Bird Special ends June 21, 2015**
No Comment

6. **Discussion and Vote: Accept Donation for Summer Concert Series from Golub Corporation**
No comment

7. **Discussion and Vote: City Council to Adopt Rules of Conduct**
Deputy Ogden said that Assistant City Attorney Tony Izzo has been working hard on this and the most recent version was sent out to the City Council on Saturday morning. T. Izzo said he received an email from Commissioner Mathiesen requesting the inclusion of a provision that mandates annual review by the Council at their first official City Council meeting. T. Izzo said that this is not in the current draft but he has no problem adding it if the City Council agrees. Commissioner Mathiesen said it was discussed by the Council and without it, he is not sure how future Councils would be aware of the rules unless something within them mandates the Council to re-acquaint themselves with them at least once per year and the beginning of the year is a good time to do that. T. Izzo said that he would add that provision to the final draft for Council approval tomorrow.

8. **Discussion and Vote: New City code Chapter #205 – Street Performances**
Deputy Ogden said that this is something that has been in the works for quite a while and with some minor edits to the most recent version, the final draft was distributed to the City Council; he asked them to review it again and get back to him with any changes, additions or deletions prior to the meeting.

9. **Announcement: Centennial Celebration Update**
No comment

10. **Announcement: Saratoga Springs Nationally Recognized as a Walk-Friendly Community**
Deputy Ogden said that there was a nice event in Congress Park last week where the Pedestrian Bicycle Information Center, an organization from North Carolina, presented the Mayor with the award as a walk-friendly Community.

ACCOUNT'S DEPARTMENT

1. **Award of Bid: HVAC & Plumbing Services to Energy Management Technologies LLC**
Commissioner Franck said that this award is upon the recommendation of the Department of Public Works.

2. **Discussion and Vote: Referral to Planning Board for Advisory Opinion of Zoning Text Amendment to Include Golf-Clubhouse Definition**
Commissioner Franck said that this authorization from the City Council to forward to the City Planning Board and the County Planning Board a request for an Advisory opinion on a zoning text amendment to include the definition of a golf clubhouse. He said that Michael Toohey, Attorney for the Saratoga National golf course will be at the meeting to address any questions or concerns.

FINANCE DEPARTMENT

1. **Discussion and Vote: Budget Amendment – 2013 Fund Balance Excess for Centennial**
Commissioner Madigan said this is for permission to use a portion of the Centennial funds for publication of a Saratoga Springs Centennial book. The assignment is from the 2013 fund balance excess and was approved by the City Council 11/12/2014 in the amount of \$20,000. The remainder of this reserve is to go toward the payment of bonded indebtedness and to date \$425 has been used. Commissioner Madigan said that Lance Ingmire and Field Horne will be at the Council meeting to discuss the book in more detail; 100% of the proceeds from the sale of the book will go to a special fund managed by the Military Museum to be used to bring artifacts back to the City of Saratoga Springs and distribute them to collections in

three locations including the Military Museum, the Saratoga Springs Library History Room and the Saratoga Springs History Museum. If everything is approved, the City will be thanked in the book as a contributor. Commissioner Madigan said the book will be sold at \$45 each; they plan to run 1500 copies.

2. **Discussion: First Quarter 2015 Financial Report**

Commissioner Madigan advised that in accordance with the City Charter, the first quarter 2015 financial report was filed with the City Clerk in a timely fashion and it is available on the City's Website on the Finance Department's transparency portal. This is a brief overview of that report.

3. **Discussion: NYS Tax Freeze Credit Program – Government Efficiency Plan**

Commissioner Madigan stated she will be giving a brief description of the City's government efficiency plan that we are required to submit to the State in order to participate in the second year of the New York State Tax Freeze Credit Program. The program will provide a rebate to New York State tax payers residing within the jurisdictions that kept their budgets within the tax cap which the City did for the 2015 adopted budget. Commissioner Madigan advised that for the 2016 adopted budget, the City must actually show efficiencies and stay within the tax cap in order for City residents to receive a property tax rebate.

4. **Discussion and Vote: Budget Transfers – Payroll**

No Comments

5. **Discussion and Vote: budget Transfers - Benefits**

No comments

PUBLIC WORKS DEPARTMENT

1. **Announcement: Retirement Chief Water Treatment Operator – Tom Kirkpatrick**

Commissioner Scirocco said that Tom Kirkpatrick was employed in the Water Treatment Plant for over 31 years and he is going to publicly recognize that and thank him for his service.

2. **Discussion and Vote: Establish Title Grade & Step – Assistant Chief Water Treatment Plant Operator**

Commissioner Scirocco advised that a current employee is being promoted to this new position; he is currently a Grade 11 step 10 and this position will be set at a grade 14 step 1, an increase of slightly over \$3,000. The motion will create the position in title and pay grade because the Chief WTP operator cannot work 24-7 and it has become necessary to ensure that there is always someone present at the WTP that can answer operating questions, especially if representatives from State Agencies visit the building. The position will also be necessary when the wells come in at the end of this month since that can be considered to be an additional system.

3. **Discussion and Vote: Establish a Step Salary – Water Treatment Plant Maintenance Supervisor**

Commissioner Scirocco explained that the individual currently in this position has saved the City a lot of money but he is not changing the pay grade of the position, but he would like to award the person by increasing his steps. Eventually he would get to that step but they want to expedite the process. Actions like this are sometimes necessary to ensure the retention of especially good employees.

4. **Discussion and Vote: Authorization for the Mayor to sign Curb & Sidewalk Agreement – Andrea Peek**

No Comments

5. **Discussion and Vote: Authorization for the Mayor to sign agreement with Energy Management Technologies LLC**

Commissioner Scirocco advised that the contract is for a maintenance agreement for the heating and cooling systems of City-owned buildings.

6. **Discussion and Vote: Authorization for the Mayor to sign Property Access Agreement with Niagara Mohawk Power Corporation DBA National Grid**

Commissioner Scirocco said this is in regard to the permission of property access for the remediation project at the Red spring on Excelsior Avenue.

7. **Discussion and Vote: authorization for the Mayor to sign agreement with DeBrino Caulking Assoc. Inc. –Woodlawn & Spring Street Parking Deck**

Commissioner Scirocco clarified that this is in regards to stairways at the Woodlawn Avenue and the Spring Street Parking decks.

PUBLIC SAFETY DEPARTMENT

1. **Discussion and Vote: Authorization for Mayor to sign Memorandum of Understanding with Schenectady Fire Department**

Commissioner Mathiesen advised that this is for authorization for the Mayor to sign a Memorandum of Understanding with the Schenectady Fire Department. Fire Chief Robert Williams explained that this is required by the 2014 application period of the Assistant to Firefighters grant program. The grant is being submitted by the Schenectady Fire Department for the purchase of monitors and defibrillators to be utilized by 14 Fire and EMS agencies within the Regional Emergency Medical Organization. The City must sign the MOU agreeing to provide 10% of the matching funds for the equipment; the exact amount of the match will be based on the actual amount of the grant award and the equipment received.

2. **Set Public Hearing: Pedal bus Ordinance**

Commissioner Mathiesen said that a number of City personnel from various departments contributed to this ordinance. City Attorney Vince DeLeonardis advised that this ordinance was set to regulate a new industry that is coming to Saratoga Springs. A Pedal bus is essentially a 15-passenger vehicle powered by an equal number of bicycle pedals and all 15 passengers use the pedals to power the unit. The industry wants to come here and there were concerns as to how it would be operated, safety considerations, determination of insurance requirements and questions on establishing regulations. He said there were a number of meetings held and they have met with the Company and the final draft is ready and the action tomorrow night is setting a public hearing as required. Commissioner Mathiesen thanked Deputy Commissioner Maire Masterson for her hard work on this coordinating meetings and being a liaison between the company and the City Department. He said they had to determine a safe route also. City Attorney DeLeonardis stated that the Pedal bus operated in the City of Troy last year but they allowed alcohol, however the City of Saratoga Springs is not allowing alcohol and regarding concerns over traffic disruption, Officer Dan Noeker spent a large amount of time developing routes that are the least disruptive to the City's traffic flow. The Director of Risk and Safety, Marilyn Rivers said the ordinance is patterned after one from Scottsdale Arizona but there was a great deal of research done on this topic. City Attorney DeLeonardis and Commissioner Mathiesen thanked everyone for their hard work on the ordinance.

3. **Announcement: MyPD Application**

Commissioner Mathiesen informed the Council that this is a new application that people can use to increase communication abilities with the Saratoga Springs Police Department.

4. **Announcement: May 28, 2014 – SLA ABC Law Seminar**

Commissioner Mathiesen announced that on May 28 from 9:30 am to 11:30 am at the Holiday Inn, there will be a program similar to the one the City sponsored in March 2012 for owners of clubs and bartenders to become familiar with the rules and regulations they have to follow and encourage them to act in as responsible a manner as possible. It is not being sponsored by the Department of Public Safety this time, but he encourages anyone with a liquor license for on-premise sales to participate.

SUPERVISORS

1. **MATTHEW VEITCH**

1. Report: Tour of the County

No comments

2. Report: Saratoga Casino and Raceway
No comments

3. 2015 STOP-DWI Program
No comments

Supervisor Veitch added one item to his agenda: a report on the NYS Tax Rebate Plan – Government Efficiency.

2. PETER MARTIN

1. Report: Equalization and Assessment
No comments

2. Report: Racing and Gaming
No comments

3. Report: Airport Contracts
No comments

4. Report: Funding for Improvements to Staffords Bridge Road
No comments

5. Update: Online Availability of 2014 County Annual Financial Report
No comments

ADJOURN

Commissioner of Finance Michele Madigan adjourned the meeting at 10:00 a.m.

Respectfully submitted,

Nancy Wagner, Clerk

Approved: