



CITY OF SARATOGA SPRINGS

City Council Meeting



December 6, 2016

City Council Room

 [Print](#)

7:00 PM

CALL TO ORDER

ROLL CALL

SALUTE TO FLAG

PUBLIC COMMENT PERIOD / 15 MINUTES

PRESENTATION(S):

1. Presentation: Open Space Advisory Committee
2. Presentation: Saratoga Mobile App
3. Presentation: Skidmore Students Survey on Housing

EXECUTIVE SESSION:

CONSENT AGENDA

1. Approval of 11/1/16 City Council Minutes
2. Approval of 11/14/16 Pre-Agenda Meeting Minutes
3. Approval of 11/15/16 City Council Meeting Minutes
4. Approve Resolution for the Use of the Insurance Reserve-20
5. Approve Resolution for the Use of the Insurance Reserve-21
6. Approve Budget Amendments-Insurance Reserve
7. Approve Budget Amendments (Increases)
8. Approve Budget Transfers – Regular
9. Approve Budget Transfers – Regular (Capital)
10. Approve Payroll: 11/18/16 \$505,228.07
11. Approve Payroll: 11/23/16 \$496,834.37
12. Approve Payroll: 12/02/16 \$487,227.35
13. Approve Warrant: 2016 Mid – 16MWNOV2: \$14,704.89
14. Approve Warrant: 2016 Mid – 16MWNOV3: \$622,662.47
15. Approve Warrant: 2016 REG – 16DEC1: \$4,604,854.00

MAYOR'S DEPARTMENT

1. Discussion and Vote: Americans with Disabilities Act (ADA) Resolution and Grievance Process for City
 2. Discussion and Vote: Resolution for Humanity, Respect & Inclusiveness
 3. Discussion and Vote: Authorization for the Mayor to sign Agreement with Agricultural Stewardship Association, Inc. re: Pitney Farm
 4. Discussion: Draft Complete Streets Plan & Policy
 5. Discussion and Vote: Authorization to pay Assistant City Attorney at the rate of \$100 per hour up to \$8,000 to counsel the Charter Review Commission, as approved in the budget 6/28/16
 6. Announcement: Appointment: City Court Judge
 7. Announcement: Post-Fire Update
 8. Announcement: Special City Council Meeting on Affordable Housing: December 14, 2016
 9. Announcement: Openings on Boards
 10. Announcement: The 2017 Community Development Block Grant Applications are now available from City Hall's Office of Planning and Economic Development and are due on January 31, 2017 by 4:30pm.
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ACCOUNTS DEPARTMENT

1. Set Public Hearing: Amendment to City Code for Special Events
 2. Discussion and Vote: Approve Risk and Safety Manual
 3. Award of Bid: Municipal Solid Waste to Casella Waste Management, Inc.
 4. Discussion and Vote: Safety Committee Resolution
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FINANCE DEPARTMENT

1. Discussion and Vote: Accept Donation from Skidmore for the Downtown Special Assessment District Wayfinding Project (correction to 11/01/16 donation acceptance)
 2. Discussion and Vote: Budget Transfers-Payroll
 3. Discussion and Vote: Budget Transfers-Benefits
-

PUBLIC WORKS DEPARTMENT

1. Discussion and Vote: Authorization for the Mayor to sign contract with Orkin for Integrated Pest Management Services
 2. Discussion and Vote: Approval to Pay Invoice - W.J. Morris Excavting Inc for the Crescent Street Emergency Sewer Line Repairs
 3. Discussion and Vote: Authorization for the Mayor to sign change order #1 with Wm. J. Keller & Sons Construction Corp for Casino Dr./ BOCES Waste Water Pump Station Upgrades
 4. Discussion and Vote: Authorization for the Mayor to sign Saratoga County agreement for Intermunicipal Recycling
 5. Discussion and Vote: Authorization for the Mayor to sign agreement addendum one with Clark Patterson Lee for the East Side Storm Drainage Project
 6. Set Public Hearing: 2017 Water & Sewer Rates
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PUBLIC SAFETY DEPARTMENT

1. Discussion and Vote: Authorization for Mayor to sign contract with Brycer
2. Discussion and Vote: Authorization for Mayor to sign contract with North Country Snow & Ice Management

3. Discussion and Vote: Authorization for Mayor to sign agreement with BPI Mechanical Services for HVAC Services
 4. Discussion and Vote: Authorization to pay BPI invoices for maintenance for the Fire Stations
 5. Discussion: Fire on Putnam and Caroline Street
 6. Discussion: 3 Year Anniversary of City Council Resolution to acquire land on Union Avenue for a Fire/EMS Station on the Eastern Plateau
 7. Announcement: Condolences
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SUPERVISORS

1. Matthew Veitch
 1. Saratoga County Tax Cap Override Vote
 2. Peter Martin
 1. Report: County Budget
 2. Report: Senior Advisory Committee
-

ADJOURN



November 1, 2016

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

6:35 PM – P.H. – Gold Star Parent Exemption

6:40 PM – P.H. – Amend Section 203 of the City Code – Streets and Sidewalks

6:50 PM – P.H. – 2017 Budget

7:00 PM

CALL TO ORDER

ROLL CALL

SALUTE TO FLAG

PUBLIC COMMENT PERIOD / 15 MINUTES

PRESENTATIONS

1. Draft Complete Streets Plan
2. Public Art Policy

CONSENT AGENDA

1. Approval of 10/17/16 Pre-Agenda Meeting Minutes
2. Approval of 10/18/16 City Council Meeting Minutes
3. Approval of 10/19/16 Budget Workshop Meeting Minutes
4. Approval of 10/24/16 Budget Workshop Meeting Minutes
5. Approve Budget Amendments (Increases)
6. Approve Budget Transfers – Regular
7. Approve Payroll: 10/21/16 \$471,501.72
8. Approve Payroll: 10/28/16 \$465,158.47
9. Approve Warrant: 2016 Mid – 16MW OCT3: \$35,303.87
10. Approve Warrant: 2016 REG – 16NOV1: \$675,074.69

MAYOR'S DEPARTMENT

1. Discussion and Vote: Accept \$100.00 Donation from Barrel House Enterprise, LLC for Weibel Ice Rink Halloween Skate
2. Discussion and Vote: Referee Agreement
3. Discussion and Vote: Accept the Donation from Saratoga Greenbelt for Signs and Stencils for Bike Paths
4. Discussion and Vote: City of Saratoga Springs Public Art Policy
5. Announcement: Pitney Farm Update
6. Announcement: Health and Wellness Fair for City Employees Update

7. Announcement: Public Meeting on November 16 at 6:30 p.m. in the Music Hall – DEOT to Discuss Saratoga County Northway Bridges

ACCOUNTS DEPARTMENT

1. Award of Bid: Code Enforcement Contractors to North Country Snow & Ice Management/North Country Facilities Management
2. Award of Bid: Traffic Control Signal Design & Engineering to GPI/Greenman-Pedersen, Inc. Peter Faith
3. Award of Bid: Accounts Department Assessment Enclosure to Bennett Contracting
4. Award of Bid: We-Based Support Management System to Brycer, LLC
5. Discussion and Voter: Authorization for Mayor to Sign Contract with Bennett Contracting, Inc. for Assessment Office Enclosure
6. Discussion and Vote: Planning board Request for Additional Time to Provide Advisory Opinion on SPA Housing Proposed Text Amendment

FINANCE DEPARTMENT

1. Discussion and Vote: 2017 Budget
2. Assignment for Expenses Associated with “Right-Sizing” Appropriations in the 2017 General Fund Budget for Employee Costs
3. Set Public Hearing: Capital Program/Budget Amendment for Water Treatment Plant Security Systems Project
4. Set Public Hearing: Capital Program/Budget Amendment for Security System Infrastructure
5. Set Public Hearing: Capital Program/Budget Amendment for Ice Rink Rehabilitation
6. Discussion and Vote: Health Care Plan Rate Renewals
7. Discussion and Vote: Authorization to Have the Mayor Sign Agreement with NYSTEC for Smart City Roadmap Update Support
8. Discussion and Vote: Authorization for Mayor’s Signature on Addendum Three to Agreement FitzGerald, Morris, Baker, Firth, PC Agreement for Legal Services
9. Discussion and Vote: Accept Donation for the Downtown Special Assessment District to Purchase “Drop Boxes”
10. Discussion and Vote: Budget Transfers – Payroll
11. Discussion and Vote: Budget Transfers – Benefits
12. Discussion and Vote: Budget Amendments – Assignment for IT Initiatives (14XB)

PUBLIC WORKS DEPARTMENT

1. Discussion and Vote: Authorization for the Mayor to Sign Agreement Addendum One with Mesick Cohen Wilson Baker Architects, LLP for the Canfield Casino Plaster Restoration Project

PUBLIC SAFETY DEPARTMENT

1. Announcement: National Guard Presentation Citizen Preparedness Training for Families November 2, 2016 at Maple Ave. School 6:30 – 8:30 pm
2. Discussion and Vote: Accept Donation from Saratoga Abundant Life Church
3. Discussion and Vote: Authorization for Mayor to Sign Agreement with GPI
4. Announcement: Condolences

SUPERVISORS

Matthew Veitch

1. Saratoga County 2017 Budget
2. Saratoga County Capital Resource Corporation

Peter Martin

1. Senior Advisory Committee
2. County Sewer Rates

ADJOURN

DRAFT



November 1, 2016

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: Meg Kelly, Deputy Mayor
Lynn Bachner, Deputy Commissioner, Finance
Maire Masterson, Deputy Commissioner, Accounts
Tim Cogan, Deputy Commissioner, DPW
Eileen Finneran, Deputy Commissioner, DPS

Vincent DeLeonardis

Matthew Veitch, Supervisor
Peter Martin, 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 HEARING

Gold Star Parent Exemption

Mayor Yepsen opened the public hearing at 6:38 p.m.

Commissioner Franck advised this is for parents whose child died in the armed forces.

Leslie Miller of Saratoga Springs stated she is a Gold Star Mother. She explained the Gold Star Mothers have chosen to wear white to celebrate their children's life rather than wearing black to mourn their death. She thanked the Council for considering this exemption.

Mayor Yepsen closed the public hearing at 6:41 p.m.

Amend Section 203 of the City Code – Streets and Sidewalks

Mayor Yepsen opened the public hearing at 6:41 p.m.

Commissioner Mathiesen advised this is a revision to the City Code regarding streets and sidewalks. People were sitting and lying on the sidewalks causing obstructions to those passing by. He described the difference between what was passed earlier this year and the changes that will be put in place with this version. The level of the fine will also be reduced with this version of the code.

Carl Strock of Saratoga Springs stated he is here on behalf of the New York Civil Liberties Union. He read a statement into the record (attach). The proposed amendment is not an improvement over the version of the code passed in June. It is to punish the homeless. This is unconstitutional. The law should not be amended but rescinded.

Darlene McGraw of Saratoga Springs stated the sidewalks are public. As long as someone is not obstructing them, there should not be a law.

Mayor Yepsen concluded the public hearing at 6:56 p.m. and left it open.

Commissioner Mathiesen stated this was never meant to target anyone. This is a public safety issue with people tripping or falling over others that are sitting and lying on sidewalks.

2017 Budget

Mayor Yepsen opened the public hearing at 6:59 p.m.

Commissioner Madigan advised this is the 2nd public hearing for the 2017 budget. This public hearing will be left open until the vote is taken later in the agenda tonight. The Council was asked to consider the proposed amended 2017 budget. The changes were uploaded to the website and available in the City Clerk's Office. She reviewed the revisions to the original proposed budget by department. The Finance and Recreation Departments remained unchanged.

Commissioner Madigan stated again she has not removed the Greenbelt Trail project from the Capital Budget. This project was removed from the tax burden and remains in the Capital Program.

Darlene McGraw of Saratoga Springs stated she hopes what is in the budget lives up to its promise. She hopes the 911 project includes E911.

Mayor Yepsen concluded the public hearing at 7:06 p.m. and left it open.

CALL TO ORDER

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

PUBLIC COMENT

Mayor Yepsen reminded the public and Council that rules have been adopted regarding the public comment period. She reviewed these rules for all.

Mayor Yepsen opened the public comment period at 7:07 p.m.

Bonnie Sellers of Saratoga Springs stated Saratoga Springs was voted the #1 small city to live in, in New York State. Several markers such as affordability, economic health, education and health, safety, and quality of life were used.

Rob Wright of Saratoga Springs stated he is with the Complete Streets Advisory Board. He is here to show support of the Complete Streets Project.

Gina Meinhold of 32 Pamela Lane read a letter from her husband into the record regarding the Pitney Farm (letter attached).

Doug Myer of Saratoga Springs stated he is here on behalf of the Saratoga Greenbelt Trail Committee. He is here to give his support to the Complete Streets Plan.

Sandy Arnold, board chair for the Pitney Community Farm, stated they created a site plan and have had 3 successful events at the farm this year. The easement between their board and the Pitney family has been accomplished along with a signed sale of contract. A closing date is set for December 15th. Their fundraising efforts are going well with over \$200,000 in matching gift funds.

Paul Arnold of Pitney Meadows Community Farm Board stated he is here with a statement from the Pitney Family as they were not able to make it tonight. The family's goal is to create an agricultural resource for the City of Saratoga Springs.

Mary Piper of the Pitney Farm Project Board stated there is a lack of opportunity for students these days, to have hands on lessons. The key goal of the farm is to bring students of all ages there to teach them about the importance of agriculture.

Barbara Glazer of Saratoga Springs stated the organization to acquire this farm is solid. The Pitney family has been adamant that this land be for farming and not recreation fields. She asked the Council to honor that as the Council all committed to that in June 2015.

Peter Goutos of Gick Road stated the Pitney Farm Project is a homerun. One of the trails proposed goes right through the Pitney Farm.

Steve Tallman of Saratoga Springs stated he has been involved in Bikatoga. The Complete Streets policy should be fully supported.

Dan Forbush of 14 Westbury Drive stated he knows how important the recreation fields are but the farm has been there for 150 years. It is a historical piece of land.

Paul Zachos of 108 Spring Street stated he is the director of an association of scientists and teachers. This farm project is important. Food is important for us and many of the local restaurants are farm to table. The educational aspect is another feature of the farm.

Lou Schneider of Saratoga Springs stated on Saturday, November 12th they will hold the Veteran of the Year Award at the Military Museum. The awardee is Robert Nevins. Also, the Jewish War Veterans are running their 3rd winter coat drive.

Darlene McGraw of Saratoga Springs stated the City of Saratoga Springs needs to live up to the Americans with Disabilities Act.

Mayor Yepsen closed the public comment period at 7:33 p.m.

PRESENTATIONS

Draft Complete Streets Plan

Kate Maynard and Jeff Olsen from Alta Planning presented the draft Complete Streets Plan.

Kate Maynard advised they are looking at the recommendations for all modes as well as policy recommendations. The ADA (Americans with Disabilities Act) is a part of the work they have been completing. They are looking at West Fenlon as a connector between Rt. 50 and Rt. 9. They are hearing more bike/pedestrian connections are needed in that location.

Jeff Olsen stated they met with each department individually. They are already seeing success; the North Broadway lanes. The basic elements of the plan are up to individual neighborhoods to have their streets look the way they want. They look at the paving projects early in the year and work within those projects. He asked the Council to not only approve the plan but approve it unanimously. This will also need to be integrated with the UDO. They have not heard opposition to this project.

Mayor Yepsen stated she is planning to put this on for discussion and vote on the November 15th meeting.

Public Art Policy

Mayor Yepsen introduced Ian Berry of the Tang Teaching Museum and Art Gallery. He has been chairing the sub-group.

Mr. Berry is here to present the Art Policy. They looked at dozens of policies across the country to create this policy. The policy has been approved by all members of the Arts Committee, city attorney, risk and safety. The final policy is to be determined by the Council as the Arts Committee is strictly advisory.

Commissioner Scirocco stated he reviewed the policy again. He found it doesn't say how many people have to be appointed to the Committee. It also doesn't speak about the term limits and who appoints these people.

Mayor Yepsen stated they are going to put together a subcommittee to function just for the role Commissioner Scirocco mentions.

Commissioner Scirocco suggested this item be pulled from the mayor's agenda for vote tonight and be brought back at a later time with that information included.

Mr. Berry stated they have by-laws for the Commission; no less than 5 members and no more than 20 with all members being residents and their term of office being 3 years. Everything mentioned is covered in the by-laws.

Mayor Yepsen stated she can make a friendly amendment to the motion to include this.

Commissioner Mathiesen stated he is seeing a different version of the policy on line versus the hard copy he has.

Mayor Yepsen stated the version handed out tonight is the most current version.

Commissioner Madigan stated the version on line is also seen by the public and now they have a different version than the public.

Mayor Yepsen stated they can upload the most current version.

Commissioner Scirocco stated he would like to see the changes made then vote on them.

Mayor Yepsen stated they will table this to the next meeting.

CONSENT AGENDA

Mayor Yepsen moved and Commissioner Mathiesen seconded to accept the consent agenda as follows:

1. Approval of 10/17/16 Pre-Agenda Meeting Minutes
2. Approval of 10/18/16 City Council Meeting Minutes
3. Approval of 10/19/16 Budget Workshop Meeting Minutes

4. Approval of 10/24/16 Budget Workshop Meeting Minutes
5. Approve Budget Amendments (Increases)
6. Approve Budget Transfers – Regular
7. Approve Payroll: 10/21/16 \$471,501.72
8. Approve Payroll: 10/28/16 \$465,158.47
9. Approve Warrant: 2016 Mid – 16MW OCT3: \$35,303.87
10. Approve Warrant: 2016 REG – 16NOV1: \$675,074.69

Ayes – All

MAYOR'S DEPARTMENT

Discussion and Vote: Accept \$100.00 Donation from Barrel House Enterprise, LLC for Weibel Ice Rink Halloween Skate (16-384)

Mayor Yepsen moved and Commissioner Mathiesen seconded to accept the \$100 donation from Barrel House Enterprise, LLC for the Weibel Ice Rink Halloween skate.

Ayes – All

Discussion and Vote: Referee Agreement (16-385)

John Hirliman stated this is an updated agreement. They have referees that are 15 years old and up.

Mayor Yepsen moved and Commissioner Madigan seconded to accept the Recreation Department's referee agreement.

Ayes – All

Discussion and Vote: Accept the Donation from Saratoga Greenbelt for Signs and Stencils for Bike Paths (16-386)

Mayor Yepsen stated a donation of signs and stencils in the amount of a \$1,000 grant from the New York Bicycling Coalition.

Tina Carton stated the Saratoga Greenbelt Trail is donating to the City of Saratoga Springs 50 directional and on route logo signs as well as an on route stencil.

Commissioner Scirocco asked if anyone has consulted the Wayfinding Program people?

Tina Carton stated these signs are temporary.

Mayor Yepsen moved and Commissioner Mathiesen seconded to accept the donation from Saratoga Greenbelt for signs and stencils for bike paths in the amount of \$1,000.

Ayes – All

Discussion and Vote: City of Saratoga Springs Public Art Policy

Mayor Yepsen pulled this item from her agenda.

Announcement: Pitney Farm Update

Mayor Yepsen announced a timeline has been developed and goes back to 1994. The closing date is estimated for December 15th. One of the next steps is to have the City Council approve the conservation easement.

Commissioner Scirocco stated the conservation easement does include some form of recreation. He thinks we need additional recreation space in the city. The City needs to look for some space. Taking 20 acres out for the use of fields is not going to be a big issue.

Tony Izzo stated the Pitney family has been very clear as to what their goal is.

Commissioner Franck confirmed the Pitney family does not want recreation on this land. He doesn't want to have recreation fields there. You would be pushing the envelope to use the open space money for anything else other than open space.

Commissioner Scirocco asked Tony Izzo to explain what the City gets for their money.

Tony Izzo stated the money pays for the public's right to ensure certain types of uses never take place on that property.

Commissioner Mathiesen stated it has come up several times using a portion of the property for recreation. It would be great if the Pitney would consider alternative use on a small portion of the property.

Tony Izzo stated the Pitneys clearly stated they are not willing to expand the use for fields.

Commissioner Madigan stated they wanted to ask the question but didn't want to put the project in jeopardy.

Mayor Yepsen stated that her department and the Recreation Department have been looking at properties for additional recreation fields.

Announcement: Health and Wellness Fair for City Employees Update

Mayor Yepsen announced they are having a health and wellness fair for City employees tomorrow.

Announcement: Public Meeting on November 16 at 6:30 p.m. in the Music Hall – DOT to Discuss Saratoga County Northway Bridges

Mayor Yepsen announced the DOT will be holding a public meeting regarding Saratoga County bridges. It will be November 16th at 6:30 pm in the Music Hall.

ACCOUNTS DEPARTMENT

Award of Bid: Code Enforcement Contractors to North Country Snow & Ice Management/North Country Facilities Management (16-387)

Commissioner Franck moved and Commissioner Mathiesen seconded to award the bid for Code Enforcement Contractors to North Country Snow & Ice Management/North Country Facilities Management for an amount not to exceed \$5,710.00.

Funding is in line: A3143624 / 54842.

Ayes – All

Award of Bid: Traffic Control Signal Design & Engineering to GPI/Greenman-Pedersen, Inc. Peter Faith (16-388)

Commissioner Franck moved and Commissioner Mathiesen seconded to award the bid for Traffic Control Signal Design & Engineering to GPI/Greenman Pedersen, Inc. not to exceed \$15,750.00.

Funding is in line: A3143314 / 54332.

Ayes – All

Award of Bid: Accounts Department Assessment Enclosure to Bennett Contracting (16-389)

Commissioner Franck moved and Commissioner Mathiesen seconded to award the bid for the Accounts Department Assessment Enclosure to Bennett Contracting, Inc. in the amount of \$37,787.00.

Funding is in line: H3141622 / 52000 / 1230.

Ayes – All

Award of Bid: We-Based Support Management System to Brycer, LLC (16-390)

Commissioner Franck moved and Commissioner Mathiesen seconded to award the bid for Web-Based Support Management System to Brycer, LLC at no charge to the City.

Ayes – All

Discussion and Voter: Authorization for Mayor to Sign Contract with Bennett Contracting, Inc. for Assessment Office Enclosure (16-391)

Commissioner Franck advised this is the contract with Bennett Contracting for the installation of the office enclosure in the Assessment Office.

Commissioner Franck moved and Commissioner Mathiesen seconded to authorize the mayor to sign the agreement with Bennett Contracting, Inc. for the Assessment Office enclosure as distributed with the agenda.

Ayes - All

Discussion and Vote: Planning board Request for Additional Time to Provide Advisory Opinion on SPA Housing Proposed Text Amendment (16-392)

Commissioner Franck advised that at the August 16, 2016 City Council meeting, the Council voted to send an application for a zoning text amendment to the City's Planning Board for an advisory opinion. The text amendment would require developers of housing developments of 10 or more units to set aside up to 20% of the units as affordable in sale or rental to households of modest income. The City's Planning Board had an initial 60 day timeframe in which to issue an advisory opinion. They sent a letter to Commissioner Franck and the Council on October 21, 2016 requesting additional time to review this item.

Commissioner Franck moved and Commissioner Madigan seconded to authorize the City's Planning Board an extension of time to review the SPA Housing Proposed Text Amendment; with an advisory opinion due to the City Council by December 2, 2016.

Ayes - All

FINANCE DEPARTMENT

Discussion and Vote: 2017 Budget

Commissioner Madigan advised the 4th budget workshop has been completed and 2 public hearings have been held. The 2017 amended budget totals remain unchanged.

Commissioner Madigan moved and Commissioner Mathiesen seconded to approve the proposed 2017 amended budget presented this evening – all funds - as our 2017 adopted budget.

Commissioner Mathiesen stated he plans to support this budget. He feels Commissioner Madigan was treated unfair by the Times Union.

Commissioner Scirocco stated this is a good budget.

Commissioner Franck stated they are very happy with the budget. It is not easy to juggle money. It is important as a Council that we are all on board and send a strong message to the DOT/State to amend if the subject comes up.

Mayor Yepsen thanked the Finance Department for spending so much time with them. She is going to support this budget.

Ayes - All

Assignment for Expenses Associated with "Right-Sizing" Appropriations in the 2017 General Fund Budget for Employee Costs (16-393)

Commissioner Madigan stated this takes appropriated amounts in the 2017 general fund budget from employee wages, benefits and other costs carried to maintain the current workforce in the amount up to \$300,000. This assignment will help with the budget and the taxpayers are not taxed for the full year of employment. When employees are not paid for the 365 days it is called right-sizing.

Commissioner Madigan moved and Commissioner Franck seconded to amend the agenda to allow this item to be a discussion and vote.

Ayes - All

Commissioner Madigan moved and Commissioner Franck seconded to approve the assignment of expenses associated with right-sizing appropriations in the 2017 general fund budget for employee costs as distributed with the agenda.

Commissioner Mathiesen stated it is hard to say the Police Department is fully staffed at 72.

Ayes – All

****Commissioner Madigan closed the public hearing for the 2017 budget.**

Set Public Hearing: Capital Program/Budget Amendment for Water Treatment Plant Security Systems Project

Commissioner Madigan set a public hearing for Tuesday, November 15, 2016 at 6:50 p.m.

Set Public Hearing: Capital Program/Budget Amendment for Security System Infrastructure

Commissioner Madigan set a public hearing for Tuesday, November 15, 2016 at 6:50 p.m.

Set Public Hearing: Capital Program/Budget Amendment for Ice Rink Rehabilitation

Commissioner Madigan set a public hearing for Tuesday, November 15, 2016 at 6:50 p.m.

Discussion and Vote: Health Care Plan Rate Renewals (16-394)

Commissioner Madigan advised this is the rate renewal sheets for the 4 MVP health care plans.

Commissioner Madigan moved and Commissioner Franck seconded to approve the mayor's required signature on the health care contract rate renewals.

Ayes – All

Discussion and Vote: Authorization to Have the Mayor Sign Agreement with NYSTEC for Smart City Roadmap Update Support (16-395)

Commissioner Madigan advised at the last City Council she presented the Roadmap 1.0. IT is designed to guide the City in broadband infrastructure and keep us as a competitive City going forward. The cost for NYSTEC's assistance is \$14,999.

Commissioner Madigan moved and Commissioner Mathiesen seconded to approve the mayor's required signature on the NYSTEC agreement as distributed with the agenda. Approval of the mayor's signature on the agreement is contingent upon the budget amendment and transfers covering the agreement fees which are later on her agenda.

Ayes – All

Discussion and Vote: Authorization for Mayor's Signature on Addendum Three to Agreement FitzGerald, Morris, Baker, Firth, PC Agreement for Legal Services (16-396)

Commissioner Madigan advised this is to extend the contract end date to December 31, 2017. No additional funding is being requested or required.

Commissioner Madigan moved and Commissioner Franck seconded to approve the mayor required signature on addendum three with FitzGerald, Morris, Baker, Firth, PC as distributed with the agenda.

Ayes – All

Discussion and Vote: Accept Donation for the Downtown Special Assessment District to Purchase "Drop Boxes" (16-397)

Commissioner Madigan moved and Commissioner Mathiesen seconded to accept the donation from Skidmore College in the amount of \$10,000 to be used towards "drop boxes".

Ayes – All

Discussion and Vote: (16-398)

Commissioner Madigan moved and Commissioner Mathiesen seconded to approve the 2016 budget transfers – payroll which were distributed with the agenda.

Ayes – All

Discussion and Vote: Budget Transfers – Benefits (16-399)

Commissioner Madigan moved and Commissioner Mathiesen seconded to approve the 2016 budget transfers – benefits which were distributed with the agenda.

Ayes – All

Discussion and Vote: Budget Amendments – Assignment for IT Initiatives (14XB) (16-400)

Commissioner Madigan moved and Commissioner Mathiesen seconded to approve the 2016 budget amendment – assignment for IT initiatives (2014 excess fund balance) to cover the NYSEC agreement for Saratoga Springs Smart City Roadmap Update which was distributed with the agenda.

Ayes – All

*****Council took a break at 9:35 p.m.**

*****Council returned at 9:43 p.m.**

PUBLIC WORKS DEPARTMENT

Discussion and Vote: Authorization for the Mayor to Sign Agreement Addendum One with Mesick Cohen Wilson Baker Architects, LLP for the Canfield Casino Plaster Restoration Project (16-401)

Commissioner Scirocco stated the work will take place in the ballroom, parlor, and bar area of the Canfield Casino. This agreement will provide the City with design and bidding services.

Commissioner Scirocco moved and Commissioner Mathiesen seconded to authorize the mayor to sign agreement addendum one with Mesick Cohen Wilson Baker Architects, LLP for the Canfield Casino in the amount of \$35,865.

Ayes - All

PUBLIC SAFETY DEPARTMENT

Announcement: National Guard Presentation Citizen Preparedness Training for Families November 2, 2016 at Maple Ave. School 6:30 – 8:30 pm

Commissioner Mathiesen announced the Nation Guard will be doing a presentation on citizen preparedness tomorrow at Maple Avenue School from 6:30 p.m. – 8:30 p.m.

Discussion and Vote: Accept Donation from Saratoga Abundant Life Church (16-402)

Commissioner Mathiesen moved and Commissioner Madigan seconded to accept the donation in the amount of \$840 from Saratoga Abundant Life Church for the purchase of a canine ballistic vest.

Ayes – All

Discussion and Vote: Authorization for Mayor to Sign Agreement with GPI (16-403)

Commissioner Mathiesen advised this is for design services and construction replacement for traffic control signals at the intersections of Ballston Avenue at West Circular Street and Broadway at Circular Street and at the intersection at Congress and Hamilton Street.

Commissioner Mathiesen moved and Commissioner Franck seconded to authorize the mayor to sign the agreement with GPI in the amount of \$15,750.

Ayes – All

Announcement: Condolences

Commissioner Mathiesen stated on behalf of the Public Safety Department, their condolences to Trooper Pratt's family and friends.

Commissioner Mathiesen also extended his condolences to the entire Veitch family on the passing of their grandmother.

SUPERVISORS

Matt Veitch

Saratoga County 2017 Budget

Supervisor Veitch reported the budget was released this morning. It is a \$297 million dollar budget. It increases the County tax rate by \$.04 per thousand.

Saratoga County Capital Resource Corporation

Supervisor Veitch reported they approved the application from Saratoga Hospital to refinance some debt.

Peter Martin

Senior Advisory Committee

Supervisor Martin reported the seniors identified transportation solutions, walkability, and ability to get information out to seniors as their main issues.

County Sewer Rates

Supervisor Martin reported there is a public hearing this Thursday at 9 a.m. The proposal is a 15% increase in the trunk and treatment charges.

Commissioner Scirocco stated we are only looking at a 3% increase in sewer rates and no increase in the water rates.

ADJOURNMENT

There being no further business, Mayor Yepsen adjourned the meeting at 10:00 p.m.

Respectfully submitted,

Lisa Ribis
Clerk

Approved:
Vote:



November 14, 2016

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

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: Meg Kelly, Deputy Mayor
Lynn Bachner, Deputy Commissioner, Finance
Maire Masterson, Deputy Commissioner, Accounts
Eileen Finneran, Deputy Commissioner, DPS

Vince DeLeonardis, City Attorney

Peter Martin, Supervisor

EXCUSED: Tim Cogan, Deputy Commissioner, DPW
Matthew Veitch, Supervisor

CALL TO ORDER

Mayor Yepsen called the meeting to order at 9:34 a.m.

PUBLIC HEARING

Capital Program Budget Amendment for Ice Rink Rehabilitation

Commissioner Madigan advised this and the next 2 public hearings will be heard at the same time.

Capital Program Budget Amendment for Security System Infrastructure

Capital Program Budget Amendment for Water Treatment Plant Security Systems Project

Interlaken Zoning Amendment – 655 Crescent Avenue

No comments.

Mayor Yepsen announced one public hearing was accidentally left off the agenda – Amend Section 203 of the City Code - Streets and Sidewalks. This will be added after this meeting.

PRESENTATIONS

1. City Center Authority
2. Open Space Advisory Committee

CONSENT AGENDA

1. Approval of 10/31/16 Pre-Agenda Meeting Minutes
2. Approve Resolution for the Use of the Insurance Reserve – 19
3. Approve Budget Amendments – Insurance Reserve
4. Approve Budget Amendments (Decreases)
5. Approve Budget Amendments (Increases)
6. Approve Budget Transfers – Regular
7. Approve Budget Transfers – Regular (Capital)
8. Approve Payroll: 11/04/16 \$633,639.84
9. Approve Payroll: 11/10/16 \$486,940.98
10. Approve Warrant: 2016 Mid – 16MWNOV1: \$112,139.51
11. Approve Warrant: 2016 REG – 16NOV2: \$331,795.94

No comments.

MAYOR'S DEPARTMENT

Discussion and Vote: 2016 Capital Program/Budget Amendment for the Ice Rink Rehabilitation Project

Mayor Yepsen advised this project is being moved from the 2017 Capital Program/Budget to the 2016 Capital Program/Budget. The amount is \$24,000.

Discussion and Vote: Authorization for the Mayor to Sign a Change Order with National Landscaping

Mayor Yepsen advised this is for the renovation to the bathrooms at the Recreation Center.

Discussion and Vote: Authorization for the Mayor to Sign the Dasherboard Agreement with Saratoga Youth Hockey

Mayor Yepsen stated they are giving the Saratoga Youth Hockey first right to rent the dasherboards.

Discussion and Vote: Pitney Meadows Community Farm, Inc. Resolution

Tony Izzo, assistant city attorney, advised the Open Space Committee recommended the Conservation Easement with many revisions.

Mayor Yepsen advised the resolution will allow the Pitney Meadows Community Farms to go back to the County for the grant under the new name.

Tony advised the resolution is an update from 2015.

Commissioner Madigan confirmed this is about the grant from the County.

Tony advised that is correct. It is the same commitment the Council made in 2015 with a different not-for-profit applying for the grant.

Discussion and Vote: Conservation Easement Re: Pitney Farm

No comments.

Discussion and Vote: Authorization for Mayor to Execute All Necessary Documents in Support of Eminent Domain Proceeding Pursuant to EDPL Re: 100 Geyser Road

No comments.

Discussion: Adoption of Updated Complete Streets Policy

No comments.

Discussion and Vote: Draft Complete Streets Plan SEQRA Review and Potential Determination

Commissioner Madigan advised she would like more time to review as it is a large document.

Kate Maynard stated there are recommendations based upon what type of user you are – pedestrian, bicyclist, etc. The SEQRA review is for the potential adoption of the document.

Discussion and Vote: Public Art Policy

No comments.

Discussion and Vote: Authorization for Mayor to Sign Contract with Corporate Health to Provide Medical Services for the City

No comments.

Discussion and Vote: Authorization for Mayor to Sign Contract with Carousel Systems – City Hall Phone System

No comments.

Discussion: Affordable Housing

Mayor Yepsen pulled this item per discussion of the Council to schedule a special City Council meeting on this topic.

Announcement: Homeless Awareness Candlelight Ceremony, Thursday, November 17th

No comments.

Mayor Yepsen added an item to her agenda: Discussion and Vote: Approval to Pay M & J Contracting Invoice for Resurfacing of Recreation Gym Floor.

ACCOUNTS DEPARTMENT

Discussion and Vote: Interlaken PUD SEQRA Determination for Proposed Map and Text Amendment – 655 Crescent Avenue

No comments.

Discussion and Vote: Interlaken PUD Proposed Map and Text Amendment – 655 Crescent Avenue

No comments.

Discussion and Vote: Gold Star Parent Exemption

No comments.

Discussion and Vote: Amend the 2016 Capital Program and Budget for the Security System Infrastructure Project

No comments.

Discussion and Vote: Director of Risk and Safety Salary Increase for 2017

No comments.

FINANCE DEPARTMENT

Discussion and Vote: 2017 Tax Rate Approvals

No comments.

Discussion and Vote: Authorization for the Mayor to Sign Modification of PPA Agreement for Solar Park on the Landfill

No comments.

Discussion and Vote: Resolution for Non-Union Full Time Personnel (Executive Assistants)

Commissioner Madigan advised this will affect 2 employees.

Discussion and Vote: Resolution for Assistant City Attorney

Commissioner Madigan advised this resolution will provide health insurance coverage to the assistant city attorney upon retirement.

Discussion and Vote: Resolution for City Attorney

No comments.

Discussion: 3rd Quarter 2016 Financial Report

No comments.

Discussion and Vote: 2017 City Fees

No comments.

Discussion and Vote: Standard Workday Resolution

No comments.

Discussion and Vote: Budget Transfers – Interfund for Capital Budget Amendments

No comments.

Discussion and Vote: Capital Budget Amendment for Water Treatment Plant Security Systems Project

No comments.

Discussion and Vote: Capital Budget Amendment for Security System Infrastructure

No comments.

Discussion and Vote: Capital Budget Amendment for Ice Rink Rehabilitation

No comments.

Discussion and Vote: Authorization to Have the Mayor Sign Agreement with Anixter for IT Equipment Maintenance

Commissioner Madigan advised the amount of this agreement is \$8,900.00.

Discussion and Vote: Budget Transfers – Payroll

No comments.

Discussion and Vote: Budget Transfers – Benefits

No comments.

Discussion and Vote: Budget Amendments – Assignment for IT Initiatives (14XB)

No comments.

PUBLIC WORKS DEPARTMENT

Discussion and Vote: Authorization for the Mayor to Sign Agreement Addendum One with Wehran LFG, LLC for the Weibel Avenue Landfill Gas Collection and Control Systems Upgrades and Repairs

Commissioner Scirocco stated this is for additional repairs and upgrades that are needed. This is all reimbursable by the DEC.

Deb LaBrecche advised this will allow us to get back the 10% retainage on the grant; just under \$75,000.

Discussion and Vote: approve Capital Program/Budget Amendment for the Water Treatment Plant Security Project

No comments.

Discussion and Vote: Authorization for Council to Approve Agreement with Interlaken Homeowners Association

Commissioner Scirocco stated they have not been able to find any action that allowed Interlaken residents to pay an increased rate for water/sewer.

Discussion and Vote: Authorization for the Mayor to Sign Agreement with the State College of New York for the Aletta Street Main Water Extension

Commissioner Scirocco stated Empire State College wanted to connect to the City's water system. They are paying for the cost of the work.

PUBLIC SAFETY DEPARTMENT

Discussion and Vote: Amend Chapter 203 of the City Code

No comments.

Discussion and Vote: Authorization for Mayor to Sign Contract with Greenman - Pedersen, Inc.

No comments.

Commissioner Mathiesen added an item to his agenda: Discussion: Citizen to Personally Thank a Police Officer.

SUPERVISORS

MATTHEW VEITCH

1. Saratoga County 2017 Budget
2. Home Energy Assistance Program (HEAP) 2016 – 2017
3. Saratoga County Open Space Grants
4. Truth in Taxation

PETER MARTIN

1. Social Programs
2. Economic Development
3. County Property and Casualty Insurance
4. Airport Improvements

ADJOURN

Mayor Yepsen adjourned the meeting at 10:56 a.m.

Respectfully submitted,

Lisa Ribis
Clerk

Approved:
Vote:



November 15, 2016

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

6:45 PM – P.H. – Amend Section 203 of the City Code – Streets and Sidewalks

6:50 PM – P.H. – Capital Program
Budget Amendment for Ice Rink
Rehabilitation

6:50 PM – P.H. – Capital Program
Budget Amendment for Security System
Infrastructure

6:50 PM – P.H. – Capital Program
Budget Amendment for Water Treatment
Plant Security Systems Project

6:55 PM – P.H. – Interlaken Zoning
Amendment – 655 Crescent Avenue

7:00 PM

CALL TO ORDER

ROLL CALL

SALUTE TO FLAG

PUBLIC COMMENT PERIOD / 15 MINUTES

PRESENTATIONS

1. Office Arpei Recognition
2. City Center Authority
3. Open Space Advisory Committee

CONSENT AGENDA

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11. Approve Warrant: 2016 REG – 16NOV2: \$331,795.94

MAYOR'S DEPARTMENT

1. Discussion and Vote: 2016 Capital Program/Budget Amendment for the Ice Rink Rehabilitation Project
2. Discussion and Vote: Authorization for the Mayor to Sign a Change Order with National Landscaping
3. Discussion and Vote: Authorization for the Mayor to Sign the Dasherboard Agreement with Saratoga Youth Hockey
4. Discussion and Vote: Authorization to Pay M & J Contracting Invoice for Resurfacing of Recreation Center Gym Floor
5. Discussion and Vote: Pitney Meadows Community Farm, Inc. Resolution
6. Discussion and Vote: Conservation Easement RE: Pitney Farm
7. Discussion and Vote: Authorization for Mayor to Execute All Necessary Documents in Support of Eminent Domain Proceeding Pursuant to EDPL, RE: 100 Geyser Road
8. Discussion and Vote: Public Art Policy
9. Discussion and Vote: Authorization for Mayor to Sign Contract with Corporate Health to Provide Medical Services for the City
10. Discussion and Vote: Authorization for Mayor to Sign Contract with Carousel Systems – City Hall Phone System
11. Announcement: Homeless Awareness Candlelight Ceremony, Thursday, November 17th at 5:30 p.m. High Rock Park

ACCOUNTS DEPARTMENT

1. Discussion and Vote: Interlaken PUD SEQRA Determination for Proposed Map and Text Amendment – 655 Crescent Avenue
2. Discussion and Vote: Interlaken PUD Proposed Map and Text Amendment – 655 Crescent Avenue
3. Discussion and Vote: Gold Star Parent Exemption
4. Discussion and Vote: Amend the 2016 Capital Program and Budget for the Security System Infrastructure Project
5. Discussion and Vote: Director of Risk and Safety Salary Increase for 2017

FINANCE DEPARTMENT

1. Discussion and Vote: 2017 Tax Rate Approvals
2. Discussion and Vote: Authorization for the Mayor to Sign Modification of PPA Agreement for Solar Park on the Landfill
3. Discussion and Vote: Resolution for Non Union Full Time Personnel (Executive Assistants)
4. Discussion and Vote: Resolution for Assistant City Attorney
5. Discussion and Vote: Resolution for City Attorney
6. Discussion: 3rd Quarter 2016 Financial Report
7. Discussion and Vote: 2017 City Fees
8. Discussion and Vote: Standard Workday Resolution
9. Discussion and Vote: Budget Transfers – Interfund for Capital Budget Amendments
10. Discussion and Vote: Capital Budget Amendment for Water Treatment Plant Security Systems Project
11. Discussion and Vote: Capital Budget Amendment for Security System Infrastructure
12. Discussion and Vote: Capital Budget Amendment for Ice Rink Rehabilitation
13. Discussion and Vote: Authorization to Have the Mayor Sign Agreement with Anixter for IT Equipment Maintenance
14. Discussion and Vote: Budget Transfers – Payroll
15. Discussion and Vote: Budget Transfers – Benefits
16. Discussion and Vote: Budget Amendments – Assignment for IT Initiatives (14XB)
17. Announcement: City Grant Program for Community Service Organizations – Request for Council Appointees

PUBLIC WORKS DEPARTMENT

1. Discussion and Vote: Authorization for the Mayor to Sign Agreement Addendum One with Wehran LFG, LLC for the Weibel Avenue Landfill Gas Collection and Control Systems Upgrades and Repairs

2. Discussion and Vote: Approve Capital Program/Budget Amendment for the Water Treatment Plant Security Project
3. Discussion and Vote: Authorization for Council to Approve Agreement with Interlaken Homeowners Association
4. Discussion and Vote: Authorization for the Mayor to Sign Agreement with the Empire State College of New York for the Aletta Street Main Water Extension

PUBLIC SAFETY DEPARTMENT

1. Discussion and Vote: Amend Chapter 203 of the City Code
2. Discussion and Vote: Authorization for Mayor to Sign Contract with Greenman-Pedersen, Inc.
3. Announcement: Condolence

SUPERVISORS

Matthew Veitch

1. Saratoga County 2017 Budget
2. Home Energy Assistance Program (HEAP) 2016 – 2017
3. Saratoga County Open Space Grants
4. Truth in Taxation

Peter Martin

1. Social Programs
2. Economic Development
3. County Property and Casualty Insurance
4. Airport Improvements

ADJOURN



November 15, 2016

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: Meg Kelly, Deputy Mayor
Lynn Bachner, Deputy Commissioner, Finance
Maire Masterson, Deputy Commissioner, Accounts
Tim Cogan, Deputy Commissioner, DPW
Eileen Finneran, Deputy Commissioner, DPS

Vincent DeLeonardis

Matthew Veitch, Supervisor
Peter Martin, 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 HEARING

Amend Section 203 of the City Code – Streets and Sidewalks

Mayor Yepsen opened the public hearing at 6:50 p.m.

Commissioner Mathiesen stated parts of this ordinance created confusion. This ordinance relates to people sitting on the surface of the sidewalk. They are also changing the penalties associated.

Karl Strock of Saratoga Springs stated he is here on behalf of the New York Civil Liberties Union. They have been opposed to this ordinance from the beginning. He asked the members of the Council who plan to vote in favor of this to explain how it does not target homeless individuals.

Darlene McGraw of Saratoga Springs asked the Council to consider community service as a punishment because people can't afford to pay.

Commissioner Mathiesen stated community service has always been in the law as an alternative.

Mayor Yepsen closed the public hearing at 6:55 p.m.

Capital Program Budget Amendment for Ice Rink Rehabilitation and Capital Program Budget Amendment for Security System and Capital Program Budget Amendment for Water Treatment Plant Security Systems Project

Mayor Yepsen opened the public hearing at 6:55 p.m.

Commissioner Mathiesen spoke for Commissioner Madigan as she was not at the meeting at this time.

Commissioner Mathiesen advised this item and the next 2 are to amend the 2016 capital budget and program to move these items from the 2017 capital budget and program into the 2016 capital budget and program.

No one spoke.

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

Interlaken Zoning Amendment – 655 Crescent Avenue

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

Commissioner Franck advised the applicant would like to subdivide this property into 4 parcels and merge those 4 parcels into the existing Interlaken Planned Unit Development Zone BB. The applicant intends to have single family homes constructed on this property.

Mr. Shuttleworth of Saratoga Springs stated he is opposed to tearing down the house. He submitted photos of the dwelling into the record. Tearing down of the property is a judgment call. It is a beautiful building and should be saved.

Joe Geiger of Saratoga Springs stated he supports this project. It has been an eyesore for the past 15 years. This is a well thought out project for 4 families to enjoy living in that area.

Joe Curtin of Saratoga Springs stated he has witnessed the deterioration of this property over the past 10 years. He is in favor of this project.

Dewey Walling of Saratoga Springs stated he watched the open land surrounding him develop into a beautiful neighborhood with beautiful homes. The house on 655 Crescent has been an eyesore. The property has been ill kept and the backyard was a junkyard.

Bill Krueger of Saratoga Springs stated he supports/approves of this project.

Paul Calhoun of Saratoga Springs stated he approves/supports this project.

Donna Colosimo of Saratoga Springs approves/supports this project.

Jane Keyser of Saratoga Springs stated she approves/supports this project.

Robert Keyser of Saratoga Springs stated he approves/supports this project.

Richard Zack of Saratoga Springs stated he approves the project.

Jim Oplinger of Saratoga Springs stated John Witt looked at the blue house about 15 years ago with the idea he could fix it up and sell it. After he saw this house and its condition, he decided there was no way he could recover the house and walked away from the project.

Darlene McGraw of Saratoga Springs stated the house looks ok from the outside. She asked they do not add another car lot or condos.

Judy Morris of Saratoga Springs stated she is looking forward to seeing the house come down.

Mike Toohey, attorney for the applicant, stated the applicant will build in that area as legislation currently proposes.

Mayor Yepsen closed the public hearing at 7:14 p.m.

CALL TO ORDER

Mayor Yepsen called the meeting to order at 7:14 p.m.

PUBLIC COMENT

Mayor Yepsen reminded the public and Council that rules have been adopted regarding the public comment period. She reviewed these rules for all.

Mayor Yepsen opened the public comment period at 7:22 p.m.

Barbara Glaser of Saratoga Springs stated the farm land on West Avenue was identified as land to preserve in 1994. She reviewed various dates over time since regarding the Pitney Farm being in discussion as land to be preserved.

Sandy Arnold, chair of the board for Pitney Meadow Community Farm, Inc. stated they will provide recreation for the public in the way of trails (including the Greenbelt Trail), children's farm, and community gardens.

Peter Goutos of Saratoga Springs stated he was here to support the Pitney Farm. He looks at the farm as recreation.

Matt Kopans of 8 Empire Avenue stated he is in support of the Pitney Farm. This will become a whole new classroom. He hopes the Council supports it.

Chelsey Lester of Saratoga Springs stated he children stand to benefit from this project. She is here to thank all who have been involved to make this project happen.

Harry Moran, chair of Sustainable Saratoga, stated he is here to state their support of the Pitney Farm. They respectfully ask the Council to support the resolution and the conservation easement.

Jenny Mirling, a realtor in Saratoga Springs, stated she endorses this project. It adds value and reflects what we have been about.

Monica Rickter of Skidmore College stated the Pitney Farm project is an opportunity for the students to learn about agriculture.

Ellen Aimone of Saratoga Springs stated she supports the Pitney Farm. The farm is a great opportunity to build a sustainable agricultural community to connect people on many levels.

Richard Torkelson of Saratoga Springs stated the open space bond act passed 20 years ago with 70%+ of the vote. The Pitney Farm is the last farm left in Saratoga Springs; you never know how valuable something is until its gone.

Patricia Garrett of the League of Women's Voters stated they support the preservation of the Pitney Farm.

Ron Harrison of Saratoga Springs stated the children will be impacted by this project. He is grateful to the Pitney's for what they are doing.

Field Horne of Saratoga Springs stated the Pitney Farm will be used to educate the public regarding issues surrounding food.

Rocco Verrigni of Saratoga Springs thanked the Pitney's for their foresight to preserve the farm.

Otis Maxwell of Saratoga Springs and member of the Saratoga Springs Democratic Committee discussed at their recent meeting that they would provide a service if a citizen of Saratoga County finds hate graffiti on their property they will remove it. They can contact the Committee chair at charley.brown@saratogadems.org.

Darlene McGraw of Saratoga Springs stated our Police Department is not the bad guys. This Friday is coffee with a cop. Also, she was at a conference where Commissioner Madigan's and Mayor Yepsen's names came up a those who help cities become smarter.

Mayor Yepsen closed the public comment period at 7:53 p.m.

PRESENTATIONS

Office Arpei Recognition

Chief Veitch introduced the family of Jerry Carpenter. Officer Arpei performed CPR and revived Mr. Carpenter. The Carpenter family publically acknowledged Officer Arpei and thanked him for his service and saving Mr. Carpenter's life. Unfortunately, Mr. Carpenter passed away a week later.

City Center Authority

Mark Baker, president of the City Center, presented the 2015 annual report. He pointed out many of the accomplishments of the City Center during 2015. Some of those accomplishments are listed as follows:

- held 154 events in 2015.
- 252 paid days of activity – the highest number to date.
- 112 return events.
- generated over \$30.5 million in sales tax and \$2.1 million in sales tax revenue within the community
- facility rental increased 108% over 2014 and catering increased 24.7% over 2014
- overall earned revenue in 2015 was 9.8% and ended the year with a fund balance

Mr. Baker provided each member of the Council with a copy of the annual report as well as the City Clerk.

Open Space Advisory Committee

This item was pulled from the agenda.

CONSENT AGENDA

Mayor Yepsen moved and Commissioner Mathiesen seconded to accept the consent agenda as follows:

1. Approval of 10/31/16 Pre-Agenda Meeting Minutes

2. Approve Resolution for the Use of the Insurance Reserve – 19
3. Approve Budget Amendments – Insurance Reserve
4. Approve Budget Amendments (Decreases)
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7. Approve Budget Transfers – Regular (Capital)
8. Approve Payroll: 11/04/16 \$633,639.84
9. Approve Payroll: 11/10/16 \$486,940.98
10. Approve Warrant: 2016 Mid – 16MWN0V1: \$112,139.51
11. Approve Warrant: 2016 REG – 16NOV2: \$331,795.94

Ayes – All

MAYOR'S DEPARTMENT

Discussion and Vote: 2016 Capital Program/Budget Amendment for the Ice Rink Rehabilitation Project (16-404)

Mayor Yepsen moved and Commissioner Mathiesen seconded to approve the 2016 capital program and budget amendment for the ice rink rehabilitation project.

Roll Call:

**Commissioner Franck – Aye
Commissioner Madigan – Aye
Commissioner Scirocco – Aye
Commissioner Mathiesen – Aye
Mayor Yepsen - Aye**

Discussion and Vote: Authorization for the Mayor to Sign a Change Order with National Landscaping (16-405)

Mayor Yepsen stated this is for renovations to the bathrooms at the west side recreation. The cost was increased by \$700.

Mayor Yepsen moved and Commissioner Mathiesen seconded for the City Council to authorize the mayor to sign a change order with National Landscaping.

Ayes - All

Discussion and Vote: Authorization for the Mayor to Sign the Dasherboard Agreement with Saratoga Youth Hockey (16-406)

Mayor Yepsen advised the Saratoga Youth Hockey will have first rights to rent the 72 dasherboards at the ice rink for the duration of one year.

Mayor Yepsen moved and Commissioner Madigan seconded to authorize the mayor to sign the agreement with Saratoga Youth Hockey.

Ayes - All

Discussion and Vote: Authorization to Pay M & J Contracting Invoice for Resurfacing of Recreation Center Gym Floor (16-407)

Mayor Yepsen moved and Commissioner Franck seconded to approve the payment to M & J contracting for an invoice for resurfacing the recreation gym floor in the amount of \$8,474.

Ayes - All

Discussion and Vote: Pitney Meadows Community Farm, Inc. Resolution (16-408)

Mayor Yepsen advised this resolution changes the name of the not-for-profit so they can receive the \$100,000 grant from the County's Farm Land Protection Fund. This resolution changes the name of the applicant from Saratoga PLAN to Pitney Meadows Community Farm.

Mayor Yepsen moved and Commissioner Madigan seconded to approve the Pitney Meadows Community Farm, Inc. resolution as listed on the agenda.

Commissioner Scirocco stated he will support the resolution but wanted it noted that the transparency process wasn't followed. Good government would have allowed them to re-open it to public hearings.

Ayes - All

Discussion and Vote: Conservation Easement Re: Pitney Farm (16-409)

Mayor Yepsen provided a timeline of events regarding the Pitney Farm project.

Mayor Yepsen moved and Commissioner Franck seconded for the City Council to approve the Conservation Easement regarding the Pitney Farm.

Commissioner Madigan provided additional details to the timeline of events.
Supervisor Matt Veitch read the County's resolution into the record as follows:

A RESOLUTION
OF THE SARATOGA SPRINGS
OPEN SPACE ADVISORY COMMITTEE

BE IT RESOLVED by the Saratoga Springs Open Space Advisory Committee, as follows:

WHEREAS, the Committee has reviewed a Deed of Conservation Easement between Pitney Meadows Community Farm, Inc. and the City of Saratoga Springs, by which the City is granted a Conservation Easement over lands of Pitney Meadows Community Farm, Inc., so that said lands shall hereafter remain predominantly in their open and scenic state and be available for agriculture, forestry, wildlife habitat, water source protection, educational and other open space uses and purposes, and
WHEREAS, the Committee finds the proposed Conservation Easement consistent with the purposes of Chapter 110 of the Code of the City of Saratoga Springs, entitled "Environmental, Parks and Open Areas Protection Program",
NOW THEREFORE, the Committee approves said Conservation Easement at a meeting held this 8th of November, 2016, and recommends it to the City Council.

Mayor Yepsen submitted 3 letters into the record.

Commissioner Scirocco stated he will support this but again objected to the way it was handled including the lack of transparency and public hearings.

Ayes - All

Discussion and Vote: Authorization for Mayor to Execute All Necessary Documents in Support of Eminent Domain Proceeding Pursuant to EDPL, RE: 100 Geyser Road (16-410)

Mayor Yepsen moved and Commissioner Mathiesen seconded to authorize the mayor to execute all necessary documents in support of an eminent domain proceeding pursuant to EDPL re: 100 Geyser Road.

Vince DeLeonardis, city attorney, advised the documents referred to include the petition. The City is not seeking title to the property, just an easement.

Ayes - All

Discussion and Vote: Public Art Policy (16-411)

Mayor Yepsen moved and Commissioner Mathiesen seconded to accept the public art policy as listed with the agenda.

Ayes - All

Discussion and Vote: Authorization for Mayor to Sign Contract with Corporate Health to Provide Medical Services for the City (16-412)

Mayor Yepsen moved and Commissioner Franck seconded to authorize the mayor to sign a contract with Corporate Health to provide medical services for the City.

Ayes - All

Discussion and Vote: Authorization for Mayor to Sign Contract with Carousel Systems – City Hall Phone System (16-413)

Mayor Yepsen moved and Commissioner Franck seconded to authorize the mayor to sign a contract with Carousel Systems for maintenance regarding our phone system.

Ayes – All

Announcement: Homeless Awareness Candlelight Ceremony, Thursday, November 17th at 5:30 p.m. High Rock Park

Mayor Yepsen announced there will be a candlelight ceremony on Thursday, November 17th at 5:30 p.m. in High Rock Park.

ACCOUNTS DEPARTMENT

Discussion and Vote: Interlaken PUD SEQRA Determination for Proposed Map and Text Amendment – 655 Crescent Avenue (16-414)

Commissioner Franck read the SEQRA Part 2 – Short Form with the proposed answers into the record. A copy of the SEQRA is attached.

Commissioner Franck moved and Commissioner Mathiesen seconded to issue a SEQRA negative declaration for this action.

Ayes - All

Discussion and Vote: Interlaken PUD Proposed Map and Text Amendment – 655 Crescent Avenue (16-415)

Commissioner Franck moved and Commissioner Madigan seconded to approve the map and text amendment for the Interlaken PUD – 655 Crescent Avenue.

Ayes – All

Discussion and Vote: Gold Star Parent Exemption (16-416)

Commissioner Franck advised the Real Property Tax Law 458-a permits municipalities to include a Gold Star Parent in the definition of a qualified owner, making them eligible for a tax exemption as an extension

of the Alternative Veteran's Exemption. A public hearing was held on this at the last City Council meeting. Gold Star Parents should contact the Assessment Office for details of how to file.

Commissioner Franck moved and Commissioner Mathiesen seconded to adopt Local Law #1 of 2016 regarding the Gold Star Parent Exemption regarding a local law to amend Chapter 212-72 of the City code to include the Gold Star Parent Exemption as an extension of the Alternative Veteran Exemption to be effective with the 2017 tax roll.

Ayes - All

Discussion and Vote: Amend the 2016 Capital Program and Budget for the Security System Infrastructure Project (16-417)

Commissioner Franck advised this is an extension of the City's existing security infrastructure for vulnerable areas requiring a security presence. This would add cameras to the existing security camera infrastructure in compliance with the City's risk insurance program and replace existing cameras that are not able to be repaired.

Commissioner Franck moved and Commissioner Madigan seconded to amend the 2016 capital program and budget to include the security infrastructure project in the amount of \$39,566.

Ayes - All

Discussion and Vote: Director of Risk and Safety Salary Increase for 2017 (16-418)

Commissioner Franck advised the director of risk and safety's position is included within the resolution for non-union exempt employees. The salary of that position is not consistent with other director positions within the City; it is much less.

Commissioner Franck moved and Commissioner Scirocco seconded to approve an increase in the salary of the director of risk and safety for 2017 to be a base of \$107,353, plus the 2% increase that is part of the non-union resolution, bringing the salary to \$109,500, plus \$500 longevity for a total salary of \$110,000 effective January 1, 2017. The current employee will retain her current longevity and accrual dates.

Ayes – All

FINANCE DEPARTMENT

Discussion and Vote: 2017 Tax Rate Approvals (16-419)

Commissioner Madigan stated once these rates are approved they will be forward to the County. The tax rate remains stable with the inside district rate being \$6.0560 and the outside district rate is \$5.9820.

Commissioner Madigan moved and Commissioner Franck seconded to approve the 2017 tax rates as distributed with the agenda.

Ayes – All

Discussion and Vote: Authorization for the Mayor to Sign Modification of PPA Agreement for Solar Park on the Landfill (16-420)

Commissioner Madigan advised under the power purchase agreement signed with SunEdison for 20 years. They have been working on where the solar panels should be placed. As they were closing in on the construction start date, SunEdison filed for bankruptcy in April 2016. We were grandfathered in to the

cash credits; money credits are no longer allowed. She is bringing an amendment forward to assign the project to SunEdison affiliates which will be purchased by Onyx Renewables. This needs to be up and running by December 2017.

Commissioner Madigan moved and Commissioner Mathiesen seconded to approve the mayor's required signature on the modification of the power purchase agreement for the solar park on the landfill; entitled First Amendment and Agreement, as distributed with the agenda.

Ayes – All

Discussion and Vote: Resolution for Non Union Full Time Personnel (Executive Assistants) (16-421)

Commissioner Madigan stated the City has 2 employees whose terms of employment are in conflict with the revised Fair Labor Standards Act; the executive assistant to the mayor and the executive assistant to public works. She is asking to rectify this with revisions to the non-union full time employee resolution. The revision will increase their salaries to \$47,504 per year and increase their hours to 40 hours per week. This will become effective 12/1/16.

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

Ayes – All

Discussion and Vote: Resolution for Assistant City Attorney (16-422)

Commissioner Madigan stated neither the assistant city attorney nor the city attorney receive health insurance benefits upon retirement. This resolution relates to providing health insurance as a retirement benefit. (resolution attached)

Commissioner Madigan moved and Commissioner Mathiesen seconded to approve the resolution for the assistant city attorney as distributed with the agenda.

Ayes - All

Discussion and Vote: Resolution for City Attorney (16-423)

Commissioner Madigan stated this resolution matches the assistant city attorney resolution regarding health benefits upon retirement. (resolution attached)

Commissioner Madigan moved and Commissioner Mathiesen seconded to approve the resolution for city attorney as distributed with the agenda.

Ayes - All

Discussion: 3rd Quarter 2016 Financial Report

Commissioner Madigan advised the report is available on the website and in the City Clerk's Office. The amounts are as of September 30, 2016. Commissioner Madigan provided an overview of the amount of sales tax, occupancy tax, and property tax collected as of the 3rd quarter report. She also reported the amount of revenue received by and expenditures by department. More detailed information is available on the website.

Discussion and Vote: 2017 City Fees (16-424)

Commissioner Madigan moved and Commissioner Mathiesen seconded to approve the 2017 fees as distributed with the agenda.

Ayes - All

Discussion and Vote: Standard Workday Resolution (16-425)

Commissioner Madigan moved and Commissioner Franck seconded to approve the standard workday and reporting resolution as distributed with the agenda.

Ayes - All

Discussion and Vote: Budget Transfers – Interfund for Capital Budget Amendments (16-426)

Commissioner Madigan moved and Commissioner Franck seconded to approve the 2016 budget transfers – interfund which were distributed with the agenda.

Ayes - All

Discussion and Vote: Capital Budget Amendment for Water Treatment Plant Security Systems Project (16-427)

Commissioner Madigan advised approval of this item will be contingent upon approval of Commissioner Scirocco's item #2.

Commissioner Madigan moved and Commissioner Mathiesen seconded to approve the 2016 capital budget amendment - water treatment plant security systems project which was distributed with the agenda. The vote is contingent on approval of the DPW agenda item.

Roll Call:

**Commissioner Franck – Aye
Commissioner Madigan – Aye
Commissioner Scirocco – Aye
Commissioner Mathiesen – Aye
Mayor Yepsen - Aye**

Discussion and Vote: Capital Budget Amendment for Security System Infrastructure (16-428)

Commissioner Madigan moved and Commissioner Scirocco seconded to approve the 2016 capital budget amendment for security system infrastructure which was distributed with the agenda. The project is in the amount of \$39,566.29 and will be funded by an interfund transfer of unused liability insurance premiums.

Roll Call:

**Commissioner Franck – Aye
Commissioner Madigan – Aye
Commissioner Scirocco – Aye
Commissioner Mathiesen – Aye
Mayor Yepsen - Aye**

Discussion and Vote: Capital Budget Amendment for Ice Rink Rehabilitation (16-429)

Commissioner Madigan moved and Commissioner Scirocco seconded to approve the 2016 capital budget amendment for the ice rink rehabilitation which was distributed with the agenda. The project amount is \$24,000 and will be funded by an interfund transfer of unused liability insurance premiums.

Roll Call:

Commissioner Franck – Aye

Commissioner Madigan – Aye
Commissioner Scirocco – Aye
Commissioner Mathiesen – Aye
Mayor Yepsen - Aye

Discussion and Vote: Authorization to Have the Mayor Sign Agreement with Anixter for IT Equipment Maintenance (16-430)

Commissioner Madigan advised this is an \$89,050 service and maintenance contract for the City's server room.

Commissioner Madigan moved and Commissioner Scirocco seconded to approve the mayor's required signature on agreement with Anixter for IT equipment maintenance as distributed with the agenda.

Ayes - All

Discussion and Vote: Budget Transfers – Payroll (16-431)

Commissioner Madigan moved and Commissioner Scirocco seconded to approve the 2016 budget transfers – payroll which were distributed with the agenda.

Ayes - All

Discussion and Vote: Budget Transfers – Benefits (16-432)

Commissioner Madigan moved and Commissioner Scirocco seconded to approve the 2016 budget transfers – benefits which were distributed with the agenda.

Ayes - All

Discussion and Vote: Budget Amendments – Assignment for IT Initiatives (14XB) (16-433)

Commissioner Madigan moved and Commissioner Franck seconded to approve the 2016 budget amendments – assignment for IT initiatives (14 excess balance) as distributed with the agenda.

Ayes - All

Announcement: City Grant Program for Community Service Organizations – Request for Council Appointees

Commissioner Madigan announced she is looking for each member of the Council to appoint a member to the City Grant Program for Community Service Organizations. She hasn't come up with the formula of how much they will come up with each year.

*** City Council took a break at 9:48 p.m.

*** City Council returned at 9:55 p.m.

PUBLIC WORKS DEPARTMENT

Discussion and Vote: Authorization for the Mayor to Sign Agreement Addendum One with Wehran LFG, LLC for the Weibel Avenue Landfill Gas Collection and Control Systems Upgrades and Repairs (16-434)

Commissioner Scirocco moved and Commissioner Franck seconded to authorize the mayor to sign agreement addendum #1 with Wehran LFG, LLC for gas collection and control system upgrades for the Weibel Avenue Landfill in the amount of \$16,617.50.

Ayes – All

Discussion and Vote: Approve Capital Program/Budget Amendment for the Water Treatment Plant Security Project (16-435)

Commissioner Scirocco moved and Commissioner Franck seconded to approve the capital program budget amendment in the amount of \$77,000 for the Water Treatment Plant Security Project.

Ayes - All

Discussion and Vote: Authorization for Council to Approve Agreement with Interlaken Homeowners Association (16-436)

Commissioner Scirocco read the following resolution into the record:

This Agreement is entered into between the City of Saratoga Springs (hereinafter "City"), a municipal corporation with a place of business at 474 Broadway, Saratoga Springs, New York 12866, and Interlake Homeowners Association (hereinafter "Association"), with a place of business at 75 Sarazen Street, Saratoga Springs, New York 12866.

WHEREAS, the City assumed ownership of the Interlaken Water System from the Saratoga County Water Authority in or about 2005, which consisted of four (4) well systems, each with a 70,000 gallon capacity, and a pump facility located within the Interlaken community; and

WHEREAS, the Interlaken Water System has, since 2006, served as a water source for the residents of Saratoga Springs, including the Interlaken Community; and

WHEREAS, on or about April 1, 2006 and on or about July 1, 2007, the City bonded certain sums (\$488,600.00 and \$102,400.00 respectively) relative to necessary upgrades and infrastructure improvements to the Interlaken Water System; and

WHEREAS, the City thereafter imposed certain fees upon residents of the Association, used to pay the indebtedness associated with the aforementioned bonds, including a quarterly maintenance fee of \$26.50 and water rates specific to Association members based upon usage; and

WHEREAS, the imposition of the aforesaid fees and rates were not recorded or otherwise memorialized in a written agreement or contract between the City and the Association; and

WHEREAS, the Association has disputed the appropriateness and legality of the maintenance fees and water rates imposed by the City upon Association members; and

WHEREAS, the City and the Association, in order to avoid possible litigation and the uncertainty, delay and expense associated with same, have reached a mutually agreeable resolution to dispute herein existing between the parties;

NOW, THEREFORE, AND IN THE CONSIDERATION OF THE FOREGOING AND THE MUTUAL PROMISES CONTAINED IN THIS AGREEMENT, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. Commencing with the first quarterly billing cycle in 2017, the City will no longer impose a quarterly maintenance fee of \$26.50 per Association member, and
2. Commencing with the first quarterly billing cycle in 2017, the City will no longer impose special water rates or fees to Association members but will, instead, impose those water rates and fees applicable to City residents not otherwise included in a special assessment, pursuant to Section 11.5 of the City Charter and as established annually by City Council resolution; and
3. The Association and its members agree to waive any and all claims which may now exist or which may arise based upon alleged acts or omissions occurring on or before the effective date of this Agreement under federal, state, municipal or common law and relating to, arising out of or associated with past maintenance fees and/or water rates imposed upon Association members by the City; and
4. The Association agrees to defend and indemnify the City, including attorney's fees, for any action commenced by an Association member relating to, arising out of or associated with past maintenance fees and/or water rates imposed by the City; and
5. This Agreement shall not be effective unless and until approved by the City Council of the City of Saratoga Springs;
6. All parties acknowledge that they are, or have been duly apprised of their opportunity, to be represented by counsel of their own choosing and are voluntarily entering into this Agreement; and
7. Neither the negotiation, undertaking or execution of this Agreement, nor the terms described above, constitutes, operates, or should be construed as an acknowledgement of any kind or nature, by any party to this Agreement or any person acting on their behalf that they violated any law, statute or regulation; and
8. This Agreement shall not constitute or be construed as establishing a precedent of any type whatsoever.

This Agreement constitutes the complete understanding between the parties as to the subjects addressed in this Agreement. No other promises, agreements, alterations or modifications of this Agreement shall be binding unless in writing and signed by all parties hereto.

IN WITNESS WHEREOF, the parties have hereunto set their hands on the date shown.

Commissioner Scirocco moved and Commissioner Madigan seconded to authorize the Council to approve this agreement with Interlaken Homeowner's Association as previously distributed to the Council.

Commissioner Franck stated he remembers a lot of discussion about this in 2006. We took over their wells and there were a lot of expenses associated with it.

Commissioner Scirocco stated the city attorney did the research and there was no former agreement.

Ayes - All

Discussion and Vote: Authorization for the Mayor to Sign Agreement with the Empire State College of New York for the Aletta Street Main Water Extension (16-437)

Commissioner Scirocco stated the DPW workers completed this project in 3 days.

Commissioner Scirocco moved and Commissioner Franck seconded to authorize the mayor to sign an agreement with the State College of New York for the purpose of providing an extension modification of the City's water system on Aletta Street. Empire State College has agreed to pay the total cost of the project of \$54,828.03 as stated in the agreement that was previously distributed to the Council.

Ayes - All

PUBLIC SAFETY DEPARTMENT

Discussion and Vote: Amend Chapter 203 of the City Code (16-438)

Commissioner Mathiesen read the following into the record:

203-21.4

It shall be unlawful for any person to obstruct a public walkway by sitting or lying up the surface of the public sidewalk in the City of Saratoga Springs.

203-21.5

EXCEPTIONS

The prohibition shall not apply to any person

1. sitting or lying on the surface of the sidewalk due to a medical or other emergency.
2. On Broadway, sitting or lying on that portion of the surface of the sidewalk that is permitted for street performances as defined in 205-4.

No exception listed herein shall be construed so as to permit any conduct which is prohibited by the City Code or other law which prohibits willfully and substantially obstructing the free movement of persons from public ways and places.

203-21.6

No person shall be cited for a violation of this Article unless he or she continues to engage in conduct prohibited under this Article after having been notified either verbally or in writing by a police officer that the conduct violates this Article.

203-21.7 **PENALTIES**

- A. The first offense under this Article shall be a violation, and shall be punishable upon conviction of a fine of no more than Fifty Dollars (\$50.00) and/or community service.
- B. Subsequent Offenses. Any person who subsequently violates this article within 120 days of conviction for the first offense shall be subject to fines and penalties as set forth in Chapter 1 General Provisions Article 3 of the City Code in a matter consistent with penalties for violation of Chapter 205.

Commissioner Madigan seconded the amendment.

Commissioner Scirocco stated he will support this. There should be safe passage for a pedestrian on the sidewalk. The law protects the pedestrian and the person who is sitting on the sidewalk.

Commissioner Madigan stated she is going to support this. She doesn't feel this Council ever directed this towards the homeless. This is completely directed as a safety issue.

Commissioner Franck stated Commissioner Mathiesen goes out of his way to help people. This has nothing to do with homeless people. He is going to support this.

Mayor Yepsen stated she is going to stick with her original vote and vote against it.

Ayes – 4

Nays – 1 (Mayor Yepsen)

Discussion and Vote: Authorization for Mayor to Sign Contract with Greenman-Pedersen, Inc. (16-439)

Commissioner Mathiesen stated this contract is for the design, construction, and replacement of 2 traffic control signals.

Commissioner Mathiesen moved and Commissioner Franck seconded to authorize the mayor to sign the contract with Greenman-Petersen, Inc. in the amount of \$15,750.

Ayes – All

Announcement: Condolence

Commissioner Mathiesen sent condolences to the Cole family on their loss. Eugene Cole was assistant chief of police and his son, Chris, was chief of police for the City of Saratoga Springs.

SUPERVISORS

Matt Veitch

Saratoga County 2017 Budget

Supervisor Veitch reported the County's budget is \$297 million and does reduce spending but the County tax rate is increasing. The public hearing on the budget will be held on December 6, 2016 at 4:30 p.m. with the final vote being taken on December 14, 2016.

Home Energy Assistance Program (HEAP) 2016 – 2017

Supervisor Veitch reported applications are available and being accepted starting yesterday through March 15, 2017.

Saratoga County Open Space Grants

Supervisor Veitch reported the County awarded grants for the open space project. They allocated \$250,000 in grants to be awarded this year.

Truth in Taxation

Supervisor Veitch reported they will do the truth in taxation message to the residents. This explains to the residents where their tax money goes.

Peter Martin

Social Programs

Supervisor Martin reported they authorized the annual implementation plan for 2017 where they provide funding.

Economic Development

Supervisor Martin reported the County reappointed the Saratoga County Chamber of Commerce as their tourism promotion agency. This allows them to apply to New York for the I Love New York promotion dollars.

County Property and Casualty Insurance

Supervisor Martin reported they engaged Marshall & Sterling for another 5 years. They will create an RFP and send it out to other insurance companies. Marshall & Sterling will receive payment of \$25,000 for the first year, and \$10,000 for each year thereafter.

Airport Improvements

Supervisor Martin reported they authorized an expense of \$970,000 to be used for tarmac improvements and tie downs. Of that dollar amount, \$50,000 will be from the County and a majority will be from the feds.

ADJOURNMENT

There being no further business, Mayor Yepsen adjourned the meeting at 10:39 p.m.

Respectfully submitted,

Lisa Ribis
Clerk

Approved:
Vote:

RESOLUTION
(For Expenditure from the INSURANCE RESERVE FUND)


WHEREAS, the City Council of the City of Saratoga Springs established the INSURANCE Reserve Fund on October 15, 2013 pursuant to New York State General Municipal Law § 6-n “to make expenditures for any loss, claim, action or judgment for which the City of Saratoga Springs is authorized or required to purchase or maintain insurance pursuant to said statute”, and,

WHEREAS, certain property and casualty claims have been filed against the City, and said claims are below the City’s property and casualty insurance deductible. Expenditures for said claims remain due and owing, and said claims are of a kind or type that may be lawfully paid from the City’s INSURANCE Reserve Fund. The funds are needed to pay for Travelers Insurance Deductible Payments Invoice 511586 for A3031934-54775 not to exceed the amount of \$1,741.50 and A3041934 54775 not to exceed the amount of \$75.00

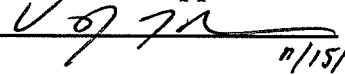
NOW, THEREFORE, BE IT RESOLVED, that payment of the above-mentioned expenditure not to exceed the amount of \$1,741.50 is hereby approved as authorized as in accordance with the INSURANCE Reserve Fund to be placed in A3031934-54775 and the amount of \$75.00 is hereby approved as authorized to be placed in A3041934 54775.

Ayes: ____ Nays: ____

Dated: *December 6, 2016*

Director Risk and Safety Request/Date:  11/15/16

Commissioner of Accounts John P Franck Approval/Date:  11/15/16

City Attorney Approval/Date:  11/15/16

RESOLUTION
(For Expenditure from the INSURANCE RESERVE FUND)

WHEREAS, the City Council of the City of Saratoga Springs established the INSURANCE Reserve Fund on October 15, 2013 pursuant to New York State General Municipal Law § 6-n “to make expenditures for any loss, claim, action or judgment for which the City of Saratoga Springs is authorized or required to purchase or maintain insurance pursuant to said statute”, and,

WHEREAS, certain property and casualty claims have been filed against the City, and said claims are below the City’s property and casualty insurance deductible. Expenditures for said claims remain due and owing, and said claims are of a kind or type that may be lawfully paid from the City’s INSURANCE Reserve Fund. The funds are needed to pay for an automobile property damage claim for repair to a vehicle owned by Christina Zanfir per SS-03748-16 for A3031934-54775 not to exceed the amount of \$314.36

NOW, THEREFORE, BE IT RESOLVED, that payment of the above-mentioned expenditure not to exceed the amount of \$314.36 is hereby approved as authorized as in accordance with the INSURANCE Reserve Fund to be placed in A3031934-54775.

Ayes: ____ Nays: ____

Dated: *December 6, 2016*

Director Risk and Safety Request/Date: _____

Commissioner of Accounts John P Franck Approval/Date: _____

City Attorney Approval/Date: _____

[Signature] 11/15/16
[Signature] 11/15/16
[Signature] 11/15/16

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CITY OF SARATOGA SPRINGS LIVE
BUDGET AMENDMENTS JOURNAL ENTRY PROOF

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LN	ORG ACCOUNT	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION LINE DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
<hr/>										
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND			
2016	12	5 12/06/2016	BUDGET	CCM 120616	BUA AMEND-IRES	1				
1	A012	40511		PROPERTY TAX	USE OF RESTRICTED FUND BALANCE		-507,311.34	-1,741.50	-509,052.84	
	A	-01-2-0000-0-40511	-		TRAV DD, INV 511586		12/06/2016			
2	A3031934	54775		MEDICAL AND CASUALTY INSURANCE	SELF INSURANCE		42,121.05	1,666.50	43,787.55	
	A	-30-3-1930-4-54775	-		TRAV DD, INV 511586		12/06/2016			
3	A3041934	54775		MEDICAL AND CASUALTY INSURANCE	SELF INSURANCE		89,228.12	75.00	89,303.12	
	A	-30-4-1930-4-54775	-		TRAV DD, INV 511586		12/06/2016			
4	A012	40511		PROPERTY TAX	USE OF RESTRICTED FUND BALANCE		-507,311.34	-314.36	-507,625.70	
	A	-01-2-0000-0-40511	-		AUTO REPAIR (CZ)-MANGINO BUICK		12/06/2016			
5	A3031934	54775		MEDICAL AND CASUALTY INSURANCE	SELF INSURANCE		42,121.05	314.36	42,435.41	
	A	-30-3-1930-4-54775	-		AUTO REPAIR (CZ)-MANGINO BUICK		12/06/2016			
** JOURNAL TOTAL								0.00		

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CITY OF SARATOGA SPRINGS LIVE
BUDGET AMENDMENT JOURNAL ENTRY PROOF

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YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2016 12	5								
BUA A012-40511						USE OF RESTRICTED FUND BALANCE 5			1,741.50
	12/06/2016	AMEND-IRES BUDGET CCM 120616				TRAV DD, INV 511586			
BUA A3031934-54775						SELF INSURANCE 5		1,666.50	
	12/06/2016	AMEND-IRES BUDGET CCM 120616				TRAV DD, INV 511586			
BUA A3041934-54775						SELF INSURANCE 5		75.00	
	12/06/2016	AMEND-IRES BUDGET CCM 120616				TRAV DD, INV 511586			
BUA A012-40511						USE OF RESTRICTED FUND BALANCE 5			314.36
	12/06/2016	AMEND-IRES BUDGET CCM 120616				AUTO REPAIR (CZ)-MANGINO BUICK			
BUA A3031934-54775						SELF INSURANCE 5		314.36	
	12/06/2016	AMEND-IRES BUDGET CCM 120616				AUTO REPAIR (CZ)-MANGINO BUICK			
								.00	.00
BUA A-2960						APPROPRIATIONS			2,055.86
	12/06/2016	AMEND-IRES BUDGET CCM 120616							
BUA A-1510						ESTIMATED REVENUES		2,055.86	
	12/06/2016	AMEND-IRES BUDGET CCM 120616							
						SYSTEM GENERATED ENTRIES TOTAL		2,055.86	2,055.86
						JOURNAL 2016/12/5 TOTAL		2,055.86	2,055.86

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CITY OF SARATOGA SPRINGS LIVE
BUDGET AMENDMENT JOURNAL ENTRY PROOF

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FUND	ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
A	GENERAL FUND	2016 12	5	12/06/2016			
	A-1510				ESTIMATED REVENUES	2,055.86	
	A-2960				APPROPRIATIONS		2,055.86
					FUND TOTAL	2,055.86	2,055.86

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CITY OF SARATOGA SPRINGS LIVE
BUDGET AMENDMENTS JOURNAL ENTRY PROOF

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LN	ORG ACCOUNT	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND			
2016	12	6	12/06/2016	BUDGET CCM	120616 BUA	AMEND-INCR	1			
1	A103	42726		MISCELLANEOUS LOCAL SOURCES	REIMBURSEMENT LABOR EXPENSE		-3,828.19	-50.00	-3,878.19	
	A	-10-3-0000-0-42726	-		SAVOY-NOVEMBER		12/06/2016			
2	A3031621	51964		CITY HALL PS	SPECIAL EVENTS		6,179.31	50.00	6,229.31	
	A	-30-3-1620-1-51964	-		SAVOY-NOVEMBER		12/06/2016			
3	A104	42715		DPS MISC LOACL SOURCES	DONATIONS DPS		-16,200.00	-840.00	-17,040.00	
	A	-10-4-0000-0-42715	-		DONATION FOR K-9, 110816CCM		12/06/2016			
4	A3143124	54970		POLICE DEPARTMENT CS	K-9 CARE		28,800.00	840.00	29,640.00	
	A	-31-4-3120-4-54970	-		DONATION FOR K-9, 110816CCM		12/06/2016			
					** JOURNAL TOTAL			0.00		

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2016 12 6	BUA A103-42726	12/06/2016	AMEND-INCR BUDGET CCM 120616				REIMBURSEMENT LABOR EXPENSE	5		50.00
	BUA A3031621-51964	12/06/2016	AMEND-INCR BUDGET CCM 120616				SAVOY-NOVEMBER SPECIAL EVENTS	5	50.00	
	BUA A104-42715	12/06/2016	AMEND-INCR BUDGET CCM 120616				SAVOY-NOVEMBER DONATIONS DPS	5		840.00
	BUA A3143124-54970	12/06/2016	AMEND-INCR BUDGET CCM 120616				DONATION FOR K-9, 110816CCM K-9 CARE	5	840.00	
							DONATION FOR K-9, 110816CCM			
									.00	.00
	BUA A-2960	12/06/2016	AMEND-INCR BUDGET CCM 120616				APPROPRIATIONS			890.00
	BUA A-1510	12/06/2016	AMEND-INCR BUDGET CCM 120616				ESTIMATED REVENUES		890.00	
							SYSTEM GENERATED ENTRIES TOTAL		890.00	890.00
							JOURNAL 2016/12/6 TOTAL		890.00	890.00

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CITY OF SARATOGA SPRINGS LIVE
BUDGET AMENDMENT JOURNAL ENTRY PROOF

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FUND	ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
A	GENERAL FUND	2016 12	6	12/06/2016			
	A-1510				ESTIMATED REVENUES	890.00	
	A-2960				APPROPRIATIONS		890.00
					FUND TOTAL	890.00	890.00

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CITY OF SARATOGA SPRINGS LIVE
BUDGET AMENDMENTS JOURNAL ENTRY PROOF

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LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
	ACCOUNT				LINE DESCRIPTION					
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND			
2016	12	3 12/06/2016	BUDGET	CCM 120616	BUA TRANS-REG	1				
1	E3577164 54632			CITY CENTER AUTHORITY CS	DECORATING		5,000.00	916.50	5,916.50	
	E -35-7-7160-4-54632 -				COVER EXP APPRVD BY CCA		12/06/2016			
2	E3577164 54670			CITY CENTER AUTHORITY CS	PHONES		8,500.00	397.33	8,897.33	
	E -35-7-7160-4-54670 -				COVER EXP APPRVD BY CCA		12/06/2016			
3	E3577164 54421			CITY CENTER AUTHORITY CS	LEGAL ADVERTISING		800.00	-800.00	.00	
	E -35-7-7160-4-54421 -				COVER EXP APPRVD BY CCA		12/06/2016			
4	E3577164 54522			CITY CENTER AUTHORITY CS	LICENSE/INSPECTION/REGISTRATIO		4,300.00	-513.83	3,786.17	
	E -35-7-7160-4-54522 -				COVER EXP APPRVD BY CCA		12/06/2016			
5	A3567144 54170			RECREATION EXPENSES CS	SPORTS SUPPLIES		3,037.43	800.00	3,837.43	
	A -35-6-7140-4-54170 -				COVER PLAYGROUND SUPPLIES		12/06/2016			
6	A3567344 54781			SOCCER CS	SUPERVISION		1,108.00	-800.00	308.00	
	A -35-6-7340-4-54781 -				COVER PLAYGROUND SUPPLIES		12/06/2016			
7	A3567142 52200			RECREATION EXPENSES EQ & CAP	OFFICE EQUIPMENT		12,350.00	5,123.02	17,473.02	
	A -35-6-7140-2-52200 -				COVER COST OF OFFICE EQUIP		12/06/2016			
8	A3567154 54520			SUMMER REC PROG CS	GAS & OIL		5,400.00	-1,563.77	3,836.23	
	A -35-6-7150-4-54520 -				COVER COST OF OFFICE EQUIP		12/06/2016			
9	A3567154 54530			SUMMER REC PROG CS	EQUIPMENT & VEHICLE RENTAL		2,520.00	-1,578.69	941.31	
	A -35-6-7150-4-54530 -				COVER COST OF OFFICE EQUIP		12/06/2016			
10	A3567154 54500			SUMMER REC PROG CS	PROGRAMS & BUS TRIPS		14,155.39	-1,500.56	12,654.83	
	A -35-6-7150-4-54500 -				COVER COST OF OFFICE EQUIP		12/06/2016			
11	A3567154 54600			SUMMER REC PROG CS	ADVERTISING		1,600.00	-480.00	1,120.00	
	A -35-6-7150-4-54600 -				COVER COST OF OFFICE EQUIP		12/06/2016			
12	A3113624 54740			BUILDING DEPARTMENT CONTRACTS	SERVICE CONTRACTS - EQUIPMENT		575.00	99.41	674.41	
	A -31-1-3620-4-54740 -				COVER CANON SERV CONTRACT		12/06/2016			
13	A3113624 54520			BUILDING DEPARTMENT CONTRACTS	GAS & OIL		1,441.80	-99.41	1,342.39	
	A -31-1-3620-4-54520 -				COVER CANON SERV CONTRACT		12/06/2016			
14	E3577164 54760			CITY CENTER AUTHORITY CS	LEGAL		7,345.00	350.00	7,695.00	
	E -35-7-7160-4-54760 -				COVER EXPS APPRVD BY CCA		12/06/2016			
15	E3577164 54792			CITY CENTER AUTHORITY CS	MISCELLANEOUS		1,635.75	100.00	1,735.75	
	E -35-7-7160-4-54792 -				COVER EXPS APPRVD BY CCA		12/06/2016			

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LN	ORG ACCOUNT	OBJECT PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION LINE DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND	
2016	12	3 12/06/2016	BUDGET	CCM 120616	BUA TRANS-REG	1	1	
16	E3577164 54720		CITY CENTER AUTHORITY CS	SERVICE CONTRACTS - PROF SERV		94,774.00	6,810.00	101,584.00
	E -35-7-7160-4-54720 -			COVER EXPS APPRVD BY CCA	12/06/2016			
17	E3577164 54202		CITY CENTER AUTHORITY CS	CLIENT EXPENSES		22,300.00	-450.00	21,850.00
	E -35-7-7160-4-54202 -			COVER EXPS APPRVD BY CCA	12/06/2016			
18	E3577162 52101		CITY CENTER AUTHORITY EQ	CAP BUILDING EQUIPMENT		6,008.83	-4,000.00	2,008.83
	E -35-7-7160-2-52101 -			COVER EXPS APPRVD BY CCA	12/06/2016			
19	E3577162 52200		CITY CENTER AUTHORITY EQ	CAP OFFICE EQUIPMENT		4,000.00	-1,800.00	2,200.00
	E -35-7-7160-2-52200 -			COVER EXPS APPRVD BY CCA	12/06/2016			
20	E3577164 54410		CITY CENTER AUTHORITY CS	PRINTING		1,500.00	-1,010.00	490.00
	E -35-7-7160-4-54410 -			COVER EXPS APPRVD BY CCA	12/06/2016			
21	P3426424 54930		SAD CONT SERV	SPECIAL PROJECTS		39,650.00	10,000.00	49,650.00
	P -34-2-6420-4-54930 -			FIX 1101 BA;WAYFND, NOT DRPBX	12/06/2016			
22	P3426424 54186		SAD CONT SERV	SPECIAL EVENTS		22,000.00	-10,000.00	12,000.00
	P -34-2-6420-4-54186 -			FIX 1101 BA;WAYFND, NOT DRPBX	12/06/2016			
23	A3011474 54290		CIVIL SERVICE CONTRACTED SER	MEDICAL EXAMS		8,250.00	910.00	9,160.00
	A -30-1-1431-4-54290 -			COVER EXAMS, FF APPTS	12/06/2016			
24	A3011474 54120		CIVIL SERVICE CONTRACTED SER	POSTAGE		2,000.00	-260.00	1,740.00
	A -30-1-1431-4-54120 -			COVER EXAMS, FF APPTS	12/06/2016			
25	A3011474 54420		CIVIL SERVICE CONTRACTED SER	ADVERTISING		700.00	-650.00	50.00
	A -30-1-1431-4-54420 -			COVER EXAMS, FF APPTS	12/06/2016			
26	A3011474 54570		CIVIL SERVICE CONTRACTED SER	TRAINING		450.00	200.00	650.00
	A -30-1-1431-4-54570 -			CS TRAINING	12/06/2016			
27	A3011474 54630		CIVIL SERVICE CONTRACTED SER	OFFICE RENTAL		2,000.00	-200.00	1,800.00
	A -30-1-1431-4-54630 -			CS TRAINING	12/06/2016			
28	A3567344 54781		SOCCER CS	SUPERVISION		1,108.00	50.00	1,158.00
	A -35-6-7340-4-54781 -			TO COVER SUPERVISION EXPENSE	12/06/2016			
29	A3567144 548203		RECREATION EXPENSES CS	SPORTS SUPPLIES		1,000.00	-50.00	950.00
	A -35-6-7140-4-548203 -			TO COVER SUPERVISION EXPENSE	12/06/2016			
30	A3143324 54160		ON STREET PARKING CS	UNIFORMS		2,600.00	1,000.00	3,600.00
	A -31-4-3320-4-54160 -			UNIFORMS FOR REPLACEMENTS	12/06/2016			

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LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET
	ACCOUNT				LINE DESCRIPTION				
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND		
2016	12	3 12/06/2016	BUDGET	CCM 120616	BUA TRANS-REG	1	1		
31	A3143034	54160		POLICE CENTRAL DISPATCH	CS UNIFORMS		6,825.00	-1,000.00	5,825.00
	A	-31-4-3021-4-54160	-		UNIFORMS FOR REPLACEMENTS		12/06/2016		
32	A3031444	54160		CITY ENGINEER'S OFFICE	CS UNIFORMS		.00	1,100.00	1,100.00
	A	-30-3-1440-4-54160	-		TO COVER EXP FOR COATS		12/06/2016		
33	A3537214	54720		CAROUSEL	SERVICE CONTRACTS - PROF SERV		10,000.00	-1,100.00	8,900.00
	A	-35-3-7200-4-54720	-		TO COVER EXP FOR COATS		12/06/2016		
34	A3031444	54110		CITY ENGINEER'S OFFICE	CS OFFICE SUPPLIES		1,250.00	98.00	1,348.00
	A	-30-3-1440-4-54110	-		TO COVER MISC EXP		12/06/2016		
35	A3031444	54440		CITY ENGINEER'S OFFICE	CS BOOKS PUBLICATIONS & SUBSCRIPT		348.00	-98.00	250.00
	A	-30-3-1440-4-54440	-		TO COVER MISC EXP		12/06/2016		
36	A3031494	54110		COMM PUBLIC WORKS	CS OFFICE SUPPLIES		4,250.00	250.00	4,500.00
	A	-30-3-1490-4-54110	-		TO COVER OFFICE SUPPLIES		12/06/2016		
37	A3031444	54440		CITY ENGINEER'S OFFICE	CS BOOKS PUBLICATIONS & SUBSCRIPT		348.00	-250.00	98.00
	A	-30-3-1440-4-54440	-		TO COVER OFFICE SUPPLIES		12/06/2016		
38	A3031622	52100		CITY HALL EQ CAP OUTLAY	EQUIPMENT		2,350.00	500.00	2,850.00
	A	-30-3-1620-2-52100	-		TO COVER VACUUM		12/06/2016		
39	A3537214	54720		CAROUSEL	SERVICE CONTRACTS - PROF SERV		10,000.00	-500.00	9,500.00
	A	-35-3-7200-4-54720	-		TO COVER VACUUM		12/06/2016		
40	A3031624	54140		CITY HALL	CS JANITORIAL SUPPLIES		7,400.00	1,200.00	8,600.00
	A	-30-3-1620-4-54140	-		FOR MISC SUPPLIES		12/06/2016		
41	A3537214	54720		CAROUSEL	SERVICE CONTRACTS - PROF SERV		10,000.00	-1,200.00	8,800.00
	A	-35-3-7200-4-54720	-		FOR MISC SUPPLIES		12/06/2016		
42	A3031624	54180		CITY HALL	CS OTHER SUPPLIES		3,850.00	1,000.00	4,850.00
	A	-30-3-1620-4-54180	-		FOR MISC SUPPLIES		12/06/2016		
43	A3335014	54290		STREETS	CS MEDICAL EXAMS		2,500.00	-1,000.00	1,500.00
	A	-33-3-5010-4-54290	-		FOR MISC SUPPLIES		12/06/2016		
44	A3031652	52300		CITY GARAGE EQ & CAPITAL OUTLAY	MISCELLANEOUS EQUIPMENT		5,556.00	5,000.00	10,556.00
	A	-30-3-1623-2-52300	-		FOR DRILL PRESS		12/06/2016		
45	A3335654	54650		OFF STREET PARKING	CS UTILITIES		31,600.00	-5,000.00	26,600.00
	A	-33-3-5650-4-54650	-		FOR DRILL PRESS		12/06/2016		

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LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET
	ACCOUNT				LINE DESCRIPTION				
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND		
2016	12	3 12/06/2016	BUDGET	CCM 120616	BUA TRANS-REG	1	1		
46	A3031654	54110		CITY GARAGE CS	OFFICE SUPPLIES		700.00	200.00	900.00
	A	-30-3-1623-4-54110	-		FOR OFFICE SUPPLIES		12/06/2016		
47	A3537214	54720		CAROUSEL	SERVICE CONTRACTS - PROF SERV		10,000.00	-200.00	9,800.00
	A	-35-3-7200-4-54720	-		FOR OFFICE SUPPLIES		12/06/2016		
48	A3031654	54160		CITY GARAGE CS	UNIFORMS		3,092.50	350.00	3,442.50
	A	-30-3-1623-4-54160	-		TO COVER UNIFOMR EXP		12/06/2016		
49	A3537214	54720		CAROUSEL	SERVICE CONTRACTS - PROF SERV		10,000.00	-350.00	9,650.00
	A	-35-3-7200-4-54720	-		TO COVER UNIFOMR EXP		12/06/2016		
50	A3031654	54140		CITY GARAGE CS	JANITORIAL SUPPLIES		3,000.00	500.00	3,500.00
	A	-30-3-1623-4-54140	-		FOR MISC JANITORIAL SUPPLIES		12/06/2016		
51	A3537214	54720		CAROUSEL	SERVICE CONTRACTS - PROF SERV		10,000.00	-500.00	9,500.00
	A	-35-3-7200-4-54720	-		FOR MISC JANITORIAL SUPPLIES		12/06/2016		
52	A3031654	54180		CITY GARAGE CS	OTHER SUPPLIES		7,000.00	2,000.00	9,000.00
	A	-30-3-1623-4-54180	-		FOR MISC SUPPLIES		12/06/2016		
53	A3031634	54650		DRINK HALL/SR CITZ CEN CS	UTILITIES		17,000.00	-2,000.00	15,000.00
	A	-30-3-1621-4-54650	-		FOR MISC SUPPLIES		12/06/2016		
54	A3031654	54210		CITY GARAGE CS	GARAGE SUPPLIES		4,825.00	2,000.00	6,825.00
	A	-30-3-1623-4-54210	-		FOR MISC SUPPLIES		12/06/2016		
55	A3031634	54650		DRINK HALL/SR CITZ CEN CS	UTILITIES		17,000.00	-2,000.00	15,000.00
	A	-30-3-1621-4-54650	-		FOR MISC SUPPLIES		12/06/2016		
56	A3335012	52300		STREETS EQ CAPITAL OUTLAY	MISCELLANEOUS EQUIPMENT		19,000.00	5,000.00	24,000.00
	A	-33-3-5010-2-52300	-		FOR MISC EQUIPMENT		12/06/2016		
57	A3031654	54650		CITY GARAGE CS	UTILITIES		58,519.00	-5,000.00	53,519.00
	A	-30-3-1623-4-54650	-		FOR MISC EQUIPMENT		12/06/2016		
58	A3335012	52400		STREETS EQ CAPITAL OUTLAY	VEHICLES		89,461.00	22,000.00	111,461.00
	A	-33-3-5010-2-52400	-		FOR A 250 PICK-UP		12/06/2016		
59	A3335014	54520		STREETS CS	GAS & OIL		133,591.06	-22,000.00	111,591.06
	A	-33-3-5010-4-54520	-		FOR A 250 PICK-UP		12/06/2016		
60	A3335014	54180		STREETS CS	OTHER SUPPLIES		97,351.00	5,000.00	102,351.00
	A	-33-3-5010-4-54180	-		TO COVER MISC SUPPLIES		12/06/2016		

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LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET
	ACCOUNT				LINE DESCRIPTION				
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND		
2016	12	3 12/06/2016	BUDGET	CCM 120616	BUA TRANS-REG	1	1		
61	A3335124	54520		HIGHWAY MISCELLANEOUS CS	GAS & OIL		30,000.00	-5,000.00	25,000.00
	A	-33-3-5111-4-54520	-		TO COVER MISC SUPPLIES		12/06/2016		
62	A3335014	54180		STREETS CS	OTHER SUPPLIES		97,351.00	3,000.00	100,351.00
	A	-33-3-5010-4-54180	-		TO COVER MISC SUPPLIES		12/06/2016		
63	A3537114	54650		PARK & CASINO CS	UTILITIES		70,775.00	-3,000.00	67,775.00
	A	-35-3-7110-4-54650	-		TO COVER MISC SUPPLIES		12/06/2016		
64	A3335014	54320		STREETS CS	TOOLS		3,500.00	500.00	4,000.00
	A	-33-3-5010-4-54320	-		TO COVER MISC TOOLS		12/06/2016		
65	A3537214	54720		CAROUSEL	SERVICE CONTRACTS - PROF SERV		10,000.00	-500.00	9,500.00
	A	-35-3-7200-4-54720	-		TO COVER MISC TOOLS		12/06/2016		
66	A3335014	54330		STREETS CS	REPAIRS & MAINTENANCE EQUIPMEN		2,500.00	1,000.00	3,500.00
	A	-33-3-5010-4-54330	-		REPAIRS TO MISC EQUIP		12/06/2016		
67	A3031634	54650		DRINK HALL/SR CITZ CEN CS	UTILITIES		17,000.00	-1,000.00	16,000.00
	A	-30-3-1621-4-54650	-		REPAIRS TO MISC EQUIP		12/06/2016		
68	A3335122	52300		HIGHWAY MISCELLANEOUS EQ CAP	MISCELLANEOUS EQUIPMENT		5,000.00	1,000.00	6,000.00
	A	-33-3-5111-2-52300	-		COVER COSTS OF MISC EQUIP		12/06/2016		
69	A3537214	54720		CAROUSEL	SERVICE CONTRACTS - PROF SERV		10,000.00	-1,000.00	9,000.00
	A	-35-3-7200-4-54720	-		COVER COSTS OF MISC EQUIP		12/06/2016		
70	A3537214	54180		CAROUSEL	OTHER SUPPLIES		2,686.21	1,000.00	3,686.21
	A	-35-3-7200-4-54180	-		COVER COSTS OF MISC SUPPLIES		12/06/2016		
71	A3537214	54720		CAROUSEL	SERVICE CONTRACTS - PROF SERV		10,000.00	-1,000.00	9,000.00
	A	-35-3-7200-4-54720	-		COVER COSTS OF MISC SUPPLIES		12/06/2016		
72	A3335124	54330		HIGHWAY MISCELLANEOUS CS	REPAIRS & MAINTENANCE EQUIPMEN		700.00	500.00	1,200.00
	A	-33-3-5111-4-54330	-		FOR EQUIP REPAIRS		12/06/2016		
73	A3537214	54720		CAROUSEL	SERVICE CONTRACTS - PROF SERV		10,000.00	-500.00	9,500.00
	A	-35-3-7200-4-54720	-		FOR EQUIP REPAIRS		12/06/2016		
74	A3335184	54750		STREET LIGHTING CS	STREET LIGHTING		481,677.74	10,000.00	491,677.74
	A	-33-3-5182-4-54750	-		TO COVER UTILITY COSTS		12/06/2016		
75	A3031654	54650		CITY GARAGE CS	UTILITIES		58,519.00	-10,000.00	48,519.00
	A	-30-3-1623-4-54650	-		TO COVER UTILITY COSTS		12/06/2016		

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LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET
ACCOUNT					LINE DESCRIPTION				
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND		
2016 12	3	12/06/2016	BUDGET	CCM 120616	BUA TRANS-REG	1	1		
76	A3537112	52300		PARK & CASINO EQ	CAP OUTLAY MISCELLANEOUS EQUIPMENT		2,500.00	500.00	3,000.00
	A	-35-3-7110-2-52300	-		FOR MISC EQUIP		12/06/2016		
77	A3537214	54720		CAROUSEL	SERVICE CONTRACTS - PROF SERV		10,000.00	-500.00	9,500.00
	A	-35-3-7200-4-54720	-		FOR MISC EQUIP		12/06/2016		
78	A3537112	52300		PARK & CASINO EQ	CAP OUTLAY MISCELLANEOUS EQUIPMENT		2,500.00	2,000.00	4,500.00
	A	-35-3-7110-2-52300	-		FOR MISC EQUIP		12/06/2016		
79	A3335652	52300		OFF STREET PARKING EQ	CAP OUTLAY MISCELLANEOUS EQUIPMENT		4,000.00	-2,000.00	2,000.00
	A	-33-3-5650-2-52300	-		FOR MISC EQUIP		12/06/2016		
80	A3537112	52400		PARK & CASINO EQ	CAP OUTLAY VEHICLES		.00	31,600.00	31,600.00
	A	-35-3-7110-2-52400	-		TO COVER VENTRAC EQUIP		12/06/2016		
81	A3031624	54650		CITY HALL CS	UTILITIES		104,500.00	-31,600.00	72,900.00
	A	-30-3-1620-4-54650	-		TO COVER VENTRAC EQUIP		12/06/2016		
82	A3537112	52400		PARK & CASINO EQ	CAP OUTLAY VEHICLES		.00	5,915.35	5,915.35
	A	-35-3-7110-2-52400	-		TO COVER VENTRAC EQUIP		12/06/2016		
83	A3335122	52400		HIGHWAY MISCELLANEOUS EQ	CAP VEHICLES		50,000.00	-5,915.35	44,084.65
	A	-33-3-5111-2-52400	-		TO COVER VENTRAC EQUIP		12/06/2016		
84	A3537114	54160		PARK & CASINO CS	UNIFORMS		2,235.00	250.00	2,485.00
	A	-35-3-7110-4-54160	-		TO COVER UNIFORM COSTS		12/06/2016		
85	A3031442	52200		CITY ENGINEER'S OFFICE EQ	OFFICE EQUIPMENT		300.00	-250.00	50.00
	A	-30-3-1440-2-52200	-		TO COVER UNIFORM COSTS		12/06/2016		
86	A3537114	54180		PARK & CASINO CS	OTHER SUPPLIES		10,142.78	1,000.00	11,142.78
	A	-35-3-7110-4-54180	-		FOR MISC SUPPLIES		12/06/2016		
87	A3537214	54720		CAROUSEL	SERVICE CONTRACTS - PROF SERV		10,000.00	-1,000.00	9,000.00
	A	-35-3-7200-4-54720	-		FOR MISC SUPPLIES		12/06/2016		
88	A3537114	54610		PARK & CASINO CS	REPAIRS & MAINTENANCE BUILDING		25,600.00	3,000.00	28,600.00
	A	-35-3-7110-4-54610	-		FOR BUILDING REP & MAINTENANCE		12/06/2016		
89	A3335014	54520		STREETS CS	GAS & OIL		133,591.06	-3,000.00	130,591.06
	A	-33-3-5010-4-54520	-		FOR BUILDING REP & MAINTENANCE		12/06/2016		
90	A3537214	54670		CAROUSEL	PHONES		375.00	50.00	425.00
	A	-35-3-7200-4-54670	-		COVER PHONE BILLS		12/06/2016		

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LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET
	ACCOUNT				LINE DESCRIPTION				
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND		
2016	12	3 12/06/2016	BUDGET	CCM 120616	BUA TRANS-REG	1	1		
91	A3537214	54610		CAROUSEL	REPAIRS & MAINTENANCE BUILDING		5,000.00	-50.00	4,950.00
	A	-35-3-7200-4-54610	-		COVER PHONE BILLS		12/06/2016		
92	A3567142	52300	3000	RECREATION EXPENSES	EQ & CAP MISCELLANEOUS EQUIPMENT		11,323.00	750.00	12,073.00
	A	-35-6-7140-2-52300	-3000		FOR MISC EQUIP		12/06/2016		
93	A3567184	54650	3000	VERNON ARENA CS	UTILITIES		50,000.00	-750.00	49,250.00
	A	-35-6-7180-4-54650	-3000		FOR MISC EQUIP		12/06/2016		
94	A3567144	54140	3000	RECREATION EXPENSES	JANITORIAL SUPPLIES		2,000.00	700.00	2,700.00
	A	-35-6-7140-4-54140	-3000		FOR JANITORIAL SUPPLIES		12/06/2016		
95	A3567144	54670	3000	RECREATION EXPENSES	PHONES		1,100.00	-700.00	400.00
	A	-35-6-7140-4-54670	-3000		FOR JANITORIAL SUPPLIES		12/06/2016		
96	A3567144	54180	3000	RECREATION EXPENSES	OTHER SUPPLIES		14,500.00	2,000.00	16,500.00
	A	-35-6-7140-4-54180	-3000		TO COVER MISC SUPPLIES		12/06/2016		
97	A3567144	54520	3000	RECREATION EXPENSES	GAS & OIL		11,600.00	-2,000.00	9,600.00
	A	-35-6-7140-4-54520	-3000		TO COVER MISC SUPPLIES		12/06/2016		
98	A3567144	54320	3000	RECREATION EXPENSES	TOOLS		300.00	500.00	800.00
	A	-35-6-7140-4-54320	-3000		TO COVER MISC TOOLS		12/06/2016		
99	A3567184	54650	3000	VERNON ARENA CS	UTILITIES		50,000.00	-500.00	49,500.00
	A	-35-6-7180-4-54650	-3000		TO COVER MISC TOOLS		12/06/2016		
100	A3567144	54330	3000	RECREATION EXPENSES	REPAIRS & MAINTENANCE EQUIPMEN		1,050.00	1,000.00	2,050.00
	A	-35-6-7140-4-54330	-3000		FOR EQUIP REP & MAINT		12/06/2016		
101	A3567144	54520	3000	RECREATION EXPENSES	GAS & OIL		11,600.00	-1,000.00	10,600.00
	A	-35-6-7140-4-54520	-3000		FOR EQUIP REP & MAINT		12/06/2016		
102	A3567144	54510	3000	RECREATION EXPENSES	REPAIRS & MAINTENANCE VEHICLE		5,495.00	1,750.00	7,245.00
	A	-35-6-7140-4-54510	-3000		FOR VEHICLE REP & MAINT		12/06/2016		
103	A3567184	54650	3000	VERNON ARENA CS	UTILITIES		50,000.00	-1,750.00	48,250.00
	A	-35-6-7180-4-54650	-3000		FOR VEHICLE REP & MAINT		12/06/2016		
104	A3567144	54610	3000	RECREATION EXPENSES	REPAIRS & MAINTENANCE BUILDING		3,500.00	1,500.00	5,000.00
	A	-35-6-7140-4-54610	-3000		FOR BUILDING REP & MAINT		12/06/2016		
105	A3567184	54650	3000	VERNON ARENA CS	UTILITIES		50,000.00	-1,500.00	48,500.00
	A	-35-6-7180-4-54650	-3000		FOR BUILDING REP & MAINT		12/06/2016		

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LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET
ACCOUNT					LINE DESCRIPTION				
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND		
2016 12	3	12/06/2016	BUDGET	CCM 120616	BUA TRANS-REG	1	1		
106	A3567144	54650	3000	RECREATION EXPENSES CS	UTILITIES		15,000.00	2,000.00	17,000.00
	A	-35-6-7140-4-54650	-3000		TO COVER UTILITY COSTS (REC)		12/06/2016		
107	A3567184	54650	3000	VERNON ARENA CS	UTILITIES		50,000.00	-2,000.00	48,000.00
	A	-35-6-7180-4-54650	-3000		TO COVER UTILITY COSTS (REC)		12/06/2016		
108	A3567144	54720	3000	RECREATION EXPENSES CS	SERVICE CONTRACTS - PROF SERV		10,000.00	3,000.00	13,000.00
	A	-35-6-7140-4-54720	-3000		FOR SPLASH PAD CLOSURE		12/06/2016		
109	A3567184	54650	3000	VERNON ARENA CS	UTILITIES		50,000.00	-3,000.00	47,000.00
	A	-35-6-7180-4-54650	-3000		FOR SPLASH PAD CLOSURE		12/06/2016		
110	A3567174	54610	3000	INDOOR RECREATION FACILITY	CREPAIRS & MAINTENANCE BUILDING		10,000.00	2,000.00	12,000.00
	A	-35-6-7171-4-54610	-3000		FOR BUIDLING REP & MAINT		12/06/2016		
111	A3567174	54520	3000	INDOOR RECREATION FACILITY	CAS & OIL		2,000.00	-2,000.00	.00
	A	-35-6-7171-4-54520	-3000		FOR BUIDLING REP & MAINT		12/06/2016		
112	A3567174	54720	3000	INDOOR RECREATION FACILITY	SERVICE CONTRACTS - PROF SERV		13,000.00	3,400.00	16,400.00
	A	-35-6-7171-4-54720	-3000		TO COVER FLOOR MAINT		12/06/2016		
113	A3567174	54650	3000	INDOOR RECREATION FACILITY	UTILITIES		52,600.00	-3,400.00	49,200.00
	A	-35-6-7171-4-54650	-3000		TO COVER FLOOR MAINT		12/06/2016		
114	A3567194	54180	3000	WEIBEL ICE RINK CS	OTHER SUPPLIES		5,345.00	1,000.00	6,345.00
	A	-35-6-7181-4-54180	-3000		FOR MISC SUPPLIES (WEIBEL)		12/06/2016		
115	A3567174	54670	3000	INDOOR RECREATION FACILITY	PHONES		3,600.00	-1,000.00	2,600.00
	A	-35-6-7171-4-54670	-3000		FOR MISC SUPPLIES (WEIBEL)		12/06/2016		
116	A3567194	54510	3000	WEIBEL ICE RINK CS	REPAIRS & MAINTENANCE VEHICLE		5,000.00	1,000.00	6,000.00
	A	-35-6-7181-4-54510	-3000		FOR VEHICLE REP & MAINT		12/06/2016		
117	A3567174	54670	3000	INDOOR RECREATION FACILITY	PHONES		3,600.00	-1,000.00	2,600.00
	A	-35-6-7171-4-54670	-3000		FOR VEHICLE REP & MAINT		12/06/2016		
118	A3567194	54610	3000	WEIBEL ICE RINK CS	REPAIRS & MAINTENANCE BUILDING		30,155.00	3,500.00	33,655.00
	A	-35-6-7181-4-54610	-3000		FOR BUILDING REP & MAINT		12/06/2016		
119	A3567184	54650	3000	VERNON ARENA CS	UTILITIES		50,000.00	-3,500.00	46,500.00
	A	-35-6-7180-4-54650	-3000		FOR BUILDING REP & MAINT		12/06/2016		
120	A3638182	52300		TRANSFER STATION EQ CAP OUTLAY	MISCELLANEOUS EQUIPMENT		1,205.00	1,600.00	2,805.00
	A	-36-3-8180-2-52300	-		FOR MISC EQUIP		12/06/2016		

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LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET
	ACCOUNT				LINE DESCRIPTION				
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND		
2016	12	3 12/06/2016	BUDGET	CCM 120616	BUA TRANS-REG	1	1		
121	A3537214	54610		CAROUSEL	REPAIRS & MAINTENANCE BUILDING		5,000.00	-1,600.00	3,400.00
	A	-35-3-7200-4-54610	-		FOR MISC EQUIP		12/06/2016		
122	A3638184	54650		TRANSFER STATION CS	UTILITIES		6,000.00	150.00	6,150.00
	A	-36-3-8180-4-54650	-		TO COVER UTILITY COSTS		12/06/2016		
123	A3537214	54720		CAROUSEL	SERVICE CONTRACTS - PROF SERV		10,000.00	-150.00	9,850.00
	A	-35-3-7200-4-54720	-		TO COVER UTILITY COSTS		12/06/2016		
124	A3638564	54180		TREES CS	OTHER SUPPLIES		2,950.00	500.00	3,450.00
	A	-36-3-8560-4-54180	-		FOR MISC SUPPLIES		12/06/2016		
125	A3638564	54720		TREES CS	SERVICE CONTRACTS - PROF SERV		1,050.00	-500.00	550.00
	A	-36-3-8560-4-54720	-		FOR MISC SUPPLIES		12/06/2016		
126	A3638564	54320		TREES CS	TOOLS		3,600.00	1,000.00	4,600.00
	A	-36-3-8560-4-54320	-		FOR MISC TOOLS		12/06/2016		
127	A3031494	54742		COMM PUBLIC WORKS CS	LEASE OF PROPERTY		7,900.00	-1,000.00	6,900.00
	A	-30-3-1490-4-54742	-		FOR MISC TOOLS		12/06/2016		
128	A3638564	54510		TREES CS	REPAIRS & MAINTENANCE VEHICLE		5,275.00	2,000.00	7,275.00
	A	-36-3-8560-4-54510	-		TO COVER VEHICLE REP & MAINT		12/06/2016		
129	A3031494	54742		COMM PUBLIC WORKS CS	LEASE OF PROPERTY		7,900.00	-2,000.00	5,900.00
	A	-30-3-1490-4-54742	-		TO COVER VEHICLE REP & MAINT		12/06/2016		
130	A3638564	54520		TREES CS	GAS & OIL		6,000.00	979.46	6,979.46
	A	-36-3-8560-4-54520	-		FOR GAS & OIL EXP		12/06/2016		
131	A3638564	54650		TREES CS	UTILITIES		1,000.00	-979.46	20.54
	A	-36-3-8560-4-54650	-		FOR GAS & OIL EXP		12/06/2016		
132	F3638314	54180		WATER ADMINISTRATION CS	OTHER SUPPLIES		500.00	250.00	750.00
	F	-36-3-8310-4-54180	-		FOR MISC OTHER SUPPLIES		12/06/2016		
133	F3638334	54650		WATER TREATMNET PLANT CS	UTILITIES		384,285.00	-250.00	384,035.00
	F	-36-3-8330-4-54650	-		FOR MISC OTHER SUPPLIES		12/06/2016		
134	F3638334	54330		WATER TREATMNET PLANT CS	REPAIRS & MAINTENANCE EQUIPMEN		71,000.00	17,000.00	88,000.00
	F	-36-3-8330-4-54330	-		TO COVER REP & MAINT		12/06/2016		
135	F3638334	54650		WATER TREATMNET PLANT CS	UTILITIES		384,285.00	-17,000.00	367,285.00
	F	-36-3-8330-4-54650	-		TO COVER REP & MAINT		12/06/2016		

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LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET
ACCOUNT					LINE DESCRIPTION				
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND		
2016 12	3	12/06/2016	BUDGET	CCM 120616	BUA TRANS-REG	1	1		
136	F3638334	54510			WATER TREATMNET PLANT CS	REPAIRS & MAINTENANCE VEHICLE	750.00	2,000.00	2,750.00
	F	-36-3-8330-4-54510	-			FOR VEHICLE REP & MAINT	12/06/2016		
137	F3638334	54650			WATER TREATMNET PLANT CS	UTILITIES	384,285.00	-2,000.00	382,285.00
	F	-36-3-8330-4-54650	-			FOR VEHICLE REP & MAINT	12/06/2016		
138	F3638342	52300			METERS EQ CAP OUTLAY	MISCELLANEOUS EQUIPMENT	15,700.00	7,500.00	23,200.00
	F	-36-3-8340-2-52300	-			TO REPLACE HAND HELD	12/06/2016		
139	F3638354	54520			WATER MAINTENANCE CS	GAS & OIL	22,000.00	-7,500.00	14,500.00
	F	-36-3-8341-4-54520	-			TO REPLACE HAND HELD	12/06/2016		
140	F3638342	52300			METERS EQ CAP OUTLAY	MISCELLANEOUS EQUIPMENT	15,700.00	1,000.00	16,700.00
	F	-36-3-8340-2-52300	-			TO REPLACE HAND HELD	12/06/2016		
141	F3638354	54100			WATER MAINTENANCE CS	RUBBLE BLACKTOP STONE OIL	1,000.00	-1,000.00	.00
	F	-36-3-8341-4-54100	-			TO REPLACE HAND HELD	12/06/2016		
142	F3638344	54160			METERS CS	UNIFORMS	300.00	750.00	1,050.00
	F	-36-3-8340-4-54160	-			FOR UNIFORM EXPENSES	12/06/2016		
143	F3638334	54650			WATER TREATMNET PLANT CS	UTILITIES	384,285.00	-750.00	383,535.00
	F	-36-3-8330-4-54650	-			FOR UNIFORM EXPENSES	12/06/2016		
144	A3011214	54540			MAYOR CONTRACTED SERVICES	TRAVEL	521.81	275.00	796.81
	A	-30-1-1210-4-54540	-			TO COVER MAYORS TRAVEL EXP	12/06/2016		
145	A3011214	54250			MAYOR CONTRACTED SERVICES	CONFERENCE REGISTRATION	578.19	-275.00	303.19
	A	-30-1-1210-4-54250	-			TO COVER MAYORS TRAVEL EXP	12/06/2016		
146	A3011214	54540			MAYOR CONTRACTED SERVICES	TRAVEL	521.81	175.00	696.81
	A	-30-1-1210-4-54540	-			TO COVER MAYORS TRAVEL EXP	12/06/2016		
147	A3011214	54670			MAYOR CONTRACTED SERVICES	PHONES	1,305.48	-175.00	1,130.48
	A	-30-1-1210-4-54670	-			TO COVER MAYORS TRAVEL EXP	12/06/2016		
148	A3618684	54110			PLANNING AND ECON DEVELOP CS	OFFICE SUPPLIES	1,500.00	2,230.00	3,730.00
	A	-36-1-8687-4-54110	-			TO COVER OFFICE SUPPLIES	12/06/2016		
149	A3618684	54250			PLANNING AND ECON DEVELOP CS	CONFERENCE REGISTRATION	750.00	-91.00	659.00
	A	-36-1-8687-4-54250	-			TO COVER OFFICE SUPPLIES	12/06/2016		
150	A3618684	54250	8010		PLANNING AND ECON DEVELOP CS	CONFERENCE REGISTRATION	1,000.00	-640.00	360.00
	A	-36-1-8687-4-54250	-8010			TO COVER OFFICE SUPPLIES	12/06/2016		

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YEAR PER SRC ACCOUNT	JNL EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2016 12 3									
BUA E3577164-54632	12/06/2016	TRANS-REG	BUDGET	CCM	120616	DECORATING	5	916.50	
BUA E3577164-54670	12/06/2016	TRANS-REG	BUDGET	CCM	120616	COVER EXP APPRVD BY CCA	5	397.33	
BUA E3577164-54421	12/06/2016	TRANS-REG	BUDGET	CCM	120616	PHONES	5		800.00
BUA E3577164-54522	12/06/2016	TRANS-REG	BUDGET	CCM	120616	COVER EXP APPRVD BY CCA	5		513.83
BUA A3567144-54170	12/06/2016	TRANS-REG	BUDGET	CCM	120616	LEGAL ADVERTISING	5	800.00	
BUA A3567344-54781	12/06/2016	TRANS-REG	BUDGET	CCM	120616	COVER EXP APPRVD BY CCA	5		800.00
BUA A3567142-52200	12/06/2016	TRANS-REG	BUDGET	CCM	120616	LICENSE/INSPECTION/REGISTRATIO	5		
BUA A3567154-54520	12/06/2016	TRANS-REG	BUDGET	CCM	120616	COVER EXP APPRVD BY CCA	5		
BUA A3567154-54530	12/06/2016	TRANS-REG	BUDGET	CCM	120616	SPORTS SUPPLIES	5		
BUA A3567154-54500	12/06/2016	TRANS-REG	BUDGET	CCM	120616	COVER PLAYGROUND SUPPLIES	5		
BUA A3567154-54600	12/06/2016	TRANS-REG	BUDGET	CCM	120616	SUPERVISION	5		
BUA A3113624-54740	12/06/2016	TRANS-REG	BUDGET	CCM	120616	COVER PLAYGROUND SUPPLIES	5		
BUA A3113624-54520	12/06/2016	TRANS-REG	BUDGET	CCM	120616	OFFICE EQUIPMENT	5	5,123.02	
BUA E3577164-54760	12/06/2016	TRANS-REG	BUDGET	CCM	120616	COVER COST OF OFFICE EQUIP	5		
BUA E3577164-54792	12/06/2016	TRANS-REG	BUDGET	CCM	120616	GAS & OIL	5		1,563.77
BUA E3577164-54720	12/06/2016	TRANS-REG	BUDGET	CCM	120616	COVER COST OF OFFICE EQUIP	5		1,578.69
BUA E3577164-54202	12/06/2016	TRANS-REG	BUDGET	CCM	120616	EQUIPMENT & VEHICLE RENTAL	5		1,500.56
BUA E3577162-52101	12/06/2016	TRANS-REG	BUDGET	CCM	120616	COVER COST OF OFFICE EQUIP	5		480.00
BUA E3577162-52200	12/06/2016	TRANS-REG	BUDGET	CCM	120616	PROGRAMS & BUS TRIPS	5		
BUA E3577164-54410	12/06/2016	TRANS-REG	BUDGET	CCM	120616	COVER COST OF OFFICE EQUIP	5		
BUA P3426424-54930	12/06/2016	TRANS-REG	BUDGET	CCM	120616	ADVERTISING	5		
BUA P3426424-54186	12/06/2016	TRANS-REG	BUDGET	CCM	120616	COVER COST OF OFFICE EQUIP	5		
BUA A3011474-54290	12/06/2016	TRANS-REG	BUDGET	CCM	120616	SERVICE CONTRACTS - EQUIPMENT	5	99.41	
BUA A3011474-54120	12/06/2016	TRANS-REG	BUDGET	CCM	120616	COVER CANON SERV CONTRACT	5		99.41
	12/06/2016	TRANS-REG	BUDGET	CCM	120616	GAS & OIL	5		
	12/06/2016	TRANS-REG	BUDGET	CCM	120616	COVER CANON SERV CONTRACT	5		
	12/06/2016	TRANS-REG	BUDGET	CCM	120616	LEGAL	5	350.00	
	12/06/2016	TRANS-REG	BUDGET	CCM	120616	COVER EXPS APPRVD BY CCA	5		
	12/06/2016	TRANS-REG	BUDGET	CCM	120616	MISCELLANEOUS	5	100.00	
	12/06/2016	TRANS-REG	BUDGET	CCM	120616	COVER EXPS APPRVD BY CCA	5		
	12/06/2016	TRANS-REG	BUDGET	CCM	120616	SERVICE CONTRACTS - PROF SERV	5	6,810.00	
	12/06/2016	TRANS-REG	BUDGET	CCM	120616	COVER EXPS APPRVD BY CCA	5		
	12/06/2016	TRANS-REG	BUDGET	CCM	120616	CLIENT EXPENSES	5		450.00
	12/06/2016	TRANS-REG	BUDGET	CCM	120616	COVER EXPS APPRVD BY CCA	5		
	12/06/2016	TRANS-REG	BUDGET	CCM	120616	BUILDING EQUIPMENT	5		4,000.00
	12/06/2016	TRANS-REG	BUDGET	CCM	120616	COVER EXPS APPRVD BY CCA	5		
	12/06/2016	TRANS-REG	BUDGET	CCM	120616	OFFICE EQUIPMENT	5		1,800.00
	12/06/2016	TRANS-REG	BUDGET	CCM	120616	COVER EXPS APPRVD BY CCA	5		
	12/06/2016	TRANS-REG	BUDGET	CCM	120616	PRINTING	5		1,010.00
	12/06/2016	TRANS-REG	BUDGET	CCM	120616	COVER EXPS APPRVD BY CCA	5		
	12/06/2016	TRANS-REG	BUDGET	CCM	120616	SPECIAL PROJECTS	5	10,000.00	
	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FIX 1101 BA;WAYFND, NOT DRPBX	5		
	12/06/2016	TRANS-REG	BUDGET	CCM	120616	SPECIAL EVENTS	5		10,000.00
	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FIX 1101 BA;WAYFND, NOT DRPBX	5		
	12/06/2016	TRANS-REG	BUDGET	CCM	120616	MEDICAL EXAMS	5	910.00	
	12/06/2016	TRANS-REG	BUDGET	CCM	120616	COVER EXAMS, FF APPTS	5		
	12/06/2016	TRANS-REG	BUDGET	CCM	120616	POSTAGE	5		260.00

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
BUA	A3011474-54420	12/06/2016	TRANS-REG	BUDGET	CCM	120616	COVER EXAMS, FF APPTS	5		650.00
BUA	A3011474-54570	12/06/2016	TRANS-REG	BUDGET	CCM	120616	ADVERTISING COVER EXAMS, FF APPTS	5		
BUA	A3011474-54630	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TRAINING	5	200.00	
BUA	A3011474-54781	12/06/2016	TRANS-REG	BUDGET	CCM	120616	CS TRAINING	5		200.00
BUA	A3567344-548203	12/06/2016	TRANS-REG	BUDGET	CCM	120616	OFFICE RENTAL	5		
BUA	A3143324-54160	12/06/2016	TRANS-REG	BUDGET	CCM	120616	CS TRAINING	5	50.00	
BUA	A3567144-548203	12/06/2016	TRANS-REG	BUDGET	CCM	120616	SUPERVISION	5		50.00
BUA	A3143324-54160	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER SUPERVISION EXPENSE	5		
BUA	A3143034-54160	12/06/2016	TRANS-REG	BUDGET	CCM	120616	SPORTS SUPPLIES	5		50.00
BUA	A3031444-54160	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER SUPERVISION EXPENSE	5		
BUA	A3537214-54720	12/06/2016	TRANS-REG	BUDGET	CCM	120616	UNIFORMS	5	1,000.00	
BUA	A3031444-54160	12/06/2016	TRANS-REG	BUDGET	CCM	120616	UNIFORMS FOR REPLACEMENTS	5		1,000.00
BUA	A3537214-54720	12/06/2016	TRANS-REG	BUDGET	CCM	120616	UNIFORMS	5		
BUA	A3031444-54110	12/06/2016	TRANS-REG	BUDGET	CCM	120616	UNIFORMS FOR REPLACEMENTS	5	1,100.00	
BUA	A3537214-54720	12/06/2016	TRANS-REG	BUDGET	CCM	120616	UNIFORMS	5		1,100.00
BUA	A3031444-54110	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER EXP FOR COATS	5		
BUA	A3031444-54440	12/06/2016	TRANS-REG	BUDGET	CCM	120616	SERVICE CONTRACTS - PROF SERV	5		
BUA	A3031494-54110	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER EXP FOR COATS	5		
BUA	A3031444-54440	12/06/2016	TRANS-REG	BUDGET	CCM	120616	OFFICE SUPPLIES	5	98.00	
BUA	A3031622-52100	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER MISC EXP	5		98.00
BUA	A3031494-54110	12/06/2016	TRANS-REG	BUDGET	CCM	120616	BOOKS PUBLICATIONS & SUBSCRIPT	5		
BUA	A3031444-54440	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER MISC EXP	5		
BUA	A3031622-52100	12/06/2016	TRANS-REG	BUDGET	CCM	120616	OFFICE SUPPLIES	5	250.00	
BUA	A3537214-54720	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER OFFICE SUPPLIES	5		250.00
BUA	A3031622-52100	12/06/2016	TRANS-REG	BUDGET	CCM	120616	BOOKS PUBLICATIONS & SUBSCRIPT	5		
BUA	A3537214-54720	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER OFFICE SUPPLIES	5		
BUA	A3031622-52100	12/06/2016	TRANS-REG	BUDGET	CCM	120616	EQUIPMENT	5	500.00	
BUA	A3031624-54140	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER VACUUM	5		500.00
BUA	A3537214-54720	12/06/2016	TRANS-REG	BUDGET	CCM	120616	SERVICE CONTRACTS - PROF SERV	5		
BUA	A3031624-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER VACUUM	5		
BUA	A3537214-54720	12/06/2016	TRANS-REG	BUDGET	CCM	120616	JANITORIAL SUPPLIES	5	1,200.00	
BUA	A3031624-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR MISC SUPPLIES	5		1,200.00
BUA	A3335014-54290	12/06/2016	TRANS-REG	BUDGET	CCM	120616	SERVICE CONTRACTS - PROF SERV	5		
BUA	A3031652-52300	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR MISC SUPPLIES	5	1,000.00	
BUA	A3335654-54650	12/06/2016	TRANS-REG	BUDGET	CCM	120616	OTHER SUPPLIES	5		1,000.00
BUA	A3031652-52300	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR MISC SUPPLIES	5		
BUA	A3335654-54650	12/06/2016	TRANS-REG	BUDGET	CCM	120616	MEDICAL EXAMS	5		1,000.00
BUA	A3031654-54110	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR MISC SUPPLIES	5	5,000.00	
BUA	A3537214-54720	12/06/2016	TRANS-REG	BUDGET	CCM	120616	MISCELLANEOUS EQUIPMENT	5		5,000.00
BUA	A3031654-54160	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR DRILL PRESS	5		
BUA	A3537214-54720	12/06/2016	TRANS-REG	BUDGET	CCM	120616	UTILITIES	5		
BUA	A3031654-54160	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR DRILL PRESS	5		
BUA	A3537214-54720	12/06/2016	TRANS-REG	BUDGET	CCM	120616	OFFICE SUPPLIES	5	200.00	
BUA	A3031654-54160	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR OFFICE SUPPLIES	5		200.00
BUA	A3537214-54720	12/06/2016	TRANS-REG	BUDGET	CCM	120616	SERVICE CONTRACTS - PROF SERV	5		
BUA	A3031654-54160	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR OFFICE SUPPLIES	5		
BUA	A3537214-54720	12/06/2016	TRANS-REG	BUDGET	CCM	120616	UNIFORMS	5	350.00	
BUA	A3031654-54160	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER UNIFORM EXP	5		

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YEAR PER SRC ACCOUNT	JNL EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
BUA A3537214-54720	12/06/2016	TRANS-REG	BUDGET	CCM	120616	SERVICE CONTRACTS - PROF SERV TO COVER UNIFORMR EXP	5		350.00
BUA A3031654-54140	12/06/2016	TRANS-REG	BUDGET	CCM	120616	JANITORIAL SUPPLIES FOR MISC JANITORIAL SUPPLIES	5	500.00	
BUA A3537214-54720	12/06/2016	TRANS-REG	BUDGET	CCM	120616	SERVICE CONTRACTS - PROF SERV FOR MISC JANITORIAL SUPPLIES	5		500.00
BUA A3031654-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	OTHER SUPPLIES FOR MISC SUPPLIES	5	2,000.00	
BUA A3031634-54650	12/06/2016	TRANS-REG	BUDGET	CCM	120616	UTILITIES FOR MISC SUPPLIES	5		2,000.00
BUA A3031654-54210	12/06/2016	TRANS-REG	BUDGET	CCM	120616	GARAGE SUPPLIES FOR MISC SUPPLIES	5	2,000.00	
BUA A3031634-54650	12/06/2016	TRANS-REG	BUDGET	CCM	120616	UTILITIES FOR MISC SUPPLIES	5		2,000.00
BUA A3335012-52300	12/06/2016	TRANS-REG	BUDGET	CCM	120616	MISCELLANEOUS EQUIPMENT FOR MISC EQUIPMENT	5	5,000.00	
BUA A3031654-54650	12/06/2016	TRANS-REG	BUDGET	CCM	120616	UTILITIES FOR MISC EQUIPMENT	5		5,000.00
BUA A3335012-52400	12/06/2016	TRANS-REG	BUDGET	CCM	120616	VEHICLES FOR A 250 PICK-UP	5	22,000.00	
BUA A3335014-54520	12/06/2016	TRANS-REG	BUDGET	CCM	120616	GAS & OIL FOR A 250 PICK-UP	5		22,000.00
BUA A3335014-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	OTHER SUPPLIES TO COVER MISC SUPPLIES	5	5,000.00	
BUA A3335124-54520	12/06/2016	TRANS-REG	BUDGET	CCM	120616	GAS & OIL TO COVER MISC SUPPLIES	5		5,000.00
BUA A3335014-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	OTHER SUPPLIES TO COVER MISC SUPPLIES	5	3,000.00	
BUA A3537114-54650	12/06/2016	TRANS-REG	BUDGET	CCM	120616	UTILITIES TO COVER MISC SUPPLIES	5		3,000.00
BUA A3335014-54320	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TOOLS TO COVER MISC TOOLS	5	500.00	
BUA A3537214-54720	12/06/2016	TRANS-REG	BUDGET	CCM	120616	SERVICE CONTRACTS - PROF SERV TO COVER MISC TOOLS	5		500.00
BUA A3335014-54330	12/06/2016	TRANS-REG	BUDGET	CCM	120616	REPAIRS & MAINTENANCE EQUIPMEN REPAIRS TO MISC EQUIP	5	1,000.00	
BUA A3031634-54650	12/06/2016	TRANS-REG	BUDGET	CCM	120616	UTILITIES REPAIRS TO MISC EQUIP	5		1,000.00
BUA A3335122-52300	12/06/2016	TRANS-REG	BUDGET	CCM	120616	MISCELLANEOUS EQUIPMENT COVER COSTS OF MISC EQUIP	5	1,000.00	
BUA A3537214-54720	12/06/2016	TRANS-REG	BUDGET	CCM	120616	SERVICE CONTRACTS - PROF SERV COVER COSTS OF MISC EQUIP	5		1,000.00
BUA A3537214-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	OTHER SUPPLIES COVER COSTS OF MISC SUPPLIES	5	1,000.00	
BUA A3537214-54720	12/06/2016	TRANS-REG	BUDGET	CCM	120616	SERVICE CONTRACTS - PROF SERV COVER COSTS OF MISC SUPPLIES	5		1,000.00
BUA A3335124-54330	12/06/2016	TRANS-REG	BUDGET	CCM	120616	REPAIRS & MAINTENANCE EQUIPMEN FOR EQUIP REPAIRS	5	500.00	
BUA A3537214-54720	12/06/2016	TRANS-REG	BUDGET	CCM	120616	SERVICE CONTRACTS - PROF SERV	5		500.00

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BUA A3335184-54750	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR EQUIP REPAIRS			
BUA A3031654-54650	12/06/2016	TRANS-REG	BUDGET	CCM	120616	STREET LIGHTING	5	10,000.00	
BUA A3537112-52300	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER UTILITY COSTS			
BUA A3537214-54720	12/06/2016	TRANS-REG	BUDGET	CCM	120616	UTILITIES	5		10,000.00
BUA A3537112-52300	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER UTILITY COSTS			
BUA A3537214-54720	12/06/2016	TRANS-REG	BUDGET	CCM	120616	MISCELLANEOUS EQUIPMENT	5	500.00	
BUA A3537112-52300	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR MISC EQUIP			
BUA A3335652-52300	12/06/2016	TRANS-REG	BUDGET	CCM	120616	SERVICE CONTRACTS - PROF SERV	5		500.00
BUA A3537112-52400	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR MISC EQUIP			
BUA A3537112-52400	12/06/2016	TRANS-REG	BUDGET	CCM	120616	MISCELLANEOUS EQUIPMENT	5	2,000.00	
BUA A3537112-52400	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR MISC EQUIP			
BUA A3031624-54650	12/06/2016	TRANS-REG	BUDGET	CCM	120616	MISCELLANEOUS EQUIPMENT	5		2,000.00
BUA A3537112-52400	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR MISC EQUIP			
BUA A3537114-54160	12/06/2016	TRANS-REG	BUDGET	CCM	120616	VEHICLES	5	31,600.00	
BUA A3031442-52200	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER VENTRAC EQUIP			
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	UTILITIES	5		31,600.00
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER VENTRAC EQUIP			
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	VEHICLES	5	5,915.35	
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER VENTRAC EQUIP			
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	VEHICLES	5		5,915.35
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER VENTRAC EQUIP			
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	UNIFORMS	5	250.00	
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER UNIFORM COSTS			
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	OFFICE EQUIPMENT	5		250.00
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER UNIFORM COSTS			
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	OTHER SUPPLIES	5	1,000.00	
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR MISC SUPPLIES			
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	SERVICE CONTRACTS - PROF SERV	5		1,000.00
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR MISC SUPPLIES			
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	REPAIRS & MAINTENANCE BUILDING	5	3,000.00	
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR BUILDING REP & MAINTENANCE			
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	GAS & OIL	5		3,000.00
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR BUILDING REP & MAINTENANCE			
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	PHONES	5	50.00	
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	COVER PHONE BILLS			
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	REPAIRS & MAINTENANCE BUILDING	5		50.00
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	COVER PHONE BILLS			
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	MISCELLANEOUS EQUIPMENT	5	750.00	
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR MISC EQUIP			
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	UTILITIES	5		750.00
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR MISC EQUIP			
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	JANITORIAL SUPPLIES	5	700.00	
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR JANITORIAL SUPPLIES			
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	PHONES	5		700.00
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR JANITORIAL SUPPLIES			
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	OTHER SUPPLIES	5	2,000.00	
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER MISC SUPPLIES			
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	GAS & OIL	5		2,000.00
BUA A3537114-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER MISC SUPPLIES			

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BUA A3567144-54320-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TOOLS	5	500.00	
BUA A3567184-54650-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER MISC TOOLS	5		500.00
BUA A3567144-54330-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	UTILITIES	5		
BUA A3567144-54520-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER MISC TOOLS	5	1,000.00	
BUA A3567144-54510-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	REPAIRS & MAINTENANCE EQUIPMEN	5		
BUA A3567184-54650-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR EQUIP REP & MAINT	5		1,000.00
BUA A3567144-54510-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	GAS & OIL	5		
BUA A3567184-54650-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR EQUIP REP & MAINT	5	1,750.00	
BUA A3567144-54610-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	REPAIRS & MAINTENANCE VEHICLE	5		
BUA A3567184-54650-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR VEHICLE REP & MAINT	5		1,750.00
BUA A3567144-54610-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	UTILITIES	5		
BUA A3567184-54650-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR VEHICLE REP & MAINT	5	1,500.00	
BUA A3567144-54650-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	REPAIRS & MAINTENANCE BUILDING	5		
BUA A3567184-54650-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR BUILDING REP & MAINT	5		1,500.00
BUA A3567144-54650-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	UTILITIES	5	2,000.00	
BUA A3567184-54650-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR BUILDING REP & MAINT	5		
BUA A3567144-54720-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	UTILITIES	5		
BUA A3567184-54650-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER UTILITY COSTS (REC)	5	2,000.00	
BUA A3567144-54720-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	UTILITIES	5		
BUA A3567184-54650-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER UTILITY COSTS (REC)	5		2,000.00
BUA A3567144-54720-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	SERVICE CONTRACTS - PROF SERV	5	3,000.00	
BUA A3567184-54650-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR SPLASH PAD CLOSURE	5		
BUA A3567174-54610-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	UTILITIES	5		3,000.00
BUA A3567174-54520-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR SPLASH PAD CLOSURE	5		
BUA A3567174-54720-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	REPAIRS & MAINTENANCE BUILDING	5	2,000.00	
BUA A3567174-54650-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR BUIDLING REP & MAINT	5		
BUA A3567174-54650-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	GAS & OIL	5		2,000.00
BUA A3567194-54180-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR BUIDLING REP & MAINT	5		
BUA A3567174-54670-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	SERVICE CONTRACTS - PROF SERV	5	3,400.00	
BUA A3567194-54510-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER FLOOR MAINT	5		
BUA A3567174-54670-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	UTILITIES	5		3,400.00
BUA A3567194-54670-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER FLOOR MAINT	5	1,000.00	
BUA A3567194-54510-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	OTHER SUPPLIES	5		
BUA A3567174-54670-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR MISC SUPPLIES (WEIBEL)	5		1,000.00
BUA A3567194-54670-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	PHONES	5		
BUA A3567194-54510-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR MISC SUPPLIES (WEIBEL)	5	1,000.00	
BUA A3567174-54670-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	REPAIRS & MAINTENANCE VEHICLE	5		
BUA A3567194-54610-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR VEHICLE REP & MAINT	5		1,000.00
BUA A3567174-54670-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	PHONES	5		
BUA A3567194-54610-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR VEHICLE REP & MAINT	5	3,500.00	
BUA A3567184-54650-3000	12/06/2016	TRANS-REG	BUDGET	CCM	120616	REPAIRS & MAINTENANCE BUILDING	5		
BUA A3638182-52300	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR BUILDING REP & MAINT	5		3,500.00
BUA A3537214-54610	12/06/2016	TRANS-REG	BUDGET	CCM	120616	UTILITIES	5	1,600.00	
BUA A3638184-54650	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR BUILDING REP & MAINT	5		
						MISCELLANEOUS EQUIPMENT	5		
						FOR MISC EQUIP	5		1,600.00
						REPAIRS & MAINTENANCE BUILDING	5		
						FOR MISC EQUIP	5		
						UTILITIES	5	150.00	

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BUA A3537214-54720	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER UTILITY COSTS			
BUA A3638564-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	SERVICE CONTRACTS - PROF SERV	5		150.00
BUA A3638564-54720	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER UTILITY COSTS			
BUA A3638564-54320	12/06/2016	TRANS-REG	BUDGET	CCM	120616	OTHER SUPPLIES	5	500.00	
BUA A3638564-54720	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR MISC SUPPLIES			
BUA A3638564-54320	12/06/2016	TRANS-REG	BUDGET	CCM	120616	SERVICE CONTRACTS - PROF SERV	5		500.00
BUA A3031494-54742	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR MISC SUPPLIES			
BUA A3638564-54510	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TOOLS	5	1,000.00	
BUA A3031494-54742	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR MISC TOOLS			
BUA A3638564-54510	12/06/2016	TRANS-REG	BUDGET	CCM	120616	LEASE OF PROPERTY	5		1,000.00
BUA A3031494-54742	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR MISC TOOLS			
BUA A3638564-54520	12/06/2016	TRANS-REG	BUDGET	CCM	120616	REPAIRS & MAINTENANCE VEHICLE	5	2,000.00	
BUA A3638564-54650	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER VEHICLE REP & MAINT			
BUA F3638314-54180	12/06/2016	TRANS-REG	BUDGET	CCM	120616	LEASE OF PROPERTY	5		2,000.00
BUA F3638334-54650	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER VEHICLE REP & MAINT			
BUA F3638334-54650	12/06/2016	TRANS-REG	BUDGET	CCM	120616	GAS & OIL	5	979.46	
BUA F3638334-54330	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR GAS & OIL EXP			
BUA F3638334-54650	12/06/2016	TRANS-REG	BUDGET	CCM	120616	UTILITIES	5		979.46
BUA F3638334-54650	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR GAS & OIL EXP			
BUA F3638334-54100	12/06/2016	TRANS-REG	BUDGET	CCM	120616	OTHER SUPPLIES	5	250.00	
BUA F3638334-54650	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR MISC OTHER SUPPLIES			
BUA F3638334-54330	12/06/2016	TRANS-REG	BUDGET	CCM	120616	UTILITIES	5		250.00
BUA F3638334-54650	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR MISC OTHER SUPPLIES			
BUA F3638334-54510	12/06/2016	TRANS-REG	BUDGET	CCM	120616	REPAIRS & MAINTENANCE EQUIPMEN	5	17,000.00	
BUA F3638334-54650	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER REP & MAINT			
BUA F3638334-54510	12/06/2016	TRANS-REG	BUDGET	CCM	120616	UTILITIES	5		17,000.00
BUA F3638334-54650	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER REP & MAINT			
BUA F3638334-54650	12/06/2016	TRANS-REG	BUDGET	CCM	120616	REPAIRS & MAINTENANCE VEHICLE	5	2,000.00	
BUA F3638334-54650	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR VEHICLE REP & MAINT			
BUA F3638342-52300	12/06/2016	TRANS-REG	BUDGET	CCM	120616	UTILITIES	5		2,000.00
BUA F3638354-54520	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR VEHICLE REP & MAINT			
BUA F3638342-52300	12/06/2016	TRANS-REG	BUDGET	CCM	120616	MISCELLANEOUS EQUIPMENT	5	7,500.00	
BUA F3638354-54520	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO REPLACE HAND HELD			
BUA F3638342-52300	12/06/2016	TRANS-REG	BUDGET	CCM	120616	GAS & OIL	5		7,500.00
BUA F3638354-54100	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO REPLACE HAND HELD			
BUA F3638344-54160	12/06/2016	TRANS-REG	BUDGET	CCM	120616	MISCELLANEOUS EQUIPMENT	5	1,000.00	
BUA F3638334-54650	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO REPLACE HAND HELD			
BUA F3638334-54650	12/06/2016	TRANS-REG	BUDGET	CCM	120616	RUBBLE BLACKTOP STONE OIL	5		1,000.00
BUA A3011214-54540	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO REPLACE HAND HELD			
BUA A3011214-54250	12/06/2016	TRANS-REG	BUDGET	CCM	120616	UNIFORMS	5	750.00	
BUA A3011214-54540	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR UNIFORM EXPENSES			
BUA A3011214-54540	12/06/2016	TRANS-REG	BUDGET	CCM	120616	UTILITIES	5		750.00
BUA A3011214-54540	12/06/2016	TRANS-REG	BUDGET	CCM	120616	FOR UNIFORM EXPENSES			
BUA A3011214-54540	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TRAVEL	5	275.00	
BUA A3011214-54540	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER MAYORS TRAVEL EXP			
BUA A3011214-54540	12/06/2016	TRANS-REG	BUDGET	CCM	120616	CONFERENCE REGISTRATION	5		275.00
BUA A3011214-54540	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER MAYORS TRAVEL EXP			
BUA A3011214-54540	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TRAVEL	5	175.00	
BUA A3011214-54540	12/06/2016	TRANS-REG	BUDGET	CCM	120616	TO COVER MAYORS TRAVEL EXP			

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CITY OF SARATOGA SPRINGS LIVE
BUDGET AMENDMENT JOURNAL ENTRY PROOF

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
BUA A3011214-54670							PHONES	5		175.00
12/06/2016	TRANS-REG		BUDGET CCM 120616				TO COVER MAYORS TRAVEL EXP	5	2,230.00	
BUA A3618684-54110							OFFICE SUPPLIES	5		
12/06/2016	TRANS-REG		BUDGET CCM 120616				TO COVER OFFICE SUPPLIES	5		91.00
BUA A3618684-54250							CONFERENCE REGISTRATION	5		
12/06/2016	TRANS-REG		BUDGET CCM 120616				TO COVER OFFICE SUPPLIES	5		640.00
BUA A3618684-54250-8010							CONFERENCE REGISTRATION	5		
12/06/2016	TRANS-REG		BUDGET CCM 120616				TO COVER OFFICE SUPPLIES	5		680.00
BUA A3618684-54250-8020							CONFERENCE REGISTRATION	5		
12/06/2016	TRANS-REG		BUDGET CCM 120616				TO COVER OFFICE SUPPLIES	5		445.00
BUA A3618684-54250-8040							CONFERENCE REGISTRATION	5		
12/06/2016	TRANS-REG		BUDGET CCM 120616				TO COVER OFFICE SUPPLIES	5		374.00
BUA A3618684-54120-8020							POSTAGE	5		
12/06/2016	TRANS-REG		BUDGET CCM 120616				TO COVER OFFICE SUPPLIES	5	316.00	
BUA A3113624-54110							OFFICE SUPPLIES	5		
12/06/2016	TRANS-REG		BUDGET CCM 120616				FOR BUS CARDS,INSPECTION SLIPS	5		316.00
BUA A3113624-54250							CONFERENCE REGISTRATION	5		
12/06/2016	TRANS-REG		BUDGET CCM 120616				FOR BUS CARDS,INSPECTION SLIPS	5	400.00	
BUA A3113624-54110							OFFICE SUPPLIES	5		
12/06/2016	TRANS-REG		BUDGET CCM 120616				FOR BUS CARDS,INSPECTION SLIPS	5		400.00
BUA A3113624-54520							GAS & OIL	5		
12/06/2016	TRANS-REG		BUDGET CCM 120616				FOR BUS CARDS,INSPECTION SLIPS			
JOURNAL 2016/12/3 TOTAL									.00	.00

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CITY OF SARATOGA SPRINGS LIVE
BUDGET AMENDMENT JOURNAL ENTRY PROOF

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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
FUND TOTAL					.00	.00

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CITY OF SARATOGA SPRINGS LIVE
BUDGET AMENDMENTS JOURNAL ENTRY PROOF

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LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
ACCOUNT					LINE DESCRIPTION					
<hr/>										
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND			
2016	12	9 12/06/2016	BUDGET	CCM 120616	BUA TRANS-REGC	1				
1	H3035111	51900	75826	CORE ACESS MOBILITY	LABORER		.00	1,218.41	1,218.41	
	H	-30-3-5110-1-51900	-75826		FOR LABOR RE CORE ACCESS GRNT	12/06/2016				
2	H3035111	58030	75826	CORE ACESS MOBILITY	CITY PORTION SOCIAL SECURITY		.00	91.91	91.91	
	H	-30-3-5110-1-58030	-75826		FOR LABOR RE CORE ACCESS GRNT	12/06/2016				
3	H3035112	52021	75826	ROAD CONSTRUCTION CAPITAL	MASTER DOT ACCOUNT CORE ACCESS		6,700.62	-1,310.32	5,390.30	
	H	-30-3-5110-2-52021	-75826		FOR LABOR RE CORE ACCESS GRNT	12/06/2016				
** JOURNAL TOTAL								0.00		

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CITY OF SARATOGA SPRINGS LIVE
BUDGET AMENDMENT JOURNAL ENTRY PROOF

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YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2016 12	9								
BUA H3035111-51900-75826						LABORER	5	1,218.41	
	12/06/2016	TRANS-REGC BUDGET CCM 120616				FOR LABOR RE CORE ACCESS GRNT			
BUA H3035111-58030-75826						CITY PORTION SOCIAL SECURITY	5	91.91	
	12/06/2016	TRANS-REGC BUDGET CCM 120616				FOR LABOR RE CORE ACCESS GRNT			
BUA H3035112-52021-75826						MASTER DOT ACCOUNT CORE ACCESS	5		1,310.32
	12/06/2016	TRANS-REGC BUDGET CCM 120616				FOR LABOR RE CORE ACCESS GRNT			
JOURNAL 2016/12/9							TOTAL	.00	.00

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CITY OF SARATOGA SPRINGS LIVE
BUDGET AMENDMENT JOURNAL ENTRY PROOF

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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
FUND TOTAL					.00	.00

** END OF REPORT - Generated by Lynn Bachner **

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 CITY OF SARATOGA SPRINGS LIVE
 PURCHASE ORDER LIQUIDATION/RECEIVING REPORT

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PO	LN	VENDOR	QUANTITY ORDERED	PREVIOUS RECVD/CANC	CURRENT RECEIVED	REMAINING PO QTY	STA CD	DESCRIPTION
160102	001	VERIZON	1.00	0.00	0.00	1.00	8	E-911 SYSTEM
160519	001	RICOH USA, INC	1.00	0.00	0.00	1.00	8	LEASE OF COPIER AND SERVICE AGREEMEN
160524	001	WELLS FARGO FINANCIA	12.00	0.00	0.00	12.00	8	LEASE RICOH MPC305SPF INCLUDE SERVIC

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NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
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APPROVED UNPAID INVOICES TO BE POSTED

50	00001 A T & T	152678 1164949624		153407	16MWNNOV2	6.58		.00	.00		
CASH A 2016/11 INV 11/18/2016 SEP-CHK: N DISC: .00						A3011654 54670			.92	1099:	
ACCT 1200 DEPT 1000 DUE 11/23/2016 DESC:1000-810-2104						A3143414 54670			.56	1099:	
P.O. BOX 5094 CAROL STREAM IL 60197-5094						A3567144 54671			.29	1099:	
						A3031654 54670			2.84	1099:	
						A3011424 54671			.30	1099:	
						A3517514 54670			.07	1099:	
						A3051414 54671			1.31	1099:	
						A3021694 54670			.29	1099:	
5555	00001 CAROUSEL INDUSTR	152679 1917795		153408	16MWNNOV2	12.60		.00	.00		
CASH A 2016/11 INV 11/18/2016 SEP-CHK: N DISC: .00						A3011654 54730			12.60	1099:	
ACCT 1200 DEPT 1000 DUE 11/23/2016 DESC:102241											
P.O. BOX 842084 BOSTON MA 02284-2084											
5555	00001 CAROUSEL INDUSTR	152680 1917787		153409	16MWNNOV2	1,286.30		.00	.00		
CASH A 2016/11 INV 11/18/2016 SEP-CHK: N DISC: .00						A3011654 54730			1,286.30	1099:	
ACCT 1200 DEPT 1000 DUE 11/23/2016 DESC:55229											
P.O. BOX 842084 BOSTON MA 02284-2084											
4947	00001 CORNERSTONE TELE	152681 4161037		153410	16MWNNOV2	374.41		.00	.00		
CASH A 2016/11 INV 11/18/2016 SEP-CHK: N DISC: .00						E3577164 54670			374.41	1099:	
ACCT 1200 DEPT 7000 DUE 11/23/2016 DESC:5000394											
P O BOX 4199 WOBURN MA 01888-4199											
7415	00000 M AND J CONTRACT	152682 9/7/2016		153411	16MWNNOV2	8,474.00		.00	.00		
CASH A 2016/11 INV 11/18/2016 SEP-CHK: N DISC: .00						A3567174 54720 3000			8,474.00	1099:	
ACCT 1200 DEPT 6000 DUE 11/23/2016 DESC:REC GYM FLOORS											
5 MIDLAND AVENUE ALBANY NY 12203											
319	00001 NATIONAL GRID	152683 152683		153412	16MWNNOV2	84.06		.00	.00		
CASH A 2016/11 INV 11/18/2016 SEP-CHK: N DISC: .00						A3335184 54750			84.06	1099:	
ACCT 1200 DEPT 3000 DUE 11/23/2016 DESC:DPW											
P.O. BOX 4706 SYRACUSE NY 13221-4706											

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NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
1927	00001 VERIZON	152691 152691		153420	16MWNNOV2	42.02	.00	.00		
CASH A	2016/11	INV 11/18/2016	SEP-CHK: N	DISC: .00		A3567184	54670 3000		42.02	1099:
ACCT 1200	DEPT 3000	DUE 11/23/2016	DESC:5185801086027247							
P O BOX 15124	ALBANY NY	12212-5124								
1927	00001 VERIZON	152692 152692		153421	16MWNNOV2	79.17	.00	.00		
CASH A	2016/11	INV 11/18/2016	SEP-CHK: N	DISC: .00		A3567194	54670 3000		79.17	1099:
ACCT 1200	DEPT 3000	DUE 11/23/2016	DESC:5185833462500245							
P O BOX 15124	ALBANY NY	12212-5124								
1927	00001 VERIZON	152693 152693		153422	16MWNNOV2	46.67	.00	.00		
CASH A	2016/11	INV 11/18/2016	SEP-CHK: N	DISC: .00		A3567144	54671		46.67	1099:
ACCT 1200	DEPT 6000	DUE 11/23/2016	DESC:5185842462445249							
P O BOX 15124	ALBANY NY	12212-5124								
1927	00001 VERIZON	152694 152694	160102	153423	16MWNNOV2	2,505.54	.00	2,373.42		
CASH A	2016/11	INV 11/18/2016	SEP-CHK: N	DISC: .00		A3143124	54670		181.04	1099:
ACCT 1200	DEPT 4000	DUE 11/23/2016	DESC:5185837350173242			A3143124	54720		2,324.50	1099:
P O BOX 15124	ALBANY NY	12212-5124								
1927	00004 VERIZON	152695 152695		153424	16MWNNOV2	1.75	.00	.00		
CASH A	2016/11	INV 11/18/2016	SEP-CHK: Y	DISC: .00		F3638334	54670		1.75	1099:
ACCT 1200	DEPT 3000	DUE 11/23/2016	DESC:Y2763358							
P O BOX 15043	ALBANY NY	12212-5043								
1831	00001 VERIZON WIRELESS	152696 9774622917		153425	16MWNNOV2	16.15	.00	.00		
CASH A	2016/11	INV 11/18/2016	SEP-CHK: N	DISC: .00		A3113624	54670		16.15	1099:
ACCT 1200	DEPT 1000	DUE 11/23/2016	DESC:942014876-00001							
P O BOX 408	NEWARK NJ	07101-0408								
1831	00001 VERIZON WIRELESS	152697 97751711408		153426	16MWNNOV2	42.16	.00	.00		
CASH A	2016/11	INV 11/18/2016	SEP-CHK: N	DISC: .00		A3143414	54670		42.16	1099:
ACCT 1200	DEPT 4000	DUE 11/23/2016	DESC:742082557-00001							
P O BOX 408	NEWARK NJ	07101-0408								

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NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
1831	00001 VERIZON WIRELESS	152698 9774933018		153427	16MWNNOV2	52.17	.00	.00		
CASH A	2016/11	INV 11/18/2016	SEP-CHK: N	DISC: .00			A3031494 54670	52.17	1099:	
ACCT 1200	DEPT 3000	DUE 11/23/2016	DESC:742051038-00001							
P O BOX 408	NEWARK NJ 07101-0408									
1831	00001 VERIZON WIRELESS	152699 9775081432		153428	16MWNNOV2	206.60	.00	.00		
CASH A	2016/11	INV 11/18/2016	SEP-CHK: N	DISC: .00			A3143124 54670	54.28	1099:	
ACCT 1200	DEPT 4000	DUE 11/23/2016	DESC:286916448-00001				A3143624 54670	152.32	1099:	
P O BOX 408	NEWARK NJ 07101-0408									
22 APPROVED UNPAID INVOICES				TOTAL		14,704.89				
22 INVOICE(S)				REPORT POST TOTAL		14,704.89				

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CITY OF SARATOGA SPRINGS LIVE
16MWN0V2

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ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
2016 11	A3011424 A	-30-1-1420-4-54671 -	PHONES & FAX	.30	19.05
	A3011654 A	-30-1-1650-4-54670 -	PHONES	42.59	4,412.76
	A3011654 A	-30-1-1650-4-54730 -	SERVICE CONTRAC	1,298.90	414.72
	A3021694 A	-30-2-1681-4-54670 -	PHONES	.29	109.41
	A3021694 A	-30-2-1681-4-54740 -	SERVICE CONTRAC	464.74	14,239.09
	A3031494 A	-30-3-1490-4-54670 -	PHONES	52.17	878.23
	A3031654 A	-30-3-1623-4-54670 -	PHONES	2.84	645.50
	A3051414 A	-30-5-1410-4-54671 -	PHONES & FAX	1.31	299.12
	A3051414 A	-30-5-1410-4-54740 -	SERVICE CONTRAC	199.47	600.00
	A3113624 A	-31-1-3620-4-54670 -	PHONES	16.15	126.18
	A3143124 A	-31-4-3120-4-54670 -	PHONES	235.32	5,206.76
	A3143124 A	-31-4-3120-4-54720 -	SERVICE CONTRAC	2,324.50	33,477.63
	A3143124 A	-31-4-3120-4-54740 -	SERVICE CONTRAC	60.30	6,482.22
	A3143314 A	-31-4-3310-4-54740 -	SERVICE CONTRAC	149.90	100.60
	A3143414 A	-31-4-3410-4-54670 -	PHONES	42.72	3,333.34
	A3143624 A	-31-4-3620-4-54670 -	PHONES	152.32	339.28
	A3335184 A	-33-3-5182-4-54750 -	STREET LIGHTING	84.06	86,512.26
	A3335654 A	-33-3-5650-4-54650 -	UTILITIES	529.31	19,910.63
	A3517514 A	-35-1-7510-4-54670 -	PHONES	.07	115.10
	A3567144 A	-35-6-7140-4-54671 -	PHONES & FAX	46.96	894.01
	A3567174 A	-35-6-7171-4-54720 -3000	SERVICE CONTRAC	8,474.00	-222.94
	A3567184 A	-35-6-7180-4-54670 -3000	PHONES	42.02	148.38
	A3567194 A	-35-6-7181-4-54670 -3000	PHONES	108.49	518.65
	E3577164 E	-35-7-7160-4-54670 -	PHONES	374.41	510.74
	F3638334 F	-36-3-8330-4-54670 -	PHONES	1.75	1,257.27

REPORT TOTALS 14,704.89

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CITY OF SARATOGA SPRINGS LIVE
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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2016 11 208	API A3011654-54670	11/23/2016 W	16MWNNOV2 000050			152678	PHONES 1000-810-2104		.92	
API A3143414-54670	11/23/2016 W	16MWNNOV2 000050			152678	PHONES 1000-810-2104		.56		
API A3567144-54671	11/23/2016 W	16MWNNOV2 000050			152678	PHONES & FAX 1000-810-2104		.29		
API A3031654-54670	11/23/2016 W	16MWNNOV2 000050			152678	PHONES 1000-810-2104		2.84		
API A3011424-54671	11/23/2016 W	16MWNNOV2 000050			152678	PHONES & FAX 1000-810-2104		.30		
API A3517514-54670	11/23/2016 W	16MWNNOV2 000050			152678	PHONES 1000-810-2104		.07		
API A3051414-54671	11/23/2016 W	16MWNNOV2 000050			152678	PHONES & FAX 1000-810-2104		1.31		
API A3021694-54670	11/23/2016 W	16MWNNOV2 000050			152678	PHONES 1000-810-2104		.29		
API A3011654-54730	11/23/2016 W	16MWNNOV2 005555			152679	SERVICE CONTRACTS MAINTENANCE 102241		12.60		
API A3011654-54730	11/23/2016 W	16MWNNOV2 005555			152680	SERVICE CONTRACTS MAINTENANCE 55229		1,286.30		
API E3577164-54670	11/23/2016 W	16MWNNOV2 004947			152681	PHONES 5000394		374.41		
API A3567174-54720-3000	11/23/2016 W	16MWNNOV2 007415			152682	SERVICE CONTRACTS - PROF SERV REC GYM FLOORS	Y	8,474.00		
API A3335184-54750	11/23/2016 W	16MWNNOV2 000319			152683	STREET LIGHTING DPW		84.06		
API A3335654-54650	11/23/2016 W	16MWNNOV2 006575			152684	UTILITIES DPW		529.31		
API A3051414-54740	11/23/2016 W	16MWNNOV2 000223 160519			152685	SERVICE CONTRACTS - EQUIPMENT 323252-1023244A1		199.47		
POL A3051414-54740	11/23/2016 LIQ/INV	000223 160519			152685	SERVICE CONTRACTS - EQUIPMENT 323252-1023244A1	4 2016		199.47	
API A3143124-54740	11/23/2016 W	16MWNNOV2 007382 160524			152686	SERVICE CONTRACTS - EQUIPMENT 323252-1023244A2		60.30		
POL A3143124-54740	11/23/2016 LIQ/INV	007382 160524			152686	SERVICE CONTRACTS - EQUIPMENT 323252-1023244A2	4 2016		60.30	
API A3143314-54740	11/23/2016 W	16MWNNOV2 007001			152687	SERVICE CONTRACTS - EQUIPMENT 013887001		149.90		
API A3021694-54740	11/23/2016 W	16MWNNOV2 005997			152688	SERVICE CONTRACTS - EQUIPMENT 020946201		464.74		
API A3567194-54670-3000	11/23/2016 W	16MWNNOV2 001927			152689	PHONES 515833744999244		29.32		
API A3011654-54670	11/23/2016 W	16MWNNOV2 001927			152690	PHONES 5185834843564244		41.67		
API A3567184-54670-3000	11/23/2016 W	16MWNNOV2 001927			152691	PHONES 5185801086027247		42.02		
API A3567194-54670-3000						PHONES		79.17		

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
		11/23/2016	W 16MWNNOV2	001927		152692	5185833462500245			
API	A3567144-54671						PHONES & FAX		46.67	
		11/23/2016	W 16MWNNOV2	001927		152693	5185842462445249			
API	A3143124-54670						PHONES		181.04	
		11/23/2016	W 16MWNNOV2	001927	160102	152694	5185837350173242			
API	A3143124-54720						SERVICE CONTRACTS - PROF SERV		2,324.50	
		11/23/2016	W 16MWNNOV2	001927	160102	152694	5185837350173242			
POL	A3143124-54670						PHONES	4		181.04
		11/23/2016	LIQ/INV	001927	160102	152694	5185837350173242	2016		
POL	A3143124-54720						SERVICE CONTRACTS - PROF SERV	4		2,324.50
		11/23/2016	LIQ/INV	001927	160102	152694	5185837350173242	2016		
API	F3638334-54670						PHONES		1.75	
		11/23/2016	W 16MWNNOV2	001927		152695	Y2763358			
API	A3113624-54670						PHONES		16.15	
		11/23/2016	W 16MWNNOV2	001831		152696	942014876-00001			
API	A3143414-54670						PHONES		42.16	
		11/23/2016	W 16MWNNOV2	001831		152697	742082557-00001			
API	A3031494-54670						PHONES		52.17	
		11/23/2016	W 16MWNNOV2	001831		152698	742051038-00001			
API	A3143124-54670						PHONES		54.28	
		11/23/2016	W 16MWNNOV2	001831		152699	286916448-00001			
API	A3143624-54670						PHONES		152.32	
		11/23/2016	W 16MWNNOV2	001831		152699	286916448-00001			
GENERAL LEDGER TOTAL									14,704.89	.00
API	A-2600						ACCOUNTS PAYABLE			14,328.73
		11/23/2016	W 16MWNNOV2	B 2564						
API	E-2600						ACCOUNTS PAYABLE			374.41
		11/23/2016	W 16MWNNOV2	B 2564						
API	F-2600						ACCOUNTS PAYABLE			1.75
		11/23/2016	W 16MWNNOV2	B 2564						
POL	A-1521						ENCUMBRANCES			2,765.31
		11/23/2016	W 16MWNNOV2	B 2564						
POL	A-2963						BUDGETARY FUND BALANCE RES ENC		2,765.31	
		11/23/2016	W 16MWNNOV2	B 2564						
SYSTEM GENERATED ENTRIES TOTAL									2,765.31	17,470.20
JOURNAL 2016/11/208 TOTAL									17,470.20	17,470.20
2016 11 208										
API	A-1522						EXPENDITURES		14,328.73	
		11/23/2016	W 16MWNNOV2	B 2564						
API	E-1522						EXPENDITURES		374.41	
		11/23/2016	W 16MWNNOV2	B 2564						
API	F-1522						EXPENDITURES		1.75	

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YEAR PER JNL
SRC ACCOUNT

EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
11/23/2016	W 16MWNOV2	B	2564					

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FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
A	GENERAL FUND	2016	11	208	11/23/2016			
	A-1521					ENCUMBRANCES		2,765.31
	A-1522					EXPENDITURES	14,328.73	
	A-2600					ACCOUNTS PAYABLE		14,328.73
	A-2963					BUDGETARY FUND BALANCE RES ENC	2,765.31	
						FUND TOTAL	17,094.04	17,094.04
E	CITY CENTER AUTHORITY	2016	11	208	11/23/2016			
	E-1522					EXPENDITURES	374.41	
	E-2600					ACCOUNTS PAYABLE		374.41
						FUND TOTAL	374.41	374.41
F	WATER FUND	2016	11	208	11/23/2016			
	F-1522					EXPENDITURES	1.75	
	F-2600					ACCOUNTS PAYABLE		1.75
						FUND TOTAL	1.75	1.75

** END OF REPORT - Generated by Stefanie Richards **

NEW INVOICES

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NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
1927	00001 VERIZON	152707 152707		153436	16MWN0V3	80.88	.00	.00		
CASH A	2016/11	INV 11/28/2016	SEP-CHK: N	DISC: .00			A3143414 54670	80.88	1099:	
ACCT 1200	DEPT 4000	DUE 11/30/2016	DESC:5185873923878249							
P O BOX 15124	ALBANY NY	12212-5124								
1927	00001 VERIZON	152708 152708		153437	16MWN0V3	89.05	.00	.00		
CASH A	2016/11	INV 11/28/2016	SEP-CHK: N	DISC: .00			A3143414 54670	89.05	1099:	
ACCT 1200	DEPT 4000	DUE 11/30/2016	DESC:5185878325644248							
P O BOX 15124	ALBANY NY	12212-5124								
1927	00001 VERIZON	152709 152709		153438	16MWN0V3	102.92	.00	.00		
CASH A	2016/11	INV 11/28/2016	SEP-CHK: N	DISC: .00			A3031654 54670	102.92	1099:	
ACCT 1200	DEPT 3000	DUE 11/30/2016	DESC:5185877315326246							
P O BOX 15124	ALBANY NY	12212-5124								
1927	00001 VERIZON	152710 152710		153439	16MWN0V3	191.34	.00	.00		
CASH A	2016/11	INV 11/28/2016	SEP-CHK: N	DISC: .00			A3143414 54670	191.34	1099:	
ACCT 1200	DEPT 4000	DUE 11/30/2016	DESC:518Q350102464246							
P O BOX 15124	ALBANY NY	12212-5124								
1927	00001 VERIZON	152711 152711		153440	16MWN0V3	193.00	.00	.00		
CASH A	2016/11	INV 11/28/2016	SEP-CHK: N	DISC: .00			A3143414 54670	193.00	1099:	
ACCT 1200	DEPT 4000	DUE 11/30/2016	DESC:5185873539195244							
P O BOX 15124	ALBANY NY	12212-5124								
1927	00001 VERIZON	152712 152712		153441	16MWN0V3	378.47	.00	.00		
CASH A	2016/11	INV 11/28/2016	SEP-CHK: N	DISC: .00			A3143414 54670	378.47	1099:	
ACCT 1200	DEPT 4000	DUE 11/30/2016	DESC:518Q350450756243							
P O BOX 15124	ALBANY NY	12212-5124								
1927	00001 VERIZON	152713 152713		153443	16MWN0V3	30.35	.00	.00		
CASH A	2016/11	INV 11/28/2016	SEP-CHK: N	DISC: .00			A3021694 54670	30.35	1099:	
ACCT 1200	DEPT 2000	DUE 11/30/2016	DESC:5185800781394241							
P O BOX 15124	ALBANY NY	12212-5124								

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NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
1927	00001 VERIZON	152714 152714		153444	16MWN0V3	24.31	.00	.00		
CASH A	2016/11	INV 11/28/2016	SEP-CHK: N	DISC: .00		A3031444	54670		6.08	1099:
ACCT 1200	DEPT 3000	DUE 11/30/2016	DESC:5185809480728245			A3113624	54670		6.08	1099:
P O BOX 15124	ALBANY NY 12212-5124					A3618684	54670		6.08	1099:
						Y3618684	54670 433		6.07	1099:
6575	00000 DIRECT ENERGY BU	152715 152715		153445	16MWN0V3	6,638.92	.00	.00		
CASH A	2016/11	INV 11/28/2016	SEP-CHK: Y	DISC: .00		E3577164	54650		6,638.92	1099:
ACCT 1200	DEPT 7000	DUE 11/30/2016	DESC:CITY CENTER							
P.O. BOX 70220	PHILADELPHIA PA 19176-0220									
6331	00000 H & V COLLISION	152716 1004074		153446	16MWN0V3	1,994.00	.00	.00		
CASH A	2016/11	INV 11/28/2016	SEP-CHK: N	DISC: .00		A3143414	54510		1,994.00	1099:
ACCT 1200	DEPT 4000	DUE 11/30/2016	DESC:10/21/16							
2202 ROUTE 50 S	SARATOGA SPRINGS NY 12866									
16 APPROVED UNPAID INVOICES				TOTAL		622,662.47				
16 INVOICE(S)				REPORT POST TOTAL		622,662.47				

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ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
2016 11	A3011478 A	-30-1-1431-8-58010 -	HOSPITALIZATION	1,687.08	22,253.09
	A3021694 A	-30-2-1681-4-54670 -	PHONES	30.35	79.06
	A3031444 A	-30-3-1440-4-54670 -	PHONES	6.08	292.52
	A3031494 A	-30-3-1490-4-54670 -	PHONES	25.42	852.81
	A3031654 A	-30-3-1623-4-54670 -	PHONES	102.92	542.58
	A3113624 A	-31-1-3620-4-54670 -	PHONES	6.08	120.10
	A3143124 A	-31-4-3120-4-54670 -	PHONES	445.77	4,760.99
	A3143314 A	-31-4-3310-4-54751 -	UTILITIES TRAFF	29.55	13,409.41
	A3143414 A	-31-4-3410-4-54510 -	REPAIRS & MAINT	1,994.00	8,741.89
	A3143414 A	-31-4-3410-4-54670 -	PHONES	1,037.33	2,296.01
	A3618684 A	-36-1-8687-4-54670 -	PHONES	6.08	31.69
	A3719068 A	-37-1-9060-8-58010 -	HOSPITALIZATION	21,733.29	28,398.75
	A3729068 A	-37-2-9060-8-58010 -	HOSPITALIZATION	15,732.58	19,135.46
	A3739068 A	-37-3-9060-8-58010 -	HOSPITALIZATION	141,677.22	217,018.85
	A3749068 A	-37-4-9060-8-58010 -	HOSPITALIZATION	351,933.06	425,138.61
	A3759068 A	-37-5-9060-8-58010 -	HOSPITALIZATION	14,472.79	29,989.03
	A3769068 A	-37-6-9060-8-58010 -	HOSPITALIZATION	7,261.77	8,723.59
	A3769068 A	-37-6-9060-8-58010 -3000	HOSPITALIZATION	14,230.15	21,929.93
	E3577164 E	-35-7-7160-4-54650 -	UTILITIES	6,638.92	34,210.72
	F3638334 F	-36-3-8330-4-54670 -	PHONES	49.99	1,207.28
	F3739068 F	-37-3-9060-8-58010 -	HOSPITALIZATION	28,891.13	55,923.64
	G3739068 G	-37-3-9060-8-58010 -	HOSPITALIZATION	14,664.84	14,666.01
	Y3618684 Y	-36-1-8686-4-54670 -433	PHONES	6.07	-30.48
REPORT TOTALS				622,662.47	

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2016 11	263									
API A3011478-58010		11/30/2016 W	16MWNNOV3 006950			152701	HOSPITALIZATION NOV 2016		1,687.08	
API A3719068-58010		11/30/2016 W	16MWNNOV3 006950			152701	HOSPITALIZATION NOV 2016		21,733.29	
API A3729068-58010		11/30/2016 W	16MWNNOV3 006950			152701	HOSPITALIZATION NOV 2016		15,732.58	
API A3739068-58010		11/30/2016 W	16MWNNOV3 006950			152701	HOSPITALIZATION NOV 2016		141,677.22	
API A3749068-58010		11/30/2016 W	16MWNNOV3 006950			152701	HOSPITALIZATION NOV 2016		351,933.06	
API A3759068-58010		11/30/2016 W	16MWNNOV3 006950			152701	HOSPITALIZATION NOV 2016		14,472.79	
API A3769068-58010		11/30/2016 W	16MWNNOV3 006950			152701	HOSPITALIZATION NOV 2016		7,261.77	
API A3769068-58010-3000		11/30/2016 W	16MWNNOV3 006950			152701	HOSPITALIZATION NOV 2016		14,230.15	
API F3739068-58010		11/30/2016 W	16MWNNOV3 006950			152701	HOSPITALIZATION NOV 2016		28,891.13	
API G3739068-58010		11/30/2016 W	16MWNNOV3 006950			152701	HOSPITALIZATION NOV 2016		14,664.84	
API A3143124-54670		11/30/2016 W	16MWNNOV3 005644			152702	PHONES 4298323		445.77	
API A3143414-54670		11/30/2016 W	16MWNNOV3 005644			152702	PHONES 4298323		74.30	
API A3031494-54670		11/30/2016 W	16MWNNOV3 001927			152703	PHONES 5185872417241245		25.42	
API A3143314-54751		11/30/2016 W	16MWNNOV3 001927			152704	UTILITIES TRAFFIC LIGHTS 5185876754028248		29.55	
API A3143414-54670		11/30/2016 W	16MWNNOV3 001927			152705	PHONES 5185874570437248		30.29	
API F3638334-54670		11/30/2016 W	16MWNNOV3 001927			152706	PHONES 5185875845615245		49.99	
API A3143414-54670		11/30/2016 W	16MWNNOV3 001927			152707	PHONES 5185873923878249		80.88	
API A3143414-54670		11/30/2016 W	16MWNNOV3 001927			152708	PHONES 5185878325644248		89.05	
API A3031654-54670		11/30/2016 W	16MWNNOV3 001927			152709	PHONES 5185877315326246		102.92	
API A3143414-54670		11/30/2016 W	16MWNNOV3 001927			152710	PHONES 518Q350102464246		191.34	
API A3143414-54670		11/30/2016 W	16MWNNOV3 001927			152711	PHONES 5185873539195244		193.00	
API A3143414-54670		11/30/2016 W	16MWNNOV3 001927			152712	PHONES 518Q350450756243		378.47	
API A3021694-54670		11/30/2016 W	16MWNNOV3 001927			152713	PHONES 5185800781394241		30.35	
API A3031444-54670							PHONES		6.08	

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
		11/30/2016	W 16MWNOV3	001927		152714	5185809480728245			
API A3113624-54670							PHONES		6.08	
		11/30/2016	W 16MWNOV3	001927		152714	5185809480728245			
API A3618684-54670							PHONES		6.08	
		11/30/2016	W 16MWNOV3	001927		152714	5185809480728245			
API Y3618684-54670-433							PHONES	Y	6.07	
		11/30/2016	W 16MWNOV3	001927		152714	5185809480728245			
API E3577164-54650							UTILITIES		6,638.92	
		11/30/2016	W 16MWNOV3	006575		152715	CITY CENTER			
API A3143414-54510							REPAIRS & MAINTENANCE VEHICLE		1,994.00	
		11/30/2016	W 16MWNOV3	006331		152716	10/21/16			
GENERAL LEDGER TOTAL									622,662.47	.00
API A-2600							ACCOUNTS PAYABLE			572,411.52
		11/30/2016	W 16MWNOV3	B 2566						
API E-2600							ACCOUNTS PAYABLE			6,638.92
		11/30/2016	W 16MWNOV3	B 2566						
API F-2600							ACCOUNTS PAYABLE			28,941.12
		11/30/2016	W 16MWNOV3	B 2566						
API G-2600							ACCOUNTS PAYABLE			14,664.84
		11/30/2016	W 16MWNOV3	B 2566						
API Y-2600							ACCOUNTS PAYABLE			6.07
		11/30/2016	W 16MWNOV3	B 2566						
SYSTEM GENERATED ENTRIES TOTAL									.00	622,662.47
JOURNAL 2016/11/263 TOTAL									622,662.47	622,662.47
2016 11 263										
API A-1522							EXPENDITURES		572,411.52	
		11/30/2016	W 16MWNOV3	B 2566						
API E-1522							EXPENDITURES		6,638.92	
		11/30/2016	W 16MWNOV3	B 2566						
API F-1522							EXPENDITURES		28,941.12	
		11/30/2016	W 16MWNOV3	B 2566						
API G-1522							EXPENDITURES		14,664.84	
		11/30/2016	W 16MWNOV3	B 2566						
API Y-1522							EXPENDITURES		6.07	
		11/30/2016	W 16MWNOV3	B 2566						

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FUND	ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
A	GENERAL FUND A-1522 A-2600	2016 11	263	11/30/2016	EXPENDITURES ACCOUNTS PAYABLE	572,411.52	572,411.52
					FUND TOTAL	572,411.52	572,411.52
E	CITY CENTER AUTHORITY E-1522 E-2600	2016 11	263	11/30/2016	EXPENDITURES ACCOUNTS PAYABLE	6,638.92	6,638.92
					FUND TOTAL	6,638.92	6,638.92
F	WATER FUND F-1522 F-2600	2016 11	263	11/30/2016	EXPENDITURES ACCOUNTS PAYABLE	28,941.12	28,941.12
					FUND TOTAL	28,941.12	28,941.12
G	SEWER FUND G-1522 G-2600	2016 11	263	11/30/2016	EXPENDITURES ACCOUNTS PAYABLE	14,664.84	14,664.84
					FUND TOTAL	14,664.84	14,664.84
Y	COMMUNITY DEVELOPMENT FUND Y-1522 Y-2600	2016 11	263	11/30/2016	EXPENDITURES ACCOUNTS PAYABLE	6.07	6.07
					FUND TOTAL	6.07	6.07

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NEW INVOICES

VENDOR REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
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APPROVED PAID INVOICES

9	00000 NYS & LOCAL EMPL 152717 20049 ERS 2016		153447	16DEC1	1,644,685.00	.00	.00	12082016	
CASH A	2016/12	INV 11/30/2016	SEP-CHK: Y	DISC: .00	A3719018 58040		134,864.17	1099:	
ACCT 1201	DEPT 2000	DUE 12/06/2016	DESC:2017 ANNUAL INVOICE		A3011478 58040		6,578.74	1099:	
110 STATE STREET ALBANY NY 12244-0001					A3729018 58040		101,806.00	1099:	
					A3739018 58040		629,256.47	1099:	
					A3749018 58040		252,623.62	1099:	
					A3759018 58040		79,602.75	1099:	
					A3769018 58040		57,235.04	1099:	
					A3769018 58040 3000		82,234.25	1099:	
					E3577168 58040		96,871.95	1099:	
					F3739018 58040		117,594.98	1099:	
					G3739018 58040		86,017.03	1099:	
9	00000 NYS & LOCAL EMPL 152718 20049PFRS-2017		153448	16DEC1	2,960,169.00	.00	.00	12082017	
CASH A	2016/12	INV 11/30/2016	SEP-CHK: Y	DISC: .00	A3749018 58020		2,960,169.00	1099:	
ACCT 1201	DEPT 2000	DUE 12/06/2016	DESC:2017 ANNUAL INVOICE						
110 STATE STREET ALBANY NY 12244-0001									

2 APPROVED PAID INVOICES

TOTAL

4,604,854.00

2 INVOICE(S)

REPORT POST TOTAL

4,604,854.00

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ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
2016 12	A3011478 A	-30-1-1431-8-58040 -	OTHER EMPLOYEES	6,578.74	-1,658.65
	A3719018 A	-37-1-9010-8-58040 -	OTHER EMPLOYEES	134,864.17	-34,002.37
	A3729018 A	-37-2-9010-8-58040 -	OTHER EMPLOYEES	101,806.00	-25,667.64
	A3739018 A	-37-3-9010-8-58040 -	OTHER EMPLOYEES	629,256.47	-158,650.05
	A3749018 A	-37-4-9010-8-58020 -	POLICE & FIRE R	2,960,169.00	-628,754.25
	A3749018 A	-37-4-9010-8-58040 -	OTHER EMPLOYEES	252,623.62	-63,692.24
	A3759018 A	-37-5-9010-8-58040 -	OTHER EMPLOYEES	79,602.75	-20,069.69
	A3769018 A	-37-6-9010-8-58040 -	OTHER EMPLOYEES	57,235.04	-14,313.40
	A3769018 A	-37-6-9010-8-58040 -3000	OTHER EMPLOYEES	82,234.25	-17,984.50
	E3577168 E	-35-7-7160-8-58040 -	OTHER EMPLOYEES	96,871.95	5,938.17
	F3739018 F	-37-3-9010-8-58040 -	OTHER EMPLOYEES	117,594.98	-25,717.84
	G3739018 G	-37-3-9010-8-58040 -	OTHER EMPLOYEES	86,017.03	-12,679.12
REPORT TOTALS				4,604,854.00	

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YEAR PER SRC ACCOUNT	JNL	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2016 12	8										
API A3719018-58040			12/06/2016	CK 1208201	000009		152717	OTHER EMPLOYEES RETIREMENT SYS 2017 ANNUAL INVOICE	Y	134,864.17	
API A3011478-58040			12/06/2016	CK 1208201	000009		152717	OTHER EMPLOYEES RETIREMENT SYS 2017 ANNUAL INVOICE	Y	6,578.74	
API A3729018-58040			12/06/2016	CK 1208201	000009		152717	OTHER EMPLOYEES RETIREMENT SYS 2017 ANNUAL INVOICE	Y	101,806.00	
API A3739018-58040			12/06/2016	CK 1208201	000009		152717	OTHER EMPLOYEES RETIREMENT SYS 2017 ANNUAL INVOICE	Y	629,256.47	
API A3749018-58040			12/06/2016	CK 1208201	000009		152717	OTHER EMPLOYEES RETIREMENT SYS 2017 ANNUAL INVOICE	Y	252,623.62	
API A3759018-58040			12/06/2016	CK 1208201	000009		152717	OTHER EMPLOYEES RETIREMENT SYS 2017 ANNUAL INVOICE	Y	79,602.75	
API A3769018-58040			12/06/2016	CK 1208201	000009		152717	OTHER EMPLOYEES RETIREMENT SYS 2017 ANNUAL INVOICE	Y	57,235.04	
API A3769018-58040-3000			12/06/2016	CK 1208201	000009		152717	OTHER EMPLOYEES RETIREMENT SYS 2017 ANNUAL INVOICE	Y	82,234.25	
API E3577168-58040			12/06/2016	CK 1208201	000009		152717	OTHER EMPLOYEES RETIREMENT SYS 2017 ANNUAL INVOICE		96,871.95	
API F3739018-58040			12/06/2016	CK 1208201	000009		152717	OTHER EMPLOYEES RETIREMENT SYS 2017 ANNUAL INVOICE	Y	117,594.98	
API G3739018-58040			12/06/2016	CK 1208201	000009		152717	OTHER EMPLOYEES RETIREMENT SYS 2017 ANNUAL INVOICE	Y	86,017.03	
API A3749018-58020			12/06/2016	CK 1208201	000009		152718	POLICE & FIRE RETIREMENT SYSTE 2017 ANNUAL INVOICE	Y	2,960,169.00	
GENERAL LEDGER TOTAL										4,604,854.00	.00
API A-2600			12/06/2016	W 16DEC1	B 2567			ACCOUNTS PAYABLE			4,304,370.04
API E-2600			12/06/2016	W 16DEC1	B 2567			ACCOUNTS PAYABLE			96,871.95
API F-2600			12/06/2016	W 16DEC1	B 2567			ACCOUNTS PAYABLE			117,594.98
API G-2600			12/06/2016	W 16DEC1	B 2567			ACCOUNTS PAYABLE			86,017.03
SYSTEM GENERATED ENTRIES TOTAL										.00	4,604,854.00
JOURNAL 2016/12/8 TOTAL										4,604,854.00	4,604,854.00
2016 12	8										
API A-1522			12/06/2016	W 16DEC1	B 2567			EXPENDITURES		4,304,370.04	
API E-1522			12/06/2016	W 16DEC1	B 2567			EXPENDITURES		96,871.95	

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YEAR PER	JNL						ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC ACCOUNT							LINE DESC				
EFF DATE	JNL	DESC	REF 1	REF 2	REF 3						
API F-1522							EXPENDITURES			117,594.98	
12/06/2016	W	16DEC1	B	2567							
API G-1522							EXPENDITURES			86,017.03	
12/06/2016	W	16DEC1	B	2567							

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FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
A GENERAL FUND	2016 12	8	12/06/2016			
A-1522				EXPENDITURES	4,304,370.04	
A-2600				ACCOUNTS PAYABLE		4,304,370.04
				FUND TOTAL	4,304,370.04	4,304,370.04
E CITY CENTER AUTHORITY	2016 12	8	12/06/2016			
E-1522				EXPENDITURES	96,871.95	
E-2600				ACCOUNTS PAYABLE		96,871.95
				FUND TOTAL	96,871.95	96,871.95
F WATER FUND	2016 12	8	12/06/2016			
F-1522				EXPENDITURES	117,594.98	
F-2600				ACCOUNTS PAYABLE		117,594.98
				FUND TOTAL	117,594.98	117,594.98
G SEWER FUND	2016 12	8	12/06/2016			
G-1522				EXPENDITURES	86,017.03	
G-2600				ACCOUNTS PAYABLE		86,017.03
				FUND TOTAL	86,017.03	86,017.03

** END OF REPORT - Generated by Stefanie Richards **

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PURCHASE ORDER LIQUIDATION/RECEIVING REPORT

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PO	LN	VENDOR	QUANTITY ORDERED	PREVIOUS RECVD/CANC	CURRENT RECEIVED	REMAINING PO QTY	STA CD	DESCRIPTION
	150044	001 WOLBERG ELECTRICAL S	1.00	0.00	0.00	1.00	9	AS FOLLOWS
	150797	001 ANDREWS TECHNOLOGY,H	1.00	0.00	1.00	0.00	0	PER BID 2015-27 TIME AND ATTENDANCE
	150862	001 FITZGERALD MORRIS BA	1.00	0.00	0.00	1.00	9	WEIBEL AVE LANDFILL LITIGATION ADDEN
	150866	001 CREIGHTON MANNING EN	1.00	0.00	0.00	1.00	9	PEDESTRIAN SAFETY DESIGN & ENGINEERI
	160007	001 FIBER TECHNOLOGIES N	1.00	0.00	1.00	0.00	0	MONTHLY FIBER LEASE CHARGE FOR 2016
	160008	001 CASELLA WASTE SERVIC	1.00	0.00	0.00	1.00	8	AS PER BID 2014-27 TIPPING AND TRAN
		001 CASELLA WASTE SERVIC	1.00	0.00	0.00	1.00		AS PER BID 2014-27 TIPPING AND TRAN
	160028	001 MOHAWK ARMY & NAVY	1.00	0.00	1.00	0.00	0	DAVID KOWNACK BOOTS POLICY NOT TO
	160034	001 MOHAWK ARMY & NAVY	1.00	0.00	1.00	0.00	0	DAVID ERNST BOOTS POLICY NOT TO EX
	160039	001 MOHAWK ARMY & NAVY	1.00	0.00	1.00	0.00	0	RALF WHITE BOOTS POLICY NOT TO EXC
	160072	001 MOHAWK ARMY & NAVY	1.00	0.00	1.00	0.00	0	CLAYTON KANE BOOTS POLICY NOT TO E
	160078	001 MOHAWK ARMY & NAVY	1.00	0.00	1.00	0.00	0	JAMES HEENEY BOOTS POLICY NOT TO E
	160079	001 MOHAWK ARMY & NAVY	1.00	0.00	1.00	0.00	0	MARK BENSON BOOTS POLICY NOT TO EX
	160130	001 PITTSFIELD COMMUNICA	12.00	0.00	0.00	12.00	8	ANNUAL SERVICE ON RADIOS CCA 1/19/
	160137	001 THE LAW OFFICE OF DA	1.00	0.00	0.00	1.00	0	2016 LEGAL SERVICES
	160151	001 GALLS INC	1.00	0.00	1.00	0.00	0	ITEM #BP166 BRITTANY KOLOMIETS QUOTE
	160154	001 GALLS INC	1.00	0.00	1.00	0.00	0	ITEM #BP166 ADAM FRENCH QUOTE DTAED
	160173	001 GALLS INC	1.00	0.00	1.00	0.00	0	BP166 PER QUOTE DATED 2/3/16 MEGAN H
	160177	001 GALLS INC	1.00	0.00	1.00	0.00	0	BP166 PER QUOTE DATED 2/3/16 GLENN B
	160186	001 GALLS INC	1.00	0.00	1.00	0.00	0	BP166 PER QUOTE DATED 2/3/16 CAITLIN
	160209	001 FITZGERALD MORRIS BA	1.00	0.00	0.00	1.00	8	ARTICLE 7 LEGAL SERVICE
	160210	001 TOWNE, RYAN & PARTNE	1.00	0.00	0.00	1.00	8	ARTICLE 7 LEGAL SERVICES
	160218	001 VANDER MOLEN INC.	1.00	0.00	0.00	1.00	8	MAINTENANCE AND REPAIR TO FIRE VEHIC
	160228	001 MULTIMED BILLING SER	1.00	0.00	0.00	1.00	8	2016 AMUBLANCE BILLING SERVICE CCA 2
	160236	001 TOSHIBA BUSINESS SOL	1.00	0.00	0.00	1.00	0	AIMS MAINTENACE CONTRACT MA-1.0.0
	160243	001 SENIOR CITIZEN CENTE	1.00	0.00	0.00	1.00	8	2016 BUDGET

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PO	LN	VENDOR	QUANTITY ORDERED	PREVIOUS RECVD/CANC	CURRENT RECEIVED	REMAINING PO QTY	STA CD	DESCRIPTION
160253	001	US SECURITY ASSOCIAT	1.00	0.00	0.00	1.00	8	2016 SECURITY SERVICES
160373	001	STONE INDUSTRIES	1.00	0.00	0.00	1.00	8	VARIOUS PORTA JOHNS RACINO, NORTHSI
160410	001	ALLERDICE DOOR, GLASS	1.00	0.00	1.00	0.00	0	MATERIALS AND LABOR FOR MEN'S AND W
160443	001	SYNERGY PROMOTIONS I	5.00	0.00	5.00	0.00	0	ITEM #9-DPW LONG SLEEVE SIZE L JEFF
160444	001	SYNERGY PROMOTIONS I	5.00	0.00	5.00	0.00	0	ITEM #9-DPW LONG SLEEVE SIZE L DAVI
160445	001	SYNERGY PROMOTIONS I	5.00	0.00	5.00	0.00	0	ITEM #9-DPW LONG SLEEVE SIZE XXL ST
160446	001	SYNERGY PROMOTIONS I	5.00	0.00	5.00	0.00	0	ITEM #9-DPW LONG SLEEVE SIZE L CRAN
160447	001	SYNERGY PROMOTIONS I	5.00	0.00	5.00	0.00	0	ITEM #9-DPW LONG SLEEVE SIZE XXL
160448	001	SYNERGY PROMOTIONS I	5.00	0.00	5.00	0.00	0	ITEM #9-DPW LONG SLEEVE SIZE XXXXL
160449	001	SYNERGY PROMOTIONS I	5.00	0.00	5.00	0.00	0	ITEM #9-DPW LONG SLEEVE SIZE XXL JO
160450	001	SYNERGY PROMOTIONS I	5.00	0.00	5.00	0.00	0	ITEM #9-DPW LONG SLEEVE SIZE XL KEV
160451	001	SYNERGY PROMOTIONS I	5.00	0.00	5.00	0.00	0	ITEM #9-DPW LONG SLEEVE SIZE L PHIL
160509	001	SMITH WELL DRILLING,	1.00	0.00	1.00	0.00	0	GEYSER CREST WELL REHABILITATION PE
160511	001	FERGUSON WATERWORKS	1.00	0.00	0.00	1.00	8	EXXTENSION OF BID 2015-03 CCA 4/19/
160611	001	MILLER, MANNIX , SCH	1.00	0.00	0.00	1.00	8	LEGAL SERVICES LAND USE BOARDS 1/1/1
160661	001	FORT MILLER FAB3 COR	1.00	0.00	0.00	1.00	8	EXTENSION OF IFB 2015-20 CCA 5/17/16
160662	001	HOLLAND CO INC	1.00	1.00	0.00	0.00	8	POLYALUMINUM CHLORIDE EXTENSION OF
160663	001	SURPASS CHEMICAL COM	1.00	0.00	0.00	1.00	8	SODIUM HYPOCHLORITE PER GALLON AND P
	001	SURPASS CHEMICAL COM	1.00	0.00	0.00	1.00		SODIUM HYPOCHLORITE PER GALLON AND P
	001	SURPASS CHEMICAL COM	1.00	0.00	0.00	1.00		SODIUM HYPOCHLORITE PER GALLON AND P
160669	001	MLB CONSTRUCTION SER	1.00	0.00	1.00	0.00	0	RESTROOM RENOVATIONS PER BID MAY 10,
160689	001	GALLS INC	1.00	0.00	0.00	1.00	8	AS FOLLOWS:
160724	001	METRO FORD SALES	1.00	0.00	1.00	0.00	0	2017 FORD F250 XL PER MINI BID 1606
160732	001	ALPINE ENVIRONMENTAL	1.00	0.00	1.00	0.00	0	FINANCE OFFICE RENOVATIONS ASBESTOS
160752	001	THE JONES FIRM	1.00	0.00	0.00	1.00	8	ADDITIONAL AMOUNT FOR PO 150096 AS
160753	001	WEHRAN LFG SERVICES,	1.00	0.00	0.00	1.00	8	LANDFILL GAS OPERATIONS MONITORING A

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PO	LN	VENDOR	QUANTITY ORDERED	PREVIOUS RECVD/CANC	CURRENT RECEIVED	REMAINING PO QTY	STA CD	DESCRIPTION
	160757	001 BETTE CRING CONSTRUC	1.00	0.00	0.00	1.00	8	ARCHITECTURAL/ENGINEERING FOR CITY C
	160758	001 STOCK STUDIOS PHOTOG	1.00	0.00	1.00	0.00	0	PHOTOS PER QUOTE 497
	160761	001 B LANN EQUIPMENT CO	1.00	0.00	0.00	1.00	8	BUILDING/EXTINGUISHER DEFICIENCIES PC
	160785	001 ALPINE ENVIRONMENTAL	1.00	0.00	1.00	0.00	0	ASBESTOS TESTING- MUSIC HALL CEILING
	160811	001 CARBONE AUTO GROUP	1.00	0.00	1.00	0.00	0	2017 FORD INTERCEPTOR SUV, STOP DWI
	160818	001 NATIONAL LAWN CARE	1.00	0.00	1.00	0.00	0	WEST SIDE BATHROOM RENOVATIONS
	160830	001 ORKIN EXTERMINATING	1.00	0.00	0.00	1.00	8	CITY HALL PEST/ BIRD PEST MANAGEMENT
	160833	001 RESTORE MASONRY, INC	1.00	0.00	0.00	1.00	8	PER ESTIMATE 323 AS FOLLOWS:
	160837	001 AMCHAR WHOLESALE INC	1.00	0.00	1.00	0.00	0	AS FOLLOWS:
	160844	001 THE ESCALATOR CLEANI	1.00	0.00	1.00	0.00	0	CLEANING OF ESCALATOR AND WALK OFFS
	160846	001 SARATOGA AUTO SUPPLY	1.00	0.00	1.00	0.00	0	ATLAS COPCO COMPRESSOR NAC82378VBTF
	160851	001 GENERAL CODE PUBLISH	1.00	0.00	1.00	0.00	0	AS FOLLOWS:
	160868	001 FITZGERALD MORRIS BA	1.00	0.00	0.00	1.00	8	EMINENET DOMAIN MATTER 100 GEYSER RO
	160870	001 W S DARLEY & COMPANY	1.00	1.00	0.00	0.00	0	AS FOLLOWS:
		001 W S DARLEY & COMPANY	1.00	0.00	1.00	0.00		AS FOLLOWS:
	160872	001 ATLANTIC TACTICAL	1.00	0.00	1.00	0.00	0	PER QUOTE #SQ80480028 SHOTGUN ATTAC
	160875	001 PORT SUPPLY	6.00	0.00	6.00	0.00	0	BATT-AGM DUAL PURP UN2800 PER QUOTE
	160878	001 GALLS INC	1.00	0.00	0.00	1.00	8	PER QUOTE DATED 10/12/16 AS FOLLOWS
	160879	001 PAYROLL FORMS COM	1.00	0.00	1.00	0.00	0	QUANTITY 350 FORM 7: SAT-FRI-- WEEKL
	160883	001 ESQUIRE APPRAISALS,	1.00	0.00	1.00	0.00	0	CAROUSEL APPRAISAL PER QUOTE NOT
	160886	001 MOHAWK ARMY & NAVY	1.00	0.00	1.00	0.00	0	MAGNUM POLICE BOOT, GORTEX/SIDE-ZIP
	160888	001 A A HADEKA STONE COR	70.00	0.00	70.00	0.00	0	PER TON RED DIAMOND BBC1 INFIELD MI
	160891	001 GENERAL TRAFFIC EQUI	1.00	0.00	1.00	0.00	8	AS FOLLOWS:
	160892	001 S & J ENTERPRISES	1.00	0.00	1.00	0.00	0	AS FOLLOWS:
	160896	001 GALLS INC	1.00	1.00	0.00	0.00	0	AS FOLLOWS:
		001 GALLS INC	1.00	0.00	1.00	0.00		AS FOLLOWS:
	160898	001 WOLFE SECURITY	1.00	0.00	1.00	0.00	0	NORTON 1601 DOOR CLOSER AND INSTALL

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PO	LN	VENDOR	QUANTITY ORDERED	PREVIOUS RECVD/CANC	CURRENT RECEIVED	REMAINING PO QTY	STA CD	DESCRIPTION
160899	001	AMERICAN ROCK SALT C	1300.00	0.00	0.00	1300.00	8	COARSE ROCK SALT PER TON 16-PWS-10
160900	001	3M CO TDS4744	1.00	0.00	1.00	0.00	0	AS FOLLOWS:
160903	001	GALLS INC	1.00	0.00	0.00	1.00	8	PER QUOTE 6979954
	001	GALLS INC	1.00	0.00	0.00	1.00		PER QUOTE 6979954
160905	001	WALTONS SPORT SHOP	1.00	1.00	0.00	0.00	0	AS FOLLOWS:
	001	WALTONS SPORT SHOP	1.00	0.00	1.00	0.00		AS FOLLOWS:
160908	001	RILEIGHS OUTDOOR DEC	40.00	0.00	40.00	0.00	0	STEEL FRAME 24" VINYL BOWS
160909	001	NYNE EQUIPMENT, INC	1.00	0.00	1.00	0.00	0	PART/BELT 2 PLY 30" x 5
160912	001	HONEYWELL LAW FIRM,	1.00	0.00	0.00	1.00	8	ADDENDUM #1 TO CONTRACT FROM 1/5/16
160913	001	TASER INTERNATIONAL	1.00	0.00	1.00	0.00	0	TASER HOLSTER FOR VANWAGNER K-9 OFFI
160920	001	WITMER ASSOCIATES IN	1.00	0.00	0.00	1.00	8	AS FOLLOWS:
	001	WITMER ASSOCIATES IN	1.00	0.00	0.00	1.00		AS FOLLOWS:
160922	001	LINSTAR INC	1.00	0.00	1.00	0.00	0	AS FOLLOWS:
160924	001	GALLS INC	1.00	0.00	1.00	0.00	0	PER QUOTE 6998844
160926	001	GALLS INC	1.00	0.00	1.00	0.00	0	PER QUOTE 6951709

207	00000	A A	HADEKA STONE	152719 25567	160888	153449	16DEC2	4,200.00	.00	.00	
CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00 A3567142 52510 4,200.00 1099:											
ACCT 1200 DEPT 6000 DUE 12/06/2016 DESC:SARATO											
P O BOX 108 HAMPTON NY 12837											
210	00001	A H	HARRIS & SON	152720 3623764-00		153450	16DEC2	1,429.20	.00	.00	
CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00 A3335014 54180 1,429.20 1099:											
ACCT 1200 DEPT 3000 DUE 12/06/2016 DESC:268900											
P O BOX 418827 BOSTON MA 02241-8827											
4140	00000	ACCURATE	PEST CO	152721 94235		153451	16DEC2	60.00	.00	.00	
CASH A 2016/12 INV 11/30/2016 SEP-CHK: Y DISC: .00 E3577164 54720 60.00 1099:											
ACCT 1200 DEPT 7000 DUE 12/06/2016 DESC:1418											
1161 CURRY ROAD SCHENECTADY NY 12306											
5045	00000	ADIRONDACK	SIGN	152722 14917		153452	16DEC2	25.00	.00	.00	
CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00 A3031654 54180 25.00 1099:											
ACCT 1200 DEPT 3000 DUE 12/06/2016 DESC:10/13/16											
72 BALLSTON AVENUE SARATOGA SPRINGS NY 12866											
5045	00000	ADIRONDACK	SIGN	152723 15036		153453	16DEC2	90.00	.00	.00	
CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00 A3143624 54110 90.00 1099:											
ACCT 1200 DEPT 4000 DUE 12/06/2016 DESC:11/8/16											
72 BALLSTON AVENUE SARATOGA SPRINGS NY 12866											
2785	00001	ADIRONDACK	TIRE	152724 0759504		153454	16DEC2	96.95	.00	.00	
CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00 A3335014 54510 96.95 1099:											
ACCT 1200 DEPT 3000 DUE 12/06/2016 DESC:S1100											
240 WASHINGTON STREET SARATOGA SPRINGS NY 12866											
2785	00001	ADIRONDACK	TIRE	152725 0759741		153455	16DEC2	552.60	.00	.00	
CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00 A3143124 54510 552.60 1099:											
ACCT 1200 DEPT 4000 DUE 12/06/2016 DESC:S8575											
240 WASHINGTON STREET SARATOGA SPRINGS NY 12866											

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VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
2785	00001 ADIRONDACK TIRE	152726 0759406		153456	16DEC2	723.68	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3335014 54510		723.68	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:0759274							
240 WASHINGTON STREET	SARATOGA SPRINGS	NY 12866								
2785	00001 ADIRONDACK TIRE	152727 0759604		153457	16DEC2	872.84	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3335014 54510		872.84	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:S1100							
240 WASHINGTON STREET	SARATOGA SPRINGS	NY 12866								
24	00001 ADIRONDACK TRUST	152728 152728		153458	16DEC2	59,000.00	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: Y	DISC: .00		V3719716 56997		55,000.00	1099:	
ACCT 1200	DEPT 2000	DUE 12/06/2016	DESC:BOND PAYMENT			V3719717 57997		4,000.00	1099:	
473 BROADWAY	SARATOGA SPRINGS	NY 12866								
70	00000 ADVANTAGE PRESS	152730 40104		153460	16DEC2	710.00	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3143414 54110		710.00	1099:	
ACCT 1200	DEPT 4000	DUE 12/06/2016	DESC:11/16/16							
74 WARREN STREET	SARATOGA SPRINGS	NY 12866								
3099	00000 AIR CLEANING SYS	152731 14804		153461	16DEC2	229.00	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3143414 54510		229.00	1099:	
ACCT 1200	DEPT 4000	DUE 12/06/2016	DESC:SSFD							
8 SUNSET DRIVE	LATHAM NY	12110								
3561	00000 ALL AMERICAN CHR	152732 16-4273		153462	16DEC2	212.79	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3335014 54180		212.79	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:9/27/16							
384 BROYLES STREET	SPARTA TN	38583								
5044	00000 ALL SEASONS TEXT	152733 720344		153463	16DEC2	66.00	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: Y	DISC: .00		E3577164 54720		66.00	1099:	
ACCT 1200	DEPT 7000	DUE 12/06/2016	DESC:023980							
9 TAYLOR AVENUE P O BOX	222 CLINTON NY	13323								

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VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
6533	00000 CHRIS ALLEN	152734 152734		153464	16DEC2	110.20	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00			A3143124 54160	110.20	1099:	
ACCT 1200	DEPT 4000	DUE 12/06/2016	DESC:CLOTHING REIMB							
S S P D	SARATOGA SPRINGS NY	12866								
31	00001 ALLERDICE BUILDI	152735 1611-225136		153465	16DEC2	30.58	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00			F3638334 54330	30.58	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:271							
BLUE TARP	FINANCIAL PO BOX 105525	ATLANTA GA 30348-5525								
31	00001 ALLERDICE BUILDI	152736 183727		153466	16DEC2	35.56	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00			A3335014 54510	35.56	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:271							
BLUE TARP	FINANCIAL PO BOX 105525	ATLANTA GA 30348-5525								
31	00001 ALLERDICE BUILDI	152737 175958		153467	16DEC2	43.09	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00			A3335654 54610	43.09	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:271							
BLUE TARP	FINANCIAL PO BOX 105525	ATLANTA GA 30348-5525								
31	00001 ALLERDICE BUILDI	152738 220090		153468	16DEC2	59.62	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00			F3638314 54180	59.62	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:203538							
BLUE TARP	FINANCIAL PO BOX 105525	ATLANTA GA 30348-5525								
31	00001 ALLERDICE BUILDI	152739 152739		153469	16DEC2	62.86	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00			A3335014 54180	62.86	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:271							
BLUE TARP	FINANCIAL PO BOX 105525	ATLANTA GA 30348-5525								
31	00001 ALLERDICE BUILDI	152740 152740		153470	16DEC2	102.38	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00			A3031624 54180	28.79	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:271				A3335184 54750	9.90	1099:	
BLUE TARP	FINANCIAL PO BOX 105525	ATLANTA GA 30348-5525					A3537114 54180	19.17	1099:	
							A3537114 54180	8.99	1099:	
							G3638124 54180	33.83	1099:	

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VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
							G3638124	54180		1.70	1099:
31	00001 ALLERDICE BUILD	152741 152741		153471	16DEC2	120.97		.00	.00		
	CASH A	2016/12 INV 11/30/2016	SEP-CHK: N	DISC: .00			A3031654	54210		21.62	1099:
	ACCT 1200	DEPT 3000 DUE 12/06/2016	DESC:271				A3537114	54180		18.97	1099:
	BLUE TARP FINANCIAL PO BOX 105525 ATLANTA GA 30348-5525						A3537114	54180		39.96	1099:
							A3638184	54610		40.42	1099:
31	00001 ALLERDICE BUILD	152742 152742		153472	16DEC2	210.93		.00	.00		
	CASH A	2016/12 INV 11/30/2016	SEP-CHK: N	DISC: .00			A3335014	54180		210.93	1099:
	ACCT 1200	DEPT 3000 DUE 12/06/2016	DESC:271								
	BLUE TARP FINANCIAL PO BOX 105525 ATLANTA GA 30348-5525										
31	00001 ALLERDICE BUILD	152743 152743		153473	16DEC2	446.79		.00	.00		
	CASH A	2016/12 INV 11/30/2016	SEP-CHK: N	DISC: .00			A3537114	54180		446.79	1099:
	ACCT 1200	DEPT 3000 DUE 12/06/2016	DESC:271								
	BLUE TARP FINANCIAL PO BOX 105525 ATLANTA GA 30348-5525										
31	00001 ALLERDICE BUILD	152744 152744		153474	16DEC2	456.89		.00	.00		
	CASH A	2016/12 INV 11/30/2016	SEP-CHK: N	DISC: .00			A3031634	54610		27.99	1099:
	ACCT 1200	DEPT 3000 DUE 12/06/2016	DESC:271				A3031634	54610		2.69	1099:
	BLUE TARP FINANCIAL PO BOX 105525 ATLANTA GA 30348-5525						A3031634	54610		45.98	1099:
							A3031654	54180		31.38	1099:
							A3031654	54180		22.91	1099:
							A3031654	54180		22.27	1099:
							A3031654	54180		122.97	1099:
							A3031654	54180		149.99	1099:
							A3567144	54610 3000		30.71	1099:
31	00001 ALLERDICE BUILD	152745 152745		153475	16DEC2	820.21		.00	.00		
	CASH A	2016/12 INV 11/30/2016	SEP-CHK: N	DISC: .00			A3567144	54180 3000		24.29	1099:
	ACCT 1200	DEPT 3000 DUE 12/06/2016	DESC:271				A3567144	54330 3000		71.51	1099:
	BLUE TARP FINANCIAL PO BOX 105525 ATLANTA GA 30348-5525						A3567144	54610 3000		20.27	1099:
							A3567144	54610 3000		141.45	1099:
							A3567174	54610 3000		68.69	1099:
							A3567184	54610 3000		494.00	1099:

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VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
4245	00001 ALPINE ENVIRONME	152752 16-19521-A	160785	153482	16DEC2	600.00	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		H3031492	52000	1141	600.00	1099:
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:11/2/16							
438	NEW KARNER ROAD	ALBANY NY 12205								
4245	00001 ALPINE ENVIRONME	152754 16-19427-A	160732	153484	16DEC2	1,500.00	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		H3031492	52000	1141	1,500.00	1099:
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:11/1/16							
438	NEW KARNER ROAD	ALBANY NY 12205								
47	00002 AMCHAR WHOLESALE	152755 00820870	160837	153487	16DEC2	1,293.10	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3143122	52620		1,293.10	1099:
ACCT 1200	DEPT 4000	DUE 12/06/2016	DESC:S41800							
PO BOX 1142	BUFFALO NY 14240									
2013	00002 AMERICAN ROCK SA	152756 0488507	160899	153488	16DEC2	16,161.26	.00	57,600.74		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3335124	54400		16,161.26	1099:
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:0488959							
P O BOX 536188	PITTSBURGH PA 15253-5903									
85	00001 ANIXTER INC	152758 549-348320		153490	16DEC2	510.00	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3021692	52230		510.00	1099:
ACCT 1200	DEPT 2000	DUE 12/06/2016	DESC:050356							
P O BOX 847428	DALLAS TX 75284-7428									
2220	00000 RICHARD ARPEI	152759 152759		153491	16DEC2	775.00	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3143124	54160		775.00	1099:
ACCT 1200	DEPT 4000	DUE 12/06/2016	DESC:CLOTHING REIMB							
SSPD	SARATOGA SPRINGS NY 12866									
5615	00000 ATLANTIC TACTICA	152760 SI80573739	160872	153492	16DEC2	707.82	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3143122	52620		707.82	1099:
ACCT 1200	DEPT 4000	DUE 12/06/2016	DESC:10/28/16							
763	CORPORATE CIRCLE	NEW CUMBERLAND PA 17070								

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VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
86	00000 B LANN EQUIPMENT	152761 1900770943		153493	16DEC2	239.90	.00	.00		
	CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 3000 DUE 12/06/2016 DESC:12640 P O BOX 997 TROY NY 12180-0997						A3537114 54160		239.90	1099:
86	00000 B LANN EQUIPMENT	152762 1900770942		153494	16DEC2	239.90	.00	.00		
	CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 3000 DUE 12/06/2016 DESC:12640 P O BOX 997 TROY NY 12180-0997						A3031634 54610		239.90	1099:
86	00000 B LANN EQUIPMENT	152764 152764	160761	153496	16DEC2	770.14	.00	637.36		
	CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 3000 DUE 12/06/2016 DESC:FIRE EXTINGUISHERS CARE P O BOX 997 TROY NY 12180-0997						A3031634 54610 A3031654 54610 A3567144 54610 3000		184.89 263.25 322.00	1099: 1099: 1099:
7337	00000 SUSAN BAKER	152765 152765		153497	16DEC2	65.00	.00	.00		
	CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 7000 DUE 12/06/2016 DESC:MPI FALL FOCUS						E3577164 54201		65.00	1099:
3731	00000 GLENN BARRETT	152766 152766		153498	16DEC2	545.00	.00	.00		
	CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 4000 DUE 12/06/2016 DESC:CLOTHING REIMB S S P D SARATOGA SPRINGS NY 12866						A3143124 54160		545.00	1099:
6832	00000 BETTE CRING CONS	152767 5	160757	153499	16DEC2	67,913.75	.00	46,600.92		
	CASH A 2016/12 INV 11/30/2016 SEP-CHK: Y DISC: .00 ACCT 1200 DEPT 7000 DUE 12/06/2016 DESC:10/10/16 22 CENTURY HILL DRIVE SUITE 201 LATHAM NY 12110						E3577184 54723		67,913.75	1099:
7426	00000 BPI MECHANICAL S	152768 2986		153500	16DEC2	859.63	.00	.00		
	CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 3000 DUE 12/06/2016 DESC:2985 95 HUDSON RIVER ROAD WATERFORD NY 12188						A3537114 54610		859.63	1099:

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				DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
417	00001	CASELLA WASTE SE	152778	160008 153510	16DEC2		2,122.50		.00		38,236.00		
				152778									
CASH A	2016/12	INV	11/30/2016	SEP-CHK: N	DISC: .00			A3638184	54521		1,582.50	1099:	
ACCT 1200	DEPT 3000	DUE	12/06/2016	DESC:28-34321	0			A3638184	54700		540.00	1099:	
P.O. BOX 1372 WILLISTON VT 05495-1372													
5598	00001	CDPHP UNIVERSAL	152779	153511	16DEC2		17,760.00		.00		.00		
				163180001436									
CASH A	2016/12	INV	11/30/2016	SEP-CHK: Y	DISC: .00			E3577168	58010		17,760.00	1099:	
ACCT 1200	DEPT 7000	DUE	12/06/2016	DESC:10013542									
P.O. BOX 5251 BINGHAMTON NY 13902-5251													
2948	00001	CDW GOVERNMENT I	152780	153512	16DEC2		28.87		.00		.00		
				FXM3341									
CASH A	2016/12	INV	11/30/2016	SEP-CHK: N	DISC: .00			A3143124	54110		28.87	1099:	
ACCT 1200	DEPT 4000	DUE	12/06/2016	DESC:6731216									
75 REMITTANCE DRIVE STE.1515 CHICAGO IL 60675-1515													
2948	00001	CDW GOVERNMENT I	152781	153513	16DEC2		113.30		.00		.00		
				FWJ9451									
CASH A	2016/12	INV	11/30/2016	SEP-CHK: N	DISC: .00			A3031494	54110		113.30	1099:	
ACCT 1200	DEPT 3000	DUE	12/06/2016	DESC:6731216									
75 REMITTANCE DRIVE STE.1515 CHICAGO IL 60675-1515													
2948	00001	CDW GOVERNMENT I	152782	153514	16DEC2		679.80		.00		.00		
				FTL7783									
CASH A	2016/12	INV	11/30/2016	SEP-CHK: N	DISC: .00			A3143012	52200		679.80	1099:	
ACCT 1200	DEPT 4000	DUE	12/06/2016	DESC:6731216									
75 REMITTANCE DRIVE STE.1515 CHICAGO IL 60675-1515													
96	00001	PAYROLL FORMS CO	152783	153515	16DEC2		102.45		.00		.00		
				9195									
CASH A	2016/12	INV	11/30/2016	SEP-CHK: N	DISC: .00			A3031494	54110		102.45	1099:	
ACCT 1200	DEPT 3000	DUE	12/06/2016	DESC:11/10/16									
15410 SW SPARROW LOOP #104 BEAVERTON OR 97007													
96	00000	CHARTER HOUSE LL	152784	160879 153516	16DEC2		157.11		.00		.00		
				9118									
CASH A	2016/12	INV	11/30/2016	SEP-CHK: N	DISC: .00			A3143014	54110		157.11	1099:	
ACCT 1200	DEPT 4000	DUE	12/06/2016	DESC:10/20/16									
8101 SE 138 DR PORTLAND OR 97236-7200													

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VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
1935	00000 CHEMUNG SUPPLY C	152785 7661571 RI		153517	16DEC2	300.00	.00	.00		
CASH A	2016/12 INV 11/30/2016	SEP-CHK: N	DISC: .00							
ACCT 1200	DEPT 3000 DUE 12/06/2016	DESC:101477				A3335014 54510		150.00	1099:	
P O BOX 527	ELMIRA NY 14902					A3335124 54510		150.00	1099:	
939	00001 CHIEF SUPPLY COR	152786 323847		153518	16DEC2	467.00	.00	.00		
CASH A	2016/12 INV 11/30/2016	SEP-CHK: N	DISC: .00							
ACCT 1200	DEPT 4000 DUE 12/06/2016	DESC:323847				A3143414 54160		467.00	1099:	
P O BOX 602763	CHARLOTTE NC 28260-2763									
138	00000 CITY CENTER AUTH	152787 152787		153519	16DEC2	33,510.90	.00	.00		
CASH A	2016/12 INV 11/30/2016	SEP-CHK: Y	DISC: .00							
ACCT 1200	DEPT 2000 DUE 12/06/2016	DESC:12/1/16 INSTALLMENT				A3929999 59901		33,510.90	1099:	
522 BROADWAY	SARATOGA SPRINGS NY 12866									
3814	00000 CLARE'S EMBROIDE	152788 0848		153520	16DEC2	112.00	.00	.00		
CASH A	2016/12 INV 11/30/2016	SEP-CHK: N	DISC: .00							
ACCT 1200	DEPT 4000 DUE 12/06/2016	DESC:11/10/16				A3143124 54160		112.00	1099:	
1 S FEDERAL ST, SUITE 1	SARATOGA SPRINGS NY 12866									
3814	00000 CLARE'S EMBROIDE	152789 0836		153521	16DEC2	160.00	.00	.00		
CASH A	2016/12 INV 11/30/2016	SEP-CHK: N	DISC: .00							
ACCT 1200	DEPT 4000 DUE 12/06/2016	DESC:11/3/16				A3143324 54160		160.00	1099:	
1 S FEDERAL ST, SUITE 1	SARATOGA SPRINGS NY 12866									
149	00001 CNA ENVIRONMENTA	152790 C020496		153522	16DEC2	222.00	.00	.00		
CASH A	2016/12 INV 11/30/2016	SEP-CHK: N	DISC: .00							
ACCT 1200	DEPT 3000 DUE 12/06/2016	DESC:10/6/16				A3638144 54180		222.00	1099:	
27 KENT STREET STE. 102	BALLSTON SPA NY 12020									
7495	00000 RYAN COATE	152791 152791		153523	16DEC2	353.74	.00	.00		
CASH A	2016/12 INV 11/30/2016	SEP-CHK: Y	DISC: .00							
ACCT 1200	DEPT 7000 DUE 12/06/2016	DESC:TRAVEL				E3577164 54792		353.74	1099:	

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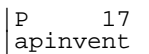
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VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
3203	00001 CRYSTAL ROCK LLC	152799 152799		153531	16DEC2	7.98	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3011474	54110	7.98	1099:	
ACCT 1200	DEPT 1000	DUE 12/06/2016	DESC:51284314							
P O BOX 10028	WATERBURY CT 06725-0028									
3203	00001 CRYSTAL ROCK LLC	152800 152800		153532	16DEC2	19.95	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: Y	DISC: .00		E3577164	54792	19.95	1099:	
ACCT 1200	DEPT 7000	DUE 12/06/2016	DESC:76010074							
P O BOX 10028	WATERBURY CT 06725-0028									
3203	00001 CRYSTAL ROCK LLC	152801 152801		153533	16DEC2	37.41	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3021314	54110	37.41	1099:	
ACCT 1200	DEPT 2000	DUE 12/06/2016	DESC:51284318							
P O BOX 10028	WATERBURY CT 06725-0028									
3203	00001 CRYSTAL ROCK LLC	152803 152803		153535	16DEC2	54.37	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3051414	54110	54.37	1099:	
ACCT 1200	DEPT 5000	DUE 12/06/2016	DESC:51284317							
P O BOX 10028	WATERBURY CT 06725-0028									
3203	00001 CRYSTAL ROCK LLC	152804 152804		153536	16DEC2	78.81	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3031494	54110	8.98	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:51284311			A3031624	54180	43.90	1099:	
P O BOX 10028	WATERBURY CT 06725-0028					A3031654	54180	16.95	1099:	
						A3537114	54180	8.98	1099:	

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NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
4899	00000 FITZGERALD MORRI	152834 64111	160868	153567	16DEC2	3,385.50	.00	6,849.48		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00			A3011424 54720	3,385.50	1099:7	
ACCT 1200	DEPT 1000	DUE 12/06/2016	DESC: EMINENT DOMAIN							
16 PEARL STREET P.O. BOX 2017	GLENS FALLS NY 12801									
5148	00000 PAUL A FREDERICK	152835 152835		153568	16DEC2	2,480.00	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00			Y3618664 54951 366	2,480.00	1099:7	
ACCT 1200	DEPT 1000	DUE 12/06/2016	DESC: JUL-NOV 2016							
2825 STATE HWY 10	JOHNSTOWN NY 12095									
7279	00000 FORT MILLER FAB3	152836 129948	160661	153569	16DEC2	615.00	.00	609.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00			G3638114 54180	615.00	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC: 5528							
PO BOX 98	SCHUYLERVILLE NY 12871									
6556	00000 ADAM FRENCH	152837 152837		153570	16DEC2	275.00	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00			A3143124 54160	275.00	1099:	
ACCT 1200	DEPT 4000	DUE 12/06/2016	DESC: CLOTHING REIMB							
S S P D	SARATOGA SPRINGS NY 12866									
7471	00000 JOHN BROWNELL &	152838 152838		153571	16DEC2	9,750.00	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00			Y3618664 54951 366	9,750.00	1099:	
ACCT 1200	DEPT 1000	DUE 12/06/2016	DESC: 2012 RES REHAB GRANT							
51 GRANITE STREET	SARATOGA SPRINGS NY 12866									
7264	00000 DINOSAW, INC.	152839 71342		153572	16DEC2	142.80	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00			A3567194 54510 3000	142.80	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC: 71973							
340 POWER AVENUE	HUDSON NY 12534									
2421	00000 G A BOVE & SONS	152840 152840		153573	16DEC2	158.67	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00			A3567194 54520 3000	35.36	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC: 1003133				A3567194 54520 3000	41.15	1099:	
76 RAILROAD STREET	MECHANICVILLE NY 12118						A3638194 54520	57.71	1099:	
							A3638194 54520	24.45	1099:	

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VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
198	00003 GALLS INC	152842 006401615	160903	153575	16DEC2	129.90	.00	191.96		
	CASH A 2016/12 INV 11/30/2016 ACCT 1200 DEPT 4000 DUE 12/06/2016 230 CENTRAL AVENUE ALBANY NY 12206			SEP-CHK: N DESC:1001581618	DISC: .00		A3143124 54160	129.90	1099:	
198	00003 GALLS INC	152843 0006357892	160151	153576	16DEC2	155.00	.00	.00		
	CASH A 2016/12 INV 11/30/2016 ACCT 1200 DEPT 4000 DUE 12/06/2016 230 CENTRAL AVENUE ALBANY NY 12206			SEP-CHK: N DESC:4790676	DISC: .00		A3143124 54160	155.00	1099:	
198	00003 GALLS INC	152844 006376783	160173	153577	16DEC2	155.00	.00	.00		
	CASH A 2016/12 INV 11/30/2016 ACCT 1200 DEPT 4000 DUE 12/06/2016 230 CENTRAL AVENUE ALBANY NY 12206			SEP-CHK: N DESC:4790676	DISC: .00		A3143124 54160	155.00	1099:	
198	00003 GALLS INC	152845 006391182	160177	153578	16DEC2	155.00	.00	.00		
	CASH A 2016/12 INV 11/30/2016 ACCT 1200 DEPT 4000 DUE 12/06/2016 230 CENTRAL AVENUE ALBANY NY 12206			SEP-CHK: N DESC:4790676	DISC: .00		A3143124 54160	155.00	1099:	
198	00003 GALLS INC	152846 006390923	160186	153579	16DEC2	155.00	.00	.00		
	CASH A 2016/12 INV 11/30/2016 ACCT 1200 DEPT 4000 DUE 12/06/2016 230 CENTRAL AVENUE ALBANY NY 12206			SEP-CHK: N DESC:4790676	DISC: .00		A3143124 54160	155.00	1099:	
198	00003 GALLS INC	152847 006356876	160689	153580	16DEC2	161.31	.00	7.88		
	CASH A 2016/12 INV 11/30/2016 ACCT 1200 DEPT 4000 DUE 12/06/2016 230 CENTRAL AVENUE ALBANY NY 12206			SEP-CHK: N DESC:4790676	DISC: .00		A3143124 54160	161.31	1099:	
198	00003 GALLS INC	152848 006297430	160154	153581	16DEC2	155.00	.00	.00		
	CASH A 2016/12 INV 11/30/2016 ACCT 1200 DEPT 4000 DUE 12/06/2016 230 CENTRAL AVENUE ALBANY NY 12206			SEP-CHK: N DESC:4790676	DISC: .00		A3143124 54160	155.00	1099:	

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VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
198	00003 GALLS INC	152849 006292712		153582	16DEC2	155.00	.00	.00		
	CASH A 2016/12 INV 11/30/2016 ACCT 1200 DEPT 4000 DUE 12/06/2016 230 CENTRAL AVENUE ALBANY NY 12206			SEP-CHK: N DESC:4790676	DISC: .00		A3143124 54160	155.00	1099:	
198	00003 GALLS INC	152850 006346341	160903	153583	16DEC2	374.74	.00	191.96		
	CASH A 2016/12 INV 11/30/2016 ACCT 1200 DEPT 4000 DUE 12/06/2016 230 CENTRAL AVENUE ALBANY NY 12206			SEP-CHK: N DESC:1001581618	DISC: .00		A3143124 54160	374.74	1099:	
198	00003 GALLS INC	152851 006371833	160896	153585	16DEC2	114.26	.00	.00		
	CASH A 2016/12 INV 11/30/2016 ACCT 1200 DEPT 4000 DUE 12/06/2016 230 CENTRAL AVENUE ALBANY NY 12206			SEP-CHK: N DESC:1001581618	DISC: .00		A3143124 54160	114.26	1099:	
198	00003 GALLS INC	152852 006302545	160896	153586	16DEC2	388.01	.00	.00		
	CASH A 2016/12 INV 11/30/2016 ACCT 1200 DEPT 4000 DUE 12/06/2016 230 CENTRAL AVENUE ALBANY NY 12206			SEP-CHK: N DESC:1001581618	DISC: .00		A3143124 54160	388.01	1099:	
198	00003 GALLS INC	152853 006401650	160926	153587	16DEC2	410.91	.00	.00		
	CASH A 2016/12 INV 11/30/2016 ACCT 1200 DEPT 4000 DUE 12/06/2016 230 CENTRAL AVENUE ALBANY NY 12206			SEP-CHK: N DESC:1001581618	DISC: .00		A3143124 54160	410.91	1099:	
198	00003 GALLS INC	152854 006363397	160924	153588	16DEC2	445.40	.00	.00		
	CASH A 2016/12 INV 11/30/2016 ACCT 1200 DEPT 4000 DUE 12/06/2016 230 CENTRAL AVENUE ALBANY NY 12206			SEP-CHK: N DESC:4790676	DISC: .00		A3143124 54160	445.40	1099:	
198	00003 GALLS INC	152855 006358160	160878	153589	16DEC2	530.00	.00	170.00		
	CASH A 2016/12 INV 11/30/2016 ACCT 1200 DEPT 4000 DUE 12/06/2016 230 CENTRAL AVENUE ALBANY NY 12206			SEP-CHK: N DESC:4790676	DISC: .00		A3143124 54160	530.00	1099:	

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VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
205	00001 HIRAM HOLLOW REG	152870 152870		153604	16DEC2	152.50	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3335014 54180		152.50	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:90-00047 2							
P.O. BOX 1372	WILLISTON VT 05495-1372									
202	00000 HOLLAND CO INC	152871 650	160662	153605	16DEC2	6,261.13	.00	238.87		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		F3638334 54141		6,261.13	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:984							
153 HOWLAND AVENUE	ADAMS MA 01220									
2439	00006 HOME DEPOT/MAINT	152872 152872		153606	16DEC2	587.45	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3567184 54610 3000		587.45	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:6035322504016258							
DEPT. 32-2504016258	PO BOX 78047 PHOENIX AZ 85062-8047									
2439	00006 HOME DEPOT/MAINT	152874 152874		153608	16DEC2	1,358.28	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3031624 54610		27.00	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:6035322504016258			A3031654 54610		39.00	1099:	
DEPT. 32-2504016258	PO BOX 78047 PHOENIX AZ 85062-8047					A3537114 54610		289.80	1099:	
						A3638184 54610		816.75	1099:	
						A3638184 54610		185.73	1099:	
2439	00006 HOME DEPOT/MAINT	152875 152875		153609	16DEC2	1,774.70	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3567184 54610 3000		1,774.70	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:6035322504016258							
DEPT. 32-2504016258	PO BOX 78047 PHOENIX AZ 85062-8047									
7080	00001 HONEYWELL LAW FI	152876 1106	160912	153610	16DEC2	2,592.00	.00	12,408.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3011424 54720		2,592.00	1099:	
ACCT 1200	DEPT 1000	DUE 12/06/2016	DESC:121.01							
111 WINNERS CIRCLE SUITE 200	ALBANY NY 12205									
6004	00000 INTERSTATE BATTE	152877 10097575		153611	16DEC2	238.65	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3335014 54510		79.65	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:1188			A3335124 54510		80.00	1099:	
2 INTERSTATE AVENUE	ALBANY NY 12205					A3335124 54510		79.00	1099:	

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VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
878	00000 J E M ENTERPRISE	152878 00022884		153612	16DEC2	1,266.90		.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		F3638332	52300		633.45	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:7/27/16			F3638334	54330		633.45	1099:	
228 SPRING AVENUE TROY NY 12180											
878	00000 J E M ENTERPRISE	152879 00022984		153613	16DEC2	1,418.90		.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		F3638332	52300		709.45	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:10/14/16			F3638334	54330		709.45	1099:	
228 SPRING AVENUE TROY NY 12180											
375	00001 VP SUPPLY CORP	152880 2769378		153614	16DEC2	108.53		.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3335014	54320		108.53	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:2771339								
PO BOX 23868 ROCHESTER NY 14692											
1980	00000 ROBERT JILLSON	152881 152881		153615	16DEC2	819.50		.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3143124	54971		819.50	1099:	
ACCT 1200	DEPT 4000	DUE 12/06/2016	DESC:TUTION REIMB								
SSPD SARATOGA SPRINGS NY 12866											
4706	00000 MARK LEFFLER	152882 152882		153616	16DEC2	124.99		.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3143124	54160		124.99	1099:	
ACCT 1200	DEPT 4000	DUE 12/06/2016	DESC:CLOTHING REIMB								
POLICE DEPARTMENT SARATOGA SPRINGS NY 12866											
5070	00000 LINSTAR INC	152883 77611	160922	153617	16DEC2	380.24		11.94	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3143014	54110		368.30	1099:	
ACCT 1200	DEPT 4000	DUE 12/06/2016	DESC:CSS040			A3143014	54110		11.94	1099:	
430 LAWRENCE BELL DRIVE BUFFALO NY 14221-7085											
7460	00000 JANINE LONGLEY	152884 152884		153618	16DEC2	91.98		.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3143324	54160		91.98	1099:	
ACCT 1200	DEPT 4000	DUE 12/06/2016	DESC:CLOTHING REIMB								
PAYROLL											

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VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
5786	00000 MANGINO BUICK GM	152885 49879		153619	16DEC2	314.36	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3031934 54775		314.36	1099:	
ACCT 1200	DEPT 5000	DUE 12/06/2016	DESC:11/9/16							
1484	SARATOGA ROAD P.O. BOX 562	BALLSTON SPA NY 12020								
270	00000 MAHONEY NOTIFY P	152886 0243590-IN		153620	16DEC2	271.00	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3567194 54720 3000		271.00	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:0243144-IN							
P O BOX 767 15	COOPER STREET	GLENS FALLS NY 12801								
282	00000 MASTERCARD	152887 152887		153621	16DEC2	45.65	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: Y	DISC: .00		E3577164 54201		45.65	1099:	
ACCT 1200	DEPT 7000	DUE 12/06/2016	DESC:5417755990033305							
P O BOX 30131	TAMPA FL	33630-3131								
282	00000 MASTERCARD	152888 152888		153622	16DEC2	104.98	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: Y	DISC: .00		E3577164 54201		15.56	1099:	
ACCT 1200	DEPT 7000	DUE 12/06/2016	DESC:5417755990033305			E3577164 54792		89.42	1099:	
P O BOX 30131	TAMPA FL	33630-3131								
3272	00000 MASTERMANS LLP	152889 1102136979		153623	16DEC2	655.20	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3335014 54510		655.20	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:96797							
P O BOX 411	AUBURN MA	01501-0411								
4407	00001 MUNICIPAL EMERGE	152890 IN1082643		153624	16DEC2	207.20	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3143412 52601		207.20	1099:	
ACCT 1200	DEPT 4000	DUE 12/06/2016	DESC:C35875							
DEPOSITORY ACCOUNT	75 REMITTANCE DR	STE.3135 CHICAGO IL 60675								
4676	00000 METRO FORD SALES	152891 N 56253	160724	153625	16DEC2	29,128.00	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3143412 52400		29,128.00	1099:	
ACCT 1200	DEPT 4000	DUE 12/06/2016	DESC:17T298							
3601	STATE STREET	SCHENECTADY NY 12304								

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VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
4204	00001 MILLER, MANNIX ,	152892 103, 66	160611	153626	16DEC2	2,692.00		.00	3,121.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00			A3618684	54720 8020	2,692.00	1099:7	
ACCT 1200	DEPT 1000	DUE 12/06/2016	DESC:62, 61								
HAFNER, LLC 15 NOTRE DAME STREET GLENS FALLS NY 12801											
6852	00000 MATTHEW MILLER	152893 152893		153627	16DEC2	59.18		.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00			A3143124	54160	59.18	1099:	
ACCT 1200	DEPT 4000	DUE 12/06/2016	DESC:CLOTHING REIMB								
SSPD SARATOGA SPRINGS NY 12866											
386	00001 SOUTHWORTH-MILTO	152894 INV0785926		153628	16DEC2	759.69		.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00			A3638564	54510	759.69	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:6017550								
P O BOX 3851 BOSTON MA 02241-3851											
6965	00000 MIRABITO ENERGY	152895 152895		153629	16DEC2	1,581.24		.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00			A3638194	54520	1,581.24	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:828642								
P.O. BOX 5306 BINGHAMTON NY 13902											
5797	00000 MLB CONSTRUCTION	152896 10797	160669	153630	16DEC2	106,690.00		.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: Y	DISC: .00			E3577184	54723	106,690.00	1099:	
ACCT 1200	DEPT 7000	DUE 12/06/2016	DESC:16-114								
ONE STONE BREAK ROAD MALTA NY 12020											
4678	00001 MOHAWK ARMY & NA	152897 3-027987	160886	153631	16DEC2	193.99		.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00			A3143124	54160	193.99	1099:	
ACCT 1200	DEPT 4000	DUE 12/06/2016	DESC:100063								
3057 RT. 50 #2 SARATOGA SPRINGS NY 12866											
4678	00001 MOHAWK ARMY & NA	152898 3-027958	160034	153632	16DEC2	199.99		.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00			A3031654	54160	199.99	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:100044								
3057 RT. 50 #2 SARATOGA SPRINGS NY 12866											

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NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
319	00001 NATIONAL GRID	152914 152914		153648	16DEC2	144.50	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3143314 54751		144.50	1099:	
ACCT 1200	DEPT 4000	DUE 12/06/2016	DESC:DPS							
P.O. BOX 4706	SYRACUSE NY 13221-4706									
319	00001 NATIONAL GRID	152915 152915		153649	16DEC2	154.24	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3143314 54751		154.24	1099:	
ACCT 1200	DEPT 4000	DUE 12/06/2016	DESC:DPS							
P.O. BOX 4706	SYRACUSE NY 13221-4706									
319	00001 NATIONAL GRID	152916 152916		153650	16DEC2	154.84	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3143314 54751		154.84	1099:	
ACCT 1200	DEPT 4000	DUE 12/06/2016	DESC:DPS							
P.O. BOX 4706	SYRACUSE NY 13221-4706									
6523	00001 NATIONAL INDUSTR	152917 2088443		153651	16DEC2	519.46	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3335014 54180		417.70	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:31569			F3638334 54180		101.76	1099:	
NYSPSP 136	STATE STREET ALBANY NY 12207									
4338	00000 NATIONAL LAWN CA	152918 2014-2193	160818	153652	16DEC2	10,310.00	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		H3567142 52000 1008		10,310.00	1099:	
ACCT 1200	DEPT 6000	DUE 12/06/2016	DESC:BATHROOM RENOVATIONS							
51 PARKHURST ROAD	GANSEVOORT NY 12831									
6731	00000 NEMER CDJR OF SA	152919 152919		153653	16DEC2	2,100.24	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3143124 54510		2,100.24	1099:	
ACCT 1200	DEPT 4000	DUE 12/06/2016	DESC:2356							
617 MAPLE AVE RT 9	SARATOGA SPRINGS NY 12866									
1572	00000 NORTHCO PRODUCTS	152920 29016		153654	16DEC2	77.71	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3011214 54110		25.91	1099:	
ACCT 1200	DEPT 1000	DUE 12/06/2016	DESC:11/4/16			A3031444 54110		25.90	1099:	
12 WALKER WAY	ALBANY NY 12205					A3618684 54110		25.90	1099:	

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NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
6455	00000 NORTHEAST COMMER	152922 156708		153656	16DEC2	911.52		.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		E3577164	54330		911.52	1099:	
ACCT 1200	DEPT 7000	DUE 12/06/2016	DESC:156709								
949	TROY-SCHENECTADY ROAD	LATHAM NY 12110									
446	00001 NYNE EQUIPMENT,I	152923 P15465	160909	153657	16DEC2	2,128.42		.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3638194	54510		2,128.42	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:CITYO001								
DBA VEMEER	NORTHEAST 1235	ROUTE 9 CASTLETON NY 12033									
19	00000 ORKIN EXTERMINAT	152925 152925	160830	153659	16DEC2	2,272.00		.00	1,368.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3031624	54720		1,080.00	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:3080534			A3031654	54610		160.00	1099:	
537	QUEENSBURY AVENUE	QUEENSBURY NY 12804				A3335014	54180		120.00	1099:	
						A3537114	54720		260.00	1099:	
						A3567174	54720 3000		300.00	1099:	
						A3567194	54720 3000		352.00	1099:	
5644	00001 PAETEC	152926 68636128		153660	16DEC2	517.55		.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3011654	54670		517.55	1099:	
ACCT 1200	DEPT 1000	DUE 12/06/2016	DESC:4365150								
P.O. BOX 9001013	LOUISVILLE KY 40290-1013										
327	00001 PALLETTE STONE C	152927 152927		153661	16DEC2	128.97		.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3335014	54100		128.97	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:19018								
269	BALLARD ROAD	WILTON NY 12831									
3602	00002 PEOPLEFACTS LLC	152928 2016100272		153662	16DEC2	25.32		.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3143124	54720		25.32	1099:7	
ACCT 1200	DEPT 4000	DUE 12/06/2016	DESC:10/1/11/1/2016								
PO BOX 740303	LOS ANGELES CA 90074-0303										
6288	00002 PICKLEBALL STUFF	152929 19075		153663	16DEC2	793.00		.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3567174	54170		793.00	1099:	
ACCT 1200	DEPT 6000	DUE 12/06/2016	DESC:10/28/16								

NEW INVOICES

VENDOR		REMIT NAME		DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
ATTN: FRAN MYER 18447 NORTH DEVON DRIVE SURPRISE AZ 85374													
6294	00001	MOTOROLA	SOLUTIO	152930 57613		153664	16DEC2	332.50		.00	.00		
CASH A		2016/12	INV 11/30/2016	SEP-CHK: N		DISC: .00			A3143124	54740		332.50	1099:
ACCT 1200		DEPT 4000	DUE 12/06/2016	DESC:57614									
1502 W HOUSATONIC ST PITTSFIELD MA 01201													
6294	00000	PITTSFIELD	COMMU	152931 57662	160130	153665	16DEC2	665.00		.00	1,580.00		
CASH A		2016/12	INV 11/30/2016	SEP-CHK: N		DISC: .00			A3143124	54740		665.00	1099:
ACCT 1200		DEPT 4000	DUE 12/06/2016	DESC:SSPD									
1502 W HOUSATONIC ST PITTSFIELD MA 01201													
329	00000	POMPA BROTHERS		152932 62159		153666	16DEC2	388.86		.00	.00		
CASH A		2016/12	INV 11/30/2016	SEP-CHK: N		DISC: .00			A3335014	54100		388.86	1099:
ACCT 1200		DEPT 3000	DUE 12/06/2016	DESC:222									
5 PETRIFIED GARDENS RD SARATOGA SPRINGS NY 12866													
4843	00001	PORT SUPPLY		152933 3538649	160875	153667	16DEC2	1,147.78		.00	.00		
CASH A		2016/12	INV 11/30/2016	SEP-CHK: N		DISC: .00			H3143122	52000 1229		1,147.78	1099:
ACCT 1200		DEPT 4000	DUE 12/06/2016	DESC:474830									
P O BOX 50060 WATSONVILLE CA 95077-5060													
330	00001	POSTMASTER		152934 152934		153668	16DEC2	4,500.00		.00	.00		
CASH A		2016/12	INV 11/30/2016	SEP-CHK: N		DISC: .00			F3638314	54120		2,250.00	1099:
ACCT 1200		DEPT 3000	DUE 12/06/2016	DESC:POSTAGE					G3638114	54120		2,250.00	1099:
475 BROADWAY SARATOGA SPRINGS NY 12866													
6358	00001	GTS WELCO		152935 74876268		153669	16DEC2	44.81		.00	.00		
CASH A		2016/12	INV 11/30/2016	SEP-CHK: N		DISC: .00			A3143314	54390		44.81	1099:
ACCT 1200		DEPT 4000	DUE 12/06/2016	DESC:71774672									
P.O. BOX 382000 PITTSBURGH PA 15250-8000													
4919	00001	PRIMA		152936 D60NOV-ORG11		153670	16DEC2	385.00		.00	.00		
CASH A		2016/12	INV 11/30/2016	SEP-CHK: N		DISC: .00			A3051414	54573		385.00	1099:
ACCT 1200		DEPT 5000	DUE 12/06/2016	DESC:11001905 DUES 2017									
700 S WASHINGTON ST SUITE 218 ALEXANDRIA VA 22314													

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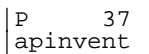
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VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
7422	00000 FORREST L. STORY	152937 2960		153671	16DEC2	300.00	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3567144	54689	300.00	1099:	
ACCT 1200	DEPT 6000	DUE 12/06/2016	DESC:RAMOS/LANFEAR							
3520	LONG BEACH BLVD. #209	LONG BEACH CA 90807								
125	00000 R H CROWN CO INC	152938 047633		153672	16DEC2	1,164.26	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3335014	54510	465.71	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:CITYSA0			A3567144	54510	232.85	1099:	
100	NORTH MARKET STREET	JOHNSTOWN NY 12095				A3638564	54510	232.85	1099:	
						F3638354	54510	232.85	1099:	
3171	00000 JILL RAMOS	152939 152939		153673	16DEC2	49.38	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3567194	54110	49.38	1099:	
ACCT 1200	DEPT 6000	DUE 12/06/2016	DESC:HALLOWEEN REIMB							
PAYROLL	SARATOGA SPRINGS NY	12866								
3171	00000 JILL RAMOS	152940 152940		153674	16DEC2	263.48	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3567194	54110	28.99	1099:	
ACCT 1200	DEPT 6000	DUE 12/06/2016	DESC:REIMB			A3567182	52200	234.49	1099:	
PAYROLL	SARATOGA SPRINGS NY	12866								
5812	00000 REBUILDING TOGET	152941 152941		153675	16DEC2	4,860.00	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		Y3618664	54493 431	4,860.00	1099:	
ACCT 1200	DEPT 1000	DUE 12/06/2016	DESC:14 MITCHELL ST							
267	BALLARD ROAD	GANSEVOORT NY 12831								
7202	00000 STEVEN RESIDE	152942 152942		153676	16DEC2	720.42	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3143124	54160	720.42	1099:	
ACCT 1200	DEPT 4000	DUE 12/06/2016	DESC:CLOTHING REIMB							
SSPD										
7333	00000 RESTORE MASONRY,	152943 264	160833	153677	16DEC2	3,725.00	.00	500.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		H3031492	52000 1141	3,725.00	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:OPERABOLE WINDOW							
19	SAINT AGNES HIGHWAY, REAR 1	COHOES NY 12047								

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NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
368	00002 SARATOGA HOSPITA	152959 152959		153693	16DEC2	7.54	.00	.00		
	CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 4000 DUE 12/06/2016 DESC:OCT 2016 P O BOX 4370 SARATOGA SPRINGS NY 12866-8038						A3143414 54150		7.54	1099:
3052	00000 SARATOGA SPRINGS	152960 152960		153694	16DEC2	640.00	.00	.00		
	CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 1000 DUE 12/06/2016 DESC:NOV 2016 1 SOUTH FEDERAL STREET SARATOGA SPRINGS NY 12866						Y3616234 54720 9997		640.00	1099:
399	00001 SARATOGA VETERIN	152961 188391		153695	16DEC2	18.34	.00	.00		
	CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 4000 DUE 12/06/2016 DESC:1255 693 ROUTE 9 GANSEVOORT NY 12831						A3143124 54970		18.34	1099:
399	00001 SARATOGA VETERIN	152962 187641		153696	16DEC2	497.25	.00	.00		
	CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 4000 DUE 12/06/2016 DESC:187823 693 ROUTE 9 GANSEVOORT NY 12831						A3143124 54970		497.25	1099:
374	00005 SARATOGIAN LLC	152963 152963		153697	16DEC2	190.24	.00	.00		
	CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 5000 DUE 12/06/2016 DESC:19397 PO BOX 650064 DALLAS TX 75265-0064						A3051414 54490		190.24	1099:
374	00005 SARATOGIAN LLC	152964 1126781		153698	16DEC2	500.00	.00	.00		
	CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 6000 DUE 12/06/2016 DESC:18387 PO BOX 650064 DALLAS TX 75265-0064						A3567144 54600		500.00	1099:
3430	00000 SECURITY PLUMBIN	152965 S4352104.001		153699	16DEC2	32.28	.00	.00		
	CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 3000 DUE 12/06/2016 DESC:23329 196 MAPLE AVENUE SELKIRK NY 12158						F3638334 54610		32.28	1099:

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NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
377	00001 SENIOR CITIZEN C	152966 152966	160243	153700	16DEC2	6,947.92	.00	6,948.04		
	CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 1000 DUE 12/06/2016 DESC:2016 BUDGET ATTN: WILLIAM DAVIS 5 WILLIAMS STREET SARATOGA SPRINGS NY 12866						A3416774 54720	6,947.92	1099:	
3717	00000 JOHN SESSELMAN	152967 152967		153701	16DEC2	341.05	.00	.00		
	CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 4000 DUE 12/06/2016 DESC:CLOTHING REIMB S S P D SARATOGA SPRINGS NY 12866						A3143124 54160	341.05	1099:	
2748	00001 TIMOTHY SICKO	152968 152968		153702	16DEC2	231.08	.00	.00		
	CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 4000 DUE 12/06/2016 DESC:CLOTHING REIMB S S P D SARATOGA SPRINGS NY 12866						A3143124 54160	231.08	1099:	
2748	00001 TIMOTHY SICKO	152969 152969		153703	16DEC2	529.97	.00	.00		
	CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 4000 DUE 12/06/2016 DESC:CLOTHING REIMB S S P D SARATOGA SPRINGS NY 12866						A3143124 54160	529.97	1099:	
6205	00001 SIEBA, LTD	152970 27929		153704	16DEC2	1,681.60	.00	.00		
	CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 2000 DUE 12/06/2016 DESC:OCT 2016 P. O. BOX 5000 ENDICOTT NY 13761-5000						A3719068 58013 A3729068 58013 A3739068 58013 F3739068 58013 A3749068 58013 A3759068 58013 A3769068 58013 A3749098 58015	63.80 11.60 406.00 40.60 1,020.80 58.00 5.80 75.00	1099: 1099: 1099: 1099: 1099: 1099: 1099: 1099:	
380	00001 SIMPLEX GRINNELL	152971 83096673		153705	16DEC2	293.82	.00	.00		
	CASH A 2016/12 INV 11/30/2016 SEP-CHK: Y DISC: .00 ACCT 1200 DEPT 7000 DUE 12/06/2016 DESC:101-00374831 DEPT. CH 10320 PALATINE IL 60055-0320						E3577164 54330	293.82	1099:	

NEW INVOICES

VENDOR	REMIT NAME		DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
7331	00000 SMITH WELL DRILL	152972	160509 153707	16DEC2		33,760.99	.00	.00			
CASH A	2016/12 INV 11/30/2016	SEP-CHK: N DISC: .00	F3638334	54330		33,760.99	1099:				
ACCT 1200	DEPT 3000 DUE 12/06/2016	DESC:GEYSER CREST WELL									
PO BOX 586 NIVERVILLE NY 12130											
1336	00000 SPA.NET COMPUTER	152973	153708 16DEC2		440.00	.00	.00				
CASH A	2016/12 INV 11/30/2016	SEP-CHK: Y DISC: .00	E3577164	54720		440.00	1099:				
ACCT 1200	DEPT 7000 DUE 12/06/2016	DESC:11/1/16									
112 S BROADWAY STE.4 SARATOGA SPRINGS NY 12866											
407	00000 STANLEY PAPER CO	152974	153709 16DEC2		2,075.54	.00	.00				
CASH A	2016/12 INV 11/30/2016	SEP-CHK: N DISC: .00	A3567174	54140 3000		869.06	1099:				
ACCT 1200	DEPT 3000 DUE 12/06/2016	DESC:549062,548084	A3567174	54140 3000		540.00	1099:				
1 TERMINAL STREET ALBANY NY 12206-1014											
			A3567194	54140 3000		634.10	1099:				
			A3567194	54140 3000		32.38	1099:				
2237	00001 STAPLES BUSINESS	152976	153711 16DEC2		13.38	.00	.00				
CASH A	2016/12 INV 11/30/2016	SEP-CHK: N DISC: .00	A3011214	54110		13.38	1099:				
ACCT 1200	DEPT 1000 DUE 12/06/2016	DESC:RCH1016990									
DEPT. ROC P O BOX 415256 BOSTON MA 02241-5256											
2237	00001 STAPLES BUSINESS	152977	153712 16DEC2		246.99	.00	.00				
CASH A	2016/12 INV 11/30/2016	SEP-CHK: N DISC: .00	A3011474	54110		246.99	1099:				
ACCT 1200	DEPT 1000 DUE 12/06/2016	DESC:RCH1016990									
DEPT. ROC P O BOX 415256 BOSTON MA 02241-5256											
2237	00001 STAPLES BUSINESS	152978	153713 16DEC2		431.03	.00	.00				
CASH A	2016/12 INV 11/30/2016	SEP-CHK: N DISC: .00	A3143012	52200		84.30	1099:				
ACCT 1200	DEPT 4000 DUE 12/06/2016	DESC:RCH1016990	A3143012	52200		246.99	1099:				
DEPT. ROC P O BOX 415256 BOSTON MA 02241-5256											
			A3143124	54110		99.74	1099:				
699	00000 STOCK STUDIOS PH	152979	160758 153714	16DEC2	4,500.00	.00	.00				
CASH A	2016/12 INV 11/30/2016	SEP-CHK: N DISC: .00	A3021694	54440		4,500.00	1099:				
ACCT 1200	DEPT 2000 DUE 12/06/2016	DESC:11/8/16									
216 WEST AVENUE SARATOGA SPRINGS NY 12866											

NEW INVOICES

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NEW INVOICES

VENDOR	REMIT NAME		DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
6840	00000 SYNERGY PROMOTIO		152995 152995	160450	153730	16DEC2	28.35		.00	.00		
CASH A	2016/12 INV 11/30/2016	SEP-CHK: N	DISC: .00	A3335014	54160					28.35	1099:	
ACCT 1200	DEPT 3000 DUE 12/06/2016	DESC:LONG SLEEVE/OLDER										
89 ROUND POND ROAD QUEENSBURY NY 12804												
6840	00000 SYNERGY PROMOTIO		152996 152996	160451	153731	16DEC2	28.35		.00	.00		
CASH A	2016/12 INV 11/30/2016	SEP-CHK: N	DISC: .00	A3335014	54160					28.35	1099:	
ACCT 1200	DEPT 3000 DUE 12/06/2016	DESC:LONG SLEEVE/OLSZEWSKI										
89 ROUND POND ROAD QUEENSBURY NY 12804												
4985	00001 TASER INTERNATIO		152997 SI1459577	160913	153732	16DEC2	81.11		.00	.00		
CASH A	2016/12 INV 11/30/2016	SEP-CHK: N	DISC: .00	A3143124	54970					81.11	1099:	
ACCT 1200	DEPT 4000 DUE 12/06/2016	DESC:144968										
P.O. BOX 29661-2018 PHOENIX AZ 85038-9661												
3439	00000 ABBEY TEMPLE		152998 152998		153733	16DEC2	102.98		.00	.00		
CASH A	2016/12 INV 11/30/2016	SEP-CHK: N	DISC: .00	A3143134	54160					102.98	1099:	
ACCT 1200	DEPT 4000 DUE 12/06/2016	DESC:CLOTHING REIMB										
S S P D SARATOGA SPRINGS NY 12866												
1560	00001 THE JONES FIRM		152999 2912,2913	160752	153734	16DEC2	7,271.27		.00	3,827.06		
CASH A	2016/12 INV 11/30/2016	SEP-CHK: N	DISC: .00	E3577184	54723					7,271.27	1099:7	
ACCT 1200	DEPT 7000 DUE 12/06/2016	DESC:2926,2927										
P O BOX 4400 SARATOGA SPRINGS NY 12866												
6594	00000 THE LAW OFFICE O		153000 16762	160137	153735	16DEC2	1,175.00		.00	.00		
CASH A	2016/12 INV 11/30/2016	SEP-CHK: N	DISC: .00	E3577164	54760					1,175.00	1099:	
ACCT 1200	DEPT 7000 DUE 12/06/2016	DESC:10/31/16										
480 BROADWAY, SUITE 214 SARATOGA SPRINGS NY 12866												
269	00001 3M CO TDS4744		153001 SS36607	160900	153736	16DEC2	14,040.00		.00	.00		
CASH A	2016/12 INV 11/30/2016	SEP-CHK: N	DISC: .00	A3143314	54713					14,040.00	1099:	
ACCT 1200	DEPT 4000 DUE 12/06/2016	DESC:TDS4744										
P O BOX 371227 PITTSBURGH PA 15250-7227												

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NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
5997	00001 TIME WARNER CABL	153002 153002		153737	16DEC2	500.00	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3567194	54720	500.00	1099:	
ACCT 1200	DEPT 6000	DUE 12/06/2016	DESC:202-904547801-001							
BOX 70872	CHARLOTTE NC	28272-0872								
7498	00000 AMBER TONKIN	153003 153003		153738	16DEC2	274.95	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3143324	54160	274.95	1099:	
ACCT 1200	DEPT 4000	DUE 12/06/2016	DESC:CLOTHING REIMB							
PAYROLL										
7292	00001 TOSHIBA BUSINESS	153004 13165429	160236	153739	16DEC2	184.74	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: Y	DISC: .00		A3011214	54740	184.74	1099:	
ACCT 1200	DEPT 1000	DUE 12/06/2016	DESC:TOBS6PA							
PO BOX 927	BUFFALO NY	14240-0927								
7292	00001 TOSHIBA BUSINESS	153005 13225971		153740	16DEC2	316.73	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: Y	DISC: .00		A3011214	54740	316.73	1099:	
ACCT 1200	DEPT 1000	DUE 12/06/2016	DESC:TOBS6PA							
PO BOX 927	BUFFALO NY	14240-0927								
5846	00000 TOWNE, RYAN & PA	153006 153006	160210	153741	16DEC2	901.12	.00	11,308.02		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3051354	54720	901.12	1099:7	
ACCT 1200	DEPT 5000	DUE 12/06/2016	DESC:ARTICLE 7							
P.O. BOX 15072	450 NEW KARNER ROAD	ALBANY NY 12212								
4108	00002 TRACTOR SUPPLY C	153007 537600		153742	16DEC2	499.94	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3567184	54510 3000	200.00	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:6035301202723100			A3567194	54510 3000	299.94	1099:	
DEPT. 30-1202723100	PO BOX 78004	PHOENIX AZ 85062-8004								
3723	00001 TRAVELERS	153008 511586		153743	16DEC2	1,741.50	.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3041934	54775	75.00	1099:	
ACCT 1200	DEPT 5000	DUE 12/06/2016	DESC:9874G9083			A3031934	54775	1,666.50	1099:	
13607	COLLECTIONS CENTER	DR CHICAGO IL 60693								

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NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
7272	00000 US SECURITY ASSO	153009 1482764	160253	153744	16DEC2	367.50		.00	62.26		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		E3577164	54720		367.50	1099:	
ACCT 1200	DEPT 7000	DUE 12/06/2016	DESC:36656								
PO BOX 931703	ATLANTA GA 31193										
3256	00000 UNIFIRST CORPORA	153010 153010		153745	16DEC2	44.40		.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3143124	54720		44.40	1099:	
ACCT 1200	DEPT 4000	DUE 12/06/2016	DESC:DPS								
157 TROY SCHENECTADY ROAD	WATERVLIET NY 12189										
3256	00000 UNIFIRST CORPORA	153011 153011		153746	16DEC2	48.92		.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3031654	54160		34.52	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:DPW			A3031654	54180		14.40	1099:	
157 TROY SCHENECTADY ROAD	WATERVLIET NY 12189										
3256	00000 UNIFIRST CORPORA	153012 153012		153747	16DEC2	61.17		.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3031654	54160		34.52	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:DPW			A3031654	54180		14.40	1099:	
157 TROY SCHENECTADY ROAD	WATERVLIET NY 12189					A3031654	54610		12.25	1099:	
3256	00000 UNIFIRST CORPORA	153013 153013		153748	16DEC2	61.17		.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3031654	54160		34.52	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:DPW			A3031654	54180		14.40	1099:	
157 TROY SCHENECTADY ROAD	WATERVLIET NY 12189					A3031654	54610		12.25	1099:	
3256	00000 UNIFIRST CORPORA	153014 153014		153749	16DEC2	110.09		.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3031624	54180		14.40	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:DPW			A3031654	54160		34.52	1099:	
157 TROY SCHENECTADY ROAD	WATERVLIET NY 12189					A3031654	54160		34.52	1099:	
						A3031654	54610		12.25	1099:	
						A3031654	54610		14.40	1099:	
3256	00000 UNIFIRST CORPORA	153015 153015		153750	16DEC2	140.35		.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00		A3537114	54610		50.98	1099:	
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:DPW			A3567174	54610	3000	29.79	1099:	
157 TROY SCHENECTADY ROAD	WATERVLIET NY 12189					A3567174	54610	3000	29.79	1099:	

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NEW INVOICES

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VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
6728	00000 MATTHEW WILSON	153038 153038		153773	16DEC2	66.95		.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00			A3143124	54160		66.95	1099:
ACCT 1200	DEPT 4000	DUE 12/06/2016	DESC:CLOTHING REIMB								
SSPD	SARATOGA SPRINGS NY 12866										
5290	00000 WILTON EMERGENCY	153039 459		153774	16DEC2	240.00		.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00			A3143414	54471		240.00	1099:
ACCT 1200	DEPT 4000	DUE 12/06/2016	DESC:11/15/16								
1 HARRAN LANE	SARATOGA SPRINGS NY 12866										
7492	00000 WINZER FRANCHISE	153040 5675665		153775	16DEC2	188.90		.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00			F3638334	54330		188.90	1099:
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:316502								
PO BOX 671482	DALLAS TX 75267-1482										
4870	00000 WITMER ASSOCIATE	153041 1734286.001	160920	153776	16DEC2	128.00		.00	361.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00			A3143414	54160		128.00	1099:
ACCT 1200	DEPT 4000	DUE 12/06/2016	DESC:SARSPR								
104 INDEPENDENCE WAY	COATESVILLE PA 19320										
4870	00000 WITMER ASSOCIATE	153042 1734286	160920	153777	16DEC2	642.50		.00	361.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00			A3143414	54160		642.50	1099:
ACCT 1200	DEPT 4000	DUE 12/06/2016	DESC:SARSPR								
104 INDEPENDENCE WAY	COATESVILLE PA 19320										
1973	00000 WOLBERG ELECTRIC	153043 1738388		153778	16DEC2	10.00		.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00			A3143414	54610		10.00	1099:
ACCT 1200	DEPT 4000	DUE 12/06/2016	DESC:19114								
35 INDUSTRIAL PARK ROAD P O BOX 6309	ALBANY NY 12206-0309										
1973	00000 WOLBERG ELECTRIC	153044 153044		153779	16DEC2	69.67		.00	.00		
CASH A	2016/12	INV 11/30/2016	SEP-CHK: N	DISC: .00			A3537114	54180		-12.35	1099:
ACCT 1200	DEPT 3000	DUE 12/06/2016	DESC:13696				A3567184	54180 3000		1.02	1099:
35 INDUSTRIAL PARK ROAD P O BOX 6309	ALBANY NY 12206-0309						A3567194	54610 3000		81.00	1099:

NEW INVOICES

VENDOR REMIT NAME			DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
1973	00000	WOLBERG ELECTRIC	153045 1741621	150044	153780	16DEC2	495.61		.00	675.47		
CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00							H3567142	52000	1008	495.61	1099:	
ACCT 1200 DEPT 6000 DUE 12/06/2016 DESC:13696												
35 INDUSTRIAL PARK ROAD P O BOX 6309 ALBANY NY 12206-0309												
2371	00000	WOLFE SECURITY	153049 164118	160898	153784	16DEC2	495.00		.00	.00		
CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00							A3143124	54610		495.00	1099:	
ACCT 1200 DEPT 4000 DUE 12/06/2016 DESC:CHIEF'S DOOR REPAIR												
136 ERIE BLVD SCHENECTADY NY 12305												
6733	00000	WORLD WIDE TIRE	153050 40232		153785	16DEC2	330.00		.00	.00		
CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00							A3143124	54510		330.00	1099:	
ACCT 1200 DEPT 4000 DUE 12/06/2016 DESC:11/10/16												
86 NORMAN AVENUE AMITYVILLE NY 11701												
312	00001	NYS GFOA	153056 12/13/16		153792	16DEC2	60.00		.00	.00		
CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00							A3021314	54250		60.00	1099:	
ACCT 1200 DEPT 2000 DUE 12/06/2016 DESC:C. GILLMETT-BROWN												
126 STATE ST 5TH FL ALBANY NY 12207												
2439	00006	HOME DEPOT/MAINT	153057 153057		153793	16DEC2	1,293.65		.00	.00		
CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00							A3031634	54610		15.88	1099:	
ACCT 1200 DEPT 3000 DUE 12/06/2016 DESC:6035322504016258							A3031634	54610		98.00	1099:	
DEPT. 32-2504016258 PO BOX 78047 PHOENIX AZ 85062-8047							A3567144	54320	3000	158.35	1099:	
							A3567144	54610	3000	788.94	1099:	
							A3567144	54610	3000	232.48	1099:	
6974	00000	YEPSSEN, JOANNE	153058 153058		153794	16DEC2	112.94		.00	.00		
CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00							A3011214	54540		112.94	1099:	
ACCT 1200 DEPT 1000 DUE 12/06/2016 DESC:MILEAGE												
MAYOR OFFICE SARATOGA SPRINGS NY 12866												
6512	00000	NATIONAL BUSINES	153059 IN150783		153795	16DEC2	78.00		.00	.00		
CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00							A3021314	54110		78.00	1099:	
ACCT 1200 DEPT 2000 DUE 12/06/2016 DESC:CS06												
505 BRADFORD STREET ALBANY NY 12206												

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NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
7220	00000 ANDREWS TECHNOLO	153060 153060	150797	153796	16DEC2	18,672.50	.00	.00		
CASH A 2016/12 INV 11/30/2016 SEP-CHK: N DISC: .00							H3021692 52000 1182	18,672.50	1099:	
ACCT 1200 DEPT 2000 DUE 12/06/2016 DESC:25 PERCENT										
1213 CULBRETH DR. STE. 126 WILMINGTON NC 28405										
313 APPROVED UNPAID INVOICES				TOTAL		739,640.70				
313 INVOICE(S)				REPORT POST TOTAL		739,640.70				

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ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
2016 12	A044	A -04-4-0000-0-41640 -	AMBULANCE TRANS	1,950.04	REV .00
	A046	A -04-6-0000-0-42024 -	INDOOR REC FACI	560.00	REV .00
	A046	A -04-6-0000-0-42025 -	RENTAL ICE RINK	60.00	REV .00
	A063	A -06-3-0000-0-42411 -	RENTAL CASINO,C	500.00	REV .00
	A3011214	A -30-1-1210-4-54110 -	OFFICE SUPPLIES	1,173.07	1,237.27
	A3011214	A -30-1-1210-4-54540 -	TRAVEL	112.94	-273.87
	A3011214	A -30-1-1210-4-54670 -	PHONES	24.25	316.92
	A3011214	A -30-1-1210-4-54740 -	SERVICE CONTRAC	501.47	261.22
	A3011424	A -30-1-1420-4-54720 -	SERVICE CONTRAC	5,977.50	1,207.80
	A3011474	A -30-1-1431-4-54110 -	OFFICE SUPPLIES	305.52	28.83
	A3011474	A -30-1-1431-4-54774 -	LIFE INSURANCE	8.00	25.92
	A3011654	A -30-1-1650-4-54670 -	PHONES	1,010.99	3,401.77
	A3021314	A -30-2-1310-4-54110 -	OFFICE SUPPLIES	304.41	1,467.55
	A3021314	A -30-2-1310-4-54250 -	CONFERENCE REGI	60.00	395.00
	A3021384	A -30-2-1391-4-54720 -	MORGAN ST PROF	24,150.00	.00
	A3021692	A -30-2-1681-2-52230 -	HARDWARE	556.24	26,493.16
	A3021692	A -30-2-1681-2-52600 -	SOFTWARE	22,777.36	7,914.87
	A3021694	A -30-2-1681-4-54440 -	BOOKS PUBLICATI	4,500.00	359.40
	A3021694	A -30-2-1681-4-54740 -	SERVICE CONTRAC	7,095.26	14,870.73
	A3031444	A -30-3-1440-4-54110 -	OFFICE SUPPLIES	25.90	334.55
	A3031494	A -30-3-1490-4-54110 -	OFFICE SUPPLIES	224.73	342.28
	A3031494	A -30-3-1490-4-54740 -	SERVICE CONTRAC	35.39	175.13
	A3031624	A -30-3-1620-4-54140 -	JANITORIAL SUPP	233.20	540.58
	A3031624	A -30-3-1620-4-54160 -	UNIFORMS	60.80	102.13
	A3031624	A -30-3-1620-4-54180 -	OTHER SUPPLIES	155.60	257.57
	A3031624	A -30-3-1620-4-54610 -	REPAIRS & MAINT	1,257.00	4,888.71
	A3031624	A -30-3-1620-4-54720 -	SERVICE CONTRAC	1,080.00	5,694.65
	A3031634	A -30-3-1621-4-54610 -	REPAIRS & MAINT	615.33	2,397.21
	A3031652	A -30-3-1623-2-52300 -	MISCELLANEOUS E	2,579.00	2,000.01
	A3031654	A -30-3-1623-4-54140 -	JANITORIAL SUPP	387.74	62.11
	A3031654	A -30-3-1623-4-54160 -	UNIFORMS	572.58	91.04
	A3031654	A -30-3-1623-4-54180 -	OTHER SUPPLIES	650.61	354.99
	A3031654	A -30-3-1623-4-54210 -	GARAGE SUPPLIES	21.62	2.98
	A3031654	A -30-3-1623-4-54610 -	REPAIRS & MAINT	818.40	27,767.43
	A3031914	A -30-3-1910-4-54773 -	LIABILITY INSUR	8,500.00	31,969.83
	A3031934	A -30-3-1930-4-54775 -	SELF INSURANCE	1,980.86	-457.60
	A3036424	A -30-3-6420-4-54180 -	OTHER SUPPLIES	2,295.00	2,704.50
	A3041934	A -30-4-1930-4-54775 -	SELF INSURANCE	75.00	1,236.03
	A3051354	A -30-5-1355-4-54720 -	SERVICE CONTRAC	969.12	.00
	A3051414	A -30-5-1410-4-54110 -	OFFICE SUPPLIES	54.37	751.18
	A3051414	A -30-5-1410-4-54490 -	GENERAL ADVERTI	300.64	1,703.91
	A3051414	A -30-5-1410-4-54573 -	RISK-SAFETY PRO	385.00	6,493.76
	A3143012	A -31-4-3010-2-52200 -	OFFICE EQUIPMEN	1,011.09	672.85
	A3143014	A -31-4-3010-4-54110 -	OFFICE SUPPLIES	806.07	636.23
	A3143014	A -31-4-3010-4-54740 -	SERVICE CONTRAC	22.92	528.01
	A3143034	A -31-4-3021-4-54160 -	UNIFORMS	101.01	1,940.62
	A3143122	A -31-4-3120-2-52620 -	POLICE EQUIPMEN	2,000.92	1.21
	A3143124	A -31-4-3120-4-54110 -	OFFICE SUPPLIES	128.61	1,516.93
	A3143124	A -31-4-3120-4-54140 -	JANITORIAL SUPP	120.01	262.30
	A3143124	A -31-4-3120-4-54160 -	UNIFORMS	7,866.28	23,371.49
	A3143124	A -31-4-3120-4-54180 -	OTHER SUPPLIES	780.62	746.43

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ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
	A3143124	A -31-4-3120-4-54510 -	REPAIRS & MAINT	4,931.89	76.49
	A3143124	A -31-4-3120-4-54610 -	REPAIRS & MAINT	495.00	1.32
	A3143124	A -31-4-3120-4-54720 -	SERVICE CONTRAC	69.72	33,407.91
	A3143124	A -31-4-3120-4-54740 -	SERVICE CONTRAC	1,212.92	5,934.30
	A3143124	A -31-4-3120-4-54850 -	MEALS PRISONERS	99.28	450.24
	A3143124	A -31-4-3120-4-54970 -	K-9 CARE	596.70	6,990.10
	A3143124	A -31-4-3120-4-54971 -	TUITION REIMBUR	819.50	8,732.85
	A3143124	A -31-4-3120-4-54979 -	HORSE CARE	506.96	2,477.94
	A3143134	A -31-4-3121-4-54160 -	UNIFORMS	102.98	290.77
	A3143312	A -31-4-3310-2-52800 -	TRAFFIC LIGHT E	52.80	2,464.26
	A3143312	A -31-4-3310-2-52802 -	TOOLS & EQUIPME	170.77	5,164.44
	A3143314	A -31-4-3310-4-54332 -	MATERIALS & REP	3,020.00	5,015.14
	A3143314	A -31-4-3310-4-54390 -	MAINTENANCE SUP	44.81	6,068.90
	A3143314	A -31-4-3310-4-54510 -	REPAIRS & MAINT	135.44	1,058.73
	A3143314	A -31-4-3310-4-54713 -	PAVEMENT MARKIN	14,040.00	2,393.83
	A3143314	A -31-4-3310-4-54720 -	SERVICE CONTRAC	2,790.00	.00
	A3143314	A -31-4-3310-4-54751 -	UTILITIES TRAFF	669.86	12,739.55
	A3143324	A -31-4-3320-4-54160 -	UNIFORMS	526.93	-492.62
	A3143332	A -31-4-3311-2-52400 -	VEHICLES	28,845.00	.00
	A3143412	A -31-4-3410-2-52400 -	VEHICLES	29,128.00	5,272.00
	A3143412	A -31-4-3410-2-52601 -	FIRE EQUIPMENT	207.20	15,179.76
	A3143412	A -31-4-3410-2-52610 -	FIREFIGHTERS EQ	1,425.00	12,861.06
	A3143414	A -31-4-3410-4-54110 -	OFFICE SUPPLIES	710.00	698.41
	A3143414	A -31-4-3410-4-54150 -	EMS SUPPLIES	7.54	3,665.93
	A3143414	A -31-4-3410-4-54160 -	UNIFORMS	1,237.50	5,316.52
	A3143414	A -31-4-3410-4-54200 -	HOUSE SUPPLIES	339.16	5,814.93
	A3143414	A -31-4-3410-4-54330 -	REPAIRS & MAINT	33.49	2,234.24
	A3143414	A -31-4-3410-4-54471 -	EMS TRAINING	240.00	8,852.56
	A3143414	A -31-4-3410-4-54510 -	REPAIRS & MAINT	2,951.00	4,461.98
	A3143414	A -31-4-3410-4-54610 -	REPAIRS & MAINT	3,773.60	3,653.28
	A3143414	A -31-4-3410-4-54720 -	SERVICE CONTRAC	130.00	1,609.00
	A3143414	A -31-4-3410-4-54740 -	SERVICE CONTRAC	7.00	4,110.62
	A3143624	A -31-4-3620-4-54110 -	OFFICE SUPPLIES	90.00	2,261.34
	A3143634	A -31-4-3625-4-54747 -	AMBULANCE BILLI	6,884.40	.00
	A3335012	A -33-3-5010-2-52300 -	MISCELLANEOUS E	999.00	11,431.02
	A3335014	A -33-3-5010-4-54100 -	RUBBLE BLACKTOP	517.83	33,074.70
	A3335014	A -33-3-5010-4-54160 -	UNIFORMS	344.85	402.12
	A3335014	A -33-3-5010-4-54180 -	OTHER SUPPLIES	3,203.96	2,714.19
	A3335014	A -33-3-5010-4-54184 -	FLOWERS	650.00	850.00
	A3335014	A -33-3-5010-4-54320 -	TOOLS	108.53	171.86
	A3335014	A -33-3-5010-4-54510 -	REPAIRS & MAINT	3,906.88	45,140.10
	A3335014	A -33-3-5010-4-54960 -	STREET SIGNS	1,024.60	18.35
	A3335124	A -33-3-5111-4-54160 -	UNIFORMS	172.99	424.78
	A3335124	A -33-3-5111-4-54400 -	SALT & SAND	16,161.26	377.53
	A3335124	A -33-3-5111-4-54510 -	REPAIRS & MAINT	1,236.93	18,459.32
	A3335184	A -33-3-5182-4-54750 -	STREET LIGHTING	9.90	86,502.36
	A3335654	A -33-3-5650-4-54160 -	UNIFORMS	200.00	41.00
	A3335654	A -33-3-5650-4-54610 -	REPAIRS & MAINT	43.09	2,469.31
	A3416774	A -34-1-6772-4-54720 -	SERVICE CONTRAC	6,947.92	.00
	A3517514	A -35-1-7510-4-54670 -	PHONES	55.60	59.50
	A3537114	A -35-3-7110-4-54160 -	UNIFORMS	450.87	-220.08

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ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
		A3537114 A	-35-3-7110-4-54180 -	OTHER SUPPLIES	1,115.45 947.38
		A3537114 A	-35-3-7110-4-54610 -	REPAIRS & MAINT	1,200.41 -647.35
		A3537114 A	-35-3-7110-4-54680 -	LANDSCAPING	60.00 284.96
		A3537114 A	-35-3-7110-4-54720 -	SERVICE CONTRAC	260.00 683.23
		A3567142 A	-35-6-7140-2-52510 -	RECREATION EQUI	4,200.00 546.30
		A3567144 A	-35-6-7140-4-54110 -	OFFICE SUPPLIES	357.34 3,142.66
		A3567144 A	-35-6-7140-4-54180 -3000	OTHER SUPPLIES	24.29 5.12
		A3567144 A	-35-6-7140-4-54320 -3000	TOOLS	158.35 -20.70
		A3567144 A	-35-6-7140-4-54330 -3000	REPAIRS & MAINT	71.51 4.67
		A3567144 A	-35-6-7140-4-54510 -3000	REPAIRS & MAINT	232.85 -215.37
		A3567144 A	-35-6-7140-4-54600 -	ADVERTISING	600.00 356.00
		A3567144 A	-35-6-7140-4-54610 -3000	REPAIRS & MAINT	1,535.85 -1,121.04
		A3567144 A	-35-6-7140-4-54689 -	EDUCATION	300.00 1,200.00
		A3567144 A	-35-6-7140-4-54720 -3000	SERVICE CONTRAC	1,948.14 -1,173.84
		A3567144 A	-35-6-7140-4-54740 -	SERVICE CONTRAC	143.03 3,723.01
		A3567174 A	-35-6-7171-4-54140 -3000	JANITORIAL SUPP	1,409.06 1,644.84
		A3567174 A	-35-6-7171-4-54160 -3000	UNIFORMS	166.66 365.55
		A3567174 A	-35-6-7171-4-54170 -	SPORTS SUPPLIES	793.00 296.03
		A3567174 A	-35-6-7171-4-54180 -3000	OTHER SUPPLIES	59.98 1,609.09
		A3567174 A	-35-6-7171-4-54610 -3000	REPAIRS & MAINT	813.19 1,185.96
		A3567174 A	-35-6-7171-4-54720 -3000	SERVICE CONTRAC	300.00 -222.94
		A3567182 A	-35-6-7180-2-52200 -	OFFICE EQUIPMEN	234.49 1,915.51
		A3567184 A	-35-6-7180-4-54180 -3000	OTHER SUPPLIES	1.02 848.53
		A3567184 A	-35-6-7180-4-54510 -3000	REPAIRS & MAINT	200.00 189.40
		A3567184 A	-35-6-7180-4-54610 -3000	REPAIRS & MAINT	2,856.15 8,671.76
		A3567194 A	-35-6-7181-4-54110 -	OFFICE SUPPLIES	78.37 174.80
		A3567194 A	-35-6-7181-4-54140 -3000	JANITORIAL SUPP	666.48 970.54
		A3567194 A	-35-6-7181-4-54510 -3000	REPAIRS & MAINT	490.53 284.64
		A3567194 A	-35-6-7181-4-54520 -3000	GAS & OIL	76.51 1,636.87
		A3567194 A	-35-6-7181-4-54610 -	REPAIRS & MAINT	434.70 1,910.35
		A3567194 A	-35-6-7181-4-54610 -3000	REPAIRS & MAINT	14,964.00 -338.90
		A3567194 A	-35-6-7181-4-54720 -	SERVICE CONTRAC	500.00 500.00
		A3567194 A	-35-6-7181-4-54720 -3000	SERVICE CONTRAC	623.00 3,168.38
		A3567324 A	-35-6-7320-4-54170 -	SPORTS SUPPLIES	6,726.92 2,979.60
		A3567334 A	-35-6-7330-4-54170 -	SPORTS SUPPLIES	1,725.00 801.50
		A3618684 A	-36-1-8687-4-54110 -	OFFICE SUPPLIES	25.90 28.61
		A3618684 A	-36-1-8687-4-54720 -8020	SERVICE CONTRAC	2,692.00 321.50
		A3638144 A	-36-3-8140-4-54180 -	OTHER SUPPLIES	222.00 1,462.89
		A3638184 A	-36-3-8180-4-54510 -	REPAIRS & MAINT	242.33 382.11
		A3638184 A	-36-3-8180-4-54521 -	TIPPING FEES	2,329.00 38,157.68
		A3638184 A	-36-3-8180-4-54610 -	REPAIRS & MAINT	1,042.90 4,131.05
		A3638184 A	-36-3-8180-4-54700 -	TRANSPORTATION	810.00 8,330.00
		A3638184 A	-36-3-8180-4-54719 -	PROF SERVICES L	203.50 .00
		A3638184 A	-36-3-8180-4-54720 -	SERVICE CONTRAC	2,165.00 8,370.08
		A3638194 A	-36-3-8185-4-54510 -	REPAIRS & MAINT	2,128.42 73.21
		A3638194 A	-36-3-8185-4-54520 -	GAS & OIL	1,663.40 4,756.31
		A3638562 A	-36-3-8560-2-52300 -	MISCELLANEOUS E	233.50 .07
		A3638564 A	-36-3-8560-4-54180 -	OTHER SUPPLIES	120.00 134.22
		A3638564 A	-36-3-8560-4-54330 -	REPAIRS & MAINT	308.00 .57
		A3638564 A	-36-3-8560-4-54510 -	REPAIRS & MAINT	1,814.47 -1,040.50
		A3719044 A	-37-1-9045-4-54774 -	LIFE INSURANCE	68.00 .84

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ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
	A3719068	A -37-1-9060-8-58013 -	HRA ADMINISTRAT	63.80	91.60
	A3729044	A -37-2-9045-4-54774 -	LIFE INSURANCE	44.00	.16
	A3729068	A -37-2-9060-8-58013 -	HRA ADMINISTRAT	11.60	57.80
	A3739044	A -37-3-9045-4-54774 -	LIFE INSUARANCE	289.59	203.14
	A3739068	A -37-3-9060-8-58013 -	HRA ADMINISTRAT	406.00	1,501.00
	A3749044	A -37-4-9045-4-54774 -	LIFE INSURANCE	318.40	348.55
	A3749068	A -37-4-9060-8-58013 -	HRA ADMINISTRAT	1,020.80	2,159.60
	A3749098	A -37-4-9090-8-58015 -	FSA ADMINISTRAT	75.00	150.00
	A3759044	A -37-5-9045-4-54774 -	LIFE INSURANCE	36.00	53.52
	A3759068	A -37-5-9060-8-58013 -	HRA ADMINISTRAT	58.00	214.60
	A3769044	A -37-6-9045-4-54774 -	LIFE INSURANCE	24.00	.52
	A3769044	A -37-6-9045-4-54774 -3000	LIFE INSURANCE	44.00	18.64
	A3769068	A -37-6-9060-8-58013 -	HRA ADMINISTRAT	5.80	4.40
	A3929999	A -39-2-9980-9-59901 -	TRANSFERS TO OT	33,510.90	152,924.56
	E3577164	E -35-7-7160-4-54140 -	JANITORIAL SUPP	217.28	10,305.08
	E3577164	E -35-7-7160-4-54201 -	BUSINESS EXPENS	126.21	333.75
	E3577164	E -35-7-7160-4-54330 -	REPAIRS & MAINT	1,205.34	2,650.47
	E3577164	E -35-7-7160-4-54610 -	REPAIRS & MAINT	2,230.00	10,462.72
	E3577164	E -35-7-7160-4-54720 -	SERVICE CONTRAC	1,436.16	-1,068.16
	E3577164	E -35-7-7160-4-54760 -	LEGAL	1,175.00	-175.00
	E3577164	E -35-7-7160-4-54792 -	MISCELLANEOUS	727.41	-68.46
	E3577168	E -35-7-7160-8-58010 -	HOSPITALIZATION	17,760.00	16.44
	E3577184	E -35-7-7182-4-54723 -	SERV CONT CONST	181,875.02	163,654.05
	F3638314	F -36-3-8310-4-54120 -	POSTAGE	2,250.00	3,015.58
	F3638314	F -36-3-8310-4-54180 -	OTHER SUPPLIES	59.62	75.70
	F3638332	F -36-3-8330-2-52300 -	MISCELLANEOUS E	1,342.90	11,595.87
	F3638334	F -36-3-8330-4-54141 -	CHEMICALS	7,714.12	34,880.88
	F3638334	F -36-3-8330-4-54180 -	OTHER SUPPLIES	706.39	381.24
	F3638334	F -36-3-8330-4-54330 -	REPAIRS & MAINT	35,512.45	780.58
	F3638334	F -36-3-8330-4-54510 -	REPAIRS & MAINT	1,225.12	-1,065.43
	F3638334	F -36-3-8330-4-54610 -	REPAIRS & MAINT	32.28	501.69
	F3638344	F -36-3-8340-4-54330 -	REPAIRS & MAINT	435.13	14.87
	F3638344	F -36-3-8340-4-54510 -	REPAIRS & MAINT	100.72	183.36
	F3638354	F -36-3-8341-4-54180 -	OTHER SUPPLIES	2,387.51	1,857.01
	F3638354	F -36-3-8341-4-54510 -	REPAIRS & MAINT	232.85	1,052.42
	F3739044	F -37-3-9045-4-54774 -	LIFE INSURANCE	85.19	13.65
	F3739068	F -37-3-9060-8-58013 -	HRA ADMINISTRAT	40.60	80.80
	G3638114	G -36-3-8110-4-54120 -	POSTAGE	2,250.00	1,515.58
	G3638114	G -36-3-8110-4-54180 -	OTHER SUPPLIES	615.00	12,255.00
	G3638124	G -36-3-8120-4-54160 -	UNIFORMS	145.99	472.34
	G3638124	G -36-3-8120-4-54180 -	OTHER SUPPLIES	35.53	1,215.10
	G3638124	G -36-3-8120-4-54510 -	REPAIRS & MAINT	168.05	11,907.21
	G3739044	G -37-3-9045-4-54774 -	LIFE INSURANCE	49.22	58.31
	H3021692	H -30-2-1681-2-52000 -1182	CAPITAL PROJECT	18,672.50	.00
	H3031492	H -30-3-1490-2-52000 -1141	CAPITAL PROJECT	5,825.00	.00
	H3143122	H -31-4-3120-2-52000 -1229	EMERGENCY RADIO	1,147.78	8,409.03
	H3567142	H -35-6-7140-2-52000 -1008	SCHOOL CAP RECR	10,805.61	205.00
	V3719716	V -37-1-9710-6-56997 -	PRINCIPAL 2012	55,000.00	.00
	V3719717	V -37-1-9710-7-57997 -	INTEREST 2012R	4,000.00	.00
	Y3616234	Y -36-1-6230-4-54720 -9997	SHELTER PLUS CA	8,555.00	-138,239.00
	Y3618664	Y -36-1-8668-4-54493 -431	REBUILDING TOGE	4,860.00	-10,855.00

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ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
		Y3618664 Y -36-1-8668-4-54951 -366	RESIDENTIAL REH	12,230.00	-42,744.00
		Y3618664 Y -36-1-8668-4-54962 -429	SARATOGA AFFORD	9,030.00	-34,097.04
REPORT TOTALS				739,640.70	

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YEAR PER SRC ACCOUNT	JNL	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2016 12	29									
API A3567142-52510		12/06/2016 W	16DEC2	000207	160888	152719	RECREATION EQUIPMENT SARATO		4,200.00	
POL A3567142-52510		12/06/2016 LIQ/INV		000207	160888	152719	RECREATION EQUIPMENT SARATO	4 2016		4,200.00
API A3335014-54180		12/06/2016 W	16DEC2	000210		152720	OTHER SUPPLIES 268900		1,429.20	
API E3577164-54720		12/06/2016 W	16DEC2	004140		152721	SERVICE CONTRACTS - PROF SERV 1418	Y	60.00	
API A3031654-54180		12/06/2016 W	16DEC2	005045		152722	OTHER SUPPLIES 10/13/16		25.00	
API A3143624-54110		12/06/2016 W	16DEC2	005045		152723	OFFICE SUPPLIES 11/8/16		90.00	
API A3335014-54510		12/06/2016 W	16DEC2	002785		152724	REPAIRS & MAINTENANCE VEHICLE S1100		96.95	
API A3143124-54510		12/06/2016 W	16DEC2	002785		152725	REPAIRS & MAINTENANCE VEHICLE S8575		552.60	
API A3335014-54510		12/06/2016 W	16DEC2	002785		152726	REPAIRS & MAINTENANCE VEHICLE 0759274		723.68	
API A3335014-54510		12/06/2016 W	16DEC2	002785		152727	REPAIRS & MAINTENANCE VEHICLE S1100		872.84	
API V3719716-56997		12/06/2016 W	16DEC2	000024		152728	PRINCIPAL 2012 R BOND BOND PAYMENT		55,000.00	
API V3719717-57997		12/06/2016 W	16DEC2	000024		152728	INTEREST 2012R BOND BOND PAYMENT		4,000.00	
API A3143414-54110		12/06/2016 W	16DEC2	000070		152730	OFFICE SUPPLIES 11/16/16		710.00	
API A3143414-54510		12/06/2016 W	16DEC2	003099		152731	REPAIRS & MAINTENANCE VEHICLE SSFD		229.00	
API A3335014-54180		12/06/2016 W	16DEC2	003561		152732	OTHER SUPPLIES 9/27/16		212.79	
API E3577164-54720		12/06/2016 W	16DEC2	005044		152733	SERVICE CONTRACTS - PROF SERV 023980	Y	66.00	
API A3143124-54160		12/06/2016 W	16DEC2	006533		152734	UNIFORMS CLOTHING REIMB		110.20	
API F3638334-54330		12/06/2016 W	16DEC2	000031		152735	REPAIRS & MAINTENANCE EQUIPMEN 271		30.58	
API A3335014-54510		12/06/2016 W	16DEC2	000031		152736	REPAIRS & MAINTENANCE VEHICLE 271		35.56	
API A3335654-54610		12/06/2016 W	16DEC2	000031		152737	REPAIRS & MAINTENANCE BUILDING 271		43.09	
API F3638314-54180		12/06/2016 W	16DEC2	000031		152738	OTHER SUPPLIES 203538		59.62	
API A3335014-54180		12/06/2016 W	16DEC2	000031		152739	OTHER SUPPLIES 271		62.86	
API A3031624-54180		12/06/2016 W	16DEC2	000031		152740	OTHER SUPPLIES 271		28.79	
API A3335184-54750							STREET LIGHTING		9.90	

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YEAR PER JNL										
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT	
API A3537114-54180	12/06/2016 W	16DEC2	000031		152740	271				
API A3537114-54180	12/06/2016 W	16DEC2	000031		152740	OTHER SUPPLIES		19.17		
API A3537114-54180	12/06/2016 W	16DEC2	000031		152740	271				
API G3638124-54180	12/06/2016 W	16DEC2	000031		152740	OTHER SUPPLIES		8.99		
API G3638124-54180	12/06/2016 W	16DEC2	000031		152740	271				
API G3638124-54180	12/06/2016 W	16DEC2	000031		152740	OTHER SUPPLIES		33.83		
API A3031654-54210	12/06/2016 W	16DEC2	000031		152740	271				
API A3031654-54210	12/06/2016 W	16DEC2	000031		152740	OTHER SUPPLIES		1.70		
API A3537114-54180	12/06/2016 W	16DEC2	000031		152741	GARAGE SUPPLIES		21.62		
API A3537114-54180	12/06/2016 W	16DEC2	000031		152741	271				
API A3537114-54180	12/06/2016 W	16DEC2	000031		152741	OTHER SUPPLIES		18.97		
API A3638184-54610	12/06/2016 W	16DEC2	000031		152741	271				
API A3638184-54610	12/06/2016 W	16DEC2	000031		152741	OTHER SUPPLIES		39.96		
API A3335014-54180	12/06/2016 W	16DEC2	000031		152741	REPAIRS & MAINTENANCE BUILDING		40.42		
API A3335014-54180	12/06/2016 W	16DEC2	000031		152741	271				
API A3537114-54180	12/06/2016 W	16DEC2	000031		152742	OTHER SUPPLIES		210.93		
API A3537114-54180	12/06/2016 W	16DEC2	000031		152742	271				
API A3031634-54610	12/06/2016 W	16DEC2	000031		152743	OTHER SUPPLIES		446.79		
API A3031634-54610	12/06/2016 W	16DEC2	000031		152743	271				
API A3031634-54610	12/06/2016 W	16DEC2	000031		152744	REPAIRS & MAINTENANCE BUILDING		27.99		
API A3031634-54610	12/06/2016 W	16DEC2	000031		152744	271				
API A3031634-54610	12/06/2016 W	16DEC2	000031		152744	REPAIRS & MAINTENANCE BUILDING		2.69		
API A3031634-54610	12/06/2016 W	16DEC2	000031		152744	271				
API A3031634-54610	12/06/2016 W	16DEC2	000031		152744	REPAIRS & MAINTENANCE BUILDING		45.98		
API A3031654-54180	12/06/2016 W	16DEC2	000031		152744	271				
API A3031654-54180	12/06/2016 W	16DEC2	000031		152744	OTHER SUPPLIES		31.38		
API A3031654-54180	12/06/2016 W	16DEC2	000031		152744	271				
API A3031654-54180	12/06/2016 W	16DEC2	000031		152744	OTHER SUPPLIES		22.91		
API A3031654-54180	12/06/2016 W	16DEC2	000031		152744	271				
API A3031654-54180	12/06/2016 W	16DEC2	000031		152744	OTHER SUPPLIES		22.27		
API A3031654-54180	12/06/2016 W	16DEC2	000031		152744	271				
API A3031654-54180	12/06/2016 W	16DEC2	000031		152744	OTHER SUPPLIES		122.97		
API A3567144-54610-3000	12/06/2016 W	16DEC2	000031		152744	271				
API A3567144-54610-3000	12/06/2016 W	16DEC2	000031		152744	OTHER SUPPLIES		149.99		
API A3567144-54610-3000	12/06/2016 W	16DEC2	000031		152744	REPAIRS & MAINTENANCE BUILDING		30.71		
API A3567144-54610-3000	12/06/2016 W	16DEC2	000031		152744	271				
API A3567144-54330-3000	12/06/2016 W	16DEC2	000031		152745	OTHER SUPPLIES		24.29		
API A3567144-54610-3000	12/06/2016 W	16DEC2	000031		152745	271				
API A3567144-54610-3000	12/06/2016 W	16DEC2	000031		152745	REPAIRS & MAINTENANCE EQUIPMEN		71.51		
API A3567144-54610-3000	12/06/2016 W	16DEC2	000031		152745	271				
API A3567144-54610-3000	12/06/2016 W	16DEC2	000031		152745	REPAIRS & MAINTENANCE BUILDING		20.27		
API A3567144-54610-3000	12/06/2016 W	16DEC2	000031		152745	271				
API A3567174-54610-3000	12/06/2016 W	16DEC2	000031		152745	REPAIRS & MAINTENANCE BUILDING	Y	141.45		
API A3567174-54610-3000	12/06/2016 W	16DEC2	000031		152745	271				
API A3567174-54610-3000	12/06/2016 W	16DEC2	000031		152745	REPAIRS & MAINTENANCE BUILDING		68.69		
API A3567174-54610-3000	12/06/2016 W	16DEC2	000031		152745	271				

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API	A3567184-54610-3000	12/06/2016 W	16DEC2	000031		152745	REPAIRS & MAINTENANCE BUILDING 271		494.00	
API	A3031624-54180	12/06/2016 W	16DEC2	000031		152746	OTHER SUPPLIES 271		8.38	
API	A3031624-54180	12/06/2016 W	16DEC2	000031		152746	OTHER SUPPLIES 271		60.13	
API	A3031624-54610	12/06/2016 W	16DEC2	000031		152746	REPAIRS & MAINTENANCE BUILDING 271		1,230.00	
API	A3031654-54610	12/06/2016 W	16DEC2	000031		152746	REPAIRS & MAINTENANCE BUILDING 271		14.37	
API	A3031654-54610	12/06/2016 W	16DEC2	000031		152746	REPAIRS & MAINTENANCE BUILDING 271		61.18	
API	A3031654-54610	12/06/2016 W	16DEC2	000031		152746	REPAIRS & MAINTENANCE BUILDING 271		11.25	
API	A3031654-54610	12/06/2016 W	16DEC2	000031		152746	REPAIRS & MAINTENANCE BUILDING 271		48.27	
API	E3577164-54610	12/06/2016 W	16DEC2	002048		152747	REPAIRS & MAINTENANCE BUILDING 662		230.00	
API	A3567194-54610-3000	12/06/2016 W	16DEC2	002048	160410	152748	REPAIRS & MAINTENANCE BUILDING 271		14,504.00	
POL	A3567194-54610-3000	12/06/2016 LIQ/INV		002048	160410	152748	REPAIRS & MAINTENANCE BUILDING 4 271	2016		14,504.00
API	A3567174-54180-3000	12/06/2016 W	16DEC2	000033		152749	OTHER SUPPLIES 271		59.98	
API	A3143124-54510	12/06/2016 W	16DEC2	006030		152750	REPAIRS & MAINTENANCE VEHICLE 11/15/16		675.00	
API	F3638334-54510	12/06/2016 W	16DEC2	003259		152751	REPAIRS & MAINTENANCE VEHICLE 29855	Y	1,225.12	
API	H3031492-52000-1141	12/06/2016 W	16DEC2	004245	160785	152752	CAPITAL PROJECT OUTLAY 11/2/16		600.00	
POL	H3031492-52000-1141	12/06/2016 LIQ/INV		004245	160785	152752	CAPITAL PROJECT OUTLAY 11/2/16	4 2016		600.00
API	H3031492-52000-1141	12/06/2016 W	16DEC2	004245	160732	152754	CAPITAL PROJECT OUTLAY 11/1/16		1,500.00	
POL	H3031492-52000-1141	12/06/2016 LIQ/INV		004245	160732	152754	CAPITAL PROJECT OUTLAY 11/1/16	4 2016		1,500.00
API	A3143122-52620	12/06/2016 W	16DEC2	000047	160837	152755	POLICE EQUIPMENT S41800		1,293.10	
POL	A3143122-52620	12/06/2016 LIQ/INV		000047	160837	152755	POLICE EQUIPMENT S41800	4 2016		1,293.10
API	A3335124-54400	12/06/2016 W	16DEC2	002013	160899	152756	SALT & SAND 0488959		16,161.26	
POL	A3335124-54400	12/06/2016 LIQ/INV		002013	160899	152756	SALT & SAND 0488959	4 2016		16,161.26
API	A3021692-52230	12/06/2016 W	16DEC2	000085		152758	HARDWARE 050356		510.00	
API	A3143124-54160	12/06/2016 W	16DEC2	002220		152759	UNIFORMS CLOTHING REIMB		775.00	
API	A3143122-52620						POLICE EQUIPMENT		707.82	

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		12/06/2016	W 16DEC2	005615	160872	152760	10/28/16			
POL	A3143122-52620						POLICE EQUIPMENT	4		707.82
		12/06/2016	LIQ/INV	005615	160872	152760	10/28/16	2016		
API	A3537114-54160						UNIFORMS	Y	239.90	
		12/06/2016	W 16DEC2	000086		152761	12640			
API	A3031634-54610						REPAIRS & MAINTENANCE BUILDING		239.90	
		12/06/2016	W 16DEC2	000086		152762	12640			
API	A3031634-54610						REPAIRS & MAINTENANCE BUILDING		184.89	
		12/06/2016	W 16DEC2	000086	160761	152764	FIRE EXTINGUISHERS CARE			
API	A3031654-54610						REPAIRS & MAINTENANCE BUILDING		263.25	
		12/06/2016	W 16DEC2	000086	160761	152764	FIRE EXTINGUISHERS CARE			
API	A3567144-54610-3000						REPAIRS & MAINTENANCE BUILDING	Y	322.00	
		12/06/2016	W 16DEC2	000086	160761	152764	FIRE EXTINGUISHERS CARE			
POL	A3031634-54610						REPAIRS & MAINTENANCE BUILDING 4			184.89
		12/06/2016	LIQ/INV	000086	160761	152764	FIRE EXTINGUISHERS CARE 2016			
POL	A3031654-54610						REPAIRS & MAINTENANCE BUILDING 4			263.25
		12/06/2016	LIQ/INV	000086	160761	152764	FIRE EXTINGUISHERS CARE 2016			
POL	A3567144-54610-3000						REPAIRS & MAINTENANCE BUILDING 4			322.00
		12/06/2016	LIQ/INV	000086	160761	152764	FIRE EXTINGUISHERS CARE 2016			
API	E3577164-54201						BUSINESS EXPENSE/SALES		65.00	
		12/06/2016	W 16DEC2	007337		152765	MPI FALL FOCUS			
API	A3143124-54160						UNIFORMS		545.00	
		12/06/2016	W 16DEC2	003731		152766	CLOTHING REIMB			
API	E3577184-54723						SERV CONT CONSTRUCTION		67,913.75	
		12/06/2016	W 16DEC2	006832	160757	152767	10/10/16			
POL	E3577184-54723						SERV CONT CONSTRUCTION	4		67,913.75
		12/06/2016	LIQ/INV	006832	160757	152767	10/10/16	2016		
API	A3537114-54610						REPAIRS & MAINTENANCE BUILDING	Y	859.63	
		12/06/2016	W 16DEC2	007426		152768	2985			
API	A3031654-54610						REPAIRS & MAINTENANCE BUILDING		169.93	
		12/06/2016	W 16DEC2	007426		152769	2984			
API	A3567174-54610-3000						REPAIRS & MAINTENANCE BUILDING		655.13	
		12/06/2016	W 16DEC2	007426		152769	2984			
API	A3567194-54610-3000						REPAIRS & MAINTENANCE BUILDING	Y	379.00	
		12/06/2016	W 16DEC2	007426		152769	2984			
API	A3143414-54610						REPAIRS & MAINTENANCE BUILDING		3,763.60	
		12/06/2016	W 16DEC2	007426		152770	3022,3043			
API	A3567324-54170						SPORTS SUPPLIES		481.92	
		12/06/2016	W 16DEC2	000764		152772	1015209			
API	A3143332-52400						VEHICLES	Y	28,845.00	
		12/06/2016	W 16DEC2	007173	160811	152774	458390			
API	A3143124-54510						REPAIRS & MAINTENANCE VEHICLE		22.50	
		12/06/2016	W 16DEC2	007173	160811	152774	458390			
POL	A3143332-52400						VEHICLES	4		28,845.00
		12/06/2016	LIQ/INV	007173	160811	152774	458390	2016		
API	A046-42025						RENTAL ICE RINK WEIBEL		60.00	
		12/06/2016	W 16DEC2	007494		152775	ICE SKATING REFUND			
API	E3577164-54720						SERVICE CONTRACTS - PROF SERV	Y	502.66	
		12/06/2016	W 16DEC2	000417		152776	28-25070 4			

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API	A3638184-54521	12/06/2016 W	16DEC2	000417	160008	152777	TIPPING FEES 28-34321 0		746.50	
API	A3638184-54700	12/06/2016 W	16DEC2	000417	160008	152777	TRANSPORTATION 28-34321 0		270.00	
POL	A3638184-54521	12/06/2016 LIQ/INV		000417	160008	152777	TIPPING FEES 28-34321 0	4 2016		746.50
POL	A3638184-54700	12/06/2016 LIQ/INV		000417	160008	152777	TRANSPORTATION 28-34321 0	4 2016		270.00
API	A3638184-54521	12/06/2016 W	16DEC2	000417	160008	152778	TIPPING FEES 28-34321 0		1,582.50	
API	A3638184-54700	12/06/2016 W	16DEC2	000417	160008	152778	TRANSPORTATION 28-34321 0		540.00	
POL	A3638184-54521	12/06/2016 LIQ/INV		000417	160008	152778	TIPPING FEES 28-34321 0	4 2016		1,582.50
POL	A3638184-54700	12/06/2016 LIQ/INV		000417	160008	152778	TRANSPORTATION 28-34321 0	4 2016		540.00
API	E3577168-58010	12/06/2016 W	16DEC2	005598		152779	HOSPITALIZATION 10013542		17,760.00	
API	A3143124-54110	12/06/2016 W	16DEC2	002948		152780	OFFICE SUPPLIES 6731216		28.87	
API	A3031494-54110	12/06/2016 W	16DEC2	002948		152781	OFFICE SUPPLIES 6731216		113.30	
API	A3143012-52200	12/06/2016 W	16DEC2	002948		152782	OFFICE EQUIPMENT 6731216		679.80	
API	A3031494-54110	12/06/2016 W	16DEC2	000096		152783	OFFICE SUPPLIES 11/10/16		102.45	
API	A3143014-54110	12/06/2016 W	16DEC2	000096	160879	152784	OFFICE SUPPLIES 10/20/16		157.11	
POL	A3143014-54110	12/06/2016 LIQ/INV		000096	160879	152784	OFFICE SUPPLIES 10/20/16	4 2016		157.11
API	A3335014-54510	12/06/2016 W	16DEC2	001935		152785	REPAIRS & MAINTENANCE VEHICLE 101477		150.00	
API	A3335124-54510	12/06/2016 W	16DEC2	001935		152785	REPAIRS & MAINTENANCE VEHICLE 101477		150.00	
API	A3143414-54160	12/06/2016 W	16DEC2	000939		152786	UNIFORMS 323847		467.00	
API	A3929999-59901	12/06/2016 W	16DEC2	000138		152787	TRANSFERS TO OTHER FUNDS 12/1/16 INSTALLMENT		33,510.90	
API	A3143124-54160	12/06/2016 W	16DEC2	003814		152788	UNIFORMS 11/10/16		112.00	
API	A3143324-54160	12/06/2016 W	16DEC2	003814		152789	UNIFORMS 11/3/16	Y	160.00	
API	A3638144-54180	12/06/2016 W	16DEC2	000149		152790	OTHER SUPPLIES 10/6/16		222.00	
API	E3577164-54792	12/06/2016 W	16DEC2	007495		152791	MISCELLANEOUS TRAVEL		353.74	
API	A3143124-54160	12/06/2016 W	16DEC2	006641		152792	UNIFORMS CLOTHING REIMB		145.31	
API	F3638354-54180						OTHER SUPPLIES		103.00	

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EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC		
12/06/2016 W	16DEC2	004200		152793	5873550		
API A3567144-54720-3000					SERVICE CONTRACTS - PROF SERV	Y	1,475.00
12/06/2016 W	16DEC2	004200		152794	5873550		
API A046-42024					INDOOR REC FACILITY RENT		130.00
12/06/2016 W	16DEC2	007487		152795	BASKETBALL REFUND		
API A3335014-54180					OTHER SUPPLIES		597.98
12/06/2016 W	16DEC2	000148		152796	2512		
API A3143314-54720					SERVICE CONTRACTS - PROF SERV		2,790.00
12/06/2016 W	16DEC2	000152	150866	152797	BID 2015-40		
POL A3143314-54720					SERVICE CONTRACTS - PROF SERV	4	2,790.00
12/06/2016 LIQ/INV		000152	150866	152797	BID 2015-40	2015	
API A3011474-54110					OFFICE SUPPLIES		3.99
12/06/2016 W	16DEC2	003203		152798	51284314		
API A3011474-54110					OFFICE SUPPLIES		7.98
12/06/2016 W	16DEC2	003203		152799	51284314		
API E3577164-54792					MISCELLANEOUS		19.95
12/06/2016 W	16DEC2	003203		152800	76010074		
API A3021314-54110					OFFICE SUPPLIES		37.41
12/06/2016 W	16DEC2	003203		152801	51284318		
API A3051414-54110					OFFICE SUPPLIES		54.37
12/06/2016 W	16DEC2	003203		152803	51284317		
API A3031494-54110					OFFICE SUPPLIES		8.98
12/06/2016 W	16DEC2	003203		152804	51284311		
API A3031624-54180					OTHER SUPPLIES		43.90
12/06/2016 W	16DEC2	003203		152804	51284311		
API A3031654-54180					OTHER SUPPLIES		16.95
12/06/2016 W	16DEC2	003203		152804	51284311		
API A3537114-54180					OTHER SUPPLIES		8.98
12/06/2016 W	16DEC2	003203		152804	51284311		
API A3143014-54110					OFFICE SUPPLIES		13.47
12/06/2016 W	16DEC2	003203		152805	51284309		
API A3143014-54110					OFFICE SUPPLIES		13.47
12/06/2016 W	16DEC2	003203		152805	51284309		
API A3143014-54110					OFFICE SUPPLIES		8.98
12/06/2016 W	16DEC2	003203		152805	51284309		
API A3143124-54180					OTHER SUPPLIES		62.86
12/06/2016 W	16DEC2	003203		152805	51284309		
API A3143124-54180					OTHER SUPPLIES		22.45
12/06/2016 W	16DEC2	003203		152805	51284309		
API A3143124-54180					OTHER SUPPLIES		34.99
12/06/2016 W	16DEC2	003203		152805	51284309		
API A3143124-54180					OTHER SUPPLIES		53.88
12/06/2016 W	16DEC2	003203		152805	51284309		
API A3143124-54180					OTHER SUPPLIES		34.99
12/06/2016 W	16DEC2	003203		152805	51284309		
API A3143414-54200					HOUSE SUPPLIES		35.92
12/06/2016 W	16DEC2	003203		152805	51284309		
API A3143414-54200					HOUSE SUPPLIES		31.43
12/06/2016 W	16DEC2	003203		152805	51284309		

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API	A3143414-54200	12/06/2016 W	16DEC2	003203		152805	HOUSE SUPPLIES 51284309		44.90	
API	A3143414-54200	12/06/2016 W	16DEC2	003203		152805	HOUSE SUPPLIES 51284309		35.92	
API	A3143414-54200	12/06/2016 W	16DEC2	003203		152805	HOUSE SUPPLIES 51284309		49.39	
API	A3143414-54200	12/06/2016 W	16DEC2	003203		152805	HOUSE SUPPLIES 51284309		30.00	
API	A3638562-52300	12/06/2016 W	16DEC2	004623		152806	MISCELLANEOUS EQUIPMENT 11/6/16		233.50	
API	A3638564-54180	12/06/2016 W	16DEC2	004623		152806	OTHER SUPPLIES 11/6/16		120.00	
API	A3638564-54330	12/06/2016 W	16DEC2	004623		152806	REPAIRS & MAINTENANCE EQUIPMEN 11/6/16		308.00	
API	A046-42024	12/06/2016 W	16DEC2	007477		152807	INDOOR REC FACILITY RENT BASKETBALL REFUND		290.00	
API	E3577164-54792	12/06/2016 W	16DEC2	007483		152808	MISCELLANEOUS 11/7/16 INTERVIEWS		264.30	
API	A063-42411	12/06/2016 W	16DEC2	007457		152809	RENTAL CASINO,CITY HALL, DRINK CASINO REFUND		500.00	
API	A3335014-54184	12/06/2016 W	16DEC2	000156		152810	FLOWERS 012851		650.00	
API	A3143124-54180	12/06/2016 W	16DEC2	000315		152811	OTHER SUPPLIES 11/15/16		150.00	
API	A3335014-54960	12/06/2016 W	16DEC2	000301		152812	STREET SIGNS 1 30052001		1,024.60	
API	A3143124-54850	12/06/2016 W	16DEC2	002196		152813	MEALS PRISONERS OCT 2016		99.28	
API	A3567194-54610	12/06/2016 W	16DEC2	004794		152814	REPAIRS & MAINTENANCE BUILDING 11/21/16		434.70	
API	A3031494-54740	12/06/2016 W	16DEC2	000172		152815	SERVICE CONTRACTS - EQUIPMENT SSCI05		35.39	
API	A3567144-54740	12/06/2016 W	16DEC2	000172		152816	SERVICE CONTRACTS - EQUIPMENT SSCI15		143.03	
API	A3567144-54600	12/06/2016 W	16DEC2	006563		152817	ADVERTISING 10392		100.00	
API	E3577164-54610	12/06/2016 W	16DEC2	007444	160844	152818	REPAIRS & MAINTENANCE BUILDING 200525		2,000.00	
POL	E3577164-54610	12/06/2016 LIQ/INV		007444	160844	152818	REPAIRS & MAINTENANCE BUILDING 4 200525 2016			2,000.00
API	A3031914-54773	12/06/2016 W	16DEC2	007465	160883	152819	LIABILITY INSURANCE CAROUSEL APPRAISAL		8,500.00	
POL	A3031914-54773	12/06/2016 LIQ/INV		007465	160883	152819	LIABILITY INSURANCE 4 CAROUSEL APPRAISAL 2016			8,500.00
API	A3143124-54180	12/06/2016 W	16DEC2	005903		152820	OTHER SUPPLIES 9745		421.45	
API	F3638334-54330	12/06/2016 W	16DEC2	003084		152821	REPAIRS & MAINTENANCE EQUIPMEN 57289		5.48	
API	A046-42024						INDOOR REC FACILITY RENT		15.00	

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API	F3638354-54180	12/06/2016 W	16DEC2	007486		152822	REFUND ROOM RENTAL			
API	F3638354-54180	12/06/2016 W	16DEC2	005084		152823	OTHER SUPPLIES		395.00	
API	F3638354-54180	12/06/2016 W	16DEC2	005084		152824	14480 OTHER SUPPLIES		411.30	
API	F3638354-54180	12/06/2016 W	16DEC2	005084	160511	152826	14480 OTHER SUPPLIES		1,478.21	
POL	F3638354-54180	12/06/2016 LIQ/INV	005084	160511		152826	14480 OTHER SUPPLIES	4		1,478.21
API	A3021694-54740	12/06/2016 W	16DEC2	005574	160007	152829	SERVICE CONTRACTS - EQUIPMENT	2016	2,239.62	
POL	A3021694-54740	12/06/2016 LIQ/INV	005574	160007		152829	FIBER LEASE	4		2,239.62
API	F3638334-54330	12/06/2016 W	16DEC2	007392		152830	SERVICE CONTRACTS - EQUIPMENT	2016	183.60	
API	A3021692-52230	12/06/2016 W	16DEC2	000001		152831	REPAIRS & MAINTENANCE EQUIPMEN		46.24	
API	A3051354-54720	12/06/2016 W	16DEC2	004899	160209	152832	482625 HARDWARE		68.00	
POL	A3051354-54720	12/06/2016 LIQ/INV	004899	160209		152832	K. KLING			68.00
API	A3638184-54719	12/06/2016 W	16DEC2	004899	150862	152833	SERVICE CONTRACTS - PROF SERV	4	203.50	
POL	A3638184-54719	12/06/2016 LIQ/INV	004899	150862		152833	10258-0013	2016		203.50
API	A3011424-54720	12/06/2016 W	16DEC2	004899	160868	152834	PROF SERVICES LANDFILL LINE		3,385.50	
POL	A3011424-54720	12/06/2016 LIQ/INV	004899	160868		152834	WEIBEL AVE LANDFILL ADDENDUM	4		3,385.50
API	Y3618664-54951-366	12/06/2016 W	16DEC2	005148		152835	PROF SERVICES LANDFILL LINE		2,480.00	
API	G3638114-54180	12/06/2016 W	16DEC2	007279	160661	152836	WEIBEL AVE LANDFILL ADDEND2015		615.00	
POL	G3638114-54180	12/06/2016 LIQ/INV	007279	160661		152836	SERVICE CONTRACTS - PROF SERV	4		615.00
API	A3143124-54160	12/06/2016 W	16DEC2	006556		152837	EMINENT DOMAIN	2016	275.00	
API	Y3618664-54951-366	12/06/2016 W	16DEC2	007471		152838	SERVICE CONTRACTS - PROF SERV	4	9,750.00	
API	A3567194-54510-3000	12/06/2016 W	16DEC2	007264		152839	EMINENT DOMAIN		142.80	
API	A3567194-54520-3000	12/06/2016 W	16DEC2	002421		152840	RESIDENTIAL REHAB SINGLE FAMIL	Y	35.36	
API	A3567194-54520-3000	12/06/2016 W	16DEC2	002421		152840	JUL-NOV 2016		41.15	
API	A3638194-54520	12/06/2016 W	16DEC2	002421		152840	OTHER SUPPLIES		57.71	
API	A3638194-54520	12/06/2016 W	16DEC2	002421		152840	5528		24.45	
API	A3638194-54520	12/06/2016 W	16DEC2	002421		152840	OTHER SUPPLIES	4		
							5528	2016		
							UNIFORMS			
							CLOTHING REIMB			
							RESIDENTIAL REHAB SINGLE FAMIL	Y		
							2012 RES REHAB GRANT			
							REPAIRS & MAINTENANCE VEHICLE			
							71973			
							GAS & OIL			
							1003133			
							GAS & OIL			
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API	A3143124-54160	12/06/2016	W 16DEC2	000198	160903	152842	UNIFORMS 1001581618		129.90	
POL	A3143124-54160	12/06/2016	LIQ/INV	000198	160903	152842	UNIFORMS 1001581618	4 2016		129.90
API	A3143124-54160	12/06/2016	W 16DEC2	000198	160151	152843	UNIFORMS 4790676		155.00	
POL	A3143124-54160	12/06/2016	LIQ/INV	000198	160151	152843	UNIFORMS 4790676	4 2016		155.00
API	A3143124-54160	12/06/2016	W 16DEC2	000198	160173	152844	UNIFORMS 4790676		155.00	
POL	A3143124-54160	12/06/2016	LIQ/INV	000198	160173	152844	UNIFORMS 4790676	4 2016		155.00
API	A3143124-54160	12/06/2016	W 16DEC2	000198	160177	152845	UNIFORMS 4790676		155.00	
POL	A3143124-54160	12/06/2016	LIQ/INV	000198	160177	152845	UNIFORMS 4790676	4 2016		155.00
API	A3143124-54160	12/06/2016	W 16DEC2	000198	160186	152846	UNIFORMS 4790676		155.00	
POL	A3143124-54160	12/06/2016	LIQ/INV	000198	160186	152846	UNIFORMS 4790676	4 2016		155.00
API	A3143124-54160	12/06/2016	W 16DEC2	000198	160689	152847	UNIFORMS 4790676		161.31	
POL	A3143124-54160	12/06/2016	LIQ/INV	000198	160689	152847	UNIFORMS 4790676	4 2016		161.31
API	A3143124-54160	12/06/2016	W 16DEC2	000198	160154	152848	UNIFORMS 4790676		155.00	
POL	A3143124-54160	12/06/2016	LIQ/INV	000198	160154	152848	UNIFORMS 4790676	4 2016		155.00
API	A3143124-54160	12/06/2016	W 16DEC2	000198		152849	UNIFORMS 4790676		155.00	
API	A3143124-54160	12/06/2016	W 16DEC2	000198	160903	152850	UNIFORMS 1001581618		374.74	
POL	A3143124-54160	12/06/2016	LIQ/INV	000198	160903	152850	UNIFORMS 1001581618	4 2016		374.74
API	A3143124-54160	12/06/2016	W 16DEC2	000198	160896	152851	UNIFORMS 1001581618		114.26	
POL	A3143124-54160	12/06/2016	LIQ/INV	000198	160896	152851	UNIFORMS 1001581618	4 2016		114.26
API	A3143124-54160	12/06/2016	W 16DEC2	000198	160896	152852	UNIFORMS 1001581618		388.01	
POL	A3143124-54160	12/06/2016	LIQ/INV	000198	160896	152852	UNIFORMS 1001581618	4 2016		388.03
API	A3143124-54160	12/06/2016	W 16DEC2	000198	160926	152853	UNIFORMS 1001581618		410.91	
POL	A3143124-54160	12/06/2016	LIQ/INV	000198	160926	152853	UNIFORMS 1001581618	4 2016		410.91
API	A3143124-54160	12/06/2016	W 16DEC2	000198	160924	152854	UNIFORMS 4790676		445.40	
POL	A3143124-54160						UNIFORMS	4		445.40

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		12/06/2016	LIQ/INV	000198	160924	152854	4790676	2016		
API	A3143124-54160						UNIFORMS		530.00	
		12/06/2016	W 16DEC2	000198	160878	152855	4790676			
POL	A3143124-54160						UNIFORMS	4		530.00
		12/06/2016	LIQ/INV	000198	160878	152855	4790676	2016		
API	A3051414-54490						GENERAL ADVERTISING		110.40	
		12/06/2016	W 16DEC2	000376		152856	90122			
API	A3021692-52600						SOFTWARE		22,777.36	
		12/06/2016	W 16DEC2	000190	160851	152857	SA0110			
API	A3021694-54740						SERVICE CONTRACTS - EQUIPMENT		4,855.64	
		12/06/2016	W 16DEC2	000190	160851	152857	SA0110			
POL	A3021692-52600						SOFTWARE	4		25,800.00
		12/06/2016	LIQ/INV	000190	160851	152857	SA0110	2016		
POL	A3021694-54740						SERVICE CONTRACTS - EQUIPMENT	4		5,500.00
		12/06/2016	LIQ/INV	000190	160851	152857	SA0110	2016		
API	A3143314-54332						MATERIALS & REPAIRS TRAFFIC LT		3,020.00	
		12/06/2016	W 16DEC2	007467	160891	152858	6049			
POL	A3143314-54332						MATERIALS & REPAIRS TRAFFIC LT	4		3,020.00
		12/06/2016	LIQ/INV	007467	160891	152858	6049	2016		
API	A3031624-54140						JANITORIAL SUPPLIES		31.20	
		12/06/2016	W 16DEC2	000189		152859	800013294			
API	A3143312-52800						TRAFFIC LIGHT EQUIPMENT		52.80	
		12/06/2016	W 16DEC2	000189		152860	DPS/DPW			
API	A3143414-54200						HOUSE SUPPLIES		99.00	
		12/06/2016	W 16DEC2	000189		152860	DPS/DPW			
API	A3143312-52802						TOOLS & EQUIPMENT		170.77	
		12/06/2016	W 16DEC2	000189		152861	845177179			
API	A3031654-54180						OTHER SUPPLIES		215.94	
		12/06/2016	W 16DEC2	000186		152863	1289			
API	A3638564-54510						REPAIRS & MAINTENANCE VEHICLE	Y	821.93	
		12/06/2016	W 16DEC2	000186		152864	1289			
API	F3638334-54180						OTHER SUPPLIES		604.63	
		12/06/2016	W 16DEC2	000199		152865	015432			
API	A3011474-54774						LIFE INSURANCE		8.00	
		12/06/2016	W 16DEC2	000200		152866	000040370001			
API	A3719044-54774						LIFE INSURANCE		68.00	
		12/06/2016	W 16DEC2	000200		152866	000040370001			
API	A3729044-54774						LIFE INSURANCE		44.00	
		12/06/2016	W 16DEC2	000200		152866	000040370001			
API	A3739044-54774						LIFE INSUARANCE		289.59	
		12/06/2016	W 16DEC2	000200		152866	000040370001			
API	F3739044-54774						LIFE INSURANCE		85.19	
		12/06/2016	W 16DEC2	000200		152866	000040370001			
API	G3739044-54774						LIFE INSURANCE		49.22	
		12/06/2016	W 16DEC2	000200		152866	000040370001			
API	A3749044-54774						LIFE INSURANCE		318.40	
		12/06/2016	W 16DEC2	000200		152866	000040370001			
API	A3759044-54774						LIFE INSURANCE		36.00	
		12/06/2016	W 16DEC2	000200		152866	000040370001			

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API	A3769044-54774	12/06/2016 W	16DEC2	000200		152866	LIFE INSURANCE 000040370001		24.00	
API	A3769044-54774-3000	12/06/2016 W	16DEC2	000200		152866	LIFE INSURANCE 000040370001		44.00	
API	A3143034-54160	12/06/2016 W	16DEC2	005222		152867	UNIFORMS CLOTHING REIMB		101.01	
API	F3638344-54330	12/06/2016 W	16DEC2	006831		152868	REPAIRS & MAINTENANCE EQUIPMEN 205549		435.13	
API	A3031654-54140	12/06/2016 W	16DEC2	000211		152869	JANITORIAL SUPPLIES 7694		387.74	
API	A3335014-54180	12/06/2016 W	16DEC2	000205		152870	OTHER SUPPLIES 90-00047 2		152.50	
API	F3638334-54141	12/06/2016 W	16DEC2	000202	160662	152871	CHEMICALS 984		6,261.13	
POL	F3638334-54141	12/06/2016 LIQ/INV	000202	160662	152871		CHEMICALS 984	4 2016		6,261.13
API	A3567184-54610-3000	12/06/2016 W	16DEC2	002439		152872	REPAIRS & MAINTENANCE BUILDING 6035322504016258		587.45	
API	A3031624-54610	12/06/2016 W	16DEC2	002439		152874	REPAIRS & MAINTENANCE BUILDING 6035322504016258		27.00	
API	A3031654-54610	12/06/2016 W	16DEC2	002439		152874	REPAIRS & MAINTENANCE BUILDING 6035322504016258		39.00	
API	A3537114-54610	12/06/2016 W	16DEC2	002439		152874	REPAIRS & MAINTENANCE BUILDING 6035322504016258	Y	289.80	
API	A3638184-54610	12/06/2016 W	16DEC2	002439		152874	REPAIRS & MAINTENANCE BUILDING 6035322504016258		816.75	
API	A3638184-54610	12/06/2016 W	16DEC2	002439		152874	REPAIRS & MAINTENANCE BUILDING 6035322504016258		185.73	
API	A3567184-54610-3000	12/06/2016 W	16DEC2	002439		152875	REPAIRS & MAINTENANCE BUILDING 6035322504016258		1,774.70	
API	A3011424-54720	12/06/2016 W	16DEC2	007080	160912	152876	SERVICE CONTRACTS - PROF SERV 121.01		2,592.00	
POL	A3011424-54720	12/06/2016 LIQ/INV	007080	160912	152876		SERVICE CONTRACTS - PROF SERV 121.01	4 2016		2,592.00
API	A3335014-54510	12/06/2016 W	16DEC2	006004		152877	REPAIRS & MAINTENANCE VEHICLE 1188		79.65	
API	A3335124-54510	12/06/2016 W	16DEC2	006004		152877	REPAIRS & MAINTENANCE VEHICLE 1188		80.00	
API	A3335124-54510	12/06/2016 W	16DEC2	006004		152877	REPAIRS & MAINTENANCE VEHICLE 1188		79.00	
API	F3638332-52300	12/06/2016 W	16DEC2	000878		152878	MISCELLANEOUS EQUIPMENT 7/27/16		633.45	
API	F3638334-54330	12/06/2016 W	16DEC2	000878		152878	REPAIRS & MAINTENANCE EQUIPMEN 7/27/16		633.45	
API	F3638332-52300	12/06/2016 W	16DEC2	000878		152879	MISCELLANEOUS EQUIPMENT 10/14/16		709.45	
API	F3638334-54330	12/06/2016 W	16DEC2	000878		152879	REPAIRS & MAINTENANCE EQUIPMEN 10/14/16		709.45	
API	A3335014-54320						TOOLS		108.53	

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		12/06/2016 W	16DEC2	000375		152880	2771339			
API	A3143124-54971						TUITION REIMBURSEMENT		819.50	
		12/06/2016 W	16DEC2	001980		152881	TUTION REIMB			
API	A3143124-54160						UNIFORMS		124.99	
		12/06/2016 W	16DEC2	004706		152882	CLOTHING REIMB			
API	A3143014-54110						OFFICE SUPPLIES		368.30	
		12/06/2016 W	16DEC2	005070	160922	152883	CSS040			
API	A3143014-54110						OFFICE SUPPLIES		11.94	
		12/06/2016 W	16DEC2	005070	160922	152883	CSS040			
POL	A3143014-54110						OFFICE SUPPLIES	4		368.30
		12/06/2016 LIQ/INV		005070	160922	152883	CSS040	2016		
API	A3143324-54160						UNIFORMS	Y	91.98	
		12/06/2016 W	16DEC2	007460		152884	CLOTHING REIMB			
API	A3031934-54775						SELF INSURANCE		314.36	
		12/06/2016 W	16DEC2	005786		152885	11/9/16			
API	A3567194-54720-3000						SERVICE CONTRACTS - PROF SERV		271.00	
		12/06/2016 W	16DEC2	000270		152886	0243144-IN			
API	E3577164-54201						BUSINESS EXPENSE/SALES		45.65	
		12/06/2016 W	16DEC2	000282		152887	5417755990033305			
API	E3577164-54201						BUSINESS EXPENSE/SALES		15.56	
		12/06/2016 W	16DEC2	000282		152888	5417755990033305			
API	E3577164-54792						MISCELLANEOUS	Y	89.42	
		12/06/2016 W	16DEC2	000282		152888	5417755990033305			
API	A3335014-54510						REPAIRS & MAINTENANCE VEHICLE		655.20	
		12/06/2016 W	16DEC2	003272		152889	96797			
API	A3143412-52601						FIRE EQUIPMENT		207.20	
		12/06/2016 W	16DEC2	004407		152890	C35875			
API	A3143412-52400						VEHICLES		29,128.00	
		12/06/2016 W	16DEC2	004676	160724	152891	17T298			
POL	A3143412-52400						VEHICLES	4		29,128.00
		12/06/2016 LIQ/INV		004676	160724	152891	17T298	2016		
API	A3618684-54720-8020						SERVICE CONTRACTS - PROF SERV		2,692.00	
		12/06/2016 W	16DEC2	004204	160611	152892	62, 61			
POL	A3618684-54720-8020						SERVICE CONTRACTS - PROF SERV	4		2,692.00
		12/06/2016 LIQ/INV		004204	160611	152892	62, 61	2016		
API	A3143124-54160						UNIFORMS		59.18	
		12/06/2016 W	16DEC2	006852		152893	CLOTHING REIMB			
API	A3638564-54510						REPAIRS & MAINTENANCE VEHICLE	Y	759.69	
		12/06/2016 W	16DEC2	000386		152894	6017550			
API	A3638194-54520						GAS & OIL		1,581.24	
		12/06/2016 W	16DEC2	006965		152895	828642			
API	E3577184-54723						SERV CONT CONSTRUCTION		106,690.00	
		12/06/2016 W	16DEC2	005797	160669	152896	16-114			
POL	E3577184-54723						SERV CONT CONSTRUCTION	4		106,690.00
		12/06/2016 LIQ/INV		005797	160669	152896	16-114	2016		
API	A3143124-54160						UNIFORMS		193.99	
		12/06/2016 W	16DEC2	004678	160886	152897	100063			
POL	A3143124-54160						UNIFORMS	4		193.99
		12/06/2016 LIQ/INV		004678	160886	152897	100063	2016		

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API	A3031654-54160	12/06/2016 W	16DEC2	004678	160034	152898	UNIFORMS 100044		199.99	
POL	A3031654-54160	12/06/2016 LIQ/INV		004678	160034	152898	UNIFORMS 100044	4 2016		200.00
API	A3335654-54160	12/06/2016 W	16DEC2	004678	160078	152899	UNIFORMS 100044		200.00	
POL	A3335654-54160	12/06/2016 LIQ/INV		004678	160078	152899	UNIFORMS 100044	4 2016		200.00
API	A3031654-54160	12/06/2016 W	16DEC2	004678	160039	152900	UNIFORMS BOOTS/WHITE		199.99	
POL	A3031654-54160	12/06/2016 LIQ/INV		004678	160039	152900	UNIFORMS BOOTS/WHITE	4 2016		200.00
API	A3335124-54160	12/06/2016 W	16DEC2	004678	160072	152901	UNIFORMS BOOTS/KANE		172.99	
POL	A3335124-54160	12/06/2016 LIQ/INV		004678	160072	152901	UNIFORMS BOOTS/KANE	4 2016		200.00
API	A3537114-54160	12/06/2016 W	16DEC2	004678	160079	152902	UNIFORMS BOOTS/BENSON	Y	159.99	
POL	A3537114-54160	12/06/2016 LIQ/INV		004678	160079	152902	UNIFORMS BOOTS/BENSON	4 2016		200.00
API	G3638124-54160	12/06/2016 W	16DEC2	004678	160028	152903	UNIFORMS BOOTS/KOWNACK		145.99	
POL	G3638124-54160	12/06/2016 LIQ/INV		004678	160028	152903	UNIFORMS BOOTS/KOWNACK	4 2016		200.00
API	A046-42024	12/06/2016 W	16DEC2	007488		152904	INDOOR REC FACILITY RENT BASKETBALL REFUND		125.00	
API	A3143124-54979	12/06/2016 W	16DEC2	006665		152905	HORSE CARE EQUINE SUPPLIES REIMB		75.96	
API	A3021384-54720	12/06/2016 W	16DEC2	001418		152906	MORGAN ST PROF SERV 4TH QTR 2016		24,150.00	
API	A044-41640	12/06/2016 W	16DEC2	006306		152907	AMBULANCE TRANSPORT CHARGES NOV 2016		1,950.04	
API	A3143634-54747	12/06/2016 W	16DEC2	006306	160228	152908	AMBULANCE BILLING CONTRACTED S OCT 2016		6,884.40	
POL	A3143634-54747	12/06/2016 LIQ/INV		006306	160228	152908	AMBULANCE BILLING CONTRACTED S 4 OCT 2016	4 2016		6,884.40
API	A3021314-54110	12/06/2016 W	16DEC2	006512		152910	OFFICE SUPPLIES CS06		65.00	
API	A3021314-54110	12/06/2016 W	16DEC2	006512		152911	OFFICE SUPPLIES CS06		124.00	
API	A3143314-54751	12/06/2016 W	16DEC2	000319		152912	UTILITIES TRAFFIC LIGHTS DPS		107.25	
API	A3143314-54751	12/06/2016 W	16DEC2	000319		152913	UTILITIES TRAFFIC LIGHTS DPS		109.03	
API	A3143314-54751	12/06/2016 W	16DEC2	000319		152914	UTILITIES TRAFFIC LIGHTS DPS		144.50	
API	A3143314-54751	12/06/2016 W	16DEC2	000319		152915	UTILITIES TRAFFIC LIGHTS DPS		154.24	
API	A3143314-54751						UTILITIES TRAFFIC LIGHTS		154.84	

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API A3335014-54180	12/06/2016 W	16DEC2	000319		152916	DPS			
API F3638334-54180	12/06/2016 W	16DEC2	006523		152917	OTHER SUPPLIES 31569		417.70	
API H3567142-52000-1008	12/06/2016 W	16DEC2	006523		152917	OTHER SUPPLIES 31569		101.76	
POL H3567142-52000-1008	12/06/2016 W	16DEC2	004338	160818	152918	SCHOOL CAP RECREATION IMP BATHROOM RENOVATIONS		10,310.00	
API A3143124-54510	12/06/2016 LIQ/INV		004338	160818	152918	SCHOOL CAP RECREATION IMP BATHROOM RENOVATIONS	4 2016		10,310.00
API A3011214-54110	12/06/2016 W	16DEC2	006731		152919	REPAIRS & MAINTENANCE VEHICLE 2356		2,100.24	
API A3031444-54110	12/06/2016 W	16DEC2	001572		152920	OFFICE SUPPLIES 11/4/16		25.91	
API A3618684-54110	12/06/2016 W	16DEC2	001572		152920	OFFICE SUPPLIES 11/4/16		25.90	
API E3577164-54330	12/06/2016 W	16DEC2	001572		152920	OFFICE SUPPLIES 11/4/16		25.90	
API A3638194-54510	12/06/2016 W	16DEC2	006455		152922	REPAIRS & MAINTENANCE EQUIPMEN 156709		911.52	
POL A3638194-54510	12/06/2016 LIQ/INV		000446	160909	152923	REPAIRS & MAINTENANCE VEHICLE CITYO001	4 2016	2,128.42	
API A3031624-54720	12/06/2016 W	16DEC2	000019	160830	152925	SERVICE CONTRACTS - PROF SERV 3080534		1,080.00	
API A3031654-54610	12/06/2016 W	16DEC2	000019	160830	152925	REPAIRS & MAINTENANCE BUILDING 3080534		160.00	
API A3335014-54180	12/06/2016 W	16DEC2	000019	160830	152925	OTHER SUPPLIES 3080534		120.00	
API A3537114-54720	12/06/2016 W	16DEC2	000019	160830	152925	SERVICE CONTRACTS - PROF SERV 3080534		260.00	
API A3567174-54720-3000	12/06/2016 W	16DEC2	000019	160830	152925	SERVICE CONTRACTS - PROF SERV 3080534	Y	300.00	
API A3567194-54720-3000	12/06/2016 W	16DEC2	000019	160830	152925	SERVICE CONTRACTS - PROF SERV 3080534		352.00	
POL A3031624-54720	12/06/2016 LIQ/INV		000019	160830	152925	SERVICE CONTRACTS - PROF SERV 3080534	4 2016		1,080.00
POL A3031654-54610	12/06/2016 LIQ/INV		000019	160830	152925	REPAIRS & MAINTENANCE BUILDING 3080534	4 2016		160.00
POL A3335014-54180	12/06/2016 LIQ/INV		000019	160830	152925	OTHER SUPPLIES 3080534	4 2016		120.00
POL A3537114-54720	12/06/2016 LIQ/INV		000019	160830	152925	SERVICE CONTRACTS - PROF SERV 3080534	4 2016		260.00
POL A3567174-54720-3000	12/06/2016 LIQ/INV		000019	160830	152925	SERVICE CONTRACTS - PROF SERV 3080534	4 2016		300.00
POL A3567194-54720-3000	12/06/2016 LIQ/INV		000019	160830	152925	SERVICE CONTRACTS - PROF SERV 3080534	4 2016		352.00
API A3011654-54670	12/06/2016 W	16DEC2	005644		152926	PHONES 4365150		517.55	

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API	A3335014-54100	12/06/2016 W	16DEC2	000327		152927	RUBBLE BLACKTOP STONE OIL 19018		128.97	
API	A3143124-54720	12/06/2016 W	16DEC2	003602		152928	SERVICE CONTRACTS - PROF SERV 10/1/11/1/2016		25.32	
API	A3567174-54170	12/06/2016 W	16DEC2	006288		152929	SPORTS SUPPLIES 10/28/16		793.00	
API	A3143124-54740	12/06/2016 W	16DEC2	006294		152930	SERVICE CONTRACTS - EQUIPMENT 57614		332.50	
API	A3143124-54740	12/06/2016 W	16DEC2	006294	160130	152931	SERVICE CONTRACTS - EQUIPMENT SSPD		665.00	
POL	A3143124-54740	12/06/2016 LIQ/INV	006294	160130		152931	SERVICE CONTRACTS - EQUIPMENT SSPD	4 2016		665.00
API	A3335014-54100	12/06/2016 W	16DEC2	000329		152932	RUBBLE BLACKTOP STONE OIL 222		388.86	
API	H3143122-52000-1229	12/06/2016 W	16DEC2	004843	160875	152933	EMERGENCY RADIO REPLACE 474830		1,147.78	
POL	H3143122-52000-1229	12/06/2016 LIQ/INV	004843	160875		152933	EMERGENCY RADIO REPLACE 474830	4 2016		1,181.43
API	F3638314-54120	12/06/2016 W	16DEC2	000330		152934	POSTAGE POSTAGE		2,250.00	
API	G3638114-54120	12/06/2016 W	16DEC2	000330		152934	POSTAGE POSTAGE		2,250.00	
API	A3143314-54390	12/06/2016 W	16DEC2	006358		152935	MAINTENANCE SUPPLIES 71774672		44.81	
API	A3051414-54573	12/06/2016 W	16DEC2	004919		152936	RISK-SAFETY PROGRAMMING 11001905 DUES 2017		385.00	
API	A3567144-54689	12/06/2016 W	16DEC2	007422		152937	EDUCATION RAMOS/LANFEAR		300.00	
API	A3335014-54510	12/06/2016 W	16DEC2	000125		152938	REPAIRS & MAINTENANCE VEHICLE CITYSA0		465.71	
API	A3567144-54510-3000	12/06/2016 W	16DEC2	000125		152938	REPAIRS & MAINTENANCE VEHICLE CITYSA0	Y	232.85	
API	A3638564-54510	12/06/2016 W	16DEC2	000125		152938	REPAIRS & MAINTENANCE VEHICLE CITYSA0	Y	232.85	
API	F3638354-54510	12/06/2016 W	16DEC2	000125		152938	REPAIRS & MAINTENANCE VEHICLE CITYSA0		232.85	
API	A3567194-54110	12/06/2016 W	16DEC2	003171		152939	OFFICE SUPPLIES HALLOWEEN REIMB		49.38	
API	A3567194-54110	12/06/2016 W	16DEC2	003171		152940	OFFICE SUPPLIES REIMB		28.99	
API	A3567182-52200	12/06/2016 W	16DEC2	003171		152940	OFFICE EQUIPMENT REIMB		234.49	
API	Y3618664-54493-431	12/06/2016 W	16DEC2	005812		152941	REBUILDING TOGETHER REHAB PROG 14 MITCHELL ST	Y	4,860.00	
API	A3143124-54160	12/06/2016 W	16DEC2	007202		152942	UNIFORMS CLOTHING REIMB		720.42	
API	H3031492-52000-1141	12/06/2016 W	16DEC2	007333	160833	152943	CAPITAL PROJECT OUTLAY OPERABOLE WINDOW		3,725.00	
POL	H3031492-52000-1141						CAPITAL PROJECT OUTLAY	4		3,725.00

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		12/06/2016	LIQ/INV	007333	160833	152943	OPERABOLE WINDOW	2016		
API	A3143124-54740						SERVICE CONTRACTS - EQUIPMENT		45.32	
		12/06/2016	W 16DEC2	000223		152944	4659857			
API	A3143124-54740						SERVICE CONTRACTS - EQUIPMENT		45.34	
		12/06/2016	W 16DEC2	000223		152944	4659857			
API	A3143014-54740						SERVICE CONTRACTS - EQUIPMENT		22.92	
		12/06/2016	W 16DEC2	000223		152944	4659857			
API	A3143124-54740						SERVICE CONTRACTS - EQUIPMENT		124.76	
		12/06/2016	W 16DEC2	000223		152945	4659857			
API	A3143414-54740						SERVICE CONTRACTS - EQUIPMENT		7.00	
		12/06/2016	W 16DEC2	000223		152945	4659857			
API	A3031624-54140						JANITORIAL SUPPLIES		202.00	
		12/06/2016	W 16DEC2	006071		152946	9/30/16			
API	A3036424-54180						OTHER SUPPLIES		2,295.00	
		12/06/2016	W 16DEC2	007473	160908	152947	SARATOGA			
POL	A3036424-54180						OTHER SUPPLIES	4		2,295.00
		12/06/2016	LIQ/INV	007473	160908	152947	SARATOGA	2016		
API	E3577164-54140						JANITORIAL SUPPLIES		217.28	
		12/06/2016	W 16DEC2	000409	160892	152948	10/24/16			
POL	E3577164-54140						JANITORIAL SUPPLIES	4		217.28
		12/06/2016	LIQ/INV	000409	160892	152948	10/24/16	2016		
API	Y3618664-54962-429						SARATOGA AFFORDABLE HOUSING IN	Y	9,030.00	
		12/06/2016	W 16DEC2	005427		152949	42 ALLEN DR ROOF			
API	A3143124-54510						REPAIRS & MAINTENANCE VEHICLE		15.00	
		12/06/2016	W 16DEC2	006237		152950	6640			
API	A3537114-54180						OTHER SUPPLIES		43.94	
		12/06/2016	W 16DEC2	006851		152951	4305			
API	A3567194-54510-3000						REPAIRS & MAINTENANCE VEHICLE		29.75	
		12/06/2016	W 16DEC2	006851		152951	4305			
API	A3567194-54510-3000						REPAIRS & MAINTENANCE VEHICLE		18.04	
		12/06/2016	W 16DEC2	006851		152951	4305			
API	A3638184-54510						REPAIRS & MAINTENANCE VEHICLE		242.33	
		12/06/2016	W 16DEC2	006851		152951	4305			
API	F3638344-54510						REPAIRS & MAINTENANCE VEHICLE		100.72	
		12/06/2016	W 16DEC2	006851		152951	4305			
API	G3638124-54510						REPAIRS & MAINTENANCE VEHICLE		132.44	
		12/06/2016	W 16DEC2	006851		152951	4305			
API	G3638124-54510						REPAIRS & MAINTENANCE VEHICLE		27.92	
		12/06/2016	W 16DEC2	006851		152951	4305			
API	G3638124-54510						REPAIRS & MAINTENANCE VEHICLE		7.69	
		12/06/2016	W 16DEC2	006851		152951	4305			
API	A3335014-54510						REPAIRS & MAINTENANCE VEHICLE		827.29	
		12/06/2016	W 16DEC2	006851		152952	4305			
API	A3335124-54510						REPAIRS & MAINTENANCE VEHICLE		927.93	
		12/06/2016	W 16DEC2	006851		152953	4305			
API	A3143124-54510						REPAIRS & MAINTENANCE VEHICLE		84.61	
		12/06/2016	W 16DEC2	006851		152955	4310			
API	A3143124-54510						REPAIRS & MAINTENANCE VEHICLE		124.24	
		12/06/2016	W 16DEC2	006851		152955	4310			

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EFF DATE	JNL	DESC	REF 1	REF 2	REF 3	LINE DESC				
API A3143124-54510	12/06/2016 W	16DEC2	006851		152955	REPAIRS & MAINTENANCE VEHICLE			317.94	
API A3143124-54510	12/06/2016 W	16DEC2	006851		152955	4310			9.99	
API A3143124-54510	12/06/2016 W	16DEC2	006851		152955	REPAIRS & MAINTENANCE VEHICLE			8.99	
API A3143124-54510	12/06/2016 W	16DEC2	006851		152955	4310				153.00
API A3143124-54510	12/06/2016 W	16DEC2	006851		152955	REPAIRS & MAINTENANCE VEHICLE			153.00	
API A3143124-54510	12/06/2016 W	16DEC2	006851		152955	4310				41.25
API A3143124-54510	12/06/2016 W	16DEC2	006851		152955	REPAIRS & MAINTENANCE VEHICLE			11.32	
API A3143124-54510	12/06/2016 W	16DEC2	006851		152955	4310			88.91	
API A3143124-54510	12/06/2016 W	16DEC2	006851		152955	REPAIRS & MAINTENANCE VEHICLE			102.32	
API A3143124-54510	12/06/2016 W	16DEC2	006851		152955	4310			358.08	
API A3143124-54510	12/06/2016 W	16DEC2	006851		152955	REPAIRS & MAINTENANCE VEHICLE			140.80	
API A3143124-54510	12/06/2016 W	16DEC2	006851		152955	4310			30.60	
API A3143124-54510	12/06/2016 W	16DEC2	006851		152955	REPAIRS & MAINTENANCE VEHICLE			485.44	
API A3143124-54510	12/06/2016 W	16DEC2	006851		152955	4310				350.00
API A3143124-54510	12/06/2016 W	16DEC2	006851		152955	REPAIRS & MAINTENANCE VEHICLE				
API A3143124-54510	12/06/2016 W	16DEC2	006851		152955	4310			12.60	
API A3143124-54510	12/06/2016 W	16DEC2	006851		152955	HOUSE SUPPLIES			30.00	
API A3143124-54510	12/06/2016 W	16DEC2	006851		152955	4310			3.49	
API A3143124-54510	12/06/2016 W	16DEC2	006851		152955	REPAIRS & MAINTENANCE EQUIPMEN			3.13	
API A3143124-54510	12/06/2016 W	16DEC2	006851		152955	4310			4.39	
API A3143124-54510	12/06/2016 W	16DEC2	006851		152955	REPAIRS & MAINTENANCE VEHICLE			24.46	
API A3143124-54510	12/06/2016 W	16DEC2	006851		152955	4310			18.93	
API A3143124-54510	12/06/2016 W	16DEC2	006851		152955	REPAIRS & MAINTENANCE VEHICLE			2,579.00	
API A3143124-54510	12/06/2016 W	16DEC2	006851		152955	4310				
API A3031652-52300	12/06/2016 W	16DEC2	006851	160846	152956	MISCELLANEOUS EQUIPMENT				
POL A3031652-52300	12/06/2016 LIQ/INV		006851	160846	152956	4305				2,579.00
API Y3616234-54720-9997	12/06/2016 W	16DEC2	003262		152957	MISCELLANEOUS EQUIPMENT				
API A3537114-54180	12/06/2016 W	16DEC2	003262		152957	4305				
						SHELTER PLUS CARE - PROF SERV			7,915.00	
						DEC 2016				
						OTHER SUPPLIES			541.00	

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	API A3143414-54150	12/06/2016 W	16DEC2	006286		152958	11/5/16 EMS SUPPLIES		7.54	
	API Y3616234-54720-9997	12/06/2016 W	16DEC2	000368		152959	OCT 2016 SHELTER PLUS CARE - PROF SERV	Y	640.00	
	API A3143124-54970	12/06/2016 W	16DEC2	003052		152960	NOV 2016 K-9 CARE		18.34	
	API A3143124-54970	12/06/2016 W	16DEC2	000399		152961	1255 K-9 CARE		497.25	
	API A3051414-54490	12/06/2016 W	16DEC2	000399		152962	187823 GENERAL ADVERTISING		190.24	
	API A3567144-54600	12/06/2016 W	16DEC2	000374		152963	19397 ADVERTISING		500.00	
	API F3638334-54610	12/06/2016 W	16DEC2	000374		152964	18387 REPAIRS & MAINTENANCE BUILDING		32.28	
	API A3416774-54720	12/06/2016 W	16DEC2	003430		152965	23329 SERVICE CONTRACTS - PROF SERV		6,947.92	
	POL A3416774-54720	12/06/2016 W	16DEC2	000377	160243	152966	2016 BUDGET SERVICE CONTRACTS - PROF SERV 4			6,947.92
	API A3143124-54160	12/06/2016 LIQ/INV		000377	160243	152966	2016 BUDGET UNIFORMS	2016	341.05	
	API A3143124-54160	12/06/2016 W	16DEC2	003717		152967	CLOTHING REIMB UNIFORMS		231.08	
	API A3143124-54160	12/06/2016 W	16DEC2	002748		152968	CLOTHING REIMB UNIFORMS		529.97	
	API A3719068-58013	12/06/2016 W	16DEC2	002748		152969	CLOTHING REIMB HRA ADMINISTRATIVE FEE		63.80	
	API A3729068-58013	12/06/2016 W	16DEC2	006205		152970	OCT 2016 HRA ADMINISTRATIVE FEE		11.60	
	API A3739068-58013	12/06/2016 W	16DEC2	006205		152970	OCT 2016 HRA ADMINISTRATIVE FEE		406.00	
	API F3739068-58013	12/06/2016 W	16DEC2	006205		152970	OCT 2016 HRA ADMINISTRATIVE FEE		40.60	
	API A3749068-58013	12/06/2016 W	16DEC2	006205		152970	OCT 2016 HRA ADMINISTRATIVE FEE		1,020.80	
	API A3759068-58013	12/06/2016 W	16DEC2	006205		152970	OCT 2016 HRA ADMINISTRATIVE FEE		58.00	
	API A3769068-58013	12/06/2016 W	16DEC2	006205		152970	OCT 2016 HRA ADMINISTRATIVE FEE		5.80	
	API A3749098-58015	12/06/2016 W	16DEC2	006205		152970	OCT 2016 FSA ADMINISTRATIVE FEE		75.00	
	API E3577164-54330	12/06/2016 W	16DEC2	000380		152971	OCT 2016 REPAIRS & MAINTENANCE EQUIPMEN		293.82	
	API F3638334-54330	12/06/2016 W	16DEC2	007331	160509	152972	101-00374831 REPAIRS & MAINTENANCE EQUIPMEN		33,760.99	
	POL F3638334-54330	12/06/2016 W	16DEC2	007331	160509	152972	GEYSER CREST WELL REPAIRS & MAINTENANCE EQUIPMEN 4			33,760.99
	API E3577164-54720	12/06/2016 LIQ/INV		007331	160509	152972	GEYSER CREST WELL 2016 SERVICE CONTRACTS - PROF SERV	Y	440.00	
		12/06/2016 W	16DEC2	001336		152973	11/1/16			

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API	A3567174-54140-3000	12/06/2016 W	16DEC2	000407		152974	JANITORIAL SUPPLIES 549062,548084		869.00	
API	A3567174-54140-3000	12/06/2016 W	16DEC2	000407		152974	JANITORIAL SUPPLIES 549062,548084		540.00	
API	A3567194-54140-3000	12/06/2016 W	16DEC2	000407		152974	JANITORIAL SUPPLIES 549062,548084		634.10	
API	A3567194-54140-3000	12/06/2016 W	16DEC2	000407		152974	JANITORIAL SUPPLIES 549062,548084		32.38	
API	A3011214-54110	12/06/2016 W	16DEC2	002237		152976	OFFICE SUPPLIES RCH1016990		13.38	
API	A3011474-54110	12/06/2016 W	16DEC2	002237		152977	OFFICE SUPPLIES RCH1016990		246.99	
API	A3143012-52200	12/06/2016 W	16DEC2	002237		152978	OFFICE EQUIPMENT RCH1016990		84.30	
API	A3143012-52200	12/06/2016 W	16DEC2	002237		152978	OFFICE EQUIPMENT RCH1016990		246.99	
API	A3143124-54110	12/06/2016 W	16DEC2	002237		152978	OFFICE SUPPLIES RCH1016990		99.74	
API	A3021694-54440	12/06/2016 W	16DEC2	000699	160758	152979	BOOKS PUBLICATIONS & SUBSCRITI 11/8/16		4,500.00	
POL	A3021694-54440	12/06/2016 LIQ/INV		000699	160758	152979	BOOKS PUBLICATIONS & SUBSCRITI 11/8/16	4 2016		4,500.00
API	A3567144-54720-3000	12/06/2016 W	16DEC2	000806	160373	152980	SERVICE CONTRACTS - PROF SERV 28	Y	473.14	
POL	A3567144-54720-3000	12/06/2016 LIQ/INV		000806	160373	152980	SERVICE CONTRACTS - PROF SERV 28	4 2016		473.14
API	A3537114-54680	12/06/2016 W	16DEC2	000403		152981	LANDSCAPING 100040		60.00	
API	A3143124-54140	12/06/2016 W	16DEC2	007061		152982	JANITORIAL SUPPLIES 712642		120.01	
API	F3638334-54141	12/06/2016 W	16DEC2	000393	160663	152984	CHEMICALS 214854		297.99	
POL	F3638334-54141	12/06/2016 LIQ/INV		000393	160663	152984	CHEMICALS 214854	4 2016		297.99
API	F3638334-54141	12/06/2016 W	16DEC2	000393	160663	152985	CHEMICALS 214630		575.19	
POL	F3638334-54141	12/06/2016 LIQ/INV		000393	160663	152985	CHEMICALS 214630	4 2016		575.19
API	F3638334-54141	12/06/2016 W	16DEC2	000393	160663	152986	CHEMICALS 214402		579.81	
POL	F3638334-54141	12/06/2016 LIQ/INV		000393	160663	152986	CHEMICALS 214402	4 2016		579.81
API	A3335014-54160	12/06/2016 W	16DEC2	006840		152987	UNIFORMS 11/14/16		49.70	
API	A3335014-54160	12/06/2016 W	16DEC2	006840	160443	152988	UNIFORMS LONG SLEEVE/HILLIKER		28.35	
POL	A3335014-54160	12/06/2016 LIQ/INV		006840	160443	152988	UNIFORMS LONG SLEEVE/HILLIKER	4 2016		28.35
API	A3335014-54160						UNIFORMS		28.35	

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POL	A3335014-54160	12/06/2016	W 16DEC2	006840	160444	152989	LONG SLEEVE/LANDER UNIFORMS	4 2016		28.35
API	A3335014-54160	12/06/2016	LIQ/INV	006840	160444	152989	LONG SLEEVE/LANDER UNIFORMS		35.85	
POL	A3335014-54160	12/06/2016	W 16DEC2	006840	160445	152990	LONG SLEEVE/MCCARTHY UNIFORMS	4 2016		35.85
API	A3335014-54160	12/06/2016	LIQ/INV	006840	160445	152990	LONG SLEEVE/MCCARTHY UNIFORMS		28.35	
POL	A3335014-54160	12/06/2016	W 16DEC2	006840	160446	152991	LONG SLEEVE/MCCORMICK UNIFORMS	4 2016		28.35
API	A3335014-54160	12/06/2016	LIQ/INV	006840	160446	152991	LONG SLEEVE/MCCORMICK UNIFORMS		35.85	
POL	A3335014-54160	12/06/2016	W 16DEC2	006840	160447	152992	LONG SLEEVE/MCGRAW UNIFORMS	4 2016		35.85
API	A3335014-54160	12/06/2016	LIQ/INV	006840	160447	152992	LONG SLEEVE/MCGRAW UNIFORMS		45.85	
POL	A3335014-54160	12/06/2016	W 16DEC2	006840	160448	152993	LONG SLEEVE/MCLELLAN UNIFORMS	4 2016		45.85
API	A3335014-54160	12/06/2016	LIQ/INV	006840	160448	152993	LONG SLEEVE/MCLELLAN UNIFORMS		35.85	
POL	A3335014-54160	12/06/2016	W 16DEC2	006840	160449	152994	LONG SLEEVE/NICHOLS UNIFORMS	4 2016		35.85
API	A3335014-54160	12/06/2016	LIQ/INV	006840	160449	152994	LONG SLEEVE/NICHOLS UNIFORMS		28.35	
POL	A3335014-54160	12/06/2016	W 16DEC2	006840	160450	152995	LONG SLEEVE/OLDER UNIFORMS	4 2016		28.35
API	A3335014-54160	12/06/2016	LIQ/INV	006840	160450	152995	LONG SLEEVE/OLDER UNIFORMS		28.35	
POL	A3335014-54160	12/06/2016	W 16DEC2	006840	160451	152996	LONG SLEEVE/OLSZEWSKI UNIFORMS	4 2016		28.35
API	A3143124-54970	12/06/2016	LIQ/INV	006840	160451	152996	LONG SLEEVE/OLSZEWSKI K-9 CARE		81.11	
POL	A3143124-54970	12/06/2016	W 16DEC2	004985	160913	152997	144968 K-9 CARE	4 2016		81.11
API	A3143134-54160	12/06/2016	LIQ/INV	004985	160913	152997	144968 UNIFORMS		102.98	
API	E3577184-54723	12/06/2016	W 16DEC2	003439		152998	CLOTHING REIMB SERV CONT CONSTRUCTION		7,271.27	
POL	E3577184-54723	12/06/2016	W 16DEC2	001560	160752	152999	2926,2927 SERV CONT CONSTRUCTION	4 2016		7,271.27
API	E3577164-54760	12/06/2016	LIQ/INV	001560	160752	152999	2926,2927 LEGAL		1,175.00	
POL	E3577164-54760	12/06/2016	W 16DEC2	006594	160137	153000	10/31/16 LEGAL	4 2016		1,175.00
API	A3143314-54713	12/06/2016	LIQ/INV	006594	160137	153000	10/31/16 PAVEMENT MARKING MATERIALS		14,040.00	
POL	A3143314-54713	12/06/2016	W 16DEC2	000269	160900	153001	TDS4744 PAVEMENT MARKING MATERIALS	4 2016		14,040.80
		12/06/2016	LIQ/INV	000269	160900	153001	TDS4744			

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API	A3567194-54720	12/06/2016 W	16DEC2	005997		153002	SERVICE CONTRACTS - PROF SERV 202-904547801-001		500.00	
API	A3143324-54160	12/06/2016 W	16DEC2	007498		153003	UNIFORMS	Y	274.95	
API	A3011214-54740	12/06/2016 W	16DEC2	007292	160236	153004	CLOTHING REIMB SERVICE CONTRACTS - EQUIPMENT		184.74	
POL	A3011214-54740	12/06/2016 LIQ/INV		007292	160236	153004	TOBS6PA SERVICE CONTRACTS - EQUIPMENT 4 TOBS6PA 2016			184.74
API	A3011214-54740	12/06/2016 W	16DEC2	007292		153005	SERVICE CONTRACTS - EQUIPMENT TOBS6PA		316.73	
API	A3051354-54720	12/06/2016 W	16DEC2	005846	160210	153006	SERVICE CONTRACTS - PROF SERV ARTICLE 7		901.12	
POL	A3051354-54720	12/06/2016 LIQ/INV		005846	160210	153006	SERVICE CONTRACTS - PROF SERV 4 ARTICLE 7 2016			901.12
API	A3567184-54510-3000	12/06/2016 W	16DEC2	004108		153007	REPAIRS & MAINTENANCE VEHICLE 6035301202723100		200.00	
API	A3567194-54510-3000	12/06/2016 W	16DEC2	004108		153007	REPAIRS & MAINTENANCE VEHICLE 6035301202723100		299.94	
API	A3041934-54775	12/06/2016 W	16DEC2	003723		153008	SELF INSURANCE 9874G9083		75.00	
API	A3031934-54775	12/06/2016 W	16DEC2	003723		153008	SELF INSURANCE 9874G9083	Y	1,666.50	
API	E3577164-54720	12/06/2016 W	16DEC2	007272	160253	153009	SERVICE CONTRACTS - PROF SERV 36656	Y	367.50	
POL	E3577164-54720	12/06/2016 LIQ/INV		007272	160253	153009	SERVICE CONTRACTS - PROF SERV 4 36656 2016			367.50
API	A3143124-54720	12/06/2016 W	16DEC2	003256		153010	SERVICE CONTRACTS - PROF SERV DPS		44.40	
API	A3031654-54160	12/06/2016 W	16DEC2	003256		153011	UNIFORMS DPW		34.52	
API	A3031654-54180	12/06/2016 W	16DEC2	003256		153011	OTHER SUPPLIES DPW		14.40	
API	A3031654-54160	12/06/2016 W	16DEC2	003256		153012	UNIFORMS DPW		34.52	
API	A3031654-54180	12/06/2016 W	16DEC2	003256		153012	OTHER SUPPLIES DPW		14.40	
API	A3031654-54610	12/06/2016 W	16DEC2	003256		153012	REPAIRS & MAINTENANCE BUILDING DPW		12.25	
API	A3031654-54160	12/06/2016 W	16DEC2	003256		153013	UNIFORMS DPW		34.52	
API	A3031654-54180	12/06/2016 W	16DEC2	003256		153013	OTHER SUPPLIES DPW		14.40	
API	A3031654-54610	12/06/2016 W	16DEC2	003256		153013	REPAIRS & MAINTENANCE BUILDING DPW		12.25	
API	A3031624-54180	12/06/2016 W	16DEC2	003256		153014	OTHER SUPPLIES DPW		14.40	
API	A3031654-54160	12/06/2016 W	16DEC2	003256		153014	UNIFORMS DPW		34.52	
API	A3031654-54160	12/06/2016 W	16DEC2	003256		153014	UNIFORMS		34.52	

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API	A3031654-54610	12/06/2016 W	16DEC2	003256		153014	DPW			
API	A3031654-54610	12/06/2016 W	16DEC2	003256		153014	REPAIRS & MAINTENANCE BUILDING		12.25	
API	A3031654-54610	12/06/2016 W	16DEC2	003256		153014	DPW			
API	A3537114-54610	12/06/2016 W	16DEC2	003256		153014	REPAIRS & MAINTENANCE BUILDING		14.40	
API	A3537114-54610	12/06/2016 W	16DEC2	003256		153014	DPW			
API	A3567174-54610-3000	12/06/2016 W	16DEC2	003256		153015	REPAIRS & MAINTENANCE BUILDING	Y	50.98	
API	A3567174-54610-3000	12/06/2016 W	16DEC2	003256		153015	DPW		29.79	
API	A3567174-54610-3000	12/06/2016 W	16DEC2	003256		153015	REPAIRS & MAINTENANCE BUILDING		29.79	
API	A3567174-54610-3000	12/06/2016 W	16DEC2	003256		153015	DPW		29.79	
API	A3567174-54610-3000	12/06/2016 W	16DEC2	003256		153015	REPAIRS & MAINTENANCE BUILDING		29.79	
API	A3031624-54160	12/06/2016 W	16DEC2	003256		153015	DPW			
API	A3031624-54160	12/06/2016 W	16DEC2	003256		153016	UNIFORMS		60.80	
API	A3537114-54160	12/06/2016 W	16DEC2	003256		153016	DPW			
API	A3537114-54160	12/06/2016 W	16DEC2	003256		153016	UNIFORMS	Y	50.98	
API	A3567174-54160-3000	12/06/2016 W	16DEC2	003256		153016	DPW		29.79	
API	A3567174-54160-3000	12/06/2016 W	16DEC2	003256		153016	UNIFORMS		77.29	
API	A3567174-54160-3000	12/06/2016 W	16DEC2	003256		153016	DPW		29.79	
API	A3567174-54160-3000	12/06/2016 W	16DEC2	003256		153016	UNIFORMS		29.79	
API	A3567174-54160-3000	12/06/2016 W	16DEC2	003256		153016	DPW		29.79	
API	A3143124-54979	12/06/2016 W	16DEC2	007493		153017	HORSE CARE		431.00	
API	A3143414-54720	12/06/2016 W	16DEC2	006775		153018	4372			
API	A3143414-54510	12/06/2016 W	16DEC2	005697	160218	153019	SERVICE CONTRACTS - PROF SERV		130.00	
API	A3143414-54510	12/06/2016 W	16DEC2	005697	160218	153019	118006			
POL	A3143414-54510	12/06/2016 LIQ/INV		005697	160218	153019	REPAIRS & MAINTENANCE VEHICLE		2,671.09	
API	A3011214-54670	12/06/2016 W	16DEC2	001927		153020	FIRE VEHICLE MAINTENANCE			
API	A3517514-54670	12/06/2016 W	16DEC2	001927		153021	REPAIRS & MAINTENANCE VEHICLE	4		2,671.09
API	A3011654-54670	12/06/2016 W	16DEC2	001927		153022	FIRE VEHICLE MAINTENANCE 2016			
API	A3335012-52300	12/06/2016 W	16DEC2	004169		153023	PHONES		24.25	
API	A3143412-52610	12/06/2016 W	16DEC2	006711	160870	153024	5185871688076249		55.60	
POL	A3143412-52610	12/06/2016 LIQ/INV		006711	160870	153024	PHONES			
API	A3143412-52610	12/06/2016 W	16DEC2	006711	160870	153025	5185872358828240		493.44	
POL	A3143412-52610	12/06/2016 LIQ/INV		006711	160870	153025	PHONES			
API	A3143412-52610	12/06/2016 W	16DEC2	006711	160870	153025	5185877097448242		999.00	
POL	A3143412-52610	12/06/2016 LIQ/INV		006711	160870	153025	MISCELLANEOUS EQUIPMENT			
API	A3143412-52610	12/06/2016 W	16DEC2	006711	160870	153025	7/6/16			
POL	A3143412-52610	12/06/2016 LIQ/INV		006711	160870	153025	FIREFIGHTERS EQUIPMENT		255.00	
API	A3143412-52610	12/06/2016 W	16DEC2	006711	160870	153025	40177628			
POL	A3143412-52610	12/06/2016 LIQ/INV		006711	160870	153025	FIREFIGHTERS EQUIPMENT	4		255.00
API	A3143412-52610	12/06/2016 W	16DEC2	006711	160870	153025	40177628	2016	1,170.00	
POL	A3143412-52610	12/06/2016 LIQ/INV		006711	160870	153025	FIREFIGHTERS EQUIPMENT	4		1,170.00
API	A3143412-52610	12/06/2016 W	16DEC2	006711	160870	153025	40177628	2016		

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API	A3567324-54170	12/06/2016 W	16DEC2	000454	160905	153028	SPORTS SUPPLIES BASKETBALL SHIRTS		1,060.00	
POL	A3567324-54170	12/06/2016 LIQ/INV		000454	160905	153028	SPORTS SUPPLIES BASKETBALL SHIRTS	4 2016		1,060.00
API	A3567324-54170	12/06/2016 W	16DEC2	000454	160905	153029	SPORTS SUPPLIES BASKETBALL SHIRTS		4,930.00	
API	A3567334-54170	12/06/2016 W	16DEC2	000454	160905	153029	SPORTS SUPPLIES BASKETBALL SHIRTS		1,725.00	
API	A3567324-54170	12/06/2016 W	16DEC2	000454	160905	153029	SPORTS SUPPLIES BASKETBALL SHIRTS	Y	255.00	
POL	A3567324-54170	12/06/2016 LIQ/INV		000454	160905	153029	SPORTS SUPPLIES BASKETBALL SHIRTS	4 2016		4,930.00
POL	A3567334-54170	12/06/2016 LIQ/INV		000454	160905	153029	SPORTS SUPPLIES BASKETBALL SHIRTS	4 2016		1,725.00
API	A3143124-54160	12/06/2016 W	16DEC2	006415		153030	UNIFORMS CLOTHING REIMB		151.61	
API	A3011474-54110	12/06/2016 W	16DEC2	003346		153031	OFFICE SUPPLIES C1067550		46.56	
API	A3143014-54110	12/06/2016 W	16DEC2	003346		153032	OFFICE SUPPLIES C1067550		232.80	
API	A3011214-54110	12/06/2016 W	16DEC2	003346		153033	OFFICE SUPPLIES C1067550		262.96	
API	A3567144-54110	12/06/2016 W	16DEC2	003346		153034	OFFICE SUPPLIES C1067550		357.34	
API	A3011214-54110	12/06/2016 W	16DEC2	003346		153035	OFFICE SUPPLIES C1067550		370.37	
API	A3011214-54110	12/06/2016 W	16DEC2	003346		153036	OFFICE SUPPLIES C1067550		500.45	
API	A3638184-54720	12/06/2016 W	16DEC2	007388	160753	153037	SERVICE CONTRACTS - PROF SERV OCT 2016		2,165.00	
POL	A3638184-54720	12/06/2016 LIQ/INV		007388	160753	153037	SERVICE CONTRACTS - PROF SERV OCT 2016	4 2016		2,165.00
API	A3143124-54160	12/06/2016 W	16DEC2	006728		153038	UNIFORMS CLOTHING REIMB		66.95	
API	A3143414-54471	12/06/2016 W	16DEC2	005290		153039	EMS TRAINING 11/15/16		240.00	
API	F3638334-54330	12/06/2016 W	16DEC2	007492		153040	REPAIRS & MAINTENANCE EQUIPMEN 316502		188.90	
API	A3143414-54160	12/06/2016 W	16DEC2	004870	160920	153041	UNIFORMS SARSPR		128.00	
POL	A3143414-54160	12/06/2016 LIQ/INV		004870	160920	153041	UNIFORMS SARSPR	4 2016		128.00
API	A3143414-54160	12/06/2016 W	16DEC2	004870	160920	153042	UNIFORMS SARSPR		642.50	
POL	A3143414-54160	12/06/2016 LIQ/INV		004870	160920	153042	UNIFORMS SARSPR	4 2016		642.50
API	A3143414-54610	12/06/2016 W	16DEC2	001973		153043	REPAIRS & MAINTENANCE BUILDING 19114		10.00	
API	A3537114-54180						OTHER SUPPLIES			12.35

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API	A3567184-54180-3000	12/06/2016 W 16DEC2	001973			153044	13696 OTHER SUPPLIES		1.02	
API	A3567194-54610-3000	12/06/2016 W 16DEC2	001973			153044	13696 REPAIRS & MAINTENANCE BUILDING	Y	81.00	
API	H3567142-52000-1008	12/06/2016 W 16DEC2	001973			153044	13696 SCHOOL CAP RECREATION IMP		495.61	
POL	H3567142-52000-1008	12/06/2016 W 16DEC2	001973 150044			153045	13696 SCHOOL CAP RECREATION IMP	4		495.61
API	A3143124-54610	12/06/2016 LIQ/INV	001973 150044			153045	13696 REPAIRS & MAINTENANCE BUILDING	2015 Y	495.00	
POL	A3143124-54610	12/06/2016 W 16DEC2	002371 160898			153049	CHIEF'S DOOR REPAIR			495.00
API	A3143124-54510	12/06/2016 LIQ/INV	002371 160898			153049	REPAIRS & MAINTENANCE BUILDING	4		
API	A3021314-54250	12/06/2016 W 16DEC2	006733			153050	CHIEF'S DOOR REPAIR	2016		
API	A3031634-54610	12/06/2016 W 16DEC2	006733			153050	REPAIRS & MAINTENANCE VEHICLE		330.00	
API	A3031634-54610	12/06/2016 W 16DEC2	000312			153056	11/10/16 CONFERENCE REGISTRATION		60.00	
API	A3031634-54610	12/06/2016 W 16DEC2	002439			153057	C. GILLMETT-BROWN		15.88	
API	A3031634-54610	12/06/2016 W 16DEC2	002439			153057	REPAIRS & MAINTENANCE BUILDING		98.00	
API	A3567144-54320-3000	12/06/2016 W 16DEC2	002439			153057	6035322504016258			
API	A3567144-54610-3000	12/06/2016 W 16DEC2	002439			153057	REPAIRS & MAINTENANCE BUILDING	Y	158.35	
API	A3567144-54610-3000	12/06/2016 W 16DEC2	002439			153057	6035322504016258	Y	788.94	
API	A3567144-54610-3000	12/06/2016 W 16DEC2	002439			153057	REPAIRS & MAINTENANCE BUILDING	Y	232.48	
API	A3011214-54540	12/06/2016 W 16DEC2	002439			153057	6035322504016258	Y	112.94	
API	A3021314-54110	12/06/2016 W 16DEC2	006974			153058	TRAVEL	Y		
API	H3021692-52000-1182	12/06/2016 W 16DEC2	006512			153059	MILEAGE		78.00	
POL	H3021692-52000-1182	12/06/2016 W 16DEC2	007220 150797			153060	OFFICE SUPPLIES		18,672.50	
		12/06/2016 LIQ/INV	007220 150797			153060	CS06			
							CAPITAL PROJECT OUTLAY			
							25 PERCENT			
							CAPITAL PROJECT OUTLAY	4		18,672.50
							25 PERCENT	2015		
GENERAL LEDGER TOTAL									740,197.30	556.60
API	A-2600						ACCOUNTS PAYABLE			347,373.72
API	E-2600						ACCOUNTS PAYABLE			206,752.42
API	F-2600						ACCOUNTS PAYABLE			52,124.88
API	G-2600						ACCOUNTS PAYABLE			3,263.79
API	H-2600						ACCOUNTS PAYABLE			36,450.89

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API V-2600		12/06/2016	W 16DEC2	B	2568		ACCOUNTS PAYABLE			59,000.00
API Y-2600		12/06/2016	W 16DEC2	B	2568		ACCOUNTS PAYABLE			34,675.00
POL A-1521		12/06/2016	W 16DEC2	B	2568		ENCUMBRANCES			220,077.28
POL E-1521		12/06/2016	W 16DEC2	B	2568		ENCUMBRANCES			185,634.80
POL F-1521		12/06/2016	W 16DEC2	B	2568		ENCUMBRANCES			42,953.32
POL G-1521		12/06/2016	W 16DEC2	B	2568		ENCUMBRANCES			815.00
POL H-1521		12/06/2016	W 16DEC2	B	2568		ENCUMBRANCES			36,484.54
POL A-2963		12/06/2016	W 16DEC2	B	2568		BUDGETARY FUND BALANCE RES ENC		220,077.28	
POL E-2963		12/06/2016	W 16DEC2	B	2568		BUDGETARY FUND BALANCE RES ENC		185,634.80	
POL F-2963		12/06/2016	W 16DEC2	B	2568		BUDGETARY FUND BALANCE RES ENC		42,953.32	
POL G-2963		12/06/2016	W 16DEC2	B	2568		BUDGETARY FUND BALANCE RES ENC		815.00	
POL H-2963		12/06/2016	W 16DEC2	B	2568		BUDGETARY FUND BALANCE RES ENC		36,484.54	
SYSTEM GENERATED ENTRIES TOTAL									485,964.94	1,225,605.64
JOURNAL 2016/12/29 TOTAL									1,226,162.24	1,226,162.24
2016 12 29										
API A-1522		12/06/2016	W 16DEC2	B	2568		EXPENDITURES		344,303.68	
API E-1522		12/06/2016	W 16DEC2	B	2568		EXPENDITURES		206,752.42	
API F-1522		12/06/2016	W 16DEC2	B	2568		EXPENDITURES		52,124.88	
API G-1522		12/06/2016	W 16DEC2	B	2568		EXPENDITURES		3,263.79	
API H-1522		12/06/2016	W 16DEC2	B	2568		EXPENDITURES		36,450.89	
API V-1522		12/06/2016	W 16DEC2	B	2568		EXPENDITURES		59,000.00	
API Y-1522		12/06/2016	W 16DEC2	B	2568		EXPENDITURES		34,675.00	
API A-2980		12/06/2016	W 16DEC2	B	2568		REVENUES		3,070.04	

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FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
A GENERAL FUND	2016 12	29	12/06/2016			
A-1521				ENCUMBRANCES		220,077.28
A-1522				EXPENDITURES	344,303.68	
A-2600				ACCOUNTS PAYABLE		347,373.72
A-2963				BUDGETARY FUND BALANCE RES ENC	220,077.28	
A-2980				REVENUES	3,070.04	
				FUND TOTAL	567,451.00	567,451.00
E CITY CENTER AUTHORITY	2016 12	29	12/06/2016			
E-1521				ENCUMBRANCES		185,634.80
E-1522				EXPENDITURES	206,752.42	
E-2600				ACCOUNTS PAYABLE		206,752.42
E-2963				BUDGETARY FUND BALANCE RES ENC	185,634.80	
				FUND TOTAL	392,387.22	392,387.22
F WATER FUND	2016 12	29	12/06/2016			
F-1521				ENCUMBRANCES		42,953.32
F-1522				EXPENDITURES	52,124.88	
F-2600				ACCOUNTS PAYABLE		52,124.88
F-2963				BUDGETARY FUND BALANCE RES ENC	42,953.32	
				FUND TOTAL	95,078.20	95,078.20
G SEWER FUND	2016 12	29	12/06/2016			
G-1521				ENCUMBRANCES		815.00
G-1522				EXPENDITURES	3,263.79	
G-2600				ACCOUNTS PAYABLE		3,263.79
G-2963				BUDGETARY FUND BALANCE RES ENC	815.00	
				FUND TOTAL	4,078.79	4,078.79
H CAPITAL PROJECTS FUND	2016 12	29	12/06/2016			
H-1521				ENCUMBRANCES		36,484.54
H-1522				EXPENDITURES	36,450.89	
H-2600				ACCOUNTS PAYABLE		36,450.89
H-2963				BUDGETARY FUND BALANCE RES ENC	36,484.54	
				FUND TOTAL	72,935.43	72,935.43
V DEBT SERVICE FUND	2016 12	29	12/06/2016			
V-1522				EXPENDITURES	59,000.00	
V-2600				ACCOUNTS PAYABLE		59,000.00
				FUND TOTAL	59,000.00	59,000.00
Y COMMUNITY DEVELOPMENT FUND	2016 12	29	12/06/2016			
Y-1522				EXPENDITURES	34,675.00	

12/02/2016 11:37
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CITY OF SARATOGA SPRINGS LIVE
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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
Y-2600				ACCOUNTS PAYABLE		34,675.00
				FUND TOTAL	34,675.00	34,675.00

** END OF REPORT - Generated by Stefanie Richards **



NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Saratoga Springs will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: the City of Saratoga Springs does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: the City of Saratoga Springs will generally, upon request, provide appropriate aids and services leading to effective communications for qualified persons with disabilities so they can participate equally in the City of Saratoga Springs programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: the City of Saratoga Springs will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in the City of Saratoga Springs offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City of Saratoga Springs, should contact the Office of the City Attorney as the Saratoga Springs' ADA Compliance Coordinator by phone at (518) 587-3350 x2516 or email at Vince.DeLeonardis@saratoga-springs.org as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City of Saratoga Springs to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service or activity of the City of Saratoga Springs is not accessible to the persons with disabilities should be directed to City Attorney by phone at (518) 587-3350 x2516 or email at Vince.DeLeonardis@saratoga-springs.org.

The City of Saratoga Springs will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.



THE CITY OF SARATOGA SPRINGS

Grievance Procedure under the Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Saratoga Springs.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, email address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

**City Attorney
City of Saratoga Springs
474 Broadway
Saratoga Springs, New York 12866**

Within 15 calendar days after receipt of the complaint, City Attorney or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, City Attorney or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Saratoga Springs and offer options for substantive resolution of the complaint.

If the response by City Attorney or his/her designee does not satisfactorily resolve the issue, the complainant and or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Saratoga Springs City Attorney or his/her designee.

Within 15 calendar days after receipt of the appeal, the Saratoga Springs City Attorney or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Saratoga Springs City Attorney or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by City Attorney or his/her designee, appeals to the Saratoga Springs City Attorney or his/her designee, and responses from these two offices will be retained by the City of Saratoga Springs for at least three (3) years.

A RESOLUTION
OF THE CITY COUNCIL
OF THE CITY OF SARATOGA SPRINGS, NY DESIGNATING THE ADA COORDINATOR
AND ADOPTING PROCEDURES IN COMPLIANCE WITH THE AMERICANS
WITH DISABILITIES ACT

WHEREAS, the United States Congress enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled in the areas of employment and access to public facilities, and

WHEREAS, in compliance with Title II of the ADA, the City of Saratoga Springs is required to name an ADA Coordinator, adopt a grievance procedure to resolve complaints alleging violations of Title II of the ADA, and to post a notice reflecting this information, and

WHEREAS, the City of Saratoga Springs designated and appointed an ADA Coordinator several years ago, it would serve us well to re-emphasize our commitment to the principles and requirements of the federal law, and

WHEREAS, it is becoming increasingly important to document compliance measures adopted on the local level in order to continue to be qualified for federally related grants and programs, the intent and purpose of this Resolution is to update our existing procedures in compliance with the ADA throughout the City,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Saratoga Springs as follows:

Section 1. The City Attorney is designated the ADA Coordinator for the City of Saratoga Springs.

Section 2. The attached Notice under the Americans with Disabilities Act, and the policy statements contained therein, are hereby adopted as the official policy and Notice of the City of Saratoga Springs.

Section 3. The attached Grievance Procedure under the Americans with Disabilities Act is hereby adopted as the grievance procedure to address complaints alleging discrimination on the basis of disability in the provision of services, programs and/or benefits by the City of Saratoga Springs.

Section 4. The administration is directed to post the name, address and contact information of the ADA Coordinator, the Notice designated in Section 2, and the Grievance Procedure designated in Section 3, on the City's website and at other locations as deemed appropriate from time to time.

Dated: _____

AYES _____ NAYS _____

CITY COUNCIL OF THE CITY OF
SARATOGA SPRINGS, NY

John P. Franck

City Clerk

A RESOLUTION
OF THE CITY COUNCIL
OF THE CITY OF SARATOGA SPRINGS, NY

WHEREAS, in the past few weeks, national events have left many Americans troubled and afraid. After one of the most contentious campaigns in our history, a small number of individuals have used the Presidential election results as justification for aggressive and threatening behavior. While there have been scattered outbursts in some communities, the overwhelming majority of citizens express strong support for our democratic process and demand mutual respect and unity; and

WHEREAS, Saratoga Springs is a city that finds its strength in the character of its people. We have survived many difficult times throughout our history because different people with different opinions and different ideas joined together to solve problems. Being an American means more than just enjoying and exercising our freedom. It means understanding that each and every one of our fellow citizens – even those that we strongly disagree with – have exactly the same freedom that we do.

NOW, THEREFORE, THIS COUNCIL hereby states unequivocally that it stands against any and all acts, by any person or persons, that are intended to demean, devalue, or intimidate others because of their race, ethnicity, religion, gender, sexual identity, or political views. To the full extent of our authority, we will remain united, as a council and as a community, to safeguard the rights and privileges of everyone in our city.

Dated: December 2016

Ayes Nays

CITY COUNCIL OF THE CITY OF
SARATOGA SPRINGS, NEW YORK

Joanne Yepsen, Mayor

Michele Madigan, Comm. Of Finance

Skip Scirocco, Comm. Of Public Works

Christian Mathiesen, Comm. Of Public Safety

John Franck, Comm Of Accounts
City Clerk

11-29-16
AGREEMENT

between
Agricultural Stewardship Association, Inc. and City of Saratoga Springs

Re: Pitney Farm Conservation Easement

This Agreement is entered into this ____ day of December, 2016 between **Agricultural Stewardship Association, Inc.**, a New York not-for-profit corporation with a mailing address of 2531 State Route 40, Greenwich, New York 12834 (“ASA”) and the **City of Saratoga Springs**, a New York municipal corporation with a mailing address of City Hall, 474 Broadway, Saratoga Springs, New York 12866 (the “City”).

W I T N E S S E T H:

WHEREAS, the City Council is authorized to use the 2002 Land Preservation Bond Act funding for the purchase of a conservation easement (“Easement”) on approximately 166 acres of real property located on West Avenue in Saratoga Springs (the “Property”), which is owned by Pitney Meadows Community Farm, Inc. (“Grantor” or “the Landowner”);

WHEREAS, ASA has agreed in the Easement to assume third party enforcement rights;

WHEREAS, the owner of the Property has agreed to sell the Easement to the City, as grantee, with ASA designated as the third party enforcer of the Easement;

WHEREAS, the Easement will impose restrictions on the use of the Property in perpetuity, and create a corresponding stewardship responsibility in perpetuity for the City and ASA as parties to the Easement; and

WHEREAS, the City and ASA desire to set forth their respective roles with respect to stewardship and enforcement of the Easement;

NOW THEREFORE, the parties agree as follows:

1. Administration. In order to ensure effective and efficient administration of the Easement and communications with the Landowner, all notifications, correspondence, and supporting materials from the Landowner shall be submitted to the City and the City shall send a copy to ASA within five (5) business days of receiving it.

If the Landowner proposes an activity that is pursuant to a right reserved in the Easement which does not require the permission of the City, and the City determines that the proper notification and supporting material, if required, are sufficient, and such activity conforms to the terms of the Easement, then the City will respond to the Landowner and copy ASA on any correspondence provided to the Landowner. If the City determines that the documentation submitted is not sufficient, or that the activity does not

conform to the terms of the Easement, it will so notify the Landowner and copy ASA on that correspondence. The City shall consult with ASA in making such determinations.

If the Landowner's proposed activity requires the prior permission of the City under Section 4.01 of the Easement ("Notices, Requests for Approvals, and Approvals") or any other section of the Easement, then the City will notify ASA, in writing, of any request for permission and provide ASA with copies of all related materials within five (5) business days of its receipt. The decision to approve or deny such a request for permission shall be made by the City, following consultation between the parties hereto. The response to the Landowner's request shall be provided by the City. If the Landowner sends any such request to ASA, ASA shall not respond to any such request for permission, but shall instruct the Landowner to forward the request for permission to the City.

ASA and the City agree to consult with each other in a timely fashion in a good-faith effort to allow the City to respond to the Landowner in a similarly timely fashion. The foregoing notwithstanding, if ASA does not respond to the City at least one week before the time to reply to the Landowner expires under Section 4.01 of the Easement, then the City shall have the right to provide the Landowner with a response without further consultation with ASA. In that event, the approval or denial of the request for permission contained in the City's response shall be valid for purposes of administering the Easement, and binding on ASA, notwithstanding the City's inability to consult with, or complete consultation with, ASA. However, if the parties are unable to reach an agreement on the response, ASA may proceed under Sections 5.03 and 5.04 of the Easement.

2. Monitoring. ASA will provide the City with the monitoring form to be used on site visits. At least annually, the City will contact the Landowner to set a date for a monitoring site visit. The Landowner and ASA will be invited to accompany the City during the site visit. On an annual basis, the City will furnish a completed written monitoring report(s) to ASA within thirty (30) days of the site visit and ASA shall evaluate and update its monitoring file. Following the monitoring visit, a letter shall be sent from the City to the Landowner with a copy to ASA informing the Landowner that the inspection is completed. Notwithstanding the foregoing, ASA is not precluded from conducting its own monitoring of the Property as set forth in Section 5.04 ("Third Party Enforcement") of the Easement. If either observes an apparent violation, it shall promptly notify the other. The City and ASA will both keep an accurate record of all monitoring reports.

3. Supplemental Baseline Documentation. If changes occur to the Property over time that affect the Easement terms or the conservation values of the Property, either party hereto may request that additional photographs, maps or documents be added to the original Baseline Documentation Report (BDR), as described in section 2.04 of the Easement, to supplement it. However, both parties hereto and the Landowner must agree to the proposed supplements. The parties shall provide each other with copies of any agreed-upon supplemental materials to be added to the BDR. The City shall have responsibility for the safe-keeping of the original BDR and any supplemental BDR material, which shall not be physically modified or altered in any way. ASA will maintain a copy of the original BDR and a copy of any supplemental BDR material.

4. Enforcement. Each party understands that every violation, and the circumstances surrounding it, are unique and must be dealt with on a case-by-case basis. Responses to violations shall accord with the terms of Sections 5.03 and 5.04 of the Easement as well as each party's easement violation policy and/or

protocols, as applicable. If the policies or protocols of the parties hereto, or their decisions based thereon, conflict, the parties will make a good faith effort to reach an agreement on the process of handling the violation.

Both parties agree that violations (other than those that are technical in nature or minor violations that do not affect the conservation values) of the Easement must be remedied, so as to avoid damage to the conservation values protected by the Easement. Both parties agree that they shall act in concert whenever possible on matters regarding violations or suspected violations of the Easement, and whenever possible shall not pursue either legal or voluntary enforcement action unilaterally. The foregoing notwithstanding, if, after consultation, the parties cannot reach agreement on whether or not to take legal action to enforce the Easement, either party may then do so.

Any reimbursement of legal fees or award of damages or other proceeds received as a result of a defense or enforcement action in such a case shall be returned, proportionally to the amount paid from each source, to the dedicated stewardship funds of ASA and the City, or to any other source of funding for the defense or enforcement action.

5. Stewardship Funds. The City shall contribute a one-time payment of \$15,650 to ASA at the time of the easement closing, the use of the funds being restricted to ASA's long-term stewardship of the Easement as the third party enforcer. The use of the funds shall be limited to staff and attorney time and out-of-pocket expenses related to monitoring, enforcement and administration of the Easement.

6. Assignment. If either party contemplates assigning its interest in the Easement, it first will consult with the other party. The terms of this Agreement shall be binding on, and inure to the benefit of, the successors and assigns of the City and ASA.

7. Amendment of Agreement. This Agreement may be amended at any time by the agreement of both parties or their successors and assigns. Any amendment shall be in writing.

8. Amendment of Easement. The Easement shall not be amended without the written agreement of the City and ASA, pursuant to the procedures set forth in Section 6.02 of the Easement. ASA shall not be required to agree to any amendment that does not comply with its Amendment Policy as is then in force and effect, and that does not, in its judgment, conform to all applicable laws.

9. Statement of Purpose. Both parties agree that the purpose of this Agreement is to facilitate efficient and effective cooperation between the parties in administering and enforcing the Easement. No violation of the terms of this Agreement, or the failure of the parties to reach consensus on how to enforce the Easement, shall have any effect on the legal enforceability of the Easement or the parties' rights thereunder. This Agreement does not create any rights in the Grantor/Landowner, and the failure of the parties hereto to adhere to its terms shall not in any way be a defense to any action taken by one or both of the parties hereto with respect to the Easement. Furthermore, if any terms of this Agreement conflict with the terms of the Easement, the Easement shall control.

10. Authority. The individuals signing this Agreement warrant and represent that they are duly authorized to do so on behalf of ASA and the City.

IN WITNESS WHEREOF, the parties have set their hands on the date set forth above.

Agricultural Stewardship Association, Inc.

City of Saratoga Springs

By: _____
Teresa Ptacek, Executive Director

By: _____
Joanne Yepsen, Mayor

Sample Form COSF-2

Request for Certification of Sufficient Funds



Submittal Date:

The Department of Mayer requests certification that sufficient funds are or will be available to cover the claim to meet the following obligation when it becomes due and payable.

Obligation to be incurred, detailing vendor name, project description, Council approval, etc. (attach supporting documentation):

ASA agreement (Pitney Farm)

Appropriation – Current Budget Expense Org/Object/Proj(s): H3517022-52000-1075

Amount Requested for Approval: \$ 15,650

Current Amount Available: \$ 1,165,000

Transfer/Amendment Pending: \$

Transfer/Amendment Date: _____

M. Kelly
Department Head Signature

12/1/16
Date

Certification of Sufficient Funds

The Commissioner of Finance hereby certifies that funds are or will be available to cover the claim to meet the above described obligation when it becomes due and payable.

Michele D. Clark-Madigan
Commissioner of Finance

12/1/14
Approval Date

City of Saratoga Springs Complete Streets Policy

REVISED October 2016

ADOPTED _____

JOANNE YEPSEN, MAYOR
JOHN FRANCK, COMMISSIONER OF ACCOUNTS
MICHELE MADIGAN, COMMISSIONER OF FINANCE
CHRIS MATHIESEN, COMMISSIONER OF PUBLIC SAFETY
ANTHONY SCIROCCO, COMMISSIONER OF PUBLIC WORK

Complete Streets Policy- Revised 2016

City of Saratoga Springs, NY

Vision and Intent:

The City of Saratoga Springs is committed to implementing the development of a complete streets network throughout the City to create a balanced and safe transportation system. The Complete Streets Policy will be integrated into the goals and recommendations set forth in the City's Comprehensive Plan and other policy documents. This Policy shall ensure that new and updated public and private projects are planned, designed, maintained and operated to enable safe, comfortable and convenient travel for users of all abilities including pedestrians, cyclists, motorists, transit riders, as well as disabled users.

This Policy represents an update to the original Complete Streets Policy as adopted by the City Council on May 1, 2012, attached hereto as an appendix to this document.

Definition:

"Complete Streets" means streets that are designed and operated to enable safe access for all users, in that pedestrians, bicyclists, motorists and public transportation (transit) users of all ages and abilities are able to safely move through the transportation network.

City Policy:

The City shall design, build, operate and maintain a safe, reliable, efficient, integrated and connected multimodal transportation network that will provide access, mobility, safety, and connectivity for all users. The City will maintain a Complete Streets Advisory Board (CSAB) to guide the City in the implementation of the policy.

Complete Streets design will promote improved health, economic growth, public safety, recreational opportunity, and social equality throughout the City of Saratoga Springs, and will ensure that the safety and convenience of all users of the transportation system are accommodated, including pedestrians, bicyclists, users of mass transit, people of all ages and abilities, motorists, emergency responders, freight providers and adjacent land users.

It is recognized that all modes cannot receive the same type of accommodation and space on every street but the overall goal is that everyone- young, old and of varying ability- can safely and conveniently travel across the network.

Scope and Applicability:

- a) All city-owned transportation facilities in the public right-of-way including, but not limited to, streets, bridges and all other connecting pathways shall be designed, constructed, operated, and maintained so that users of all modes, ages and abilities can travel safely and independently.
- b) All privately constructed streets, parking lots, and connecting pathways shall adhere to this policy.

- c) The City shall foster partnerships with the State of New York, Saratoga County, neighboring communities, business, non-profits, and schools to develop facilities and accommodations that further the City's complete streets policy and continue such infrastructure beyond the city's borders.
- d) The City shall approach every phase of every project that affects the public right-of-way as an opportunity to create safer, more accessible facilities for all users. These phases include, but are not limited to: zoning approvals, planning, programming, design, right-of-way acquisition, construction, construction engineering, reconstruction, operation and maintenance funded by the City of Saratoga Springs, the State of New York, utility companies and all private development. Other changes to transportation facilities on streets and rights-of-way, including capital improvements, re-channelization projects and maintenance, must also be included.
- e) A project's compliance with this policy shall be determined based on the filing of the City's Complete Streets Checklist as part of the site-plan review process or at the planning stage of a public project.

Design Standards:

The City shall utilize transportation design standards as well as adapt, develop, update and adopt inter-departmental policies, urban design guidelines, zoning and performance standards and other guidelines based upon resources identifying best practices in urban design and street design, construction, operations and maintenance. All approved designs shall conform with Federal and State Laws and Codes, specifically:

- a) Manual on Uniform Traffic Control Devices (MUTCD) and New York State Supplement
- b) NYS Vehicle and Traffic Law (VTL)

Design Standards to be used include, but are not limited to:

- a) AASHTO A Policy on Geometric Design of Highways and Streets (*Current Edition*) – Also referred to as “Green Book”
- b) AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities (Current Edition)
- c) AASHTO Guide for the Development of Bicycle Facilities (Current Edition)
- d) New York State Department of Transportation (NYSDOT) Highway Design Manual
- e) Institute for Transportation Engineers (ITE) Designing Walkable Urban Thoroughfares: A Context Sensitive Approach
- f) National Association of City Transportation Officials (NACTO) Urban Street Design Guide
- g) NACTO Urban Bikeway Design Guide
- h) NACTO Transit Guide
- i) US Access Board Public Right-of-Way Accessibility Guidelines (PROWAG)
- j) City of Saratoga Springs Standard Details

When fulfilling this Complete Streets policy the City will follow the design manuals, standards and guidelines above applied with guidance as needed from a professional engineer, but should not be precluded from considering innovative or nontraditional design options where a comparable level of safety for users is present or provided.

Designs for all projects will be context-sensitive, considering adjacent land uses and local needs and incorporating the most up-to-date, widely accepted, ADA compliant design standards for the particular setting, traffic volume and speed and current and projected demand. Each project must be considered both separately and as part of a connected network to determine the level and type of treatment necessary for the street to be complete.

a) Green Streets: In addition to providing safe and accessible streets in the City of Saratoga Springs, care shall be given to incorporate best management practices for addressing storm water runoff. Wherever possible, innovative and educational storm water infrastructure shall be integrated into the construction/reconstruction or retrofit of a street.

b) Public Realm, placemaking: The design of cities begins with the design of streets, as community places are where people want to be. The City places a high importance on the creation of a quality public realm providing urban design at a human scale, and encouraging active use of the street by all users. Wherever possible, streetscapes shall protect and include street trees and native plants, incorporate landscape architecture, public art, pedestrian amenities such as benches and street trees for shading, and wayfinding signage.

Exceptions:

Requests for exceptions to this policy will be documented in writing and reviewed by a committee consisting of a representative each of the City Planning, Public Works, and Traffic Safety Departments. Exceptions should be rare and not a general waiver that would impede the cumulative implementation of Complete Streets infrastructure when issued over time.

Exceptions to the policy are permitted under one or more of the following conditions:

1. Accommodation is not necessary on corridors where specific users are prohibited, such as interstate freeways or pedestrian malls.
2. Cost of accommodation is excessively disproportionate to the need or probable use.
3. A documented absence of current and future need.
4. Transit accommodations are not required where there is no existing or planned transit service.
5. Routine maintenance of the transportation network that does not change the roadway geometry or operations, such as mowing, sweeping, and spot repair.
6. Where a reasonable and equivalent project along the same corridor is already programmed to provide facilities exempted from the project at hand.

Implementation Plan

The following ongoing activities are key elements for the successful implementation of this policy:

- A. City departments shall work collaboratively to develop a comprehensive intermodal transportation system during project planning, implementation and maintenance.

- B. Incorporate complete streets into the City's routine street maintenance (paving, street signs, pavement markings, etc.):
 - a. The Department of Public Works shall provide the proposed paving schedule a minimum of four weeks prior to the paving date to the City Planning Department, Department of Public Safety and the CSAB for review. The review will identify opportunities to improve the roadways and accommodations for all modes of transportation. Examples of improvements include implementation of bicycle lanes or shared lane markings, storm grate replacement, planting street trees, providing sidewalks and trails, crosswalks or sidewalk ramp replacement.
- C. Performance Metrics:
 - a. The City shall measure the success of this Complete Streets Policy including but not limited to the following performance measures:
 - i. Linear feet of new and reconstructed sidewalks
 - ii. Linear miles of new/ re-striped bike facilities
 - iii. Number of new/ reconstructed curb ramps
 - iv. Number of Transit riders and overall accessibility to transit service
 - v. Number of City personnel, volunteers, or public trained in general Complete Streets principles, safety, or technical guidance.
- D. CSAB:
 - a. The CSAB will be advisory in nature and will consist of seven members. One technical member shall be chosen by each City Council member. Two additional members shall be citizens-at-large appointed by the Mayor. Members will serve staggered two-year terms with the Mayor's appointments taking place opposite years of the four other Councilmember's appointments.
 - b. The CSAB will hold regularly scheduled meetings and will prepare an annual document to the City Council so that all departments can necessarily budget and guide their resources appropriately. Benchmarks will be established and monitored to ensure implementation of the Complete Streets policy. .
 - c. Provide information about the City's complete streets policy and current activities on the City's website for easy public access.
- E. Education:
 - a. The City will promote the safe use and critical importance of a multi-modal transportation system by increasing the awareness of all users through educational partnerships with other entities, including but not limited to: public and private schools, Bikeatoga, Saratoga Greenbelt Trail, Sustainable Saratoga, Chamber of Commerce, CDTA, as well as other related organizations.
 - b. The CSAB, City Departments and other partners will work collaboratively with local schools to support Safe Routes to School projects and programs in the community.
- F. All projects progressed within the City shall complete and file with the City Planning Department a copy of the City's Complete Streets Checklist. This is applicable to both private and public projects. The checklist shall be provided during the planning or preliminary design phases of the project for review and comment. The City's land use review boards will utilize the Complete Streets Checklist during project reviews, and will consult with the CSAB for technical support as needed.

- G. The City will train pertinent City staff and members of local Land Use review boards on the content of the Complete Streets principles and best practices for implementing the policy. This includes awareness and understanding of accessible design principles. Training may include online webinars, conferences or technical training workshops provided by groups such as the Cornell Local Roads program.
- H. On a bi-annual basis, the City and CSAB shall review this policy and identify recommended changes for approval by the Council.

Action Plan

Short Term Action Items (Two-year Plan)

1. Complete street components for public projects may be identified and incorporated in the 6-year Capital Plan, where appropriate and be included in the Mayor's Capital Committee efforts related to the City's operational budget. Utilize the data gathered from Complete Streets checklists and the City Complete Streets Linkage Study to assist in tracking the incorporation of complete streets or highlighting geographic areas in the City where focused maintenance may be needed.
2. Seek grant opportunities to assist in implementing the City's complete streets policy.
3. Develop an Americans with Disabilities (ADA) Transition plan in accordance with Title VI provisions. Implement key actions and policy changes to support making the City accessible for people of all ages and abilities.
4. Progress the City's Complete Streets Plan and have it formally adopted by the City Council.
5. Once adopted, implement the Complete Streets Plan including through use of a prioritized implementation strategy of infrastructure improvements and programming recommendations.
6. Pursue bike friendly community national designation, and raise current Walk Friendly Community Bronze designation to a Silver level or higher.

Mid Term Action Items (Four-Year Plan)

1. Develop an ongoing, complete streets inventory and audit process to document the accessibility, safety, connectivity and quality of places in the City. The Planning Department and CSAB can lead this effort in coordination with appropriate City departments, relevant City committees and Land Use Boards, and the downtown Special Assessment Advisory Board. This information can be incorporated into a complete streets "report card" and future updates to the Bicycle, Pedestrian and Public Transit Plan.
2. Identify a dedicated funding mechanism for future transportation projects, such as linking sidewalks and safe routes to school, to implement actions supporting a complete streets policy.

3. Develop a process for notifying appropriate agencies and property owners of pedestrian, bicyclist and transit conditions that require improvement. This can include missing or damaged sidewalk sections, curb ramps, benches, bike racks, street trees, bus stop furnishings or other Complete Streets elements.
4. Consider advancement of a Vision Zero Policy to progress the prevention of all traffic fatalities and injuries.

DRAFT



City of Saratoga Springs

COMPLETE STREETS ADVISORY BOARD

474 Broadway
Saratoga Springs, New York 12866

Telephone 518-587-3550
Fax 518-587-1688

STEPHAN GODLEWSKI, PE CHAIR
LOU SCHNEIDER
KEN GREY
MAUREEN ROBERTS, M.D.
DOUG HALLER
COLIN KLEPETAR
ROB WRIGHT

November 07, 2016

Mayor Yepsen
Commissioner Franck
Commissioner Madigan
Commissioner Mathiesen
Commissioner Scirocco
City of Saratoga Springs
City Hall, 474 Broadway
Saratoga Springs, NY 12866

Mayor Yepsen and Council Members:

Please find attached the draft updated Complete Streets Policy as proposed by the City's Complete Streets Advisory Board (CSAB). To provide background and basis for the proposed revised policy, please find the following brief summary:

The City Council unanimously adopted the current Complete Streets Policy in 2012. Over the past four years, the policy has served to require considering all modes and abilities for actions taking place on City streets. It also has provided a checklist of short and long term goals which have been largely checked off over time. For example: establishing the CSAB, creating a project Complete Streets checklist, supporting Safe Routes to School efforts, pursuing grant and funding opportunities, creating a Complete Streets Plan are items that have been accomplished or are underway. Since the adoption of the Policy in 2012, the CSAB and City staff have put the policy into practice and through that effort have learned what works well, and want needs refinement in order for the policy to be effective.

In addition to this practical experience, Smart Growth America completed an audit of Complete Street policies in 2014 across the US including an analysis of the effectiveness of each policy in assisting a community implement Complete Streets. Saratoga Springs was included in this audit, and the policy scored relatively low, items noted as deficiencies or as room for improvement are largely responded to in the proposed draft. These audited weaknesses are consistent with those found as part of the practical experience of the CSAB.

The items included for improvement are as follows:

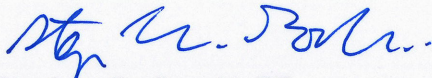
1. Establish means to measure current status of Complete Streets, and benchmark progress through specific measurements (e.g. how many miles of sidewalk, how many miles added over time)
2. Create an environment where Complete Streets is the standard, not the exception. Complete Streets will be implemented, not just considered.
3. Provide a specific waiver process where most directly related departments can consider exception requests being made.

4. Provide specific standards and guides that are available for consideration within City, as guided by transportation professionals.
5. Provide an updated list of Complete Streets priority actions to complete.

The CSAB, in coordination with the Planning Department, developed a revised policy and goals for adoption by the Council. The intent is that this new policy replace the existing policy and address the weaknesses identified through our practical experience and those identified in the audit.

I look forward to attending the next Council meeting to discuss this proposed policy revision with the Council.

Sincerely,



Stephan Godlewski, PE
Chair, Complete Streets Advisory Board

CC; Kate Maynard, AICP – Principal Planner
Tina Carton- Sustainability Coordinator
Complete Streets Advisory Board Members



City of Saratoga Springs, NY

Risk and Safety Manual

**Office of Risk and Safety
474 Broadway, Saratoga Springs, NY 12866**

Mission Statement:

The Office of Risk and Safety is charged with assisting the City Council in providing a safe and healthy working environment for its employees in accordance with federal and state regulatory requirements. Risk and Safety oversees the identification of and measurement of the risks facing the City and community at large. It responds to and assists in the resolution of safety related inquiries and complaints from citizens, employees, and employee bargaining units. It is the point person in assisting and responding to local, state and federal regulatory matters as they pertain to risk and safety issues. Risk and Safety develops programming in response to federal and state regulatory mandates and the City insurer's loss prevention recommendations.

Participation in the City's Capital Budget Committee is vital to the Office's mission of risk mitigation by preparing annual requests from the Safety Committee to facilitate the repair, refurbishment and/or replacement of the City's buildings, equipment and/or property in accordance with the City's insurance loss prevention studies, City Fire Department Inspections, and federal and/or state regulatory and compliance mandates.

The Office of Risk and Safety is responsible for the management of the City's Property and Casualty Insurance Program. It manages the procurement of the insurance and the City's incidents, claims and litigation covered by that insurance program. On a proactive basis, it sets the insurance limits for the City's bids and contractual agreements and assists the City Attorney with employment practice matters as part of the City's insurance program.

Risk and Safety provides risk and safety policy programming recommendations to City Departments, its community partners, and City Council for adoption and assists in implementing the programming as adopted by City Council. Lastly, it assists the Department of Public Safety in managing the emergency management programming for the City.

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Part One: Contract Administration

Title: Contract Administration Protocol 041916

Date of Origin: 090704

Responsible Party: City Council

I. Policy:

The Mayor and/or a Commissioner may initiate a contract review process for contractual agreements that will be brought before the City Council for approval. This Contract Administration Protocol must be completed by the City Department establishing the contractual agreement (the "Contracting Department") and by the Purchasing Department, Finance Department, Director of Risk and Safety and City Attorney PRIOR to the presentation of any contract to the City Council for review and consideration. The identification of a funding source and a budget appropriation must be in place PRIOR to the presentation of the contract for goods and/or services.

The Mayor of the City of Saratoga Springs per the City's Charter shall have the sole responsibility of executing contractual agreements on behalf of the City Council with its permission.

II. Protocol:

Contracts, Addendum and Amendments:

1. Any department within the City may initiate contractual agreements, addendum or amendments for goods and/or services purchased and provided to the City.
2. Department personnel shall utilize the City contract template as approved by the City Council whenever practicable. Contracts not on the City's contract template must be submitted to the City Attorney for approval PRIOR to placement in the NOVUS System.
3. The Contracting Department must obtain two original contracts, addendums or amendments executed by the vendor for signature by the Mayor after Council approval.
4. The Contracting Department shall have the responsibility of uploading the contractual agreement executed by the vendor into the City's NOVUS System a minimum of five (5) business days prior to the next available City Council Meeting. The contractual agreement must be executed by the vendor and/or service provider PRIOR to uploading the contract package into NOVUS. Supporting Documentation is required and shall include but not be limited to a proposal, RFP, RFQ or IFB documentation including drawings and any other special project considerations deemed appropriate.
5. Insurance certificates meeting the requirements of the contract must be included with the contract package uploaded into NOVUS for approval.
6. A certification of sufficient funds, when required, must accompany the contract submission in NOVUS.
7. The budget appropriation must be identified and communicated to the Finance Department when the contract package is uploaded into NOVUS for approval.
8. The Purchasing Agent shall have the responsibility of examining the contractual documents to determine whether or not the Contract Package meets City Purchasing Guidelines.
9. The Finance Department shall have the responsibility of confirming whether or not funding is available for the Department's request for contracted goods and/or services according to the City's Finance Policies.
10. The Director of Risk and Safety shall have the responsibility of examining the contract package for its legal contents as they apply to the City's laws and protocols for establishing the insurance and indemnification language needed within the contractual agreement. The Director of Risk and Safety shall also have the responsibility of reviewing the certificates of insurance required for the contract.
11. The City Attorney shall be responsible for reviewing the contract package for its legal contents as they apply to the City's laws and protocols and be responsible for reviewing the contract package in the context of the City's Charter for approval PRIOR to the contract's final submission to City Council for review and consideration.
12. If a contract is rejected by the City's Purchasing Agent, Finance Department, Director of Risk and Safety or the City Attorney within the NOVUS System, the Contracting Department shall have the responsibility of correcting the deficiencies as identified and resubmitting the contract into NOVUS for the process to begin again.
13. All criteria outlined within the parameters of the Contract Administration Protocol must be met PRIOR to introducing the contractual agreement for consideration by the City Council.
14. Upon approval of the City Council, the Contracting Department shall obtain the Mayor's signature on the two original contracts as executed by the vendor. One original shall be sent to the approved vendor upon the Mayor's execution. The second original fully executed contract shall be scanned as a PDF document and the original filed in the City's vault.
15. The Secretary to the City Council shall have the responsibility of cataloguing and filing contractual agreements as approved by City Council and shall maintain an alphabetical listing of contracts executed on an annual basis.

Change Orders:

1. A change order is as defined as a written order issued by the Department covering contingencies, extra work, deductions, increases or decreases and additions, alterations or omissions to the plans or specifications. Change orders are usually associated with construction/capital projects or projects that involve a contract for public work.
2. A Change Order must be submitted for any contractual change in the original contract's terms and conditions that affect the pricing and time schedule of a previously approved contract regardless of the dollar amount. (Please note: the City cannot make expenditures without a funding appropriation, per the City Charter.)
3. Change Orders must be made on the City's "Change Order" Template whenever practicable. Current certificates of insurance and a certification of sufficient funds must be included for review in the NOVUS contract approval module. Change orders shall be circulated in NOVUS per the contract module process.
4. All contractual change orders for price and/or time must be brought to the next City Council meeting for discussion and approval, but no later than thirty (30) days of the City's notification of the proposed change to the original contract terms and conditions.
5. In the event of an emergency situation as defined in the City's Purchasing Policy, the City Council shall immediately be notified via memorandum and/or email providing the details causing the change and include the financial terms associated with the request. The emergency Change order shall then be brought to the next available City Council meeting for discussion and approval.
6. Change orders shall be reviewed by the Purchasing Agent, Finance Department, Director of Risk and Safety and City Attorney, per the City's Contract Administration Protocol, prior to approval by the City Council.
7. The City Engineer, upon approval of the Commissioner of Public Works, or the designated City Project Manager upon approval of their Department Head (Mayor or Commissioner), shall be able to approve on site changes during a public works construction project for an amount not to exceed twenty thousand dollars (\$20,000). These on site approvals shall be formalized in detail in a change order placed in the NOVUS contract module for approval at the next available City Council meeting.
8. The Contracting Department shall file the executed copy of the change orders and their supporting documentation with the City Clerk.
9. After approval from the City Council and executions of the change order, the Contracting Department shall request and the Purchasing Agent shall issue a purchase order.



City of Saratoga Springs, NY Contract

City Project Number: _____ City Project Name: _____
City Department: _____ Department Contact Person: _____ City Ext. _____
Company Name: _____
Company Address: _____
Company Telephone No.: _____ Company Fax No.: _____
Vendor and/or Service Provider Primary Contact: _____ Title: _____
Primary Contact Email: _____
Service to be Provided: _____
Remit Name (If different from above): _____
Remit Address: _____

- Scope of Agreement:** In response to a request for a pricing proposal requested by the City for _____, the Vendor and/or Service Provider submitted proposals dated _____ (the "Proposals/Statement of Work"), which are attached hereto as Exhibit A. The Vendor and/or Service Provider shall provide to the City the products and services set forth therein. The Vendor and/or Service Provider assumes full responsibility for the provision of the products and services made available in this Agreement. The Vendor and/or Service Provider shall be so liable even when the Vendor and/or Service Provider subcontract the provision of a portion of the products and services. Subcontracting shall be permitted only with the prior written approval of the City. The Vendor and/or Service Provider assumes all risks in the performance of all its activities authorized by this Agreement.
- Term of Agreement:** The term of this Agreement shall commence per the date of approval of this Agreement by the City Council of the City of Saratoga Springs. This Agreement shall continue in force from the effective date until the work provided as described herein is satisfactorily completed or by _____. Any modification of the work performed by the Vendor and/or Service Provider shall be made in writing and shall not be undertaken until the City agrees to the modification. The Vendor and/or Service Provider assume full responsibility for the provision of the products and services contracted for in this Agreement. The Vendor and/or Service Provider shall be so liable even when the Vendor and/or Service Provider subcontract the provision of a portion of the products and services. Subcontracting shall be permitted only with prior written notice and written approval of the City. The Vendor and/or Service Provider will provide his or her own equipment and materials as necessary to perform the work except as identified within the RFP/RFQ/BID Documents. The Vendor and/or Service Provider assume all risks in the performance of all its activities authorized by this Agreement.
- Terms of Payment:** Vendor and/or Service Provider will invoice the City on a monthly basis and the City will pay all invoices within thirty (30) days of receipt of the invoice or as practicable. The City shall pay the Vendor and/or Service Provider in accordance with the City Charter per the Purchasing Guidelines established by the City. All work performed under this agreement must be in accordance with the NYS Department of Labor Prevailing Wage Regulations. The Costs, fees, and disbursements associated with the provisions of the products and services shall be determined in accordance with the proposal submitted not to exceed _____, a copy of which is annexed hereto and made a part hereof. Detailed original invoices not received within forty five (45) calendar days of the completed transaction could result in a delay of payment.
- Notice:** Any notices sent to the City under this Agreement will be effective five (5) business days after the postmarked date of mailing by certified mail, return receipt requested. The Mayor/Commissioner of _____ is the designated Project Manager for this Agreement and shall represent the City in all matters and has the authority to affect the delivery of products and/or services. The Project Manager for the Vendor and/or Service Provider is _____. Any notice, request, demand or other communication required or provided for in this Agreement shall be in writing and shall be deemed to have been duly given if delivered in person or mailed in a sealed envelope, postage prepaid, addressed as follows:

To the City: Mayor/Commissioner _____, City Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866

With a copy to: City Attorney, City Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866

To Vendor and/or Service Provider: _____

- Conflicts of Interest:** The Vendor and/or Service Provider represents and warrants that it has no conflict, actual or perceived, that would prevent it from performing its duties and responsibilities under the Agreement.

6. **City Property:** All information and materials received hereunder by the Vendor and/or Service Provider from the City are and shall remain the sole and exclusive property of the City and the Vendor and/or Service Provider shall have no right, title, or interest in or to any such information or materials by virtue of their use or possession hereunder by the Vendor and/or Service Provider. All intellectual property, created by the Vendor and/or Service Provider hereunder as a product or as a service to the City shall be the sole and exclusive property of the City. Effective upon their creation pursuant to the terms of this Agreement, the Vendor and/or Service Provider conveys, assigns and transfers to the City the sole and exclusive rights, title and interest in all documents, electronic databases, and custom programs, whether preliminary, final or otherwise, including all trademarks and copyrights. The Vendor and/or Service Provider hereby agrees to take all necessary and appropriate steps to ensure that the custom products are protected against unauthorized copying, reproduction and marketing by or through the Vendor and/or Service Provider, its agents, employees, or subcontractors. Nothing herein shall preclude the Vendor and/or Service Provider from otherwise using the related or underlying general knowledge, skills, ideas, concepts, techniques and experience developed under this Agreement in the course of the Vendor and/or Service Provider's business. The Contractor grants to the City a perpetual, nonexclusive, royalty-free, unlimited use license to use, execute, reproduce, display, modify and distribute any pre-existing software, tools or techniques delivered by the Vendor and/or Service Provider under this Agreement. Any written reports, opinions and advice rendered by the Vendor and/or Service Provider shall become the sole and exclusive property of the City, and the Vendor and/or Service Provider shall have no right, title, or interest in or to any such information or materials by virtue of their use or possession hereunder by the Vendor and/or Service Provider.
7. **Retention of Records:** The Vendor and/or Service Provider shall make available to the City all information pertinent to the project, including reports, studies, drawings, and any other data. All original records generated as a result of the project shall be maintained by the Vendor and/or Service Provider for a period of six (6) years after expiration of the Agreement. Upon request, copies of those records shall be provided to the City at no cost.
8. **Independent Vendor and/or Service Provider Status:** It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of copartners between the parties hereto or as constituting the Vendor and/or Service Provider's staff as the agents, representatives or employees of the City for any purpose in any manner whatsoever. The Vendor and/or Service Provider and its staff are to be and shall remain independent Vendor and/or Service Provider with respect to all services performed under this Agreement. The Vendor and/or Service Provider represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Vendor and/or Service Provider or other persons, while engaged in the performance of any work or services required by the Vendor and/or Service Provider under this Agreement, shall not be considered employees of the City, and any and all claims that may or might arise under the Workers' Compensation Laws of the State of New York on behalf of said personnel or other persons while so engaged, and any and all claims whatsoever on behalf of any such person or personnel arising out of employment or alleged employment including, without limitation, claims of discrimination against the Vendor and/or Service Provider, its officers, agents, Vendor and/or Service Providers or employees shall in no way be the responsibility of the City; and the Vendor and/or Service Provider shall defend, indemnify and hold the City, its officers, agents and employees harmless from any and all such claims regardless of any determination of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the City, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Compensation, disability, and severance pay.
9. **Insurance:** The City of Saratoga Springs herein requires the following terms and conditions regarding the agreement for the provision of professional services as outlined above: The Vendor and/or Service Provider shall procure and maintain during the term of this Agreement, at the Vendor and/or Service Provider's expense, the insurance policies listed with limits equal to or greater than the enumerated limits. The Vendor and/or Service Provider shall be solely responsible for any self-insured retention or deductible losses under each of the required policies. Every required policy, including any required endorsements and any umbrella or excess policy, shall be primary insurance. Insurance carried by the City of Saratoga Springs, its officers, or its employees, if any, shall be excess and not contributory insurance to that provided by the Vendor and/or Service Provider. Every required coverage type shall be "occurrence basis" with the exception of Professional Errors and Omissions Coverage which may be "claims made" coverage. The Vendor and/or Service Provider may utilize umbrella/excess liability coverage to achieve the limits required hereunder; such coverage must be at least as broad as the primary coverage (follow form). The Office of Risk & Safety Management must approve all insurance certificates. The City of Saratoga Springs reserves its right to request certified copies of any policy or endorsement thereto. All insurance shall be provided by insurance carriers licensed & admitted to do business in the State of New York and must be rated "A-:VII" or better by A.M. Best (Current Rate Guide). If the Vendor and/or Service Provider fails to procure and maintain the required coverage(s) and minimum limits such failure shall constitute a material breach of contract, whereupon the City of Saratoga Springs may exercise any rights it has in law or equity, including but not limited to the following: (1) immediate termination of the Agreement; (2) withholding any/all payment(s) due under this

Agreement or any other Agreement it has with the Vendor and/or Service Provider (common law set-off); OR (3) procuring or renewing any required coverage(s) or any extended reporting period thereto and paying any premiums in connection therewith. All monies so paid by the City of Saratoga Springs shall be repaid upon demand, or at the City's option, may be offset against any monies due to the Vendor and/or Service Provider.

The City of Saratoga Springs requires the Vendor and/or Service Provider name the City as a Certificate Holder for the following coverage for the work covered by this Agreement:

- A. For **projects whose total value is between Zero and \$100,000:**
- **Commercial General Liability** Including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate;
 - **Commercial Automobile Insurance:** One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
 - **Excess Insurance:** One Million Dollars per Occurrence Aggregate; AND
 - **NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance:** Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect.
- B. For **projects whose total value is between \$100,000 and \$500,000:**
- **Commercial General Liability** Including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate;
 - **Commercial Automobile Insurance:** One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
 - **Excess Insurance:** Three Million Dollars per Occurrence Aggregate; AND
 - **NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance:** Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect.
- C. For **projects whose total value is between \$500,000 and \$1,000,000:**
- **Commercial General Liability** Including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate;
 - **Commercial Automobile Insurance:** One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
 - **Excess Insurance:** Five Million Dollars per Occurrence Aggregate; AND
 - **NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance:** Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect.
- D. For projects involving the provision of **professional services:**
- **Commercial General Liability** Including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate;
 - **Commercial Automobile Insurance:** One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
 - **Excess Insurance:** Five Million Dollars per Occurrence Aggregate;
 - **Professional Errors and Omissions:** One Million Dollars per Claim with Two Million Dollars Aggregate; AND
 - **NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance:** Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect.
- E. If the project in question involves any form of pollution risk or exposure, environmental hazard, asbestos or special circumstances, please contact the Office of Risk and Safety for a determination of insurance limits needed for your contract.

It shall be an affirmative obligation of the Vendor and/or Service Provider to advise City's Office of Risk and Safety via mail to Office of Risk and Safety, City of Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866, within two days of the cancellation or substantive change of any insurance policy set out herein, and failure to do so shall be construed to be a breach of this Agreement. The Vendor and/or Service Provider acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the City. The Vendor and/or Service Provider is to provide the City with a Certificate of Insurance naming the City as **Additional Insured on a primary and non-contributory basis prior** to the commencement of any work or use of City facilities. The failure to object to the

contents of the Certificate of Insurance or the absence of same shall not be deemed a waiver of any and all rights held by the municipality. In the event the Vendor and/or Service Provider utilizes a Subcontractor for any portion of the services outlined within the scope of its activities, the Subcontractor shall provide insurance of the same type or types and to the same extent of coverage as that provided by the Vendor and/or Service Provider. All insurance required of the Subcontractor shall name the City of Saratoga Springs as an ***Additional Insured on a primary and non-contributory*** basis for all those activities performed within its contracted activities for the contract as executed.

10. **Indemnification:** The Vendor and/or Service Provider, to the fullest extent provided by law, shall indemnify and save harmless the City of Saratoga Springs, its Agents and Employees (hereinafter referred to as "City"), from and against all claims, damages, losses and expense (including, but not limited to, attorneys' fees), arising out of or resulting from the performance of the work or purchase of the services, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of Vendor and/or Service Provider or its employees or anyone for whom the Vendor and/or Service Provider is legally liable or Subcontractors. Without limiting the generality of the preceding paragraphs, the following shall be included in the indemnity hereunder: any and all such claims, etc., relating to personal injury, death, damage to property, or any actual or alleged violation of any applicable statute, ordinance, administrative order, executive order, rule or regulation, or decree of any court of competent jurisdiction in connection with, or arising directly or indirectly from, errors and/or negligent acts by the Vendor and/or Service Provider, as aforesaid. The Vendor and/or Service Provider's responsibility under this section shall not be limited to the required or available insurance.
11. **Americans with Disabilities Act:** The Vendor and/or Service Provider agrees to comply with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 and not discriminate on the basis of disability in the admission or access to, or treatment of employment in its services, programs, or activities. The Vendor and/or Service Provider agrees to hold harmless and indemnify the City from costs, including but not limited to damages, attorney's fees and staff time, in any action or proceeding brought alleging a violation of ADA and/or Section 504 caused by the Vendor and/or Service Provider. Upon request accommodation will be provided to allow individuals with disabilities to participate in all services, programs and activities.
12. **Safety:** The City of Saratoga Springs specifically reserves the right to suspend or terminate all work under this Agreement whenever Vendor and/or Service Provider, and/or Vendor and/or Service Provider's employees or subcontractors, are proceeding in a manner that threatens the life, health or safety of any of Vendor and/or Service Provider's employees, subcontractor's employees, City employees or member(s) of the general public on City property. This reservation of rights by the City of Saratoga Springs in no way obligates the City of Saratoga Springs to inspect the safety practices of the Vendor and/or Service Provider. If the City of Saratoga Springs exercises its rights pursuant to this part, the Vendor and/or Service Provider shall be given three days to cure the defect, unless the City of Saratoga Springs, in its sole and absolute discretion, determines that the service cannot be suspended for three days due to the City of Saratoga Springs' legal obligation to continuously provide Vendor and/or Service Provider's service to the public or the City of Saratoga Springs' immediate need for completion of the Vendor and/or Service Provider's work. In such case, Vendor and/or Service Provider shall immediately cure the defect. If the Vendor and/or Service Provider fails to cure the identified defect(s), the City of Saratoga Springs shall have the right to immediately terminate this Agreement. In the event that the City of Saratoga Springs terminates this Agreement, any payments for work completed by the Vendor and/or Service Provider shall be reduced by the costs incurred by the City of Saratoga Springs in re-bidding the work and/or by the increase in cost that results from using a different Vendor and/or Service Provider.
13. **Vendor and/or Service Provider Code of Conduct:** The City of Saratoga Springs is committed to conduct business in a lawful and ethical manner and expects the same standards from Vendor and/or Service Providers/suppliers that the City conducts business with. The City requires that all Vendor and/or Service Providers/suppliers abide by this Code of Conduct. Failure to comply with this Code may be sufficient cause for the City to exercise its rights to terminate its' business relationship with Vendor and/or Service Providers/suppliers. Vendor and/or Service Providers/suppliers agree to provide all information requested which is necessary to demonstrate compliance with this Code.

At a minimum, the City requires that all Vendor and/or Service Providers/suppliers meet the following standards:

- Legal: Vendor and/or Service Providers/suppliers and their sub-contractors agree to comply with all applicable local, state and federal laws, regulations and statutes.
- Discrimination: No person shall be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, party affiliation or social ethnic origin.
- Right to organize: Employees of the Vendor and/or Service Provider/supplier should have the right to decide whether they want collective bargaining.
- Sub-contractors: Vendor and/or Service Providers/suppliers shall ensure that sub-contractors shall operate in a

manner consistent with this Code.

- **Protection of the Environment:** Vendor and/or Service Providers/suppliers shall comply with all applicable environmental laws and regulations. Where practicable, Vendor and/or Service Providers/suppliers are to utilize technologies that do not adversely affect the environment and when such impact is unavoidable, to ensure that it is minimized.

The undersigned Vendor and/or Service Provider/supplier hereby acknowledges that it has received the City of Saratoga Springs Vendor and/or Service Provider/Supplier Code of Conduct and agrees that any and all of its facilities and sub-contractors doing business with the City will receive the Code and will abide by each and every term therein.

Vendor and/or Service Provider/supplier acknowledges that its failure to comply with any condition, requirement, policy or procedure may result in the termination of the business relationship. Vendor and/or Service Provider/supplier reserves the right to terminate its agreement to abide by the Code of Conduct at any time for any reason upon ninety (90) days prior written notice to the City.

14. **Governing Law:** This Agreement shall be governed and construed under the laws of the State of New York, the location where this Agreement was accepted to by Vendor and/or Service Provider. The Vendor and/or Service Provider agrees to comply with all applicable local, state and federal laws, rules and regulations in the performance of the duties of this Agreement.
15. **NYS Licensure for Professional Services:** Any and all professional services performed under this Agreement shall be completed by an individual licensed by the NYS Office of Professions - Education Department as applicable to the service provided including, but not limited to accounting, actuarial, engineering and architectural services. The Vendor and/or Service Provider represents that it has all necessary governmental licenses to perform the services described herein.
16. **Non-Collusive Bidding Certification:** Where applicable, upon the submission of a bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
 - a. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 - b. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
 - c. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
17. **Iranian Energy Sector Divestment:** Where applicable, upon the submission of a bid, each Vendor and/or Service Provider and each person signing on behalf of any Vendor and/or Service Provider certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law (Iran Divestment).
18. **Venue:** The City and the Vendor and/or Service Provider hereby agree that any litigated matters shall be venued in the federal and state courts of the State of New York in the County of Saratoga.
19. **Assignment:** The Vendor and/or Service Provider is prohibited from assigning, conveying, subletting or otherwise disposing of the Vendor and/or Service Provider's right, title, or interest therein, or the Vendor and/or Service Provider's power to execute this agreement to any other person or corporation without the previous written consent of the City. If the Vendor and/or Service Provider assigns, conveys, sublets or otherwise disposes of the Vendor and/or Service Provider's right, title, or interest without prior written consent, the City shall revoke and annul this agreement, and the City shall be relieved and discharged from any and all liability growing out of this Agreement, and any person or corporation to whom the interest was assigned, transferred, conveyed, sublet or otherwise disposed of shall forfeit and lose all moneys theretofore earned under such contract, except so much as may be required to pay his or her employees.
20. **Termination:** The Vendor and/or Service Provider and the City may mutually agree, in writing, to terminate this Agreement at any time. The City may also terminate this Agreement at any time and or any reason by mailing written notice to the Vendor and/or Service Provider at least ten (10) business days prior to such termination date. The City reserves the right to cancel this Agreement at any time in event of default or violation by the Vendor and/or Service Provider of any provision of this Agreement. The City may take whatever action at law or in equity that may appear

necessary or desirable to collect damages arising from a default or violation or to enforce performance of this Agreement.

21. **Default:** Vendor and/or Service Provider's failure to perform its obligations and comply with its representations under this Agreement shall constitute a default under this Agreement. Upon Vendor and/or Service Provider's default, the City may cancel this Agreement and immediately stop payment of any fees to Vendor and/or Service Provider hereunder. City shall also have any all additional rights and remedies under New York State Law as a result of Vendor and/or Service Provider's default.
22. **Force Majeure:** Neither party shall be held liable for failure to perform its part of this Agreement when such failure is due to fire, flood, or similar disaster; strikes or similar labor disturbances; industrial disturbances, war, riot, insurrection, and/or other causes beyond the control of the parties.
23. **Entire Agreement:** This Agreement sets forth the entire agreement and understanding of the parties relating to the subject matter contained herein except as to those matters or agreements expressly incorporated herein by reference. No covenant, representation or condition not expressed herein shall be effective to interpret, change or restrict the express provisions of this Agreement. This Agreement supersedes any and all prior agreements, whether written or oral, relating to the subject matter contained herein. This Agreement shall not be amended, changed or otherwise modified except in writing, signed by both parties.
24. **Severability:** In the event that any portion of this Agreement may be adjudged invalid or unenforceable for any reason, adjudication shall in no manner affect the other portions of this Agreement which will remain in full force and effect as of the portions adjudged invalid or unenforceable were not originally a part thereof.
25. **Modification:** This Agreement may be modified only by a writing signed by both parties.
26. **Execution:**

This Agreement may be executed in separate counterparts, which together shall constitute the Agreement of the parties, provided that all of the parties to this Agreement have executed their respective copy of this Agreement.

City Certification: In addition to the acceptance of this Agreement, I certify that original copies of this signature page will be attached to all other exact copies of this Agreement.

Vendor and/or Service Provider Certification: In addition to the acceptance of this Agreement, I certify that all information provided to the City with respect to New York State Finance Law Section 139-k is complete, true and accurate.

All Parties, having agreed to the terms and the recitals set forth herein, and in relying thereon, herein signs this Agreement.

Vendor and/or Service Provider Signature: _____ **Date:** _____

Print Name: _____ **Title:** _____

City of Saratoga Springs' Signature: _____ **Date:** _____

Print Name: Joanne Yepsen **Title:** Mayor **City Council Approval Date:** _____



City of Saratoga Springs' Vendor and/or Service Provider Agreement

City Project Number: _____ City Project Name: _____
City Department: _____ Department Contact Person: _____ City Ext. _____
Company Name: _____
Company Address: _____
Company Telephone No.: _____ Company Fax No.: _____
Vendor and/or Service Provider Primary Contact: _____ Title: _____
Primary Contact Email: _____
Service to be Provided: _____
Remit Name (If different from above): _____
Remit Address: _____

- Scope of Agreement:** In response to a request for a pricing proposal requested by the City for _____, the Vendor and/or Service Provider submitted proposals dated _____ (the "Proposals/Statement of Work"), which are attached hereto as Exhibit A. The Vendor and/or Service Provider shall provide to the City the products and services set forth therein. The Vendor and/or Service Provider assumes full responsibility for the provision of the products and services made available in this Agreement. The Vendor and/or Service Provider shall be so liable even when the Vendor and/or Service Provider subcontract the provision of a portion of the products and services. Subcontracting shall be permitted only with the prior written approval of the City. The Vendor and/or Service Provider assumes all risks in the performance of all its activities authorized by this Agreement.
- Term of Agreement:** The term of this Agreement shall commence per the date of approval of the City Purchasing Agent and the Director of Risk and Safety. This Agreement shall continue in force from the effective date until the work provided as described herein is satisfactorily completed or by _____. Any modification of the work performed by the Vendor and/or Service Provider shall be made in writing and shall not be undertaken until the City agrees to the modification. The Vendor and/or Service Provider assume full responsibility for the provision of the products and services contracted for in this Agreement. The Vendor and/or Service Provider shall be so liable even when the Vendor and/or Service Provider subcontract the provision of a portion of the products and services. Subcontracting shall be permitted only with prior written notice and written approval of the City. The Vendor and/or Service Provider will provide his or her own equipment and materials as necessary to perform the work except as identified within the RFP/RFQ/BID Documents. The Vendor and/or Service Provider assume all risks in the performance of all its activities authorized by this Agreement.
- Terms of Payment:** Vendor and/or Service Provider will invoice the City on a monthly basis and the City will pay all invoices within thirty (30) days of receipt of the invoice or as practicable. The City shall pay the Vendor and/or Service Provider in accordance with the City Charter per the Purchasing Guidelines established by the City. All work performed under this agreement must be in accordance with the NYS Department of Labor Prevailing Wage Regulations. The Costs, fees, and disbursements associated with the provisions of the products and services shall be determined in accordance with the proposal submitted not to exceed _____, a copy of which is annexed hereto and made a part hereof. Detailed original invoices not received within forty five (45) calendar days of the completed transaction could result in a delay of payment.
- Notice:** Any notices sent to the City under this Agreement will be effective five (5) business days after the postmarked date of mailing by certified mail, return receipt requested. The Mayor/Commissioner of _____ is the designated Project Manager for this Agreement and shall represent the City in all matters and has the authority to affect the delivery of products and/or services. The Project Manager for the Vendor and/or Service Provider is _____. Any notice, request, demand or other communication required or provided for in this Agreement shall be in writing and shall be deemed to have been duly given if delivered in person or mailed in a sealed envelope, postage prepaid, addressed as follows:

 To the City: Mayor/Commissioner _____, City Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866

 With a copy to: City Attorney, City Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866

 To Vendor and/or Service Provider: _____
- Conflicts of Interest:** The Vendor and/or Service Provider represents and warrants that it has no conflict, actual or perceived, that would prevent it from performing its duties and responsibilities under the Agreement.

6. **City Property:** All information and materials received hereunder by the Vendor and/or Service Provider from the City are and shall remain the sole and exclusive property of the City and the Vendor and/or Service Provider shall have no right, title, or interest in or to any such information or materials by virtue of their use or possession hereunder by the Vendor and/or Service Provider. All intellectual property, created by the Vendor and/or Service Provider hereunder as a product or as a service to the City shall be the sole and exclusive property of the City. Effective upon their creation pursuant to the terms of this Agreement, the Vendor and/or Service Provider conveys, assigns and transfers to the City the sole and exclusive rights, title and interest in all documents, electronic databases, and custom programs, whether preliminary, final or otherwise, including all trademarks and copyrights. The Vendor and/or Service Provider hereby agrees to take all necessary and appropriate steps to ensure that the custom products are protected against unauthorized copying, reproduction and marketing by or through the Vendor and/or Service Provider, its agents, employees, or subcontractors. Nothing herein shall preclude the Vendor and/or Service Provider from otherwise using the related or underlying general knowledge, skills, ideas, concepts, techniques and experience developed under this Agreement in the course of the Vendor and/or Service Provider's business. The Contractor grants to the City a perpetual, nonexclusive, royalty-free, unlimited use license to use, execute, reproduce, display, modify and distribute any pre-existing software, tools or techniques delivered by the Vendor and/or Service Provider under this Agreement. Any written reports, opinions and advice rendered by the Vendor and/or Service Provider shall become the sole and exclusive property of the City, and the Vendor and/or Service Provider shall have no right, title, or interest in or to any such information or materials by virtue of their use or possession hereunder by the Vendor and/or Service Provider.
7. **Retention of Records:** The Vendor and/or Service Provider shall make available to the City all information pertinent to the project, including reports, studies, drawings, and any other data. All original records generated as a result of the project shall be maintained by the Vendor and/or Service Provider for a period of six (6) years after expiration of the Agreement. Upon request, copies of those records shall be provided to the City at no cost.
8. **Independent Vendor and/or Service Provider Status:** It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of copartners between the parties hereto or as constituting the Vendor and/or Service Provider's staff as the agents, representatives or employees of the City for any purpose in any manner whatsoever. The Vendor and/or Service Provider and its staff are to be and shall remain independent Vendor and/or Service Provider with respect to all services performed under this Agreement. The Vendor and/or Service Provider represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Vendor and/or Service Provider or other persons, while engaged in the performance of any work or services required by the Vendor and/or Service Provider under this Agreement, shall not be considered employees of the City, and any and all claims that may or might arise under the Workers' Compensation Laws of the State of New York on behalf of said personnel or other persons while so engaged, and any and all claims whatsoever on behalf of any such person or personnel arising out of employment or alleged employment including, without limitation, claims of discrimination against the Vendor and/or Service Provider, its officers, agents, Vendor and/or Service Providers or employees shall in no way be the responsibility of the City; and the Vendor and/or Service Provider shall defend, indemnify and hold the City, its officers, agents and employees harmless from any and all such claims regardless of any determination of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the City, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Compensation, disability, and severance pay.
9. **Insurance:** The City of Saratoga Springs herein requires the following terms and conditions regarding the agreement for the provision of professional services as outlined above: The Vendor and/or Service Provider shall procure and maintain during the term of this Agreement, at the Vendor and/or Service Provider's expense, the insurance policies listed with limits equal to or greater than the enumerated limits. The Vendor and/or Service Provider shall be solely responsible for any self-insured retention or deductible losses under each of the required policies. Every required policy, including any required endorsements and any umbrella or excess policy, shall be primary insurance. Insurance carried by the City of Saratoga Springs, its officers, or its employees, if any, shall be excess and not contributory insurance to that provided by the Vendor and/or Service Provider. Every required coverage type shall be "occurrence basis" with the exception of Professional Errors and Omissions Coverage which may be "claims made" coverage. The Vendor and/or Service Provider may utilize umbrella/excess liability coverage to achieve the limits required hereunder; such coverage must be at least as broad as the primary coverage (follow form). The Office of Risk & Safety Management must approve all insurance certificates. The City of Saratoga Springs reserves its right to request certified copies of any policy or endorsement thereto. All insurance shall be provided by insurance carriers licensed & admitted to do business in the State of New York and must be rated "A-:VII" or better by A.M. Best (Current Rate Guide). If the Vendor and/or Service Provider fails to procure and maintain the required coverage(s) and minimum limits such failure shall constitute a material breach of contract, whereupon the City of Saratoga Springs may exercise any rights it has in law or equity, including but not limited to the following: (1) immediate termination of the Agreement; (2) withholding any/all payment(s) due under this

Agreement or any other Agreement it has with the Vendor and/or Service Provider (common law set-off); OR (3) procuring or renewing any required coverage(s) or any extended reporting period thereto and paying any premiums in connection therewith. All monies so paid by the City of Saratoga Springs shall be repaid upon demand, or at the City's option, may be offset against any monies due to the Vendor and/or Service Provider.

The City of Saratoga Springs requires the Vendor and/or Service Provider name the City as a Certificate Holder for the following coverage for the work covered by this Agreement:

A. For **projects whose total value is between Zero and \$34,999:**

- **Commercial General Liability** Including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate;
- **Commercial Automobile Insurance:** One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
- **Excess Insurance:** One Million Dollars per Occurrence Aggregate; AND
- **NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance:** Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect.

B. For projects involving the provision of **professional services:**

- **Commercial General Liability** Including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate;
- **Commercial Automobile Insurance:** One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
- **Excess Insurance:** Five Million Dollars per Occurrence Aggregate;
- **Professional Errors and Omissions:** One Million Dollars per Claim with Two Million Dollars Aggregate; AND
- **NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance:** Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect.

C. If the project in question involves any form of pollution risk or exposure, environmental hazard, asbestos or special circumstances, please contact the Office of Risk and Safety for a determination of insurance limits needed for your contract.

It shall be an affirmative obligation of the Vendor and/or Service Provider to advise City's Office of Risk and Safety via mail to Office of Risk and Safety, City of Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866, within two days of the cancellation or substantive change of any insurance policy set out herein, and failure to do so shall be construed to be a breach of this Agreement. The Vendor and/or Service Provider acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the City. The Vendor and/or Service Provider is to provide the City with a Certificate of Insurance naming the City as **Additional Insured on a primary and non-contributory basis prior** to the commencement of any work or use of City facilities. The failure to object to the contents of the Certificate of Insurance or the absence of same shall not be deemed a waiver of any and all rights held by the municipality. In the event the Vendor and/or Service Provider utilizes a Subcontractor for any portion of the services outlined within the scope of its activities, the Subcontractor shall provide insurance of the same type or types and to the same extent of coverage as that provided by the Vendor and/or Service Provider. All insurance required of the Subcontractor shall name the City of Saratoga Springs as an **Additional Insured on a primary and non-contributory** basis for all those activities performed within its contracted activities for the contract as executed.

10. **Indemnification:** The Vendor and/or Service Provider, to the fullest extent provided by law, shall indemnify and save harmless the City of Saratoga Springs, its Agents and Employees (hereinafter referred to as "City"), from and against all claims, damages, losses and expense (including, but not limited to, attorneys' fees), arising out of or resulting from the performance of the work or purchase of the services, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of Vendor and/or Service Provider or its employees or anyone for whom the Vendor and/or Service Provider is legally liable or Subcontractors. Without limiting the generality of the preceding paragraphs, the following shall be included in the indemnity hereunder: any and all such claims, etc., relating to personal injury, death, damage to property, or any actual or alleged violation of any applicable statute, ordinance, administrative order, executive order, rule or regulation, or decree of any court of competent jurisdiction in connection with, or arising directly or indirectly from, errors and/or negligent acts by the Vendor and/or Service Provider, as aforesaid. The Vendor and/or Service Provider's responsibility under this section shall not be limited to the required or available insurance.

11. **Americans with Disabilities Act:** The Vendor and/or Service Provider agrees to comply with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 and not discriminate on the basis of disability in the admission or access to, or treatment of employment in its services, programs, or activities. The Vendor and/or Service Provider agrees to hold harmless and indemnify the City from costs, including but not limited to damages, attorney's fees and staff time, in any action or proceeding brought alleging a violation of ADA and/or Section 504 caused by the Vendor and/or Service Provider. Upon request accommodation will be provided to allow individuals with disabilities to participate in all services, programs and activities.
12. **Safety:** The City of Saratoga Springs specifically reserves the right to suspend or terminate all work under this Agreement whenever Vendor and/or Service Provider, and/or Vendor and/or Service Provider's employees or subcontractors, are proceeding in a manner that threatens the life, health or safety of any of Vendor and/or Service Provider's employees, subcontractor's employees, City employees or member(s) of the general public on City property. This reservation of rights by the City of Saratoga Springs in no way obligates the City of Saratoga Springs to inspect the safety practices of the Vendor and/or Service Provider. If the City of Saratoga Springs exercises its rights pursuant to this part, the Vendor and/or Service Provider shall be given three days to cure the defect, unless the City of Saratoga Springs, in its sole and absolute discretion, determines that the service cannot be suspended for three days due to the City of Saratoga Springs' legal obligation to continuously provide Vendor and/or Service Provider's service to the public or the City of Saratoga Springs' immediate need for completion of the Vendor and/or Service Provider's work. In such case, Vendor and/or Service Provider shall immediately cure the defect. If the Vendor and/or Service Provider fails to cure the identified defect(s), the City of Saratoga Springs shall have the right to immediately terminate this Agreement. In the event that the City of Saratoga Springs terminates this Agreement, any payments for work completed by the Vendor and/or Service Provider shall be reduced by the costs incurred by the City of Saratoga Springs in re-bidding the work and/or by the increase in cost that results from using a different Vendor and/or Service Provider.
13. **Vendor and/or Service Provider Code of Conduct:** The City of Saratoga Springs is committed to conduct business in a lawful and ethical manner and expects the same standards from Vendor and/or Service Providers/suppliers that the City conducts business with. The City requires that all Vendor and/or Service Providers/suppliers abide by this Code of Conduct. Failure to comply with this Code may be sufficient cause for the City to exercise its rights to terminate its' business relationship with Vendor and/or Service Providers/suppliers. Vendor and/or Service Providers/suppliers agree to provide all information requested which is necessary to demonstrate compliance with this Code.

At a minimum, the City requires that all Vendor and/or Service Providers/suppliers meet the following standards:

- Legal: Vendor and/or Service Providers/suppliers and their sub-contractors agree to comply with all applicable local, state and federal laws, regulations and statutes.
- Discrimination: No person shall be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, party affiliation or social ethnic origin.
- Right to organize: Employees of the Vendor and/or Service Provider/supplier should have the right to decide whether they want collective bargaining.
- Sub-contractors: Vendor and/or Service Providers/suppliers shall ensure that sub-contractors shall operate in a manner consistent with this Code.
- Protection of the Environment: Vendor and/or Service Providers/suppliers shall comply with all applicable environmental laws and regulations. Where practicable, Vendor and/or Service Providers/suppliers are to utilize technologies that do not adversely affect the environment and when such impact is unavoidable, to ensure that it is minimized.

The undersigned Vendor and/or Service Provider/supplier hereby acknowledges that it has received the City of Saratoga Springs Vendor and/or Service Provider/Supplier Code of Conduct and agrees that any and all of its facilities and sub-contractors doing business with the City will receive the Code and will abide by each and every term therein.

Vendor and/or Service Provider/supplier acknowledges that its failure to comply with any condition, requirement, policy or procedure may result in the termination of the business relationship. Vendor and/or Service Provider/supplier reserves the right to terminate its agreement to abide by the Code of Conduct at any time for any reason upon ninety (90) days prior written notice to the City.

14. **Governing Law:** This Agreement shall be governed and construed under the laws of the State of New York, the location where this Agreement was accepted to by Vendor and/or Service Provider. The Vendor and/or Service

Provider agrees to comply with all applicable local, state and federal laws, rules and regulations in the performance of the duties of this Agreement.

15. **NYS Licensure for Professional Services:** Any and all professional services performed under this Agreement shall be completed by an individual licensed by the NYS Office of Professions - Education Department as applicable to the service provided including, but not limited to accounting, actuarial, engineering and architectural services. The Vendor and/or Service Provider represents that it has all necessary governmental licenses to perform the services described herein.
16. **Non-Collusive Bidding Certification:** Where applicable, upon the submission of a bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
 - a. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 - b. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
 - c. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
17. **Iranian Energy Sector Divestment:** Where applicable, upon the submission of a bid, each Vendor and/or Service Provider and each person signing on behalf of any Vendor and/or Service Provider certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law (Iran Divestment).
18. **Venue:** The City and the Vendor and/or Service Provider hereby agree that any litigated matters shall be venued in the federal and state courts of the State of New York in the County of Saratoga.
19. **Assignment:** The Vendor and/or Service Provider is prohibited from assigning, conveying, subletting or otherwise disposing of the Vendor and/or Service Provider's right, title, or interest therein, or the Vendor and/or Service Provider's power to execute this agreement to any other person or corporation without the previous written consent of the City. If the Vendor and/or Service Provider assigns, conveys, sublets or otherwise disposes of the Vendor and/or Service Provider's right, title, or interest without prior written consent, the City shall revoke and annul this agreement, and the City shall be relieved and discharged from any and all liability growing out of this Agreement, and any person or corporation to whom the interest was assigned, transferred, conveyed, sublet or otherwise disposed of shall forfeit and lose all moneys theretofore earned under such contract, except so much as may be required to pay his or her employees.
20. **Termination:** The Vendor and/or Service Provider and the City may mutually agree, in writing, to terminate this Agreement at any time. The City may also terminate this Agreement at any time and on any reason by mailing written notice to the Vendor and/or Service Provider at least ten (10) business days prior to such termination date. The City reserves the right to cancel this Agreement at any time in event of default or violation by the Vendor and/or Service Provider of any provision of this Agreement. The City may take whatever action at law or in equity that may appear necessary or desirable to collect damages arising from a default or violation or to enforce performance of this Agreement.
21. **Default:** Vendor and/or Service Provider's failure to perform its obligations and comply with its representations under this Agreement shall constitute a default under this Agreement. Upon Vendor and/or Service Provider's default, the City may cancel this Agreement and immediately stop payment of any fees to Vendor and/or Service Provider hereunder. City shall also have any all additional rights and remedies under New York State Law as a result of Vendor and/or Service Provider's default.
22. **Force Majeure:** Neither party shall be held liable for failure to perform its part of this Agreement when such failure is due to fire, flood, or similar disaster; strikes or similar labor disturbances; industrial disturbances, war, riot, insurrection, and/or other causes beyond the control of the parties.
23. **Entire Agreement:** This Agreement sets forth the entire agreement and understanding of the parties relating to the subject matter contained herein except as to those matters or agreements expressly incorporated herein by reference. No covenant, representation or condition not expressed herein shall be effective to interpret, change or restrict the express provisions of this Agreement. This Agreement supersedes any and all prior agreements, whether

written or oral, relating to the subject matter contained herein. This Agreement shall not be amended, changed or otherwise modified except in writing, signed by both parties.

24. **Severability**: In the event that any portion of this Agreement may be adjudged invalid or unenforceable for any reason, adjudication shall in no manner affect the other portions of this Agreement which will remain in full force and effect as of the portions adjudged invalid or unenforceable were not originally a part thereof.
25. **Modification**: This Agreement may be modified only by a writing signed by both parties.
26. **Execution**: This Agreement shall constitute the Agreement of the parties.

Vendor and/or Service Provider Certification: In addition to the acceptance of this Agreement, I certify that all information provided to the City with respect to New York State Finance Law Section 139-k is complete, true and accurate.

Vendor and/or Service Provider Signature: _____ **Date:** _____

Print Name: _____ **Title:** _____



**City of Saratoga Springs, NY: Risk and Safety Agreement for Contractor Services
(For Construction Projects Whose Values are Less Than One Hundred Thousand Dollars)**

City Project Number: _____ City Project Name: _____ Prevailing Wage Project No.: _____
City Department: _____ Department Contact Person: _____ City Ext. _____
Company Name: _____
Company Address: _____
Company Telephone No.: _____ Company Fax No.: _____
Contractor Primary Contact for This Project: _____ Title: _____

Any and all professional services performed under this Agreement shall be completed by an individual licensed by the NYS Office of Professions - Education Department as applicable to the service provided including, but not limited to accounting, actuarial, engineering and architectural services. The Contractor represents that it has all necessary governmental licenses to perform the services described herein.

The Contractor shall procure and maintain during the term of this contract, at the Contractor's expense, the insurance policies listed with limits equal to or greater than the enumerated limits. The Contractor shall be solely responsible for any self-insured retention or deductible losses under each of the required policies. Every required policy, including any required endorsements and any umbrella or excess policy, shall be primary insurance. Insurance carried by the City of Saratoga Springs, its officers, or its employees, if any, shall be excess and not contributory insurance to that provided by the Contractor. Every required coverage type shall be "occurrence basis" with the exception of Professional Errors and Omissions Coverage which may be "claims made" coverage. The Contractor may utilize umbrella/excess liability coverage to achieve the limits required hereunder; such coverage must be at least as broad as the primary coverage (follow form). The Office of Risk & Safety Management must approve all insurance certificates. The City of Saratoga Springs reserves its right to request certified copies of any policy or endorsement thereto. All insurance shall be provided by insurance carriers licensed & admitted to do business in the State of New York and must be rated "A-:VII" or better by A.M. Best (Current Rate Guide). If the Contractor fails to procure and maintain the required coverage(s) and minimum limits such failure shall constitute a material breach of contract, whereupon the City of Saratoga Springs may exercise any rights it has in law or equity, including but not limited to the following: (1) immediate termination of the contract; (2) withholding any/all payment(s) due under this contract or any other contract it has with the vendor (common law set-off); OR (3) procuring or renewing any required coverage(s) or any extended reporting period thereto and paying any premiums in connection therewith. All monies so paid by the City of Saratoga Springs shall be repaid upon demand, or at the City's option, may be offset against any monies due to the Contractor.

The City of Saratoga Springs requires the Contractor name the City as a Certificate Holder for the following coverage for the work covered by this Agreement:

- **Commercial General Liability** Including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate;
- **Commercial Automobile Insurance:** One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
- **Excess Insurance:** One Million Dollars per Occurrence Aggregate; AND
- **NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance:** Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect.

It shall be an affirmative obligation of the Contractor to advise City's Office of Risk and Safety via mail to Office of Risk and Safety, City of Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866, within two days of the cancellation or substantive change of any insurance policy set out herein, and failure to do so shall be construed to be a breach of this Agreement. The Contractor acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the City. The Contractor is to provide the City with a Certificate of Insurance naming the City as **Additional Insured on a primary and non-contributory basis prior** to the commencement of any work or use of City facilities. The failure to object to the contents of the Certificate of Insurance or the absence of same shall not be deemed a waiver of any and all rights held by the municipality. In the event the Contractor utilizes a Subcontractor for any portion of the services outlined within the scope of its activities, the Subcontractor shall provide insurance of the same type or types and to the same extent of coverage as that provided by the Contractor. All insurance required of the Subcontractor shall name the City of Saratoga Springs as an **Additional Insured on a primary and non-contributory** basis for the same coverage all those activities performed within its contracted activities for the contact as executed.

The Contractor, to the fullest extent provided by law, shall defend, indemnify and save harmless the City of Saratoga Springs, its Agents and Employees (hereinafter referred to as "City"), from and against all claims, damages, losses and

expense (including, but not limited to, attorneys' fees), arising out of or resulting from the performance of the work or purchase of the services, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of Contractor or its employees or anyone for whom the Contractor is legally liable or Subcontractors. Without limiting the generality of the preceding paragraphs, the following shall be included in the indemnity hereunder: any and all such claims, etc., relating to personal injury, death, damage to property, or any actual or alleged violation of any applicable statute, ordinance, administrative order, executive order, rule or regulation, or decree of any court of competent jurisdiction in connection with, or arising directly or indirectly from, errors and/or negligent acts by the Contractor, as aforesaid.

The Contractor agrees to comply with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 and not discriminate on the basis of disability in the admission or access to, or treatment of employment in its services, programs, or activities. The Contractor agrees to hold harmless and indemnify the City from costs, including but not limited to damages, attorney's fees and staff time, in any action or proceeding brought alleging a violation of ADA and/or Section 504 caused by the Contractor. Upon request accommodation will be provided to allow individuals with disabilities to participate in all services, programs and activities.

The Contractor will provide his or her own equipment and materials as necessary to perform the work except as identified within the RFP/RFQ/BID Documents. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of copartners between the parties hereto or as constituting the Contractor's staff as the agents, representatives or employees of the City for any purpose in any manner whatsoever. The Contractor and its staff are to be and shall remain an independent Contractor with respect to all services performed under this Agreement. The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required by the Contractor under this Agreement, shall not be considered employees of the City, and any and all claims that may or might arise under the Workers' Compensation Laws of the State of New York on behalf of said personnel or other persons while so engaged, and any and all claims whatsoever on behalf of any such person or personnel arising out of employment or alleged employment including, without limitation, claims of discrimination against the Contractor, its officers, agents, Contractors or employees shall in no way be the responsibility of the City; and the Contractor shall defend, indemnify and hold the City, its officers, agents and employees harmless from any and all such claims regardless of any determination of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the City, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Compensation, disability, and severance pay

The City of Saratoga Springs specifically reserves the right to suspend or terminate all work under this contract whenever Contractor and/or Contractor's employees or subcontractors are proceeding in a manner that threatens the life, health or safety of any of Contractor's employees, subcontractor's employees, City employees or member(s) of the general public on City property. This reservation of rights by the City of Saratoga Springs in no way obligates the City of Saratoga Springs to inspect the safety practices of the Contractor. If the City of Saratoga Springs exercises its rights pursuant to this part, the Contractor shall be given three days to cure the defect, unless the City of Saratoga Springs, in its sole and absolute discretion, determines that the service cannot be suspended for three days due to the City of Saratoga Springs' legal obligation to continuously provide Contractor's service to the public or the City of Saratoga Springs' immediate need for completion of the Contractor's work. In such case, Contractor shall immediately cure the defect. If the Contractor fails to cure the identified defect(s), the City of Saratoga Springs shall have the right to immediately terminate this contract. In the event that the City of Saratoga Springs terminates this contract, any payments for work completed by the Contractor shall be reduced by the costs incurred by the City of Saratoga Springs in re-bidding the work and/or by the increase in cost that results from using a different vendor.

Contractor, having agreed to the terms and the recitals set forth herein, and in relying thereon, herein signs this Agreement.

Contractor Signature: _____ **Date:** _____



**City of Saratoga Springs, NY: Risk and Safety Agreement for Contractor Services
(For Construction Projects Whose Values \$100K and \$500K)**

City Project Number: _____ City Project Name: _____ Prevailing Wage Project No.: _____
City Department: _____ Department Contact Person: _____ City Ext. _____
Company Name: _____
Company Address: _____
Company Telephone No.: _____ Company Fax No.: _____
Contractor Primary Contact for This Project: _____ Title: _____

Any and all professional services performed under this Agreement shall be completed by an individual licensed by the NYS Office of Professions - Education Department as applicable to the service provided including, but not limited to accounting, actuarial, engineering and architectural services. The Contractor represents that it has all necessary governmental licenses to perform the services described herein.

The Contractor shall procure and maintain during the term of this contract, at the Contractor's expense, the insurance policies listed with limits equal to or greater than the enumerated limits. The Contractor shall be solely responsible for any self-insured retention or deductible losses under each of the required policies. Every required policy, including any required endorsements and any umbrella or excess policy, shall be primary insurance. Insurance carried by the City of Saratoga Springs, its officers, or its employees, if any, shall be excess and not contributory insurance to that provided by the Contractor. Every required coverage type shall be "occurrence basis" with the exception of Professional Errors and Omissions Coverage which may be "claims made" coverage. The Contractor may utilize umbrella/excess liability coverage to achieve the limits required hereunder; such coverage must be at least as broad as the primary coverage (follow form). The Office of Risk & Safety Management must approve all insurance certificates. The City of Saratoga Springs reserves its right to request certified copies of any policy or endorsement thereto. All insurance shall be provided by insurance carriers licensed & admitted to do business in the State of New York and must be rated "A-:VII" or better by A.M. Best (Current Rate Guide). If the Contractor fails to procure and maintain the required coverage(s) and minimum limits such failure shall constitute a material breach of contract, whereupon the City of Saratoga Springs may exercise any rights it has in law or equity, including but not limited to the following: (1) immediate termination of the contract; (2) withholding any/all payment(s) due under this contract or any other contract it has with the vendor (common law set-off); OR (3) procuring or renewing any required coverage(s) or any extended reporting period thereto and paying any premiums in connection therewith. All monies so paid by the City of Saratoga Springs shall be repaid upon demand, or at the City's option, may be offset against any monies due to the Contractor.

The City of Saratoga Springs requires the Contractor name the City as a Certificate Holder for the following coverage for the work covered by this Agreement:

- **Commercial General Liability** Including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate;
- **Commercial Automobile Insurance:** One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
- **Excess Insurance:** Three Million Dollars per Occurrence Aggregate; AND
NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance: Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect.

It shall be an affirmative obligation of the Contractor to advise City's Office of Risk and Safety via mail to Office of Risk and Safety, City of Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866, within two days of the cancellation or substantive change of any insurance policy set out herein, and failure to do so shall be construed to be a breach of this Agreement. The Contractor acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the City. The Contractor is to provide the City with a Certificate of Insurance naming the City as **Additional Insured on a primary and non-contributory basis prior** to the commencement of any work or use of City facilities. The failure to object to the contents of the Certificate of Insurance or the absence of same shall not be deemed a waiver of any and all rights held by the municipality. In the event the Contractor utilizes a Subcontractor for any portion of the services outlined within the scope of its activities, the Subcontractor shall provide insurance of the same type or types and to the same extent of coverage as that provided by the Contractor. All insurance required of the Subcontractor shall name the City of Saratoga Springs as an **Additional Insured on a primary and non-contributory** basis for the same coverage all those activities performed within its contracted activities for the contact as executed.

The Contractor, to the fullest extent provided by law, shall defend, indemnify and save harmless the City of Saratoga Springs, its Agents and Employees (hereinafter referred to as "City"), from and against all claims, damages, losses and expense (including, but not limited to, attorneys' fees), arising out of or resulting from the performance of the work or

purchase of the services, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of Contractor or its employees or anyone for whom the Contractor is legally liable or Subcontractors. Without limiting the generality of the preceding paragraphs, the following shall be included in the indemnity hereunder: any and all such claims, etc., relating to personal injury, death, damage to property, or any actual or alleged violation of any applicable statute, ordinance, administrative order, executive order, rule or regulation, or decree of any court of competent jurisdiction in connection with, or arising directly or indirectly from, errors and/or negligent acts by the Contractor, as aforesaid.

The Contractor agrees to comply with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 and not discriminate on the basis of disability in the admission or access to, or treatment of employment in its services, programs, or activities. The Contractor agrees to hold harmless and indemnify the City from costs, including but not limited to damages, attorney's fees and staff time, in any action or proceeding brought alleging a violation of ADA and/or Section 504 caused by the Contractor. Upon request accommodation will be provided to allow individuals with disabilities to participate in all services, programs and activities.

The Contractor will provide his or her own equipment and materials as necessary to perform the work except as identified within the RFP/RFQ/BID Documents. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of copartners between the parties hereto or as constituting the Contractor's staff as the agents, representatives or employees of the City for any purpose in any manner whatsoever. The Contractor and its staff are to be and shall remain an independent Contractor with respect to all services performed under this Agreement. The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required by the Contractor under this Agreement, shall not be considered employees of the City, and any and all claims that may or might arise under the Workers' Compensation Laws of the State of New York on behalf of said personnel or other persons while so engaged, and any and all claims whatsoever on behalf of any such person or personnel arising out of employment or alleged employment including, without limitation, claims of discrimination against the Contractor, its officers, agents, Contractors or employees shall in no way be the responsibility of the City; and the Contractor shall defend, indemnify and hold the City, its officers, agents and employees harmless from any and all such claims regardless of any determination of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the City, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Compensation, disability, and severance pay

The City of Saratoga Springs specifically reserves the right to suspend or terminate all work under this contract whenever Contractor and/or Contractor's employees or subcontractors are proceeding in a manner that threatens the life, health or safety of any of Contractor's employees, subcontractor's employees, City employees or member(s) of the general public on City property. This reservation of rights by the City of Saratoga Springs in no way obligates the City of Saratoga Springs to inspect the safety practices of the Contractor. If the City of Saratoga Springs exercises its rights pursuant to this part, the Contractor shall be given three days to cure the defect, unless the City of Saratoga Springs, in its sole and absolute discretion, determines that the service cannot be suspended for three days due to the City of Saratoga Springs' legal obligation to continuously provide Contractor's service to the public or the City of Saratoga Springs' immediate need for completion of the Contractor's work. In such case, Contractor shall immediately cure the defect. If the Contractor fails to cure the identified defect(s), the City of Saratoga Springs shall have the right to immediately terminate this contract. In the event that the City of Saratoga Springs terminates this contract, any payments for work completed by the Contractor shall be reduced by the costs incurred by the City of Saratoga Springs in re-bidding the work and/or by the increase in cost that results from using a different vendor.

Contractor, having agreed to the terms and the recitals set forth herein, and in relying thereon, herein signs this Agreement.

Contractor Signature: _____ **Date:** _____



**City of Saratoga Springs, NY: Risk and Safety Agreement for Contractor Services
(For Construction Projects Whose Values are \$500K and \$1 Million)**

City Project Number: _____ City Project Name: _____ Prevailing Wage Project No.: _____
City Department: _____ Department Contact Person: _____ City Ext. _____
Company Name: _____
Company Address: _____
Company Telephone No.: _____ Company Fax No.: _____
Contractor Primary Contact for This Project: _____ Title: _____

Any and all professional services performed under this Agreement shall be completed by an individual licensed by the NYS Office of Professions - Education Department as applicable to the service provided including, but not limited to accounting, actuarial, engineering and architectural services. The Contractor represents that it has all necessary governmental licenses to perform the services described herein.

The Contractor shall procure and maintain during the term of this contract, at the Contractor's expense, the insurance policies listed with limits equal to or greater than the enumerated limits. The Contractor shall be solely responsible for any self-insured retention or deductible losses under each of the required policies. Every required policy, including any required endorsements and any umbrella or excess policy, shall be primary insurance. Insurance carried by the City of Saratoga Springs, its officers, or its employees, if any, shall be excess and not contributory insurance to that provided by the Contractor. Every required coverage type shall be "occurrence basis" with the exception of Professional Errors and Omissions Coverage which may be "claims made" coverage. The Contractor may utilize umbrella/excess liability coverage to achieve the limits required hereunder; such coverage must be at least as broad as the primary coverage (follow form). The Office of Risk & Safety Management must approve all insurance certificates. The City of Saratoga Springs reserves its right to request certified copies of any policy or endorsement thereto. All insurance shall be provided by insurance carriers licensed & admitted to do business in the State of New York and must be rated "A-:VII" or better by A.M. Best (Current Rate Guide). If the Contractor fails to procure and maintain the required coverage(s) and minimum limits such failure shall constitute a material breach of contract, whereupon the City of Saratoga Springs may exercise any rights it has in law or equity, including but not limited to the following: (1) immediate termination of the contract; (2) withholding any/all payment(s) due under this contract or any other contract it has with the vendor (common law set-off); OR (3) procuring or renewing any required coverage(s) or any extended reporting period thereto and paying any premiums in connection therewith. All monies so paid by the City of Saratoga Springs shall be repaid upon demand, or at the City's option, may be offset against any monies due to the Contractor.

The City of Saratoga Springs requires the Contractor name the City as a Certificate Holder for the following coverage for the work covered by this Agreement:

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- **Commercial Automobile Insurance:** One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
- **Excess Insurance:** Five Million Dollars per Occurrence Aggregate; AND
- **NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance:** Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect.

It shall be an affirmative obligation of the Contractor to advise City's Office of Risk and Safety via mail to Office of Risk and Safety, City of Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866, within two days of the cancellation or substantive change of any insurance policy set out herein, and failure to do so shall be construed to be a breach of this Agreement. The Contractor acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the City. The Contractor is to provide the City with a Certificate of Insurance naming the City as **Additional Insured on a primary and non-contributory basis prior** to the commencement of any work or use of City facilities. The failure to object to the contents of the Certificate of Insurance or the absence of same shall not be deemed a waiver of any and all rights held by the municipality. In the event the Contractor utilizes a Subcontractor for any portion of the services outlined within the scope of its activities, the Subcontractor shall provide insurance of the same type or types and to the same extent of coverage as that provided by the Contractor. All insurance required of the Subcontractor shall name the City of Saratoga Springs as an **Additional Insured on a primary and non-contributory** basis for the same coverage all those activities performed within its contracted activities for the contract as executed.

The Contractor, to the fullest extent provided by law, shall defend, indemnify and save harmless the City of Saratoga Springs, its Agents and Employees (hereinafter referred to as "City"), from and against all claims, damages, losses and expense (including, but not limited to, attorneys' fees), arising out of or resulting from the performance of the work or

purchase of the services, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of Contractor or its employees or anyone for whom the Contractor is legally liable or Subcontractors. Without limiting the generality of the preceding paragraphs, the following shall be included in the indemnity hereunder: any and all such claims, etc., relating to personal injury, death, damage to property, or any actual or alleged violation of any applicable statute, ordinance, administrative order, executive order, rule or regulation, or decree of any court of competent jurisdiction in connection with, or arising directly or indirectly from, errors and/or negligent acts by the Contractor, as aforesaid.

The Contractor agrees to comply with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 and not discriminate on the basis of disability in the admission or access to, or treatment of employment in its services, programs, or activities. The Contractor agrees to hold harmless and indemnify the City from costs, including but not limited to damages, attorney's fees and staff time, in any action or proceeding brought alleging a violation of ADA and/or Section 504 caused by the Contractor. Upon request accommodation will be provided to allow individuals with disabilities to participate in all services, programs and activities.

The Contractor will provide his or her own equipment and materials as necessary to perform the work except as identified within the RFP/RFQ/BID Documents. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of copartners between the parties hereto or as constituting the Contractor's staff as the agents, representatives or employees of the City for any purpose in any manner whatsoever. The Contractor and its staff are to be and shall remain an independent Contractor with respect to all services performed under this Agreement. The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required by the Contractor under this Agreement, shall not be considered employees of the City, and any and all claims that may or might arise under the Workers' Compensation Laws of the State of New York on behalf of said personnel or other persons while so engaged, and any and all claims whatsoever on behalf of any such person or personnel arising out of employment or alleged employment including, without limitation, claims of discrimination against the Contractor, its officers, agents, Contractors or employees shall in no way be the responsibility of the City; and the Contractor shall defend, indemnify and hold the City, its officers, agents and employees harmless from any and all such claims regardless of any determination of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the City, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Compensation, disability, and severance pay

The City of Saratoga Springs specifically reserves the right to suspend or terminate all work under this contract whenever Contractor and/or Contractor's employees or subcontractors are proceeding in a manner that threatens the life, health or safety of any of Contractor's employees, subcontractor's employees, City employees or member(s) of the general public on City property. This reservation of rights by the City of Saratoga Springs in no way obligates the City of Saratoga Springs to inspect the safety practices of the Contractor. If the City of Saratoga Springs exercises its rights pursuant to this part, the Contractor shall be given three days to cure the defect, unless the City of Saratoga Springs, in its sole and absolute discretion, determines that the service cannot be suspended for three days due to the City of Saratoga Springs' legal obligation to continuously provide Contractor's service to the public or the City of Saratoga Springs' immediate need for completion of the Contractor's work. In such case, Contractor shall immediately cure the defect. If the Contractor fails to cure the identified defect(s), the City of Saratoga Springs shall have the right to immediately terminate this contract. In the event that the City of Saratoga Springs terminates this contract, any payments for work completed by the Contractor shall be reduced by the costs incurred by the City of Saratoga Springs in re-bidding the work and/or by the increase in cost that results from using a different vendor.

Contractor, having agreed to the terms and the recitals set forth herein, and in relying thereon, herein signs this Agreement.

Contractor Signature: _____ **Date:** _____



City of Saratoga Springs, NY: Risk and Safety Agreement for Professional Services
(For Professional Services Licensed by the State of New York Office of Professions Education Department)

City Project Number: _____ City Project Name: _____ Prevailing Wage Project No.: _____
City Department: _____ Department Contact Person: _____ City Ext. _____
Company Name: _____
Company Address: _____
Company Telephone No.: _____ Company Fax No.: _____
Consultant Primary Contact for This Project: _____ Title: _____

Any and all professional services performed under this Agreement shall be completed by an individual licensed by the NYS Office of Professions - Education Department as applicable to the service provided including, but not limited to accounting, actuarial, engineering and architectural services. The Consultant represents that it has all necessary governmental licenses to perform the services described herein.

The Consultant shall procure and maintain during the term of this contract, at the Consultant's expense, the insurance policies listed with limits equal to or greater than the enumerated limits. The Consultant shall be solely responsible for any self-insured retention or deductible losses under each of the required policies. Every required policy, including any required endorsements and any umbrella or excess policy, shall be primary insurance. Insurance carried by the City of Saratoga Springs, its officers, or its employees, if any, shall be excess and not contributory insurance to that provided by the Consultant. Every required coverage type shall be "occurrence basis" with the exception of Professional Errors and Omissions Coverage which may be "claims made" coverage. The Consultant may utilize umbrella/excess liability coverage to achieve the limits required hereunder; such coverage must be at least as broad as the primary coverage (follow form). The Office of Risk & Safety Management must approve all insurance certificates. The City of Saratoga Springs reserves its right to request certified copies of any policy or endorsement thereto. All insurance shall be provided by insurance carriers licensed & admitted to do business in the State of New York and must be rated "A-:VII" or better by A.M. Best (Current Rate Guide). If the Consultant fails to procure and maintain the required coverage(s) and minimum limits such failure shall constitute a material breach of contract, whereupon the City of Saratoga Springs may exercise any rights it has in law or equity, including but not limited to the following: (1) immediate termination of the contract; (2) withholding any/all payment(s) due under this contract or any other contract it has with the vendor (common law set-off); OR (3) procuring or renewing any required coverage(s) or any extended reporting period thereto and paying any premiums in connection therewith. All monies so paid by the City of Saratoga Springs shall be repaid upon demand, or at the City's option, may be offset against any monies due to the Consultant.

The City of Saratoga Springs requires the Consultant name the City as a Certificate Holder for the following coverage for the work covered by this Agreement:

- **Commercial General Liability** Including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate;
- **Commercial Automobile Insurance:** One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
- **Excess Insurance:** Five Million Dollars per Occurrence Aggregate;
- **Professional Errors and Omissions Insurance:** One Million per Claim with Two Million Aggregate; AND
- **NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance:** Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect.

It shall be an affirmative obligation of the Consultant to advise City's Office of Risk and Safety via mail to Office of Risk and Safety, City of Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866, within two days of the cancellation or substantive change of any insurance policy set out herein, and failure to do so shall be construed to be a breach of this Agreement. The Consultant acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the City. The Consultant is to provide the City with a Certificate of Insurance naming the City as **Additional Insured on a primary and non-contributory basis prior** to the commencement of any work or use of City facilities. The failure to object to the contents of the Certificate of Insurance or the absence of same shall not be deemed a waiver of any and all rights held by the municipality. In the event the Consultant utilizes a Sub-Consultant for any portion of the services outlined within the scope of its activities, the Sub-Consultant shall provide insurance of the same type or types and to the same extent of coverage as that provided by the Consultant. All insurance required of the Sub-Consultant shall name the City of Saratoga Springs as an **Additional Insured on a primary and non-contributory** basis for the same coverage all those activities performed within its contracted activities for the contact as executed.

The Consultant, to the fullest extent provided by law, shall defend, indemnify and save harmless the City of Saratoga Springs, its Agents and Employees (hereinafter referred to as "City"), from and against all claims, damages, losses and

expense (including, but not limited to, attorneys' fees), arising out of or resulting from the performance of the work or purchase of the services, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of Consultant or its employees or anyone for whom the Consultant is legally liable or Sub-Consultants. Without limiting the generality of the preceding paragraphs, the following shall be included in the indemnity hereunder: any and all such claims, etc., relating to personal injury, death, damage to property, or any actual or alleged violation of any applicable statute, ordinance, administrative order, executive order, rule or regulation, or decree of any court of competent jurisdiction in connection with, or arising directly or indirectly from, errors and/or negligent acts by the Consultant, as aforesaid.

The Consultant agrees to comply with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 and not discriminate on the basis of disability in the admission or access to, or treatment of employment in its services, programs, or activities. The Consultant agrees to hold harmless and indemnify the City from costs, including but not limited to damages, attorney's fees and staff time, in any action or proceeding brought alleging a violation of ADA and/or Section 504 caused by the Consultant. Upon request accommodation will be provided to allow individuals with disabilities to participate in all services, programs and activities.

The Consultant will provide his or her own equipment and materials as necessary to perform the work except as identified within the RFP/RFQ/BID Documents. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of copartners between the parties hereto or as constituting the Consultant's staff as the agents, representatives or employees of the City for any purpose in any manner whatsoever. The Consultant and its staff are to be and shall remain an independent Consultant with respect to all services performed under this Agreement. The Consultant represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Consultant or other persons, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall not be considered employees of the City, and any and all claims that may or might arise under the Workers' Compensation Laws of the State of New York on behalf of said personnel or other persons while so engaged, and any and all claims whatsoever on behalf of any such person or personnel arising out of employment or alleged employment including, without limitation, claims of discrimination against the Consultant, its officers, agents, Consultants or employees shall in no way be the responsibility of the City; and the Consultant shall defend, indemnify and hold the City, its officers, agents and employees harmless from any and all such claims regardless of any determination of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the City, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Compensation, disability, and severance pay

The City of Saratoga Springs specifically reserves the right to suspend or terminate all work under this contract whenever Consultant and/or Consultant's employees or sub-consultants are proceeding in a manner that threatens the life, health or safety of any of Consultant's employees, sub-consultant's employees, City employees or member(s) of the general public on City property. This reservation of rights by the City of Saratoga Springs in no way obligates the City of Saratoga Springs to inspect the safety practices of the Consultant. If the City of Saratoga Springs exercises its rights pursuant to this part, the Consultant shall be given three days to cure the defect, unless the City of Saratoga Springs, in its sole and absolute discretion, determines that the service cannot be suspended for three days due to the City of Saratoga Springs' legal obligation to continuously provide Consultant's service to the public or the City of Saratoga Springs' immediate need for completion of the Consultant's work. In such case, Consultant shall immediately cure the defect. If the Consultant fails to cure the identified defect(s), the City of Saratoga Springs shall have the right to immediately terminate this contract. In the event that the City of Saratoga Springs terminates this contract, any payments for work completed by the Consultant shall be reduced by the costs incurred by the City of Saratoga Springs in re-bidding the work and/or by the increase in cost that results from using a different vendor.

Consultant, having agreed to the terms and the recitals set forth herein, and in relying thereon, herein signs this Agreement.

Consultant Signature: _____ **Date:** _____

Part Two: Incident and Claims Reporting

Title: **Property and Casualty Incidents, Claims and Litigation Protocol**

Date of Origin: **070103**

Responsible Party: **Risk and Safety**

Policy:

The Director Risk and Safety in partnership with the City Attorney will have the responsibility of appropriately handling incident, claims and litigation matters on behalf of the City of Saratoga Springs to protect the City's fiduciary responsibility to its citizens. This policy assists City departments in determining appropriate areas of responsibility of incident reporting, claims handling, and litigation management.

Protocol:

Incident Handling:

1. City employees and representatives shall utilize the **City Incident Report** when reporting property and casualty incidents that occur within the City. This incident Report supplements any call or investigation to the Department of Public Safety Fire and Police Department.
2. All property and casualty incidents that result in damage to City property or injury on City property pertaining to the activities of City departments, its employees and agents shall be reported to the Director Risk and Safety for identification of risk and safety issues.
3. Any damage to City property or injury that may occur on City property in the presence of a City official or employee must be reported to the Director of Risk and Safety with seventy two (72) hours of its occurrence.
4. Automobile incidents and accidents involving City vehicles, machinery or equipment must be reported in accordance with the City's Fleet Safety Policy. Employees are required to complete the City Automobile Incident Report on the same day as the accident and/or incident occurs and provide that to Director of Risk and Safety by the close of business on the day in question.
5. Incidents will be reported to the City's insurance company in the event that the incident has been attributed to be the fault of an action of the City of Saratoga Springs and/or any of its employees or agents.
6. All property damage incidents shall be reported to the City's insurance company if they fall within a reasonable reimbursement range for the City's insurance program.
7. The Director of Risk and Safety shall be responsible for bringing forward property and casualty issues to Safety Committee for safety programming and remediation.

Claims Handling:

1. All claims pertaining to the property and casualty activities of City departments, employees and agents will be directed to the Director Risk and Safety for identification of risk and safety issues.
2. The Director Risk and Safety will report claims made against the City to its insurance company within forty-eight (48) hours of receipt.
3. The Director Risk and Safety will be responsible for the confidential record keeping of each claim and ensure any and all information as requested by the insurance company is received for a proper determination of proximate cause and liability and shall be responsible for managing the communication between the claimant and the City in coordination with the City's insurance company as appropriate.

Litigation:

1. The City Attorney's Office is charged with receiving notice of claim, summons, complaint or other legal notice of process lodged against the City who shall date and time stamp them.
2. The City Attorney's office will provide the Director Risk and Safety with a copy of every such document within twenty-four (24) hours of receipt.
3. The Director Risk and Safety will be responsible for submitting every-notice of claim, summons and complaint or other notice of legal process to the City's insurance company to ensure coverage.
4. The Director of Risk and Safety has primary responsibility for the management and oversight of property and casualty claims and litigation.
5. The City Attorney and Director Risk and Safety will report to the City Council as may be appropriate regarding claims and litigation matters and related expense and indemnity reserves.



City of Saratoga Springs, NY
Incident Report

Date of Occurrence:	Time of Occurrence:	Date Reported:	Time Reported:
Employee's Name:			
Employee's Job Title:			
Specific Location of Incident:			
Condition of Area Where Incident Occurred:			
Weather Conditions:			
Character of Case: <input type="checkbox"/> INCIDENT <input type="checkbox"/> PROPERTY DAMAGE <input type="checkbox"/> VISITOR PROPERTY DAMAGE <input type="checkbox"/> THEFT			
Description of Damages:			
City Property Damage:			
Visitor Property Damage:			
Vehicle Make:	Vehicle Model:	Vehicle Year:	Vehicle Owner/Operator:
Witnesses' Names/Addresses/Telephone Numbers:			
Employee Statement: (Briefly describe the nature of the accident and the circumstances that resulted in damage to Private or City owned property.)			
Supervisor's Statement:			
Police Report Filed By:		Date:	Case No.:
Supervisor's Signature:			
Department Head's Signature/Date:		Director of Risk and Safety Signature/Date:	

Part Three: Risk and Safety – Safety Committee Policies



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

REAFFIRMING THE CITY SAFETY COMMITTEE AND ITS MEMBERS

Mayor Joanne Yepsen
Commissioner John Franck
Commissioner Michele Madigan
Commissioner Anthony Scirocco
Commissioner Christian Mathiesen

WHEREAS, the City Council did originally establish a Safety Committee in 2002 with representation from all appropriate City departments to assist in the identification of and management of risk and safety issues on its behalf; and

WHEREAS, the City Council hereby reaffirms the importance of the City Safety Committee and its charge of protecting the welfare and safety of its employees, citizens and visitors on behalf of the City Council; and

WHEREAS, the City Council reaffirms the commitment of each City Department and the universal goal of providing a safe and healthful working environment for all City employees and the safety of the community at large; and

WHEREAS, the Safety Committee is charged with assisting the City Council in: providing a safe and healthy working environment for its employees in accordance with federal and state regulatory requirements; participating in the identification of and measurement of the risks facing the City and community at large; responding to and assisting in the resolution of safety related inquiries and complaints from citizens, employees and/or employee bargaining units; assisting and responding to local, state and federal regulatory matters as they pertain to risk and safety issues; developing risk and safety programs in response to federal and state regulatory mandates and/or City insurance requests for correction; providing the City's Capital Budget Committee with annual requests for the repair, refurbishment and/or replacement of the City's buildings, equipment and/or property in accordance with the City's insurance loss prevention studies, City Fire Department Inspections, and federal and/or state regulatory and compliance mandates; reviewing inspection reports and responding to recommendations, violations and fines as needed; providing risk and safety policy programming recommendations to City Council for adoption; and assist in implementing the risk and safety policy programming as adopted by City Council; and

WHEREAS, the Director of Risk and Safety shall have the responsibility of chairing the City's Safety Committee and acting as its liaison as Safety and Compliance Officer of the City to ensure the City's risk and safety directives are carried out in accordance with this Safe City Program per the City Council's directives; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council does hereby establish the voting membership of the Safety Committee as follows: Director of Risk and Safety as Chairperson; City Engineer; Department of Public Works Business Manager; Information Technology Systems Manager; Zoning & Building Inspector; Fire Chief or his/her designee; Police Chief or his/her designee; Police Department Administrative Lieutenant; Civil Service Secretary; Human Resource Administrator; Administrative Director of Recreation; Deputy Mayor; Deputy Commissioner of Accounts, Finance, Public Works and Public Safety; and one representative from each of the City's collective bargaining units. The City's Insurance Agent and the City Attorney shall serve as Ex-Officio Non-Voting Members and advisors to the Safety Committee.

Title: **Bloodborne Pathogen Exposure Control Program**

Date of Origin: **021508**

Responsible Party: **Safety Committee and Fire Department**

I. Policy:

To provide employees of the City of Saratoga Springs (hereinafter "City") with guidelines for preventing the contraction of the AIDS (HIV) virus, hepatitis B (HBV), hepatitis C (HCV), and other bloodborne pathogens. The safe performance of daily operations may be threatened by bloodborne pathogens that can be contracted through exposure to infected blood and other potentially infectious material. Therefore, it is the policy of the City to continuously provide employees with information and education on the prevention of these diseases provide up-to-date safety equipment and procedures that will minimize their risks of exposure and to institute post-exposure reporting, evaluation and treatment for all employees exposed to these diseases.

II. Definitions:

Exposure Control Plan: The written plan developed by the City and available to all employees that details the steps taken to eliminate or minimize exposure and evaluate the circumstances surrounding exposure incidents.

Blood: Means any human blood, human blood components (plasma, platelets, and serosanguinous fluids) and products made from human blood.

Body Fluids: Includes blood, semen, breast milk and vaginal fluids or other secretions that might contain these fluids such as saliva, vomit, urine or feces.

Bloodborne Pathogens: Means any disease-producing microorganisms that are present in human blood or OPIM (other potentially infectious materials) and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV).

HIV & AIDS: The human immunodeficiency virus (HIV), which causes the acquired immunodeficiency syndrome (AIDS). AIDS results from the progressive destruction of an individual's immune system, the body's defense against disease. The virus that causes AIDS is transmitted through sexual contact, exposure to infected blood (or blood components), and from mother to child during pregnancy through amniotic (around the baby) fluid.

Hepatitis B and Hepatitis C: HBV and HCV are viruses that cause liver damage, which may range in severity from mild and inapparent to severe or fatal. These viruses are transmitted through blood (or blood components), semen, vaginal secretions, and saliva contaminated with blood.

Contaminated: Means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated Sharps: Means any contaminated object that can penetrate the skin, including but not limited to, needles, knives, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wire.

Engineering Controls: Are controls that isolate or remove the bloodborne pathogens hazard from the workplace; i.e., sharps disposal containers, self-sheathing needles, etc.

Exposure Incident: Means a specific eye, mouth, other mucous membrane, non-intact skin, or parental contact with blood or other potentially infectious materials that result from performance of an employee's duties.

Occupational Exposure: Means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

OPIM: Means other potentially infectious materials to include the following human body fluids or tissues:

1. Semen or vaginal secretions;
2. Cerebrospinal fluid (around the brain), synovial fluid (around the joints), pleural fluid (around the lung), pericardial fluid (around the heart), peritoneal or amniotic fluid (around the baby), or saliva in dental procedures;
3. Any body fluid that is visibly contaminated by blood;
4. Any unfixed tissue or organ from a human (living or dead) and

5. All body fluids in situations where it is difficult or impossible to differentiate between body fluids.

Parenteral: Means piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts and abrasions.

Personal Protective Equipment: The specialized clothing or equipment worn or used by employees for protection against the hazards of infection. This does not include standard issue uniforms and work clothes without special protective qualities.

Universal Precautions: Procedures promulgated by the Center for Disease Control (CDC) that emphasize precautions based on the assumption that all blood and body fluids are potentially infectious of the AIDS (HIV) and hepatitis B (HBV) viruses.

Work Practice Controls: Are controls that reduce the likelihood of exposure by altering the manner in which a task is performed; i.e., prohibiting recapping of needles by a two handed technique.

III. Procedures:

A. General Disease Prevention Guidelines:

1. The City's exposure control plan shall provide the overall strategy for limiting occupational exposure to bloodborne pathogens and responding to potential exposure incidents.
2. The City subscribes to the principles and practices for prevention of bloodborne pathogen exposure as detailed in the "Universal Precautions" prescribed by the CDC and the federal regulations of the Occupational Safety and Health Administration.

B. Workplace Controls & Personal Protective Equipment:

1. In order to minimize potential exposure, employees should assume that all persons are potential carriers of bloodborne pathogens and universal precautions should be implemented for all contacts.
2. When appropriate protective equipment is available, no employee shall refuse to physically assist any person who may carry the HIV, HBV, or HCV.
3. Employees shall use protective gear under all appropriate circumstances unless the employee can demonstrate that in a specific instance, its use would have prevented the effective delivery of emergency health care or would have imposed an increased hazard to his/her safety or the safety of another person. Any such instances shall be reported by the employee and shall be investigated and appropriately documented to determine if changes could be instituted to prevent similar occurrences in the future.
4. Disposable gloves shall be worn when handling any persons, clothing or equipment with body fluids on them.
5. Masks in combination with eye protection devices, such as glasses with solid side shields or chin-length face shields, shall be worn whenever splashes, spray, spatter or droplets of potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.
6. Plastic mouthpieces or other authorized barrier/resuscitation devices shall be used whenever an employee performs CPR or mouth-to-mouth resuscitation.
7. All sharp instruments such as knives, scalpels and needles shall be considered contaminated items which should be handled with extraordinary care, and shall be placed in the appropriately provided puncture-resistant container.
 - a. Needles shall not be recapped, bent, broken, removed from a disposable syringe or otherwise manipulated by hand.
 - b. Needles shall be placed in department provided, puncture resistant, and leak proof containers marked as biohazard, when collected for evidence, disposal or transportation purposes.
8. Employees shall not smoke, eat, drink or apply makeup around body fluid spills or containers with such contents.

C. Housekeeping:

1. Supervisors and their subordinates are responsible for the maintenance of a clean and sanitary workplace during the absence of personnel normally assigned this responsibility, and shall conduct periodic inspections, as necessary, to ensure that these conditions are maintained.
2. Supervisory personnel shall make a determination when cleaning and conducting decontamination within the facility or work environment as may be necessary after any such occurrence and assign the appropriate personnel.
3. All equipment and work surfaces must be cleaned and decontaminated after contact with blood and other potentially infectious materials as described in this policy.
4. Any protective covering used in providing emergency medical assistance operations for covering surfaces or equipment shall be removed or replaced as soon as possible following actual or possible contamination.

5. Bins, pails and similar receptacles used to hold actual or potentially contaminated items shall be labeled as biohazard, lined with marked biohazard bags and decontaminated as soon as feasible following contamination as well as inspected and decontaminated on a regularly scheduled basis.
6. Broken and potentially contaminated glassware, needles or other sharp instruments shall not be retrieved by hand but by other mechanical means and shall not be stored in a manner that requires that they be retrieved manually.
7. Employees shall remove clothing that has been contaminated with bodily fluids as soon as practical and with as little handling as possible. Any contacted skin area shall be cleansed in the prescribed fashion.
8. Contaminated laundry and personal protective equipment shall be bagged or containerized at the location where it is used in department approved leak proof containers but shall not be sorted, rinsed or cleaned at that location. (I.E. contaminated disposable gloves and glasses at scene of an incident shall be bagged and properly disposed of in an appropriate container at a Department specified location.)
9. Only employees specifically designated by the supervisory personnel shall empty or discard actual or potentially contaminated waste materials from a department provided container located on site. All such disposal shall conform to established federal, state and local regulations.

D. Disinfection:

1. Any unprotected skin surfaces that come into contact with body fluids shall be thoroughly washed as soon as possible with hot running water and soap at least 15 seconds before rinsing and drying.
 - a. Alcohol or antiseptic towelettes may be used where soap and water are unavailable.
 - b. Disposable gloves should be rinsed before removal and hands and forearms should then be washed.
 - c. Skin surfaces shall be washed as soon as feasible following the removal of any protective equipment.
 - d. All open cuts and abrasions shall be covered with waterproof bandages before reporting to duty.
2. Mucous membranes that come into contact with blood or body fluids shall be thoroughly flushed with cool tap water as soon as possible after the exposure.
3. Disinfection procedures shall be initiated whenever body fluids are spilled or an individual with body fluids or his person is transported in a department vehicle as follows:
 - a. A supervisor shall be notified and the vehicle taken to a City garage facility as soon as possible.
 - b. Affected vehicles shall be immediately designated with the posting of an appropriate biohazard warning sign upon arrival at a City garage while awaiting disinfection. The warning sign should identify the areas that are contaminated whenever such is not personally communicated to the personnel responsible for cleaning and disinfecting the vehicle.
 - c. Service garage personnel shall wear the appropriate protective equipment while engaging in cleanup and disinfection of a vehicle which has been contaminated with body fluid spills. They shall remove any excess body fluids from the vehicle with an absorbent cloth, paying special attention to any cracks, crevices or seams that may be holding fluids.
 - d. The affected areas should be disinfected using hot water and approved germicidal detergent and allowed to air dry.
4. Non-disposable equipment and surfaces upon which body fluids have been spilled shall be disinfected as follows:
 - a. Put on appropriate protective gloves and other equipment necessary for cleanup.
 - b. Wear eye and face protection if there is risk of splashing.
 - c. Wear shoe covers if the amount of contaminated fluid is great.
 - d. Wipe up any excess body fluids with disposable absorbent materials.
 - e. Department provided one step germicidal detergent shall be used to clean the area or equipment. The area may then be sprayed with hospital disinfectant and deodorant in accordance with their labeled directions for use.
 - f. Upon completion of the cleanup procedure, remove contaminated items and place in the City-approved containers.
 - g. Always remove protective gloves last, washing hands in the appropriate manner after removal.
5. Uniforms or any other work related article of clothing upon which body fluids have been spilled shall be removed without unnecessary delay in the appropriate manner, double bagged in a City approved leak proof container and clearly marked as biohazard.
6. An incident report detailing the circumstances of contamination shall be forwarded to the Department Head and Office of Risk and Safety. The contaminated clothing will be sent out for professional cleaning by the Department in question.

E. Supplies:

1. Supervisors are responsible for continuously maintaining an adequate supply of disease control supplies in a convenient location for all affected personnel in their department. This includes, but is not limited to, ensuring that:
 - a. Personal protective equipment in appropriate sizes, quantities and locations are available; and
 - b. First aid supplies and disinfecting materials are readily available at all times.

2. Those employees who have responsibility for the provision of emergency medical services shall be issued communicable disease personal protective equipment for use as needed in their assignments. These supplies will include disposable gloves, reusable utility gloves, face/eye protective devices, barrier resuscitation pocket mask and liquid health care personal hand rinse.

F. Vaccination:

1. An employee of the City who is determined to be at risk for occupational exposure to the hepatitis B virus shall be provided with the opportunity to take the HBV vaccination series and Hepatitis B Antibody testing. The vaccination and testing shall be at no cost per federal regulatory guidelines.
2. An HBV vaccination shall be provided to any employee determined to be at risk, if they so desire, only if the employee has not previously received the vaccination series. HBV vaccination shall not be provided to an employee if such is deemed inadvisable for medical reasons by competent medical authority or the member declines, in writing, on the proscribed form.

G. Exposure, Evaluation & Treatment:

1. A bloodborne exposure incident occurs when an employee is exposed to the blood or "OPIM" (other potentially infectious material as defined in sub. III.J of this policy) of another person which effects any body orifice (mouth, eyes, ears, etc.) or skin openings (open cut, etc.) of the employee.
2. Any employee who meets the exposure criteria as outlined above, shall report such exposure without unnecessary delay to a supervisor and implement universal precautions outlined in the exposure control plan such as disinfection of affected body areas and equipment, and removal of clothing soiled with body fluids.
3. The supervisor, upon ascertaining that the employee's exposure does meet the bloodborne exposure incident criteria, shall:
 - a. Provide the employee with the appropriate Incident forms and instruct the employee to proceed with the forms to a medical facility providing emergency care;
 - b. Notify the Office of Risk and Safety in writing about the exposure incident, including all pertinent data. If the supervisor receives a completed medical evaluation form, he shall immediately forward it to the Office of Risk and Safety;
 - c. Ensure that the appropriate personnel have disinfected all equipment and department areas as soon as possible.
 - d. Ensure that the proper City Incident report and Workers Compensation Injury Report are completed, detailing the occupational exposure.
4. The City shall ensure continued testing of the exposed employee for evidence of infection and provide psychological counseling as determined necessary by the health care official. It shall be the responsibility of the exposed employee to schedule all follow-up examinations, testing and medical treatment as deemed necessary and associated with the exposure incident.
5. The employee will receive the health care providers written opinion on the evaluation and information on any conditions resulting from the exposure that require further evaluation or treatment. Unless disclosure to an appropriate department official is authorized by the employee or by law, the employee's medical evaluation, test results and any follow-up procedures shall remain confidential.
6. Any person responsible for potentially exposing an employee of this City to a communicable disease shall be encouraged to undergo testing to determine if the person has a communicable disease. Upon conferring with the City Attorney, criminal charges may be sought against the person if they intentionally exposed an employee of this City to a communicable disease.
7. Employees who test positive for HIV, HBV or HCV may continue working as long as they maintain acceptable performance and do not pose a safety and health threat to themselves, the public or other employees of their Department.
 - a. Each department will make all work decisions concerning the employee's work status solely on the medical opinions and advice of the City's health care officials.
 - b. A department may require an employee to be examined by City health care officials to determine if he/she is able to perform his/her duties without hazard to himself/herself or others.
8. All employees of the City shall treat employees who have contracted a communicable disease fairly, courteously and with dignity.

H. Record Keeping:

1. The Supervising Officer shall complete Bloodborne Pathogen Exposure Incident Investigation Form 12a for every occupational exposure incident.
2. The Human Resource Administrator shall maintain an accurate record for each employee with occupational exposure that includes vaccination status, form 12a, and 12 series forms containing medical evaluation received from the medical facility. These records shall be filed by the Human Resource Administrator in the employee's

personnel file and be retained for the duration of the employee's employment plus thirty years in accordance with 29CFR 1910.20 and 29CFR1910.1030, and may not be disclosed or reported without the express written consent of the employee.

I. Training:

1. The City shall ensure that all employees with risk of occupational exposure are provided with instruction on prevention of bloodborne diseases prior to their initial assignment.
2. All affected employees shall receive department specific annual refresher training and additional training whenever job tasks or procedures are modified in a manner that may alter their risk of exposure.
3. All trainees shall have access to applicable federal and state regulations pertaining to the regulation of bloodborne pathogens.
4. The Office of Risk and Safety shall ensure that complete records are maintained on employee training to include information on the dates and content of training sessions, names and qualifications of persons conducting the training and the names and job titles of all persons attending the training sessions. These records shall be maintained as is required by law.

Reference: City of Saratoga Springs Police Department General Order Section 3.1 titled "*Bloodborne Disease Exposure Control*," Effective 03/29/2008.

Title: **Boiler & Machinery Maintenance Protocol**

Date of Origin: **021208**

Responsible Party: **Public Works and Fire Personnel**

I. Policy:

The City is insured for its boiler and machinery equipment. Regular boiler and machinery maintenance is required for the continued safe operation of this equipment. This policy sets the standard for boiler and machinery maintenance for all City owned and maintained boilers within the purview of the City's Department of Public Works and Public Safety.

The City hereby adopts the maintenance schedules advocated by its insurer and agrees to utilize the maintenance checklists published by its insurer.

II. Protocol:

1. A "**Boiler Maintenance Log**" shall be placed within close proximity to each boiler owned and maintained by the City. The Log shall be placed in a location that is clearly available for documentation purposes.
2. Each time a boiler is started, protocols provided by its insurer will be followed. At a minimum, the following will be checked on a monthly basis:
 - a. Boiler Burners: Equipment should be cleaned and adjusted to give maximum efficiency.
 - b. Boiler Heating Surfaces: All surfaces and internal parts should be cleaned of all deposits and debris. Fire Department Code requirements will be met for all Boiler Rooms.
 - c. Safety/Relief Valves: All valves will be tested for "freedom of operation."
 - d. Boiler Water Pipe Mineral Buildup: Suitable chemical treatments will be used to minimize the buildup of scale and to prevent corrosion.
 - e. Pressure and Temperature Controls and Gauges: All pressure and temperature gauges will be checked for satisfactory operation and adjusted or replaced as necessary.
 - f. Water Level Gauge: Water level gauges will be kept clean to indicate the proper water level at all times.
 - g. Pipe Fittings: Any leaking pipes or fittings located on the boiler or anywhere throughout the heating system will be repaired or replaced to prevent a loss of water.
 - h. Pipe Insulation: Pipes will be insulated to prevent freezing, condensation, and heat loss.
 - i. Fans and Pumps: All mechanical equipment will be checked for proper lubrication.
3. An entry will be made on the "**Boiler Maintenance Log**" on Monday of every month for each inspection conducted.
4. A "**Boiler Maintenance Log**" will be maintained at each City location having a heating boiler.
5. In the seventh month of each calendar year, the log shall be reviewed for boiler equipment refurbishment needs and monies will be budgeted as appropriate.
6. Repairs made to boilers will be documented in the "**Boiler Repair Maintenance Log**" kept at these same locations.



Building Contact Person/Telephone Number: _____

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Title: Confined Space: Permit Required Confined Space Program

Date of Origin: 121812

Responsible Party: Public Works and Fire Personnel

1. INTRODUCTION

Every year employees are killed as a result of hazardous conditions in confined spaces.

Approximately 60% of these fatalities are would-be rescuers who enter these spaces in an attempt to retrieve the fallen individual(s), only to be overcome and become victims themselves.

As part of routine maintenance activities many City of Saratoga Springs employees and contractors are required to enter potentially hazardous confined spaces

According to the U.S. Department of Labor, Occupational Safety and Health Administration's (OSHA) regulations, 29 CFR 1910.146, "Permit-Required Confined Spaces", a confined space is defined as any location that is large enough and so configured that an employee can bodily enter, has limited openings for entry and egress, and is not intended for continuous employee occupancy.

Confined spaces may have atmospheric conditions and/or physical hazards present and include: manholes, stacks, pipes, storage tanks, trailers, tank cars, pits, sumps, see, storm water bas, vaults, hoppers, and bins. In addition, limited access to these locations complicates the retrieval of anyone incapacitated.

This program is written in accordance with the Occupational Safety and Health Administration's (OSHA) regulations, 29 CFR 1910.146, "Permit-Required Confined Spaces." And New York State Public Employee Health and Safety (PESH) 12-9 Entering Confined Space.

2. POLICY STATEMENT

It is the policy of the City of Saratoga Springs to take every reasonable precaution to provide a work environment free from recognized hazards for its employees. Entry into a confined space will be in conformance with all Federal, and New York State laws, rules and regulations, as well as the City confined space program and accepted department policies. Whenever possible, work that can be performed without entering a confined space is considered the preferred method.

All confined spaces have been previously identified and properly classified as either a permit-required or non-permit-required. If a change in conditions occur within a non-permit required confined space (e.g. flooding, reconfiguration, contamination) it automatically becomes a permit-required confined space and all proper precautions must be taken.

A permit system has been established for all entries into permit-required confined spaces. Permit forms will be kept by the Department of Public Works and once completed will be kept on file for a minimum of six (6) years. Prior to entry of a permit-required confined space, an entry team consisting of at least one designated entrant, attendant and entry supervisor shall be established.

Atmospheric testing is required before entering any permit-required space. If a hazardous atmosphere is present, employees shall not enter the space until ventilation procedures have been carried out and testing reveals acceptable entry conditions based upon the NYS Department of Labor Public Employee Safety and Health Bureau's (PESH's) permissible exposure limits (PEL). Whenever possible, all atmospheric hazards will be completely eliminated before entry.

The City of Saratoga Springs will provide all equipment required for entry in accordance with 29 CFR 1910.146 and will ensure that all affected employees are trained and use the equipment properly. All required equipment will be maintained according to the manufacturer's recommendations by the department owning the equipment or by their designee. Effective communication procedures will be established between the entry team and the Fire Department prior to entry. All communication devices will be provided and maintained by the department owning the equipment. Training will be provided to any employee before they are assigned any duties related to permit-required confined space entry.

All contractors who will be entering permit-required confined spaces within City of Saratoga Springs will submit for approval their confined space entry program, employee training documentation, and agreement with their designated rescue service along with their bid and will be required to adhere to the requirements of 29 CFR 1910.146.

This program shall be evaluated annually as well as on an as needed basis if any situation warrants the task.

3. DEFINITIONS

Acceptable Entry Conditions: Conditions that must exist in a permit space to allow entry and to ensure that employees involved with a permit required confined space entry can safely enter, and work within the space.

Affected Employee: Any employee that performs any work related to confined space entry.

Attendant: An individual stationed outside one or more permit spaces who monitors the authorized entrant(s) and who performs all attendant duties assigned in our program.

Authorized Entrant: An individual who is trained and authorized (by our facility) to enter permit required spaces.

Blanking or Blinding: The absolute closure of a pipe, line or duct by the fastening of a solid plate (such as a spectacle blind or a skillet blind) that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line or duct with no leakage beyond the plate.

Confined Space: A space that:

- Is large enough and so configured that an employee can bodily enter and perform assigned work; and
- Has limited or restricted means of entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, sewers, storm water basins and pits and spaces that may have limited means of entry); and
- Is not designed for continuous human occupancy

Contractor: A non-City employee being paid to perform work within City properties.

Entry: The act by which a person intentionally passes through an opening into a permit required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

Entry Permit: The written or printed document that is provided by the facility to allow and control entry into a permit space and that contains information specified in the confined space program.

Entry Supervisor: The person responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required. The entry supervisor can also serve as an attendant.

Hazardous Atmosphere: An atmosphere that may expose employees to the risk of death, incapacitation, impairment of abilities to self rescue (escape unaided from a permit space), injury, or acute illness from one or more of the following:

1. Flammable gas, vapor, or mist in excess of 10% of the Lower Flammable Level (LFL)
2. Airborne combustible dust at a concentration that meets or exceeds its LFL (Can be approximated where the dust obscures vision at a distance of 5 feet or less)
3. Atmospheric oxygen concentration below 19.5% or above 23.5%
4. Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in 29 CFR 1910 Subpart G, Occupational Health and Environmental Control or in Subpart Z, Toxic and Hazardous Substances.
5. Any other atmospheric condition that is Immediately Dangerous to Life or Health (IDLH)

Isolation: The process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as blanking or blinding, misaligning or removing sections of lines, pipes, or ducts, lock out or tag out of all sources of energy or mechanical linkages.

Non-Permit Confined Space: A space that does not contain or have the potential to contain any hazard capable of causing death or serious physical harm.

Permit Required Confined Space: A confined space that has one or more of the following characteristics:

1. Contains or has the potential to contain a hazardous atmosphere;
2. Contains a material that has the potential for engulfing an entrant;

3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross section; or
4. Contains any other recognized serious safety or health hazard

Fire Department: City personnel designated to rescue employees from confined spaces.

Retrieval System: Equipment used for non-entry rescue of persons from a confined space.

Testing: Process by which the atmospheric hazards that may confront entrants of a space are identified and evaluated. testing includes specifying the tests that are to be performed in the space.

Vendor/Contractor: A non-City employee being paid to perform a service in our facility.

4. PURPOSE

The confined space written program outlines the practices and procedures to protect City employees and contractors/vendors from hazards associated with permit required confined space entry.

This program is written in accordance with the Occupational Safety and Health Administration's (OSHA) regulations, 29 CFR 1910.146, "Permit-Required Confined Spaces" and New York State Public Employee Health and Safety (PESH) 12-9 Entering Confined Space.

For confined space locations containing atmospheric or physical hazards that would impede self-rescue, the permit-required confined space procedures will apply.

The provisions of this program require the City to provide the means, procedures, training and equipment to mitigate hazard and verify compliance through the use of a written permit.

The confined space program will be available to all employees and their representatives for review.

5. SCOPE

This program pertain to all confined space locations required to be entered by City employee, contractor and all other individuals who are visiting or have business with the City of Saratoga Springs.

6. RESPONSIBILITIES

City of Saratoga Springs: is responsible for development and maintaining the confined space program. A master list of both permit and non-permit confined spaces shall be established and updated as necessary. The City is responsible for providing a confined space training program for entrants, attendants and entry supervisors which will enable employees to recognize potential hazards and take the appropriate actions to control those hazards. This training will be offered to all employees who have the potential to work in confined spaces. The confined space program shall be reviewed and updated annually.

Department Heads and Supervisors: are responsible for reviewing the locations within their respective areas to identify either known or suspect confined space locations. Each department head must ensure that appropriate personnel receive and maintain required confined space training. The contracting department will furnish any outside contractor/vendor a written copy of known hazards identified in any potential confined space work areas.

Employees: All City employees shall comply with all procedures outlined in this policy. All employees must complete training as required by their supervisors and follow the procedures as outlined in this program when entering a confined space. They should also assist in identifying potential confined space locations and hazards.

Contractors/Outside Vendors: Any work for the City at any City facility or off-site location must be conducted in accordance with all applicable regulations. Contractors must have a written confined space program that complies with all applicable regulations. All contractors must provide copies of their written program and employee training documentation along with their rescue agreement to the contracting department. Contractors are also responsible to supply all needed equipment to perform safe entry and/or rescue. When a contractor is required to enter or work in a permit required space, the contracting department will furnish a written copy of the known hazards identified in that space to the contractor.

7. PACE EVALUATION, CLASSIFICATION AND RECLASSIFICATION

All City permit-required spaces are identified (see Appendix A). This list will be reviewed and updated whenever there are changes affecting work conditions or when a new confined space is identified. If a new space is identified it will be considered a permit-required confined space until proven otherwise. If conditions change in a space causing the need for a reclassification, a supervisor must be notified and the Fire Department must assess the space. If a permit-required space can be declassified to a confined space due to the elimination of all hazards, it must be documented and changed in the inventory. If conditions change and a confined space becomes permit-required, all hazards must be documented and added to the inventory.

8. NON-PERMIT REQUIRED CONFINED SPACES

Entry into non-permit required confined spaces is not regulated. Employees are always required to evaluate the potential hazards of all jobs prior to beginning work. If any questions or concerns arise during the evaluation the employee should discuss the issue with their supervisor or department head.

9. PREVENTION OF UNAUTHORIZED ENTRY

Unauthorized entry into permit spaces shall be prevented. Prevention measures include training, signs, and security measures, all employees in or around confined spaces shall attend confined space awareness training.

10. PERMIT SYSTEM

The permit process guides the entry team through a systematic evaluation of the space to be entered. The permit should be used to establish and document appropriate entry conditions.

A confined space entry permit must be completed before approval can be given to enter a permit-required confined space. All members of the entry team are entitled to review the permit. A permit shall be kept at the job site for the duration of the job. Permits are only good for the specified duration, or an eight hour shift. Permits may not exceed the time required to complete a task. Once completed the entry supervisor must sign the permit to authorize entry. If a supervisor must be relieved of their duties, the permit shall be cancelled and a new permit must be filled out by new entry supervisor. All entrants must exit the space and conditions must be reassessed. If circumstances cause an interruption in the work or a change in the alarm conditions for which entry was approved, a new confined space entry permit must be completed.

Permits must be kept for at least six years and will be kept on file in the Department of Public Works. If hazardous conditions are found at a space or an incident has occurred a copy of the entry permit will be attached to the inventory documentation so that future entrants are aware of the hazards that they may encounter. The entry supervisor shall terminate the permit when the operations are complete or if a condition arises that constitutes any such condition shall be documented on the permit. All expired permits will be given to the program administrator. A copy of the permit can be found in Appendix B.

11. DUTIES OF THE ENTRY TEAM

Entry teams must be established prior to entry and consist of at least one attendant, one entrant and must have an entry supervisor.

A. ENTRY SUPERVISOR

The entry supervisor will:

1. Know and understand the hazards that may be faced during entry, including information on the signs or symptoms, and consequences of the exposure.
2. Verify, by checking that the appropriate notations have been made on the permit; that all tests specified by the permit have been conducted; and that all procedures and equipment specified by the permit are in place **before** endorsing the permit and allowing entry to begin.
3. Terminate the entry and cancel the permit when reasons for entering the space have been completed or when an unacceptable condition within the space or outside the space is detected.
4. Verify that the Fire Department is available and that the means of calling the Fire Department is operable. The entry supervisor will ensure that the attendant knows the method for summoning help if rescue is required.
5. Enforce this policy to ensure safe entry into any space identified as a permit-required confined space.

6. Determine that throughout the entry process, all responsibilities and functions remain consistent with safety, regardless of production requirements, time or cost.
7. Have the authority to stop work if they feel that the entry is unsafe for any reason.
8. Be trained to the proper level of responsibility.

If an Entry Supervisor must be relieved at any point during the entry, the permit must be cancelled by said entry supervisor. All entrants must evacuate the space and the new Entry Supervisor must assess the space and conditions with the entry team and a new permit.

B. ENTRANT

All entrants will know the following:

1. Verify that the Fire Department is available and that the means of calling the Fire Department is operable.
2. Hazards that may be faced during entry, including information on the mode, signs, or symptoms, and consequences of the exposure.
3. Proper use of equipment.
4. Means and methods of communication with the attendant.
5. Warning signs or symptoms of exposure to a dangerous situation, or the entrant detects a condition that would warrant immediate evacuation.
6. When self-rescue must occur by means of an order by the attendant or entry supervisor, when signs or symptoms of exposure are detected, or when any prohibited condition is recognized.

All entrants must be qualified for the task assigned, (electrical, welding etc.)

C. ATTENDANT

All attendants will:

1. Know the hazards that may be faced during entry or while in the space, including information on the mode, signs or symptoms, and consequences of the exposure to suspected hazards.
2. Be aware of possible behavioral effects of hazard exposure in authorized entrants.
3. Continuously maintain an accurate count of authorized entrants in the permit space and ensure that the means used to identify authorized entrants is precise at all times.
4. Remain outside the permit space during entry operations until relieved by another authorized attendant(s).
5. Communicate with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space when conditions warrant an immediate evacuation.
6. Monitor activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the authorized entrants to evacuate the permit space immediately under any of the following conditions:
 - a. If the attendant detects a hazardous condition.
 - b. If the attendant detects a change in the behavior of any authorized entrant which would suggest an exposure to a hazard.
 - c. If the attendant detects a situation outside the space that could endanger the authorized entrants.
 - d. If the attendant cannot effectively and safely perform all the duties required as outlined in this policy.
7. Summon rescue and other emergency services as the attendant determines that authorized entrants may need assistance to escape from permit space hazards.
8. Do the following when unauthorized person(s) approach or enter a permit space while entry is underway:
 - a. Warn the unauthorized person(s) that they must stay away from the permit space.
 - b. Advise the unauthorized persons they must exit immediately if they have entered the permit space.
 - c. Inform the authorized entrants and the entry supervisor, if unauthorized person have entered the permit space.
9. Perform non-entry rescue (rescue attempts that do not cause the attendant to break the plane of the entry to the space).

12. PERMIT REQUIRED CONFINED SPACE ENTRY

A. PREPARATION OF THE SPACE

1. An entry supervisor, attendant(s) and entrant(s) will be assigned. All personnel involved with the entry and their representative, can observe all aspects of the preparation.
2. The entry supervisor will brief the entrant(s) and attendant(s) on all aspects of the job.

3. At any time, the entry supervisor, the entrant and/or the attendant can either postpone or stop the entry due to a safety concern.
4. The entry team will be provided and will wear all appropriate personal protective equipment based upon the hazards present.
5. If the space is located on a roadway and will compromise traffic in any way, a temporary traffic control plan must be created and set up in accordance with the rules and regulations of the Manual of Uniform Traffic Control Devices (MUTCD).
6. A new permit will be opened and previous hazards encountered in the space will be reviewed from prior permits.
7. The air monitor shall be appropriately calibrated according to manufacturer's requirements and a bump test will occur prior to any entry. Battery life will be checked and must be at full capacity.
8. Air Monitoring around the space is required prior to opening the space and must be documented on the permit.
9. Any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed.
10. Prior to opening the space, any entrances that will be open must be appropriately blocked to prevent accidental entry.
11. Upon opening the space, the oxygen content, flammable gases and vapors, and potential toxic air contaminants will be monitored and documented on permit using the provided gas monitors and be documented for every five feet of the space without breaking the plane.
12. If a hazardous atmosphere exists, continuous forced air ventilation is required throughout the duration of the entry. Entrants may not enter the space until acceptable entry conditions are confirmed. If acceptable entry conditions cannot be established and maintained, entry shall not be allowed.
13. Acceptable entry conditions are as follows:
 - Oxygen content: $\geq 19.5\%$ and $\leq 23.5\%$
 - Flammables: $\leq 10\%$ of the LEL
 - All toxic air contaminants must be less than the Public Employees Safety and Health Bureau's (PESH) permissible exposure limit.
 - Hydrogen sulfide must be less than 10 parts per million and carbon monoxide must be less than 35 parts per million.
14. All connecting lines, ducts and pipes connected to chemical, gas and utility sources will be broken and capped or blanked.
15. Heating devices (e.g. jackets, coils, mantels, etc.) will be rendered safe either through line breaking/blanking or electrical lockout/tagout.
16. All mechanical, hydraulic and electrical hazards (e.g. agitators, machine drives, electrical lines, etc.) will be controlled through lockout/tagout.
17. If water or sewage has collected in the space it shall be pumped out prior to entry if possible. If the source is a continuous flow, a pump will be required to continuously remove water or sewage and be watched closely by the entry supervisor or an attendant to be sure the pump is working properly throughout the duration of the entry.
18. The space will be rinsed and/or dried if there is a build-up of hazardous or slippery material on the walls of the space.
19. The space will be cooled down to 110 degrees Fahrenheit or less.
20. Safe access to the space will be provided.
21. Adequate lighting will be provided either through low voltage lighting or through 110 Volt plugged into a Ground Fault Circuit Interrupter (GFCI).
22. All tools and communication devices shall be checked to make sure that they are intrinsically safe if the potential exists for a flammable atmosphere.
23. Communication methods shall be established prior to entry between the entrant and attendant and will be selected based on the size, location and characteristics of the space. If the selected device has batteries, the batteries must be fully charged.
24. The Fire Department shall be notified prior to any entry. They must be informed of the time, location and hazards present.
25. All retrieval equipment must be inspected prior to entry. If there is a problem with any piece of equipment a supervisor must be notified and the equipment must be taken out of service.
26. For vertical entries the retrieval system will be set-up at the entry point and will include a tripod, winch with fall protection, and a full body harness. Each authorized entrant shall use a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, above the entrant's head, or at another point which the employer can establish presents a profile small enough for the successful removal of the entrant.
27. If an entrant must unhook from the retrieval system for safety purposes, no hazardous atmosphere may exist and the rescue team must be on site.
28. If any other items such as tools need to be lowered into a space, a separate winch will be attached to the tripod and used for such purposes.

29. For horizontal entries or spaces where a tripod system cannot be used, wristlets may be used in lieu of the chest or full body harness if the employer can demonstrate that the use of a chest or full body harness is infeasible or creates a greater hazard and that the use of wristlets is the safest and most effective alternative.

B. PERMIT COMPLETION

1. The permit will be completed by the entry supervisor (See Appendix B)
2. All information requested on the permit will be completed by the entry supervisor or NA (not applicable) will be written in.
3. The time of permit issuance will always be written in. In no case will a permit remain valid for more than 8 hours. If the job runs past 8 hours, a new permit will be issued.
4. Expired permits will be returned to the program administrator.

C. ENTRY

1. All required equipment for entry including: communication, lighting, access, safety and rescue as well as the tools needed to accomplish the job will be available at the entrance.
2. Continuous space atmosphere monitoring will be established either by the attendant or by the entrant and will be documented every 15-30 minutes.
3. The attendant will stay in the immediate area of the entrance to the space and will stay in contact with the entrant.
4. The entry supervisor will formally approve the entry to begin. At any time during the job the entry supervisor, entrant or the attendant can cancel the permit and cause the entry to be either postponed or stopped due to safety concerns.
5. The attendant will document meter readings at intervals decided upon by the entry supervisor, but not longer than one hour.
6. The attendant will immediately communicate any exterior condition to the entrant that could affect her/his safety (e.g. fire alarm, severe weather, etc.)

D. ENTRY COMPLETION

1. The entry permit will be closed out by listing the time of space exit and any other pertinent information.
2. The Fire Department will be notified that the entry is complete.
3. The entry closure will be replaced.
4. Blanked and capped piping, tubing, ducts etc. will be re-attached.
5. Disconnected hydraulic, mechanical and/or electrical equipment will be reattached.
6. Lockout/tag outs will be released.
7. Operating personnel for the space will be notified that it can be returned to production (if applicable).
8. All safety and entry equipment will be cleaned, inspected and returned to storage locations.
9. The cancelled permit will be returned to the program administrator.

E. ALTERNATE ENTRY PROCEDURES

Under certain circumstances employers may use alternate entry procedures in place of full permit entry process. Alternate entry procedures can be considered for permit spaces that **only** have an actual or potential atmospheric hazard and **no other** serious hazards. To use these alternate procedures, employers must be able to provide data and other verification to support that the only potential hazard is atmospheric and that continuous forced air ventilation alone can maintain a safe atmosphere throughout the entry. Workers still must be trained, the space still must be monitored, and ventilation must be continuous.

Conditions for Use:

The City may use alternate procedures for entering a permit space under the following conditions:

1. Ventilation alone will maintain safe conditions.
2. Monitoring and inspection must be performed to ensure that conditions are safe.
3. If initial entry must be made in order to perform this inspection, it must be done under permit procedures.
4. The only hazard is an actual or potential hazardous atmosphere.
5. Certification with the date, location of the space and signature must be made available to entry personnel.

13. EQUIPMENT MAINTENANCE

1. All confined space equipment shall be maintained according to the manufacturer's requirements.
2. All equipment shall be inspected prior to each use and at the end of each use. Any equipment that does not pass inspection shall be taken out of service and (job title) shall be notified.
3. The equipment checklist found in Appendix C shall be used for each entry.
4. It is the responsibility of (job title) to ensure that all equipment is properly maintained.

14. FIRE DEPARTMENT

The City has made arrangements with the Fire Department to provide entry rescue services. The Fire Department's ability to respond to a rescue summons in a timely manner, considering the hazard(s) identified has been evaluated and is in place. The Fire Department has been provided a copy of the inventory and a copy of all applicable MSDS-GHS for each space. The Fire Department shall also be provided prior access to all spaces so that the Fire Department can develop and practice rescue operations.

The Fire Department will be contacted by calling 911.

Upon arrival the rescue team will be furnished with the permit and informed of any hazards present.

Regardless of the number of permit required confined space entries made, the Fire Department will be contacted at least annually to review the following information.

1. List of permit-required confined spaces.
2. The hazards of the spaces.
3. Procedures for entry.
4. Equipment available on site.
5. Training programs.

15. CONTRACTORS AND/OR VENDORS

Any work for the City at any City facility or off-site location must be conducted in accordance with all applicable regulations. Contractors must have a written confined space program that complies with all applicable regulations. All contractors must provide copies of their written program and employee training documentation along with their rescue agreement to the contracting department. Contractors are also responsible to supply all needed equipment to perform safe entry and/or rescue. When a contractor is required to enter or work in a permit required space, the contracting department will furnish a written copy of the known hazards identified in that space to the contractor.

Any contractor/vendors who will be engaged in a permit required confined space entry must, at a minimum, follow this procedure. Whenever a contractor will be involved in a permit-required confined space entry, a written plan for the entry will be submitted to the program administrator prior to the work being scheduled. The program administrator, or a designated employee who has been trained as an entry supervisor, will approve the contractor written plans. Prior to entry, the City's designee must inform the contractor if any hazards previously confronted in the space, apprise the contractor of any precautions or procedures that have been implemented for the protection of employees working near that space and coordinate any operations between the contractor and the City. At the conclusion of the entry, the City's designee will debrief the contractor regarding the permit space program followed and any hazards that were confronted or created in the space.

16. TRAINING

Training will be provided for all personnel who are attendants, entrants or entry supervisors as follows:

- Before the employee is assigned duties relating to permit required confined space entry;
- Before the employee's assigned duties change;
- Whenever there is a change in operations that presents a hazard that the employee has not been trained in previously;
- Whenever there is an indication that the procedure is not being followed safely and/or when there are indications that employee practices or knowledge do not meet the requirements.

Training shall establish proficiency in the duties required by the standard. All training will be certified in writing with the employee's name and the date of training in addition to an outline of material presented.



City of Saratoga Springs' Confined Space Assessment Form

Location of Space: _____
Type of Space: _____ Dimensions of Space: _____
Date of Assessment: _____ Inventory Number: _____

A. Confined Space Determination

1. Area was **NOT** designed for continuous human occupancy. ☐ YES ☐ NO
2. Area can be bodily entered and assigned work performed. ☐ YES ☐ NO
3. Area has limited and or/restricted means of access and egress. ☐ YES ☐ NO

If you answered yes to **ALL** of the above then the space has met the criteria for a confined space.
Please move on to the next section.

B. Permit Required Confined Space Determination

1. Does the space have or have the potential for a hazardous atmosphere? ☐ YES ☐ NO
If a hazardous atmosphere was detected, please mark the hazard(s) below:
☐ Oxygen Deficiency ☐ Oxygen Enrichment ☐ Explosive Gas/Vapor ☐ Explosive Dust
☐ Hydrogen Sulfide ☐ Carbon Monoxide ☐ Chlorine ☐ Other: _____
2. Does the space have the potential to engulf the entrant? ☐ YES ☐ NO
Please mark below if the hazard poses a potential for engulfment:
☐ Water ☐ Sand ☐ Soil ☐ Gravel/Loose Rock ☐ Sewage ☐ Oil ☐ Other: _____
3. Does the space have the potential to entrap the entrant? ☐ YES ☐ NO
4. Is there a potential for any other serious safety and health hazard? ☐ YES ☐ NO
If yes, please mark below:
☐ Electrical ☐ Moving Parts ☐ Slips and Trips ☐ Falling (deeper than 5 ft.) ☐ Heat ☐ Cold
☐ Skin or Eye Irritants ☐ Noise ☐ Chemicals ☐
Other: _____
5. How is the space entered?
☐ Fixed Ladder (circle one: good condition or needs repair) ☐ Stairs ☐ Portable Ladder
☐ Lowering Winch (separate from non-entry rescue equipment)
6. Will ventilation be required for the space?
☐ YES If YES: (check all that apply) ☐ Natural ☐ Forced Positive ☐ Forced Negative
☐ NO
7. Will the entrant need to detach from the lifeline requiring rescue to be on site? ☐ YES ☐ NO

C. Alternate Entry Procedure Determination

1. If parts 2-4 of Section B were marked YES, then alternate entry procedures are **NOT** allowed for the space.
2. Is the only hazard an actual or potential hazardous atmosphere? ☐ YES ☐ NO
If yes, will ventilation alone maintain safe conditions? ☐ YES ☐ NO

If yes has been marked for both questions in part 2, the space may use alternate entry procedures.
If at any time the space changes and other hazards are present, it is automatically a permit-required space again.

FINAL DETERMINATION: (Check All that Apply) ☐ **Non-Permit Confined Space**
☐ **Permit-Required Confined Space** ☐ **Alternate Entry Procedures Allowed**

City of Saratoga Springs' Confined Space Equipment Checklist

Location of Site:		
Date/Time of Operation:		
Supervisor in Charge:		
Personnel on Crew:		
Time Fire Department Notified of Activity:		
TRIPOD (If Used)	YES	NO
Is the Tripod set up and stabilized correctly?	<input type="checkbox"/>	<input type="checkbox"/>
Are the Winch and Fall Arrest Device and Cables routed correctly?	<input type="checkbox"/>	<input type="checkbox"/>
AIR CART (If Used)	YES	NO
Does the Air Cart have enough airlines and masks:		
For the initial Rescue Team members?	<input type="checkbox"/>	<input type="checkbox"/>
The Backup Team?	<input type="checkbox"/>	<input type="checkbox"/>
Are the air cylinders full?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have spare air cylinders on site?	<input type="checkbox"/>	<input type="checkbox"/>
Does the air regulator work?	<input type="checkbox"/>	<input type="checkbox"/>
Does the low air alarm work on the device? (reg set to 100psi)	<input type="checkbox"/>	<input type="checkbox"/>
Are the Scott SKA Paks full and serviceable?	<input type="checkbox"/>	<input type="checkbox"/>
Are masks and air lines in serviceable condition?	<input type="checkbox"/>	<input type="checkbox"/>
SCBA's (If Used)	YES	NO
Are there enough SCBA's available?	<input type="checkbox"/>	<input type="checkbox"/>
Are there Spare Cylinders on site?	<input type="checkbox"/>	<input type="checkbox"/>
Serviceable condition?	<input type="checkbox"/>	<input type="checkbox"/>
Ropes, Hardware and Harnesses	YES	NO
Are all ropes and hardware inspected and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Are harnesses correctly sized for rescuers?	<input type="checkbox"/>	<input type="checkbox"/>
Air Monitoring Equipment	YES	NO
Do all Gas Meters have current calibration dates?	<input type="checkbox"/>	<input type="checkbox"/>
Are gas meters warmed up and bump tested as required in clean air?	<input type="checkbox"/>	<input type="checkbox"/>
Communications Equipment and Methods	YES	NO
Is your Communication Equipment adequate for the operation?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a way to maintain communication with the Rescue Team?	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Rescue Plan	YES	NO
Did you discuss Emergency Rescue Plans PRIOR to beginning?	<input type="checkbox"/>	<input type="checkbox"/>
Have you informed all team members of the rescue plan?	<input type="checkbox"/>	<input type="checkbox"/>
Have you informed the Fire Department of your confined space work?	<input type="checkbox"/>	<input type="checkbox"/>
Ventilation Fan(s)	YES	NO
Do you need a Ventilation Fan for your confined space work?	<input type="checkbox"/>	<input type="checkbox"/>
Will the fan provide adequate airflow for the space being ventilated?	<input type="checkbox"/>	<input type="checkbox"/>
Is the exhausted air being sent downwind from the rescuers and not towards the occupied area?	<input type="checkbox"/>	<input type="checkbox"/>
PPE	YES	NO
Are helmets and gloves available for each team member?	<input type="checkbox"/>	<input type="checkbox"/>
Does everyone know the Backup Team contact info?	<input type="checkbox"/>	<input type="checkbox"/>

City of Saratoga Springs' Entry Permit

Permit Space Location: _____

Purpose of Entry: _____

Entry
Permit Valid For Date: _____ to Date: _____

Time: _____ to Time: _____

PERMIT SPACE HAZARDS

Atmospheric	YES	NO
Oxygen Deficiency	<input type="checkbox"/>	<input type="checkbox"/>
Oxygen Enrichment	<input type="checkbox"/>	<input type="checkbox"/>
Explosive (Gas/Vapor)	<input type="checkbox"/>	<input type="checkbox"/>
Explosive Dust	<input type="checkbox"/>	<input type="checkbox"/>
Carbon Monoxide	<input type="checkbox"/>	<input type="checkbox"/>
Hydrogen Sulfide	<input type="checkbox"/>	<input type="checkbox"/>
Other Toxic gases/vapors	<input type="checkbox"/>	<input type="checkbox"/>
Engulfment	<input type="checkbox"/>	<input type="checkbox"/>
Configuration (Entrapment)	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical	<input type="checkbox"/>	<input type="checkbox"/>
Substance Hazardous to Skin or Eyes	<input type="checkbox"/>	<input type="checkbox"/>
Heat Stress	<input type="checkbox"/>	<input type="checkbox"/>
Other Potential Hazards (e.g., radiation, noise, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

PERSONNEL

Entrant(s)	Time In	Time
Out		
_____	_____	_____
_____	_____	_____

Attendant(s): _____

Entrant Supervisor(s): _____

COMMUNICATION PROCEDURES USED BY ENTRANT(S) AND ATTENDANT(S) check all that apply

- ☐ Visual ☐ Rope ☐ Voice
☐ Radio ☐ Other
(specify) _____

RESCUE AND EMERGENCY SERVICES

Emergency
Services: _____ Phone: _____

Summoning Procedure:

CONTROLS/EQUIPMENT check all that apply

- ☐ Isolation ☐ Lockout/Tagout
☐ Blanking/Blinding
☐ Doubleblock and Bleed
☐ Line break/Misalignment
☐ Other _____

- ☐ Inerting
☐ Purge/Clean
☐ Methods for safe cover removal and securing area

- ☐ Atmospheric Testing
☐ Periodic (Give interval) _____
☐ Continuous

- ☐ Ventilation
☐ Natural
☐ Continuous forced air
☐ Local Exhaust

- ☐ Entry Equipment
☐ Ladders
☐ Other _____

- ☐ Personal Protective Equipment
☐ Respiratory
☐ SCBA
☐ SAR
☐ Air Purifying

- ☐ Protective Clothing (specify) _____
☐ Eye and Face protection
☐ Hearing protection

- ☐ Rescue and Retrieval Equipment
☐ Full body harness
☐ Lifeline
☐ Tripod w/mechanical winch
☐ Explosion proof lighting

- ☐ Non-sparking tools

- ☐ Intrinsically Safe Electrical Equipment & GFCI

- ☐ Communication Equipment
☐ Radio
☐ Phone
☐ Other _____

- ☐ Hot Work Permit

- ☐ Fire Extinguishers

RESCUE PROCEDURES

ENTRY PERMIT continued from front

ATMOSPHERIC TESTING RECORD

CONDITION	ACCEPTABLE LEVEL	PRE-ENTRY READINGS		ENTRY READINGS	
		Time Reading	Time Reading	Time Reading	Time Reading
Oxygen	19.5% - 23.5%	_____	_____	_____	_____
Explosive (Gas/Vapor)	<10%LFL	_____	_____	_____	_____
Explosive Dust	<LFL (5 ft. visibility)	_____	_____	_____	_____
Carbon Monoxide	50 ppm	_____	_____	_____	_____
Hydrogen Sulfide	10 ppm	_____	_____	_____	_____
		_____	_____	_____	_____
		_____	_____	_____	_____
		_____	_____	_____	_____
Other Hazards (e.g., Heat Stress)		_____	_____	_____	_____

Name(s) or Initials of Testers: _____

Testing Equipment Used: Type: _____

Serial Number: _____

Type: _____

Serial Number: _____

ENTRY AUTHORIZATION

ENTRY AUTHORIZED BY:

Name: _____ Time: _____

Signature: _____ Date: _____

ENTRY CANCELLATION

Entry Cancelled by: _____ Time: _____

Signature: _____ Date: _____

Reason for Cancellation:

☐ Entry Operation Completed ☐ Prohibited Condition Arose

☐ Specify/Other: _____

POST ENTRY PERMIT AT ENTRANCE TO PERMIT SPACE

Title: **Emergency Generator Maintenance Protocol**

Date of Origin: **051508**

Responsible Party: **Public Works and Fire Personnel**

I. Policy:

The City is insured for its emergency generator equipment. Regular emergency generator maintenance is required for the continued safe operation of this equipment. This policy sets the standard emergency generator maintenance for all City owned and maintained emergency generators within the purview of the City's Departments of Public Works and Public Safety. The City hereby adopts the maintenance schedules advocated by its manufacturer and agrees to utilize the maintenance checklists published by its manufacture.

II. Protocol:

1. A **"Emergency Generator Repair and Maintenance Log"** shall be kept by the City Electrician for all emergency generators owned and maintained by the City. The Log shall be placed in a location that is clearly available for documentation purposes.
2. Each time a generator is started for other than emergency situation, protocols provided by its manufacturer will be followed.
3. **Monthly and Pre-Startup Checks** as applicable:
 - a. Check coolant level in the radiator and fill if necessary.
 - b. Check for any alarms, record hours run and engine starts.
 - c. Check coolant heater.
 - d. Check and record fuel level
 - e. Check battery and battery charger
 - f. Check radiator hoses for wears & cracks.
 - g. Pull the dipstick and check oil level in the crankcase to ensure oil is clean and proper level.
 - h. Check gaskets, piping and gage lines.
 - i. Determine if plastic safety guards are in place and allow free operation of the generator.
 - j. Clean air louvers so that they are free to move.
 - k. Clean radiator core of dirt and debris.
4. **Operation Checks** when engine is running as applicable:
 - a. Listen for crankshaft knocking and/or unusual engine noise.
 - b. Remain with the engine to make sure all operating pressures and temperatures have stabilized and are within design parameters.
 - c. Examine instruments and controls to determine they are operating properly.
 - d. Check the coolant and antifreeze solutions for clarity and add or change as needed.
 - e. Inspect and tighten all electrical connections.
 - f. Change the oil in the machine annually or as needed.
 - g. Record the readings as part of a permanent operating record.
5. An monthly checklist will be filled out for all generators and entered in **"Emergency Generator Repair and Maintenance Log."** Repairs made to emergency generators will be documented in the **"Emergency Generator Repair and Maintenance Log."**
6. Each emergency generator owned and maintained by the City shall be tested on a quarterly basis unless an emergency power failure has occurred which triggers the use of the emergency generator. Such emergency generator use will constitute an official test of the system at that building location.
7. Emergency generators called into emergency service shall undergo a thorough evaluation and operational check as to its continued viability.
8. Each test of a City owned and/or maintained generator shall documented in the **"Emergency Generator Repair and Maintenance Log"** be presented to the City's Safety Committee on a quarterly basis after each regularly scheduled test.

Building Contact Person/Telephone Number: _____

[illegible]

Title: **Excavation and Trenching Safety Protocols**

Date of Origin: **071508**

Responsible Party: **Public Works Administration**

I. Policy:

The City is developing this program to assure the safety of employees who work in or around excavations as part of their job duties. It is designed to protect employees, and the general public who work or travel in the vicinity of excavations. This program complies with the requirements of the Occupational Safety and Health Administration (OSHA) regulations, 29 CFR 1926 (Construction), Subpart P. This program applies to excavation work on all properties or projects performed by City employees regardless of the job site location. This program applies to excavations formed by any man-made cut, cavity, trench, or depression in an earth surface formed by the removal of earth materials. There are minimal requirements for excavations less than four feet deep. Excavations greater than four feet deep require oversight by a competent person and routine evaluation of hazards and selected controls per OSHA regulations.

II. Definitions:

Accepted Engineering Practices: the standards of practice required by a registered professional engineer.

Bell-bottom pier hole: a type of shaft or footing excavation, the bottom of which is made larger than the cross section above to form a belled shape.

Benching: a method of protecting employees from cave-in by excavating the sides of the excavation to form one or more horizontal steps, usually with vertical or near vertical surfaces between levels.

Cave-in: the movement of soil or rock into an excavation, or the loss of soil from under a trench shield or support system, in amounts large enough to trap, bury, or injure and immobilize a person.

Class A soil: cohesive soils with an unconfined, compressive strength of 1.5 ton per square foot (tsf) (144 kPa) or greater. Examples of cohesive soils are: clay, silty clay, sandy clay, clay loam and, in some cases, silty clay loam and sandy clay loam. Cemented soils such as caliche and hardpan are also considered Type A. However, no soil is Type A if:

- The soil is fissured; or
- The soil is subject to vibration from heavy traffic, pile driving, or similar effects; or
- The soil has been previously disturbed; or
- The soil is part of a sloped, layered system where the layers dip into the excavation on a slope of four horizontal to one vertical (4H:1V) or greater; or
- The material is subject to other factors that would require it to be classified as a less stable material.

Class B Soil: less cohesive soil (than class A) with an unconfined compressive strength greater than 0.5 tsf (48 kPa) but less than 1.5 tsf (144 kPa); or granular cohesionless soils including: angular gravel (similar to crushed rock), silt, silt loam, sandy loam and, in some cases, silty clay loam and sandy clay loam.

- Previously disturbed soils except those, which would otherwise be classed as Type C soil.
- Soil that meets the unconfined compressive strength or cementation requirements for Type A, but is fissured or subject to vibration; or
- Dry rock that is not stable; or
- Material that is part of a sloped, layered system where the layers dip into the excavation on a slope less steep than four horizontal to one vertical (4H:1V), but only if the material would otherwise be classified as Type B.

Class C Soil: non-cohesive soil with an unconfined compressive strength of 0.5 tsf (48 kPa) or less; or granular soils including gravel, sand, and loamy sand; or submerged soil or soil from which water is freely seeping; or submerged rock that is not stable, or material in a sloped, layered system where the layers dip into the excavation on a slope of four horizontal to one vertical (4H:1V) or steeper.

Competent person: one who has been trained to identify hazards in the workplace, or working conditions that are unsafe for employees, and who has the authority to have these hazards eliminated or controlled. ***In the case of this policy, the competent person shall be the working site supervisor who shall remain on site for the duration of the excavation and trenching project.***

Distress: the soil is in a condition where a cave-in is imminent or is likely to occur. Distress is evidenced by such phenomena as the development of: fissures in the face of or adjacent to an open excavation; the subsidence of the edge of an excavation; the slumping of material from the face or the bulging or heaving of material from the bottom of an excavation; the spalling of material from the face of an excavation; and raveling, i.e., small amounts of material such as pebbles or little clumps of material suddenly separating from the face of an excavation and trickling or rolling down into the excavation.

Face: the vertical or inclined earth surfaces formed as a result of earth removal.

Excavation: any man-made cut, cavity, trench, or depression in an earth surface formed by earth removal.

Fissured: a soil material that has a tendency to break along definite planes of fracture with little resistance, or a material that exhibits open cracks, such as tension cracks, in an exposed surface.

Hazardous atmosphere: an atmosphere that is explosive, flammable, poisonous, corrosive, oxidizing, irritating, oxygen deficient, toxic, or otherwise harmful that may cause death, illness, or injury.

Kickout: the accidental movement or failure of a cross brace in a protective system.

Layered system: two or more distinctly different soil or rock types arranged in layers. Micaceous seams or weakened planes in rock or shale are considered layered.

Maximum allowable slope: the steepest incline of an excavation face that is acceptable for the most favorable site conditions as protection against cave-ins, and is expressed as the ratio of horizontal distance to vertical rise (H:V).

Means of egress: the safe means for personnel to enter or exit.

Owner: refers to the owner of the underground installation (i.e. utility).

Protective system: a method of protecting personnel from cave-in, material falling or rolling from an excavation face into an excavation, or from the collapse of adjacent structures. Protective systems include support systems, sloping and benching systems, shield systems, and other systems that provide the necessary protection.

Spoil: soil removed from the excavation.

Stable rock: **natural** solid mineral matter that can be excavated with vertical sides and remain intact while exposed.

Surcharge: an excessive vertical load or weight caused by spoil, overburden, vehicles, equipment, or activities that may affect stability.

Trench: a narrow excavation (in relation to its length) made below the surface of the ground, typically long, deep, and not more than 15 feet wide (measured at the bottom of the excavation).

Trench box: a pre-built shielding system used to protect personnel in an excavation, which is designed to withstand cave-in.

Unconfined compressive strength: the load per unit area at which a soil will fail in compression. It can be determined by laboratory testing, or estimated in the field using a pocket penetrometer, by thumb penetration tests, and other methods.

III. Responsibilities:

1. City Responsibilities:
 - a. The City is expected to maintain a safe and healthy living, learning, and working environments for employees, and visitors to our City.
 - b. Any City department performing excavation work must appoint a "competent person(s)" to ensure compliance with this program.

- c. The department must ensure that any person designated as the “competent person(s)” must be knowledgeable in the responsibilities of what a competent person’s responsibilities are on site.
2. Competent Person(s) - Site Supervisor Responsibilities:
Competent persons designated by the department will perform the following tasks as mandated by OSHA at each job site:
 - a. Be familiar with soil analysis and determine the class of soil for each excavation.
 - b. Determine the appropriate protective system for potential cave in. Be familiar with protective systems and how to use them.
 - c. Determine appropriate elimination or control for all hazards, including protection from potential cave-in.
 - d. Conduct site inspections in accordance with the requirements outlined in this program and maintain necessary documentation.
 - e. Ensure appropriate personal protective equipment is provided and worn.
3. Employee(s) Responsibilities:
Employees who work in or around excavations must:
 - a. Follow the requirements of this program.
 - b. Attend required training.
 - c. Wear assigned personal protective equipment.
4. Contractors:
 - a. Contractors must comply with all local, state, and federal safety requirements, and must assure that all its employees performing work on behalf of the City have been suitably trained and are provided appropriate personal protective equipment per the OSHA requirements.
 - b. Contractors performing excavation work on behalf of the City must coordinate their work with Public Works Department personnel to assure related activities, such as utility identification, location, and shutdown are addressed.

IV. Training:

1. Employees Entering Excavations: Each employee required to enter an excavation greater than four feet deep must be reminded of the hazards regarding excavation and trenching and be reminded of the required methods of protection.
2. Employee Designated as the Worksite’s Competent Person(s): Designated departmental competent persons shall have responsibility of performing inspections and providing oversight to the project at hand. These designated competent person(s) shall have responsibility for the recognition and implementation of:
 - Hazards related to excavation work;
 - Work practices and selection of protective systems;
 - Methods of evaluating the site and conducting inspections;
 - Requirements of this program and any related programs; and
 - Emergency procedures.

V. General Requirements:

1. Contact DIGSAFELYNY at least 72 hours prior to the anticipated start date to have all utilities identified and marked.
2. Once the ticket has been cleared and all utilities located, digging may begin.
3. Appropriate authorities must be notified if a gas or other hazardous substance leak occurs during excavation activities.
4. If personnel will be entering the excavation, the designated competent person must determine the appropriate protective system for potential cave in.
5. In most cases, soils at locations throughout the City are considered to be class B soil. Best and safest practice is to assume the worst class of soil (class C) and implement appropriate protective systems for class C soil or use an appropriate trench box for the size and depth of the excavation.
6. Prior to personnel entering the excavation, and as necessary throughout the shift, the designated competent person must perform an excavation assessment to identify hazardous conditions and determine protective measures. This evaluation must be documented.
7. All hazards identified must be eliminated or controlled prior to personnel entering the excavation. The site evaluation shall be documented on the Excavation Assessment Form provided in this program.

VI. Excavation Assessment Form Instructions:

Instructions and guidance for performing the site evaluation and completing the [Excavation Assessment Form](#) (see Exhibit 1) are provided below:

1. **Location:** (specify the location of the excavation)
2. **Date/Time:** (specify the date and time that the excavation is being evaluated)
3. **DIGSAFENY Ticket Number:** (specify the ticket number given by the DIGSAFENY system verifying that notification and approval to dig has been given). DIGSAFENY must be contacted (call 1-800-962-7962) prior to digging regardless of anticipated depth or location in order to identify sewer, telephone, fuel, electric, water lines, fiber optics, etc. Clearance to dig may take up to 72 hours. Excavators are required to keep the ticket number with them on the job site.
4. **Date/time Cleared:** (specify the date and time that clearance was received)
5. **Excavation Depth:** (check one of the boxes for the anticipated depth of the excavation and follow the required action associated with the box checked)
 - ii. If "< 4 feet or personnel will not be entering" is checked, DIGSAFENY must be contacted only. The remainder of the form does not need to be completed provided there are no additional hazards.
 - iii. If "between 4 and 20 feet" is checked, all hazards must be identified and effectively controlled prior to personnel entering.
 - iv. If "> 20 feet" is checked, the competent person must contact the City Engineer for additional review and compliance assurance.
6. **Cave-in: any soil class:** If a trench box will be used, check this box. Soil does not have to be analyzed and classified. The trench box must be appropriate for the excavation depth and used according to manufacturer's recommendations.
7. **Cave-in: assume Class C:** If the excavation walls will be sloped or benched 1 ½ to 1 (34°), check this box. Note: This box cannot be checked if the excavation is a bell-bottom pier hole, protective systems for class C soil cannot be implemented, or timber or aluminum shoring will be installed.
8. **Cave-in: all other (includes class A or B soil, bell-bottom pier holes, and the use of aluminum or timber shoring systems):** If one of the two previous options cannot be selected and implemented, check this box. The City Engineer and/or his/her designee must be contacted for additional oversight, analysis, and review.
9. **Surface Encumbrances:** All equipment, materials, supplies, permanent installations (e.g. buildings, roadways), trees, brush, boulders, and other objects at the surface of the excavation that could present a hazard to personnel working in the excavation must be removed or supported, as necessary, to protect personnel. (Check either N/A for not applicable or not present, or "removed or supported" for those items moved at least two feet from the edge of the excavation or shored/supported.)
 - i. Materials piled, grouped, or stacked near the edge of an excavation must be stable and self-supporting.
10. **Underground Installations:** Arrangements must be made as necessary by the competent person with the appropriate utility agency for the protection, removal, shutdown, or relocation of underground installations identified by DIGSAFENY. (Check the appropriate control measure taken.)
 - i. Work on such installations shall only be conducted by authorized personnel (i.e. the owner of the installation).
 - ii. If it is not possible to establish the exact location of underground installations, the work may proceed with caution provided detection equipment or other safe and acceptable means (e.g. hand digging) are used to locate the utility as the excavation is opened and each underground installation is approached.
11. **Access/Egress:** Stairs, ladders, or ramps must be provided where personnel must enter excavations four feet or more in depth, and must comply with OSHA rules and regulations. The maximum distance of travel in an excavation to a means of egress shall not exceed 25 feet. (Check the appropriate box for the control measure selected.)
12. **Vehicular Traffic:** Excavations affecting vehicular traffic must be barricaded and warnings provided to oncoming traffic. Additional precautions for personnel (i.e. high visibility warning vests, hard hats, etc.) may be required. (Check the appropriate box for the control measure selected.)
 - i. Personnel designated to flag traffic must comply with the NYS Department of Transportation's guidelines for flagging.
13. **Falling Loads:** Personnel shall not be permitted underneath loads handled by lifting or digging equipment. All personnel are required to stand away from any vehicle being loaded or unloaded. (Check the box to verify that personnel have been informed to stay clear of loading equipment.)
 - i. Vehicle operators may remain in the cabs of vehicles being loaded or unloaded by lifting/digging equipment provided the vehicle cab is reinforced or otherwise adequately protected from impact.
14. **Mobile Equipment:** When mobile equipment is operated adjacent to the edge of an excavation, a warning system must be used when the operator does not have a clear and direct view of the edge of the excavation. The warning system may consist of barricades, hand or mechanical signals, signs/flags, or stop logs. If possible, the surface grade will slope away from the excavation. (Check the type of warning system to be used.)

- 15. Hazardous Atmospheres:** Atmospheric testing must be conducted in excavations over four feet deep **where a hazardous atmosphere could reasonably be expected to exist** (e.g. in or near landfill areas, near hazardous substance storage, near gas pipelines, when hazardous chemicals are used in the excavation, etc.). This determination is made by the competent person during excavation evaluation and/or inspection.
- Atmospheric monitoring must be performed using a properly calibrated, direct reading instrument with audible and visual alarms. Monitoring must be continuous where controls are used to reduce the level of atmospheric contaminants. Monitors must be maintained and calibrated in accordance with manufacturer's specifications. (Fill in the results of the atmospheric testing.)
 - Acceptable entry conditions for atmospheric hazards include:
 - Oxygen content between 19.5 and 23.5 percent.
 - Carbon monoxide (CO) concentration is less than 20 ppm.
 - Hydrogen sulfide (H₂S) concentration is less than 5ppm.
 - Lower explosive level is less than 10 percent.
 - Precautions must be taken to prevent personnel exposure when the limits expressed above are not met. These precautions include providing forced ventilation (preferred) or appropriate respiratory protection in accordance with City of Saratoga Springs' Fire Department's Respiratory Protection Program. (Check the appropriate box if respiratory protection or forced air ventilation is required.)
 - Emergency rescue equipment, such as breathing apparatus, a safety harness and line, or a basket stretcher, shall be readily available where hazardous atmospheric conditions exist or may reasonably be expected to develop during work in an excavation. This equipment shall be attended when in use.
- 16. Water Accumulation:** Personnel are not permitted to work in excavations that contain, or are accumulating, water unless precautions have been taken to protect personnel from hazards posed by water accumulation. These precautions may include special support or shield systems to protect from cave-in, water removal by mechanical pump to control the level of accumulating water or the use of safety harnesses and lifelines. (Check the appropriate box for the control measure selected.)
- If water is controlled or prevented from accumulating by the use of water removal equipment, a person familiar with the equipment must monitor the equipment and operation.
 - If excavation work will interrupt the natural drainage of surface water, such as streams, diversion ditches, dikes, or other suitable means must be used to prevent surface water from entering the excavation. Precautions must also be taken to provide adequate drainage of the area adjacent to the excavation.
 - Excavations subject to runoff from heavy rains must be re-inspected by the competent person to determine if additional precautions should be taken.
- 17. Adjacent Structures:** Where the stability of adjoining buildings, walls, or other structures is endangered by excavation operations, support systems such as shoring, bracing, or underpinning shall be provided to ensure the stability of such structures for the protection of personnel.
- Excavations below the level of a base or footing of any foundation or retaining wall that could reasonably be expected to pose a hazard to personnel is not permitted unless:
 - A support system, such as underpinning, is provided to ensure the safety of personnel and the stability of the structure; or
 - A registered professional engineer has approved the determination that the structure is sufficiently removed from the excavation so as to be unaffected by the excavation activity; or
 - A registered professional engineer has approved the determination that such excavation work will not pose a hazard to employees.
 - Note: Where review or approval of a support system by a registered professional engineer is required, the competent person must secure this in writing before work begins. A copy of this approval must be provided to Risk and Safety Management.
- 18. Loose Rock or Soil:** Adequate protection must be provided to protect employees from loose rock, soil, or other materials that could pose a hazard by falling or rolling from an excavation face. Such protection may consist of:
- Scaling to remove loose material;
 - Installation of protective barricades, such as wire mesh or timber, at appropriate intervals on the face of the slope to stop and contain falling material; or
 - Benching sufficient to contain falling material.
 - Keeping materials/equipment at least two feet from the edge of the excavation.
 - Use of restraining devices for materials/equipment that are sufficient to prevent materials/equipment from falling or rolling into the excavation.
- 19. Fall Protection:** Standard guardrails, fences, or barricades must be provided for excavations adjacent to walkways, driveways, and other pedestrian or vehicle thoroughfares. Walkways or bridges for public and site personnel to cross over excavations must be provided when the excavation width is greater than 30 inches and depth is greater than four feet. Walkways or bridges must have standard guardrails and be at least 19 inches wide. If the walkway will serve the general public, it must be at least 36" wide, or the width of the building exit door(s), if serving as the

exit for that building, whichever is greater. Where personnel will be working or passing under such walkways, a toe board must be installed on the walkway.

- i. Wells, holes, pits, shafts, and similar excavations must be effectively barricaded or covered and posted as necessary to prevent unauthorized access. All temporary excavations of this type must be backfilled as soon as possible.
- 20. Security (overnight):** Barricades and/or fencing to restrict access, warning signs, and adequate lighting must be provided as necessary to protect the public from sunset to sunrise.
- 21. Personal Protective Equipment:** (Indicate minimum required PPE for entry into excavation.)
- 22. Entry Authorization:** Once the competent person has evaluated site conditions and necessary control measures have been implemented, the competent person shall sign the Excavation Assessment Form and post it at the excavation entrance or other central location.
 - i. Personnel shall not enter the excavation until this assessment has been completed, control measures implemented, and competent person signature is on the form!
 - ii. All entrants should review the information provided on the assessment form so that hazards are known and protective measures are understood.
 - iii. If any of the protective systems identified on the form have been altered, removed, or damaged, entry should not occur until the competent person has re-evaluated the situation and corrective measures implemented.
- 23. In Case of Emergency, Call 911 Immediately!** Personnel shall have a means for contacting emergency services in the event of an emergency. When cell phones are primary means of contact, **584-1800** shall be dialed. When radio contact is the primary means of contact, personnel must be available at the base station with a phone system available.

VII. Protective Systems:

1. Personnel entering excavations greater than four feet deep shall be protected from cave-in by using an adequate sloping/benching system or an adequate support/ protection system.
2. Excavations less than four feet deep where examination of the ground by the competent person indicates a potential cave-in may require a protective system.
3. Protective systems shall be capable of resisting all loads that could reasonably be expected to be applied to the system.

A. Trench Boxes:

- (1.) Trench boxes are pre-built shield systems designed to manufacturer's instructions.
- (2.) These boxes must be used in accordance with all specifications, recommendations, and limitations issued or made by the manufacturer.
- (3.) Trench boxes must be used at a depth not greater than that for which they are designed.
- (4.) The shield must be installed in a safe manner to restrict lateral or other hazardous movement of the shield in the event of the application of sudden lateral loads (i.e. cave-in).
- (5.) The closer a properly constructed trench shield is to the trench wall, the less the chance that it could be dislodged by a lateral force.
- (6.) Personnel shall not be allowed in trench boxes when they are being installed, removed, or moved vertically or horizontally (where hazardous).

B. Sloping and Benching:

Sloping or benching system requirements are specified below for excavations between 4 and 20 feet deep:

- (1.) The preferred option is for the competent person to assume the most unstable class of soil, Class C, and slope/bench the sides to 1 ½ H to 1 V (34°).
- (2.) If the excavation site does not allow for sloping at a 34° angle and a trench box is not used, the competent person must test the soil to prove that it is actually class B soil (and not class C soil), and slope/bench the walls to 1 H to 1 V (45°).
- (3.) Personnel shall not be permitted to work above other personnel on the faces of sloped or benched systems except when personnel at lower levels are protected from the hazard of falling, rolling, or sliding material/equipment.

C. Support Systems:

Where pre-assembled shield systems and sloping/benching is not available or feasible, the competent person must implement an appropriate system designed to OSHA criteria. Examples of this include, but are not limited to: timber or aluminum hydraulic shoring), designed to tabulated data (i.e. manufacturer data or the use of tables and charts), or designed by a registered professional engineer – the City Engineer.

VIII. Inspections:

1. Daily Inspections:

- A. The competent person must conduct daily inspections of excavations, adjacent areas, and protective systems for evidence of a situation that could result in possible cave-in, protective structure failure, hazardous atmospheres, and verification that control measures remain in place are continue to be effective.
- B. Daily inspections must be conducted prior to personnel entering the excavation each day and as needed throughout the shift.
- C. Inspection is especially critical on Mondays, where rain or other changing conditions occurring over the weekend have deteriorated soil conditions and/or protective systems.
- D. If personnel will not be entering the excavation on a given day, inspection is not required.
- E. Note: There is no regulatory requirement stating that the competent person must be on site at all times; however, the competent person must be present to make those inspections necessary to identify situations that could result in hazardous conditions (e.g. possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions), and then to insure that corrective measures are taken. It is, therefore, subject to the conditions present at each individual worksite whether or not a competent person is required to be present at the job site at all times. The competent person must be available should situations arise that require attention.
- F. Where the competent person or personnel entering the excavation find evidence of a situation that could result in a possible cave-in, protective system failure, hazardous atmosphere, or other hazardous conditions, exposed personnel shall evacuate the excavation until the situation has been corrected.

2. Additional Inspections:

- A. Inspections shall also be made after each hazard-changing event, such as a heavy rainstorm.
- B. There is an **"Inspection Log"** provided on the back of the **Excavation Risk Assessment Form** for documenting inspections.

IX. Emergency Protocols:

A typical trench collapse involves three to five cubic yards of soil, or about 6,000 to 20,000 pounds! Hazardous effects include compression and asphyxiation. Typical extrication can take one to seven hours depending on the conditions of the cave in. Individuals should not place themselves at risk in order to save the life of another. Such situations too often lead to the death of the would-be-rescuer as well as the person originally in danger. It is the intent of this program to minimize the associated risks with excavation work and focus on accident prevention.

The City of Saratoga Springs' Fire Department is the designated response agency for cave in emergencies.

The first and most important action that can be taken in the event of a cave in is to activate the emergency response system by **CALLING 911**.

Take the following immediate action onsite while waiting for emergency personnel:

- If victim is not visible, try to identify the area where the victim most likely is located as closely as possible.
- Immediately request the City's vacuum if not on site already.
- Begin hand digging, if it is safe to approach the site of the collapse.
- DO NOT USE mechanical excavating equipment to dig the person out due to the potential for additional injury, crushing, or dismemberment.
- Designate ONE individual to meet the fire department upon their arrival and brief them on the situation.
- Assemble materials and equipment that may be beneficial during rescue operations, such as shovels, plywood/lumber, ladders, buckets, etc.
- Clear the area so that rescue personnel have access to the site.

X. Reporting:

- 1. All "Excavation Risk Assessment Forms" shall be filed with Risk and Safety Management upon the completion of each project.
- 2. The individual designated as the "Competent Person – Site Supervisor" for the project shall be responsible for completing the "Excavation Risk Assessment Form" and forwarding it to Risk and Safety.
- 3. Excavation Risk Assessment Reports shall be tracked and trended by the City Safety Committee.

XI. Compliance:

Every City employee working in an excavation and trenching project governed by this policy shall be expected to adhere to the OSHA, PESH and City standards as outlined herein. Failure to comply with these regulatory mandates shall result in disciplinary measures in accordance with the employee's collective bargaining agreement.

REFERENCES:

<http://www.ehss.vt.edu>; Excavation Safety

Published Sources:

Occupational Safety and Health Administration (OSHA) regulations are available online at www.osha.gov, 29 CFR 1926 Construction Standards, Subpart P

On-line Information:

OSHA at <http://www.osha.org>



City of Saratoga Springs' Excavation and Trenching Risk Assessment Form

PROJECT INFORMATION			
Location:		Date/Time:	
DIGSAFELYNY Ticket No:		Date/Time Cleared:	
Excavation Depth:		Required Actions:	
<input type="checkbox"/>	Less than 4 feet or personnel will not be entering	Contact DIGSAFELYNY only. Remainder of this assessment form does not need to be completed provided there are no additional hazards, such as potential cave-in, high traffic area, etc.	
<input type="checkbox"/>	Between 4 and 20 feet	Continue completing this form. Keep on file.	
<input type="checkbox"/>	>20 feet	Contact City Engineer for special requirements.	
HAZARD		SPECIFY CONTROL MEASURE (N/A IF NOT APPLICABLE)	
Cave-in: any soil class		<input type="checkbox"/> Trench Box (soil does not have to be classified)	
Cave-in: assume Class C		<input type="checkbox"/> Slope/bench 1 ½ H to 1 V (34°)	
Cave-in: all other situations		<input type="checkbox"/> Contact EHSS or Facilities Safety for guidance	
Surface Encumbrances	<input type="checkbox"/> N/A	<input type="checkbox"/> Removed <input type="checkbox"/> Supported	
Underground Installations	<input type="checkbox"/> N/A	<input type="checkbox"/> Protected/supported <input type="checkbox"/> Owner action required	
Access/Egress required at 4'	<input type="checkbox"/> N/A	<input type="checkbox"/> Ladder <input type="checkbox"/> Ramp <input type="checkbox"/> Stairs (within 25')	
Vehicular Traffic	<input type="checkbox"/> N/A	<input type="checkbox"/> Barricades <input type="checkbox"/> Signs <input type="checkbox"/> Flag person	
Falling Loads	<input type="checkbox"/> N/A	<input type="checkbox"/> Personnel clear of equipment being loaded	
Mobile Equipment	<input type="checkbox"/> N/A	<input type="checkbox"/> Barricade/stop log <input type="checkbox"/> Signs/flags <input type="checkbox"/> Signalman	
Hazardous Atmosphere ___ O ₂ , ___ CO, ___ H ₂ S, ___ LEL	<input type="checkbox"/> N/A	<input type="checkbox"/> Forced air ventilation <input type="checkbox"/> Respiratory protection <input type="checkbox"/> Continuous air monitoring required	
Water Accumulation	<input type="checkbox"/> N/A	<input type="checkbox"/> Pump <input type="checkbox"/> Safety harness with life line <input type="checkbox"/> Diversion <input type="checkbox"/> Drainage	
Adjacent Structures	<input type="checkbox"/> N/A	<input type="checkbox"/> Shored <input type="checkbox"/> Braced <input type="checkbox"/> Underpinned <input type="checkbox"/> RPE review	
Loose Rock or Soil	<input type="checkbox"/> N/A	<input type="checkbox"/> Spoil piles at least 2' from edge <input type="checkbox"/> Scaling <input type="checkbox"/> Protective barrier <input type="checkbox"/> Benching <input type="checkbox"/> Restraint device	
Fall Protection	<input type="checkbox"/> N/A	<input type="checkbox"/> Barricades 6' from edge <input type="checkbox"/> Guardrails on walkways	
Security (overnight)	<input type="checkbox"/> N/A	<input type="checkbox"/> Fencing/barricades <input type="checkbox"/> Holes covered <input type="checkbox"/> Warning signs <input type="checkbox"/> Lighting	
Personal Protective Equipment	<input type="checkbox"/> N/A	<input type="checkbox"/> Work boots <input type="checkbox"/> Hard hat <input type="checkbox"/> Safety glasses	
ENTRY AUTHORIZATION			
Competent Person/Site Supervisor:			
In case of emergency:		<input type="checkbox"/> Dial 911 <input type="checkbox"/> Dial Pat Design <input type="checkbox"/> Radio base station	

City of Saratoga Springs' Excavation and Trenching Risk Assessment Form Cont.

Date/Time Weather	Inspection Results	Corrective Action(s) taken (describe):
	<input type="checkbox"/> All conditions acceptable <input type="checkbox"/> Hazardous condition detected (specify):	<input type="checkbox"/> No corrective action(s) required at this time. <input type="checkbox"/> Corrective action required (specify):
	<input type="checkbox"/> All conditions acceptable <input type="checkbox"/> Hazardous condition detected (specify):	<input type="checkbox"/> No corrective action(s) required at this time. <input type="checkbox"/> Corrective action required (specify):
	<input type="checkbox"/> All conditions acceptable <input type="checkbox"/> Hazardous condition detected (specify):	<input type="checkbox"/> No corrective action(s) required at this time. <input type="checkbox"/> Corrective action required (specify):
	<input type="checkbox"/> All conditions acceptable <input type="checkbox"/> Hazardous condition detected (specify):	<input type="checkbox"/> No corrective action(s) required at this time. <input type="checkbox"/> Corrective action required (specify):
	<input type="checkbox"/> All conditions acceptable <input type="checkbox"/> Hazardous condition detected (specify):	<input type="checkbox"/> No corrective action(s) required at this time. <input type="checkbox"/> Corrective action required (specify):
	<input type="checkbox"/> All conditions acceptable <input type="checkbox"/> Hazardous condition detected (specify):	<input type="checkbox"/> No corrective action(s) required at this time. <input type="checkbox"/> Corrective action required (specify):
	<input type="checkbox"/> All conditions acceptable <input type="checkbox"/> Hazardous condition detected (specify):	<input type="checkbox"/> No corrective action(s) required at this time. <input type="checkbox"/> Corrective action required (specify):
	<input type="checkbox"/> All conditions acceptable <input type="checkbox"/> Hazardous condition detected (specify):	<input type="checkbox"/> No corrective action(s) required at this time. <input type="checkbox"/> Corrective action required (specify):

SITE SUPERVISOR COMPLETING THIS FORM: _____

DATE _____

Title: Employee Identification Card Program 060110

Date of Origin: 032007

Responsible Party: Police Department and Safety Committee

I. Policy:

The Employee Identification Card Program is a supplementary program of the City of Saratoga Springs' Workplace Violence Prevention Program. This policy sets the standard for the issuance of employee identification cards to all those individuals employed by the City of Saratoga Springs (City) on a full time, part time and volunteer basis. The City of Saratoga Springs' Police Department shall be responsible for the ownership of the identification card hardware and software and shall have the responsibility of issuing identification cards on behalf of all City departments at the request of Civil Service and the Office of Risk and Safety.

II. Definitions:

City of Saratoga Springs Identification (ID) Card: An identification card provided by the City for the purpose of identifying those individuals who are employed by the City in a full time, part time or volunteer capacity.

Civilian Employee: An individual who is designated by Civil Service as qualified to perform a City department duty and who is employed on a regular and ongoing basis, is physically present in the performance of his/her duties and not a uniformed employee of the police or fire departments.

Department Head: Commissioner and/or Mayor for the purposes of this policy.

Fire Department Employee: An individual who is designated by Civil Service as qualified to perform fire department duties and who is employed on a regular and ongoing basis and is physically present in the performance of his/her duties.

Full Time Employee: An individual who is employed on a regular and ongoing basis and is physically present in the performance of his/her duties. This definition also includes those individuals employed as permanent part-time employees who are employed on a regular and ongoing basis and physically present in the performance of their job duties.

Police Department Employee: An individual who is designated by Civil Service as qualified to perform police department duties and who is employed on a regular and ongoing basis and is physically present in the performance of his/her duties.

Issuing Official: The department head that is authorized to request the issuance, replacement, or surrender of an identification card for an individual within their department's employ.

Official Capacity: An individual while in the employ of the City conducting City business.

Property: Any property owned or leased by City of Saratoga Springs.

III. Procedure:

1. Every individual employed by the City will be issued an official City of Saratoga Springs' Identification Card.
2. The City's Identification Card technology will be maintained under the direct control of the City of Saratoga Springs Police Department. Civil Service, and the Office of Risk and Safety shall be given access to the Identification Card technology as is necessary to complete the requirements of this program.
3. The Police Department shall have the responsibility of issuing each new employee an Identification Card upon the request of Civil Service. The Identification Card must be worn prominently by all civilian staff on the employee's outer clothing between shoulder and waist with the photo side facing out when an employee is on duty and in the employ of the City on City business.
4. Police, Fire and Public Works field personnel will maintain identification cards per the protocols established within their respective departments.

5. Identification Cards will be used to:
 - a. Provide reliable and controlled identification.
 - b. Provide a cost-efficient and controlled method of obtaining access to certain areas of City owned, operated and/or maintained property.
 - c. Confirm to other members of the workforce the authorized presence of a person.
6. The face plate of civilian identification cards shall contain the following:
 - a. Name - (First, middle initial, last). If space for the full name is insufficient, the first name may be reduced to an initial. Hyphenated last names will be allowed.
 - b. Photograph - a full-face color image.
 - c. Job title.
 - d. Logo – City of Saratoga Springs, NY logo and name.
7. The face plate of fire department identification cards shall contain the following:
 - a. Name - (First, middle initial, last). If space for the full name is insufficient, the first name may be reduced to an initial. Hyphenated last names will be allowed.
 - b. Photograph - a full-face color image.
 - c. Paramedic Status
 - d. Employee Number
 - e. Position Rank
8. The face plate of police department identification cards shall contain the following:
 - a. Name - (First, middle initial, last). If space for the full name is insufficient, the first name may be reduced to an initial. Hyphenated last names will be allowed.
 - b. Photograph - a full-face color image.
 - c. Police Badge Number
 - d. Employee Number
 - e. Position Rank
9. The back of each employee identification card shall provide personal employment information relevant to the department in question.
10. The City's official Identification Card may not be defaced, pierced, or visually obstructed in any manner. Stickers, pins or other items affixed to the Identification Card will impair its purpose and performance.
11. The Identification Card shall be used solely by the individual to whom it is issued, and under no instances shall it be transferred to any other individual for use.
12. Lost, damaged, or stolen Identification Cards must be reported to the Office of Risk and Safety within seventy-two (72) hours of the determination of loss. Employees having lost, misplaced or had their identification card stolen shall be responsible for the cost of replacement.
13. Department Heads shall be responsible for enforcing this policy with regard to the employees assigned to their divisions in support of the City's Workplace Violence Program.

Title: **Emergency Evacuation Policy: City Owned Building**

Date of Origin: **020304**

Responsible Party: **All City Personnel**

Policy:

The City of Saratoga Springs is committed to provide a safe working environment for all of its employees. This policy details emergency evacuation procedures for City employees. It details measures for the notification of an emergency situation and the process by which an emergency evacuation should be conducted. The Office of Risk and Safety shall be the City representative having responsibility for the management and implementation of this plan in conjunction with representatives from the Department of Public Safety. An Emergency Situation requiring evacuation is defined as any event that poses immediate threat to the life, health and well being of any individual(s). In the event any person within a City building discovers an emergency, the following measures will be undertaken:

Emergency Protocols: What to do in an EMERGENCY:

Active Shooter: If you are in a building when a shooting occurs, take the following steps:

- Lock or barricade all doors. **KEEP OUT OF SIGHT.**
- **Call 911** to provide your location, report any injuries, or provide a description of the assailant(s) (e.g., name, number of suspects, gender, race, clothing, physical features, and type of weapon(s)).
- Move away from the windows and doors and stay low/behind available heavy objects.
- Turn cell phones to vibrate.
- Remain in the secured area until you are removed by law enforcement.
- Do not attempt to rescue anyone if it will further endanger persons within the secured area.
- If you encounter police officers follow their commands immediately and completely.

Bomb Threat: If a bomb threat is received by phone, take the following steps:

- Record info regarding the bomb threat and have it available for the police when they arrive.
- If your phone has a display, copy the number or letters on the window display.
- *The most crucial information you can obtain from the caller is detonation time, location, and appearance of the bomb.*
- Don't hang up. Have someone **call 911** from another phone. Give the phone number for the location that received the bomb threat.

If a ***bomb threat is received by note or email***, take the following steps:

- **Call 911.**
- Do not handle the note or erase the email.

If a ***suspicious object is found or arrives in the mail***, take the following steps:

- **Call 911.**
- Do not touch or move the object.
- Evacuate the immediate area.
- Stop anyone from entering where the object is located.

Signs of a suspicious package:

- No return address or excessive postage or an unexpected delivery
- Physical appearance including stains, strange odor or strange sounds

Evacuation procedures:

- Walk, don't run.
- Do not use elevators.
- Move a safe distance from the building.
- If you know of hazards or trapped persons, tell the nearest police officer.
- Do not re-enter the building.

Chemical, Radioactive, or Biological Spill: In the event of a spill, take the following steps:

- **Call 911.**
- Warn others nearby of the spill and avoid breathing vapors.
- Direct potentially contaminated people to stay in a controlled area.

- Do not allow others into the area, even to retrieve personal belongings.
- Do not spread contaminants. Take off your shoes before walking to other parts of the building.

Criminal Activity: If you become aware of criminal activity, take the following steps:

- **Call 911.**
- Do not attempt to apprehend or interfere with a criminal.
- Note the criminal's characteristics: height, weight, sex, race, age, clothing, weapon (if any), and direction and method of travel.
- If the criminal flees the scene in an automobile, note the license plate, make, model, color, and any other characteristics of the vehicle.

Fire: If you discover a fire, take the following steps:

- Manually activate the fire alarm.
- Immediately exit the building and close the door(s) behind you.
- Tell others in the area there is a fire.
- **Call 911** when you have reached safety.

If you are trapped during a fire, take the following steps:

- Wet and place cloth material around and under the door to prevent smoke from entering.
- Close as many doors as possible between you and the fire.
- Be prepared to signal someone outside, but do not break glass until absolutely necessary as smoke may be drawn into the room.

If caught in smoke, take the following steps:

- Drop to the floor and crawl toward an exit.
- Stay as low as possible.
- Take shallow breaths through your nose and use a shirt or towel as a filter.

Flooding: In the event of flooding, take the following steps:

- If it's safe to do so, turn off electrical equipment and secure experiments, vital equipment, records, and hazardous material by moving it to higher ground.
- Call 911 to report hazardous substances that may contaminate flood waters.
- Do not dump flood water down the storm drain unless doing so is approved by environmental health and safety staff.

Medical Emergencies: In the event of a medical emergency, take the following steps:

- **Call 911.** Do not move the person unless he or she is in danger.
- Avoid leaving the person except to summon help.

Power Outages: In the event of a major City-wide outage, take the following steps:

- Turn off lights and unplug all electrical equipment, including computers.
- Do not light candles or other flames.
- Call the Department of Public Works at 518-587-3550 ext 2544 during business hours or the Police Department at 518-584-1800 after hours to report a power outage.

Gas Smell: Inside the building

- **Call 911** and evacuate the area
- **Do Not** touch any electrical outlets or equipment
- Call the Department of Public Works at 518-587-3550 ext 2544 during business hours or the Police Department at 518-584-1800 after hours to report an odor of gas.

Workplace Violence: If you notice workplace violence, including intimidation, threats, physical attack or property damage, take the following steps:

- **Call 911** and immediately activate your panic button if you have one. Provide a location and description of the assailant or suspicious individual.
- Seek cover behind a locked door.

Emergency Evacuation Protocol:

In the event any person within a City building discovers an emergency, the following measures will be undertaken:

1. A person who recognizes an emergency situation shall immediately notify everyone within his/her immediate proximity of the emergency situation and follow the guidelines established above. The person shall immediately call 911 and follow the directions for evacuation given by the Police Department.
2. The Police, Fire, Administrative Director of Recreation, senior staff on duty, and/or the Director of Risk and Safety shall have the authority of jointly and/or individually notifying building occupants that they should immediately evacuate the building per the protocols established by the Police and Fire Departments.
3. The City of Saratoga Springs Police and Fire Departments shall manage all evacuation proceedings and shall direct City employees as appropriate.

Upon receiving notification of the order to evacuate, all employees shall immediately vacate the building per the route given them by police and fire personnel.

4. Employees vacating City properties are required to meet members of their department for attendance purposes immediately after evacuation at the following locations:
 - City Hall Employees **Algonquin/North Broadway Parking Lot**
 - DPS Garage Employees: Parking Lot Adjacent to Building
 - DPW Garage Employees: Division Street School Parking Lot
 - Indoor Recreation Center Department Employees: Recreation Fields
 - Visitor Center Employees: Freihofer's Parking Lot
 - Weibel – Vernon Ice Rinks: Weibel Avenue Ice Rink Parking Lot
 - Excelsior Water Treatment Plant: North-West Corner of Lot - Blue Water Tower

In the event of inclement weather during an emergency evacuation, employees will meet at a designated location given by police/fire/risk and safety at the time of the incident.

5. **EVERY** employee will individually check in with his/her department supervisor upon being evacuated.
6. A Public Safety Representative shall be responsible for polling each *supervisor* to determine whether or not **EVERY** employee of the building has been fully evacuated.
7. A Public Safety Representative shall immediately notify the Police Department of any individual identified as being missing or unaccounted for at the time of the evacuation.
8. In the event the Police Department telephone lines are disabled, mobile and/or cellular telephones will be used for communication.
9. In the event that an individual cannot evacuate a City building, that individual shall group together with any other individuals present and await evacuation directions from the Police and/or Fire Department.
10. **No individual will be allowed back into a City building until the Police or Fire Departments have given the "ALL CLEAR."**

Title: Fleet Safety Program 120313

Date of Origin: 110503

Responsible Party: Risk and Safety and Safety Committee

I. Policy:

The goal of the City of Saratoga Springs (City) is to do everything reasonable to prevent injury and/or property damage as a result of auto accidents involving employees, visitors and/or residents of the City. The City recognizes that the safety and well being of all City personnel is important for both humanitarian and economic reasons.

The City maintains a fleet of "motor vehicles" (defined for this Program as being any motorized vehicle requiring registration with the State of New York), for the express use of City officials and employees to conduct official City business. This Fleet Safety Program provides policy and protocol governing the use of motor vehicles within the City owned and operated fleet.

The Fleet Safety Policy shall be subject to the terms and conditions of any collective bargaining agreement in effect governing the relations between the City and its employees. In the event of any actual conflict between this Policy and any collective bargaining agreement the terms of the collective bargaining agreement shall govern.

Violation of this policy may subject employees to administrative action, up to and including formal disciplinary action resulting in termination of their employment, in accordance with Section 75 of the NYS Civil Service and/or City's collective bargaining agreements.

The US Department of Transportation's (DOT) Omnibus Transportation Employee Testing Act (OTETA) of 1991 requires the testing of certain employees for the misuse of alcohol and use of controlled substances. In accordance with the DOT and the Federal Motor Carrier Safety Administration (FMCSA) Regulations (49 CFR Parts 40 and 382), City employees who meet the requirements of the OTETA are subject to drug and alcohol testing.

Every City employee who is required to hold a Commercial Driver's License (CDL) and who operates a motor vehicle designed to transport 16 or more passengers (including the driver), or with a weight of 26,000 or more pounds, or is used to transport hazardous materials which require the motor vehicle to be placarded, is required by the OTETA to submit to the following tests:

- Pre-employment (including those currently employed who are assigned safety-sensitive functions for the first time);
- Random;
- Post-accident;
- Reasonable Suspicion;
- Return to Duty; and/or
- Follow-up

II. Definitions:

Department Head: Commissioner of Accounts, Finance, Public Works, and Public Safety and/or the Mayor

At Fault Accident: An accident that has been determined to be the fault of the driver by a law enforcement agency per NYS Vehicle and Traffic Laws.

City Vehicle: a vehicle owned or leased by the City of Saratoga Springs.

Conditional License: Defined in Article 31§1196.7 of the NYS Vehicle and Traffic Law as a conditional license issued or privilege valid for use by the holder thereof: enroute to and from the holder's place of employment; if the holder's employment requires the operation of a motor vehicle as permitted; enroute to and from a class or an activity which is an authorized part of the alcohol and drug rehabilitation program and at which attendance is required; enroute to and from a class or course at an accredited school, college, or university or to a state approved institution of vocational or technical training; to or from court ordered probation activities; to and from a motor vehicle office for the transaction of business relating to such license or program; for a three hour consecutive daytime period, chosen by administrators of the program, on a day during which the participant is not engaged in usual employment or vocation; enroute to and from a medical examination or treatment as part of a necessary medical treatment for such participant or member of the participant's household, as evidenced by a written statement to that effect from a licensed practitioner; and enroute to and from a place, including a school, at which a child or children of the holder are cared for on a regular basis and which

is necessary for the holder to maintain such holder's employment or enrollment at an accredited school, college or university or at a state approved institution of vocational or technical training.

Ignition Interlocking Device: Defined in Article 31 §1198 of the NYS Vehicle and Traffic Law as a device, purchased and installed at the expense of the designated operator, that is connected to a motor vehicle ignition system and measures the alcohol content of the designated operator's breath. As a result, the vehicle with the attached ignition interlocking device cannot be started until the designated operator provides an acceptable breath sample.

NYS CDL: A New York State Commercial Driver's License allowing individuals to operate a vehicle in excess of 26,000 pounds Gross Vehicle Weight rating or for any size that is used to carry placardable amounts of hazardous materials.

NYS DMV: New York State Department of Motor Vehicles.

OTETA: Omnibus Transportation Employee Testing Act (OTETA) of 1991.

Restricted Use License: Defined in Article 21-A §530 of the New York Vehicle and Traffic Law to be a person whose driving license or privilege of operating a motor vehicle in NYS has been heretofore suspended or revoked pursuant to the provisions of Article 21-A §510 or whose driver's license or privilege has been revoked pursuant to Article 6 §318

Safety Sensitive as defined by OTETA: Safety sensitive functions including driving; waiting to be dispatched; inspecting, servicing or conditioning any commercial motor vehicle; at the controls of a commercial motor vehicle; on or in a commercial motor vehicle; loading or unloading a commercial motor vehicle (including assisting, attending, giving and getting receipts); performing driver requirements associated with an accident; or when the vehicle is disabled – repairing, getting help or staying with the vehicle.

Valid License: A NYS driver's license issued by the Department of Motor Vehicles that is not expired, suspended or revoked.

Weapon: For purposes of this Policy, "weapon" shall be defined as set forth in the description of items contained in New York State Penal Law §265.01(1) or (2).

III. Driver Qualification and Eligibility Standards:

A. Driver Qualifications:

A City employee may drive a City vehicle as part of his or her employment if he or she:

1. is at least twenty-one (21) years old and has three (3) years of driving experience; and
2. has a valid license that is not a conditional license or a restricted use license; and
3. has had his or her motor vehicle record reviewed by the Director of Risk and Safety per the terms and conditions of this program prior to being hired; and
4. agrees to be enrolled in the New York State Department of Motor Vehicle License Event Notification Service (LENS) Program, thereby allowing the City to receive notification from LENS regarding the employee's driving record; and
5. has no ignition interlock device required by his or her license; and
6. has no restrictions that would prevent the employee from legally or safely operating a City vehicle assigned to him or her for work assignments.

B. Eligibility to Drive a City Vehicle:

A City employee shall no longer be eligible to drive a City vehicle as part of his or her employment if he or she:

1. has NYS Driver's license that is no longer a valid license, or is a conditional license, or is a restricted use license; or
2. refuses to continue to be enrolled in the New York State Department of Motor Vehicle License Event Notification Service (LENS) Program, thereby allowing the City to receive notification from LENS regarding the employee's driving record; or
3. has an ignition interlock device required by his or her license; or
4. has any restrictions that would prevent the employee from legally or safely operating a motor vehicle assigned to him or her for work assignments; or
5. has three (3) at fault accidents within a period of two (2) years; or
6. has been arrested for a violation of New York State Vehicle and Traffic Law section 1192; or
7. fails a drug test administered by the City pursuant to his or her employment.

C. Reinstatement of Driving Privileges:

1. In the event that an employee loses his or her eligibility to drive a City vehicle pursuant to Section Three, Paragraph B(5) hereinabove, said eligibility may be reinstated if the employee successfully completes an approved Driver Safety Course recognized by the NYS Department of Motor Vehicles and proof of same is provided to the employee's Department Head and the Director of Risk and Safety;
2. In the event an employee loses his or her eligibility to drive a City vehicle pursuant to Section Three, Paragraph B(6) hereinabove, said eligibility may be reinstated if the employee is found not guilty of the charged violation of New York State Vehicle and Traffic Law section 1192 or, if after being found guilty of the violation, said employee regains a valid license that is not a conditional license or restricted use license.
3. In the event an employee loses his or her eligibility to drive a City vehicle pursuant to Section Three, Paragraph B(7) and the employee has a NYS CDL, said eligibility may be reinstated pursuant to the procedures set forth in OTETA; or
4. In the event an employee loses his or her eligibility to drive a City vehicle pursuant to Section Three, Paragraph B(7) and the employee has a valid license which is not a NYS CDL, said eligibility may be reinstated after the employee is referred to the Employee Assistance Program (EAP) and successfully completes all recommendations of the EAP providers in a manner acceptable to the City's Human Resource Administrator and said acceptance is provided to the Director of Risk and Safety.

D. Repeat Offenses:

In the event an employee loses his or her eligibility to drive a City vehicle twice during any three (3) year period, the employee shall lose his or her eligibility to drive a City vehicle for a period of two (2) years from the date of the last loss of eligibility. The employee's eligibility to drive a City vehicle may be reinstated after the two year period only upon recommendation of the Safety Committee and approval of the City Council.

IV. Motor Vehicle Use Policy:

All drivers of City vehicles must observe New York State Vehicle and Traffic Laws and City's Fleet Safety Programming including but not limited to:

1. Wearing seat belts per New York State Vehicle and Traffic Laws;
2. Observing the City's Smoking Policy prohibiting any smoking when operating City equipment and vehicles;
3. Refraining from using a cell phone for talking or texting;
4. Refraining from using alcoholic beverages or drugs while operating City vehicles or equipment per the City's Substance Abuse Policy;
5. Observing the regulations concerning controlled substances and alcohol testing for NYS Commercial Driver's Licenses as governed by the NYS Department of Transportation and the NYS Vehicle and Traffic Laws;
6. Operating a City vehicle or equipment for the sole purpose of City business;
7. Allowing only City employees as passengers with the exception of the transport of individuals as it pertains to law enforcement and emergency medical services;
8. Being personally responsible for any ticket issued by a law enforcement official as a result of a violation of the NYS Vehicle and Traffic Laws while driving a City vehicle;
9. Notifying the Director of Risk and Safety of the use of City:
 - a. law enforcement vehicles for authorized law enforcement activities outside of a one hundred (100) mile radius from City limits;
 - b. fire and emergency management vehicles for authorized City business use outside of a fifty (50) mile radius from City limits; and
 - c. all other City vehicles for authorized City business use outside of the City limits.
10. At no time, EXCEPT for law enforcement in the performance of their official duties, have any weapon of any kind within his/her personal vehicle and/or a City motor vehicle while on City owned, leased or maintained property or in the course of his/her employment. (For the purposes of this Policy, "weapon" shall be defined as set forth in the description of items contained in New York State Penal Law §265.01(1) or (2). An employee who is identified as having a weapon of any kind in violation of this policy shall be immediately reported to the police for investigation.)

V. Vehicle Maintenance and Safety:

All drivers shall be required to adhere to their departmental vehicle maintenance and safety inspection guidelines. The City's mechanics or designated repair shops shall be responsible for the performance of routine maintenance (other than warranty items) and repair of all City motor vehicles and equipment including but not limited to:

1. Employees are required to conduct a vehicle maintenance and safety inspection for their assigned vehicle prior to and at the end of their use of the City vehicle and immediately report any known or suspected mechanical and physical defects to their supervisor.
2. Supervisors shall be responsible for enforcing the City's Fleet Safety Vehicle Maintenance and Safety Standards for the employees assigned to their work group.
3. Each City department shall be responsible for the documentation of scheduled and unscheduled maintenance on each City owned vehicle within its control. This documentation shall be available for review by the Director of Risk and Safety as needed in support of the City's Risk and Safety Program.
4. Each department shall be responsible for the establishment of a written scheduled (planned) preventive maintenance program for scheduling and maintaining records of service on each City vehicle.

VI. Accident Reporting:

Motor vehicle accidents are defined as any occurrence involving the operation of a City owned or leased motor vehicle, being operated by a City employee while engaged in the performance of his/her duties that result in death, physical injury or property damage.

The following Rules of the Road apply to any accident involving a City employee and the motor vehicle he/she is assigned to:

1. Each and every accident involving a City motor vehicle must be IMMEDIATELY reported to the City Police Department.
2. The City's Police Department shall investigate all City accidents and provide completed accident reports to the Director of Risk and Safety.
3. Accidents are to be reported immediately to the employee's supervisor, department head and the Director of Risk and Safety within twenty-four (24) hours of their occurrence. The **City's Employee Accident Reporting Form** shall be completed and transmitted to the Director of Risk and Safety after review by the applicable department head.



City of Saratoga Springs' Employee Accident Reporting Form

Date of Occurrence:	Time of Occurrence:	Date Reported:	Time Reported:
Employee's Name:			
Employee's Job Title:			
Specific Location of Incident:			
Condition of Area Where Incident Occurred:			
Weather Conditions:			
Character of Case: * INCIDENT * PROPERTY DAMAGE * VISITOR PROPERTY DAMAGE * THEFT			
Description of Damages:			
City Property Damage:			
Visitor Property Damage:			
Vehicle Make:	Vehicle Model:	Vehicle Year:	Vehicle Owner/Operator:
Witnesses' Names/Addresses/Telephone Numbers:			
Employee Statement: (Briefly describe the nature of the accident and the circumstances that resulted in damage to Private or City owned property.)			
Supervisor's Statement:			
Police Report Filed By:		Date:	Case No.:
Supervisor's Signature:			
Department Head's Signature/Date:		Director of Risk and Safety Signature/Date:	

Title: Hazard Communication Program 121709

Date of Origin: 123103

Responsible Party: Risk and Safety

I. Policy:

The City of Saratoga Springs maintains a central database of Material Safety Data Sheets that are specific to building occupants and departmental responsibilities in accordance with the United States Department of Labor OSHA Hazard Communication Standard 29 CFR 1910.1200. This law requires the following of all public employers:

“The employer shall maintain in the workplace copies of the required material safety data sheets for each hazardous chemical and shall ensure that they are readily accessible during each work shift to employees when they are in their work area(s).”

“Where employees must travel between workplaces during a work shift, i.e., their work is carried out at more than one geographic location, the material safety data sheets may be kept at the primary workplace facility. In this situation, the employer shall ensure that employees can immediately obtain the required information in an emergency.”

Material Safety Data Sheets (MSDS) collected and indexed shall be maintained and communicated by the City Office of Risk and Safety on an annual and ongoing basis in support of the City’s “New York State Right to Know Law” Program.

II. Protocol:

1. Individual departments shall have the responsibility of informing the Office of Risk and Safety of the addition and/or deletion of any chemicals within a workplace.
2. The Office of Risk and Safety shall conduct an annual inventory of chemicals within City workplaces in November of each year.
3. A survey titled “City of Saratoga Springs MSDS Questionnaire” hereby attached as Exhibit A shall be sent to all department heads requesting the identification of chemicals and their manufacturers.
4. The Office of Risk and Safety shall in turn provide copies of Material Safety Data Sheets for those chemicals identified. The MSDS are to be kept in a binder titled “**City of Saratoga Springs Material Safety Data Sheets.**” Department Heads shall be responsible for including updated material in this binder and for making multiple copies as needed.
5. The Office of Risk and Safety shall maintain the central database for the City of Saratoga Springs’ Material Safety Data Sheets as part of the “NYS Right to Know Law Program.” Additionally, the Police Department, Fire Department, Department of Public Works Garage, Water Treatment Plant, and the Department of Public Safety Garage shall also maintain master MSDS Binders on site for MSDS within their control.
6. The Office of Risk and Safety shall be responsible for the annual education and distribution of the “New York State Right to Know Law” which shall conform to the materials mandated by the New York State Department of Labor herein attached as Exhibit B.
7. The Office of Risk and Safety shall be responsible for delivering an annual report to the City Safety Committee regarding the status of the **City’s Hazard Communication Program** and the education delivered to its employees.
8. The Office of Risk and Safety as Safety Officer shall be the liaison for questions pertaining to the City’s compliance with the “New York State Right To Know Law Program” and shall act as the City representative pertaining to “New York State Right To Know Law Program” issues.



City of Saratoga Springs'

Hazard Communications Program

NYS Right-to-Know Law Program

The *New York State Right-to-Know Law* requires all public employers to develop programs to inform employees of the potential hazards of chemicals found in the workplace. Employers have four areas of responsibility:

Notification: *Employers must inform employees of their rights to information, including possible health effects and hazards, concerning all toxic substances present in their workplace.*

Information: *Employers must respond to employee requests with specific information in written form concerning any toxic substance present in the workplace.*

Training: *Employers must train employees in the identity, properties and safe use of toxic substances they can expect to encounter in the course of their duties.*

Recordkeeping: *Employers must keep records of employees exposed to substances with enforceable exposure standards, OSHA Subpart Z.*

The City of Saratoga Springs has a formally established Hazard Communications Program that provides education on an annual basis. Its inventory of chemicals within the workplace is updated during the fourth quarter of each year. Updates to the City's MSDS Database are completed and distributed accordingly.

The City of Saratoga Springs maintains both an electronic and paper database of Material Safety Data Sheets within its workplaces. Each department is individually responsible for maintaining material safety datasheets as provided by Risk and Safety Management.

The City of Saratoga Springs' paper database is contained within individual departmental binders titled '*City of Saratoga Springs Material Safety Data Sheets.*'

The City of Saratoga Springs' electronic database may be found at the following Internet address:
<http://hq.msdsonline.com/saratogasp3291>

Should you require information on any chemical within your workplace, please document the chemical product name, its manufacturer, and its use within the workplace. Please send the inquiry to Office of Risk and Safety at the address listed below. Questions pertaining to the *City of Saratoga Springs' NYS Right-to-Know Program* should be addressed to:

Marilyn Rivers, Office of Risk and Safety
City of Saratoga Springs
474 Broadway
Saratoga Springs, NY 12866
Tel: (518) 587-3550 extension 2612
Email: Marilyn.Rivers@Saratoga-Springs.org

Title: Hazard Waste Management Program

Date of Origin: 122108

Responsible Party: Public Works

I. Policy:

The City of Saratoga Springs shall maintain a Waste Management Program in accordance with the New York State Department of Environmental Conservation Waste Management Regulations per 6 NYCRR Parts 370 Series as applicable to City operations. The goal of this program is to establish universal protocols in the disposal of waste accumulated throughout the City's operations.

II. Definitions:

Department Head: Commissioner, Mayor, Deputy Commissioner and/or Deputy Mayor.

The definitions as follows are directly taken from the NYS Department of Environmental Conservation Division of Solid and Hazardous Materials Hazardous Waste Report: Instructions and Forms. A complete listing of definitions as they pertain to 6 NYCRR Parts 370 Series may be found within this document for further reference to the required regulations.

Disposal: Final placement or destruction of toxic, radioactive, or other wastes: surplus or banned pesticides or other chemicals; polluted soils; and drums containing hazardous materials from removal actions or accidental releases. Disposal may be accomplished through the use of approved landfills, surface impoundment, land farming, deep well injection, ocean (water) dumping, or incineration.

Solid Waste: Materials ranging from municipal garbage to industrial wastes that contain complex and sometimes hazardous substances. Solid wastes also include sewage sludge, agricultural refuse, demolition wastes, and mining residues. Technically, solid waste also refers to liquids and gases in containers.

Universal Hazardous Waste: Any of the following hazardous wastes that are managed under the universal waste requirements of 6 NYCRR Subpart 374-3; or batteries, as described in 6 NYCRR 374-3.1(b); pesticides as described in 6 NYCRR 374-3.1(c); thermostats as described in 6 NYCRR 373-3.1(d); and lamps as described in 6 NYCRR Part 374-3.1(e).

III. Protocol:

1. Individual City departments shall collectively utilize the same waste contractors whenever possible in disposing of solid or universal waste. Waste management contractors shall be retained through the City's Purchasing policies and be contracted to dispose of the City's hazardous waste in its entirety and not its departmental parts.
2. Costs associated with the disposal of waste shall be individually borne by each department based upon the waste generated and be billed separately according to contract.
3. Every waste management contract executed by the City will contain a clause in which an annual waste management report is generated for the City's annual disposal history as whole with separate reports for each of its departments. These reports shall be directed to Department of Public Works who shall be responsible for the keeping of the reports and the distribution of the reports to the City Safety Committee and each individual department.
4. The Department of Public Works shall have the responsibility of managing the disposal of hazardous waste within the City per the NYS Department of Environmental Conservation Hazardous Waste Management Regulations.
5. Each Department Head shall be responsible for ensuring proper compliance for the disposal of hazardous wastes accumulated and disposed of in accordance with NYS Department of Environmental Conservation Hazardous Waste Reporting Regulations.
6. Each department shall dispose of all accumulated solid and universal waste generated by its departmental operations on an annual basis. The Department of Public Works shall establish the parameters of disposal to be utilized during this time period in cooperation with each Department Head.
7. Any solid or universal waste that may be disposed of as it is generated should be disposed of in accordance with the adopted City Waste Management Information Guidelines.

8. Each Department Head shall designate an individual to reconcile his/her department's Annual Waste Management Disposal Inventory in cooperation with the Department of Public Works as provided by the contracted vendor.
9. Any monies recouped through an individual department's recycling efforts shall stay with the department generating said waste and will count as a credit to the billed services for that department.
10. The Department of Public Works shall be responsible for managing a centralized database of the "*City of Saratoga Springs' Hazardous Waste Management Survey*" generated by each department pertaining to the management and disposal of hazardous waste generated and disposed of within each calendar year. These records shall be kept in accordance with the NYS Records Retention Schedules.
11. Chemicals inventoried shall be identified within the City's MSDS Database per the protocols established by the City's Hazard Communication Program.

City of Saratoga Springs' Common Generated Wastes and Acceptable Disposal Methods

Common Generated Wastes	Storage Area Prior to Disposal	Generally Accepted Disposal Protocols
Adhesives	No smoking area, flame proof area, dry conditions- preferable temperature between 5 degrees Celsius and 30 degrees Celsius	Empty containers should carefully be punctured or left open. Aerosol packages must have all pressure relieved before puncturing. Dispose of according to manufacturer's directions.
Ammunition	Ammunition should be stored separately in a locked container. Ammunition boxes should be ventilated.	Dispose of according to manufacturer guidelines or send to regional demolition facility for disposal.
Antifreeze	Store in original containers whenever possible. 16 gauge or lower or steel or plastic 205 litre drums in closed containers.	Contact a registered recycling or disposal facility for proper disposal.
Asphalt	Does the asphalt contain lead or an oil based contaminant? If yes, follow DEC guidelines for storage. If no, determine future usability and/or immediate disposal.	Does the asphalt contain lead or oil based products? If yes, follow DEC regulations for storage. If no, may be reused or used for clean dry fill in area designated by City.
Batteries: liquid	Cool and dry space (temperature should not exceed room temperature)	Follow NYS DEC Guidelines. Contact battery recycling companies for appropriate disposal. Disposal methods vary depending on battery manufacturer's instructions.
Batteries: solid	Store in cool and dry space. Atmosphere should not exceed room temperature.	Follow NYS DEC Guidelines. Contact battery recycling companies for appropriate disposal. Disposal methods vary depending on battery manufacturer's instructions.
Batteries: Rechargeable	Store in cool and dry space. Atmosphere should not exceed room temperature.	Nickel-Cadmium rechargeable batteries contain toxins, please recycle per manufacturer's instructions.
Batteries: telephone	Store in cool and dry space. Atmosphere should not exceed room temperature.	Battery Recycling Companies (Disposal Methods Vary Dependent on Battery Type and Manufacturer)
Bloodied clothes	Place in sealed plastic bag or container and then into a box. Label box with appropriate hazard label. If wet, place in a paper bag first before disposal.	Placed in a hygienic sealed container and discard or destroy in a hygienic matter per City's Bloodborne Pathogen Policy.
Cardboard	Store in a dry and cool place and away from flammable heat sources. Avoid bending, weakening, and storming near fire hazards.	Should be broken down so that it is flat and can be stacked. Tie together. Recycle. Follow local recycling regulations. Wet cardboard may be placed into the normal waste receptacle unless highly contaminated. If contaminated, collect and send to a central location for disposal in a safe and environmentally sound manner.
Carpeting	Store in cool, dry, clean, nonflammable area.	Try to sell back to the vendor for recycling. If carpeting is in "good condition and clean" take it to a building material reuse center for recycling. The padding should be separated from the fibers. Padding is easily recyclable. Fiber that cannot be recycled should go to the waste transfer station.
Compressed air cylinders	Store in a secure, dry, safe place, on a flat surface in the open air in a ventilated building. Clearly identify cylinder's content with the appropriate warning sign. If not designed to free stand, properly secure cylinder.	Cylinders should be degassed, devalved, and safely punctured. Cylinders that are not decommissioned appropriately should not be disposed of at waste transfer stations, metal recyclers, garbage trucks, or landfill sites - they must be collected separately. Disposal methods include gas cylinder exchange facilities, local dealers, and DEC clean out.
Computer hardware & electronics	Store in dry cool environment in heavy duty boxes safely away from destructive hazards.	Recycle whenever possible. Remove and destroy hard drive as it contains City data that may be confidential in nature. Donate if possible. Contact manufacturer or distributor for manufacturer recycle programs (E-Waste Recycling). If unable to recycle or re-use and computer does not contain any hazardous waste, dispose of in trash.
Computer monitors	Store in dry cool environment in heavy duty boxes safely away from destructive hazards.	Recycle whenever possible. Remove and destroy hard drive as it contains City data that may be confidential in nature. Donate if possible. Contact manufacturer or distributor for manufacturer recycle programs (E-Waste Recycling). If unable to recycle or re-use and computer does not contain any hazardous waste, dispose of in trash.

City of Saratoga Springs' Common Generated Wastes and Acceptable Disposal Methods

Common Generated Wastes	Storage Area Prior to Disposal	Generally Accepted Disposal Protocols
Concrete	Concrete is porous. Whenever possible, store in a cool dry environment.	If painted, determine if the paint used is lead based. If a non-lead based paint was used or if the concrete is unpainted, the concrete may go to the landfill or be recycled. If the concrete is paint with a lead based paint, follow DEC guideline for disposal. The lead based painted concrete cannot go to a landfill/
Contaminated soils	Avoid temporary stockpiling, but if necessary cover with plastic sheeting or tarps and install berm to prevent runoff. Do not stockpile near storm drains or watercourses. Remove any debris on exterior of transport vehicles or into excavation prior to vehicle leaving the exclusion zone.	Dispose according to regulations of the following agencies: USDOT, USEPA, NY-EPA, NY-OSHA and local regulatory agencies. IF SPILL OCCURS, CONTACT NYS DEC IMMEDIATELY.
Copier toner cartridges	Keep cartridges in protective wrapping until placed in printer. If keeping empty cartridges to refill later, store in air tight container. Cartridge shelf life is 20-24 months. Store in cool dry location.	Used toner cartridges may be recycled or disposed of with normal trash. Many manufacturers and distributors of printing supplies will accept used toner cartridges for recycling. Dispose via normal refuse collections.
Demolition waste	Store on site of generation. Screen to prevent scatter and eyesore. Segregate waste in heaps to allow appropriate disposal.	Sample test for hazardous waste and dispose of appropriately. Reuse, recycle or transport to landfill.
Freon	Valve protection caps must remain in place unless container is secured with valve protection outlet piped to use point. Do not drag, slide or roll cylinders. Protect cylinders from physical damage. Store in cool, dry and well ventilation area of non-combustible construction away from heavily trafficked areas and emergency exits. Do not allow temperature to exceed 125 degree Fahrenheit (52 degree Celsius).	Do not attempt to dispose of residual waste or unused quantities. Return unused or empty cylinders with properly labeled documentation, secured plugs and valve caps in place to distributor for proper disposal.
Gasoline	Store in approved containers or return to standard underground storage tanks if no contamination exists.	Store in drums or tanks suitable for disposal purposes. Keep storage containers outside of building until they are removed by registered disposal company. IF SPILL OCCURS, CONTACT NYS DEC IMMEDIATELY.
Glass	Please wrap broken glass securely in paper to avoid injury during handling.	Place in regular trash.
Hydraulic oils	DO NOT ALLOW HYDRAULIC OIL TO ENTER STORMWATER SYSTEM. Store in clean dry atmosphere. Keep all containers closed tightly and install covers on any partially used drums.	Contact registered disposal company for off-site recycling. IF A SPILL OCCURS, CONTACT NYS DEC IMMEDIATELY.
Lead based substances	DO NOT ALLOW LEAD BASED SUBSTANCES TO ENTER STORMWATER SYSTEM. Store in well ventilated flame free areas with sturdy shelves. Label container appropriately.	Store at least 150 feet from any water source. In case of spill, contain spill. Do not allow spill to contaminate any water supply. Container label should state disposal requirements. If not, contact manufacturer, supplier or importer for proper disposal.
Light bulbs: energy efficient	Store in cardboard sleeves or in box in which replacement tubes or bulbs arrived, then store lamps where they can't be broken. Label storage area. If lamps are broken, dispose of properly. Do not discard sharp edges in regular refuse.	If the bulb breaks, open a window and leave the room for 15 minutes. Use a wet rag to place all broken pieces including the rag into a plastic bag. Place plastic bag into second plastic bag. Put into local trash. WASH HANDS after picking up glass pieces.
Light bulbs: fluorescent or sodium	Store in cardboard sleeves or in box in which replacement tubes or bulbs arrived, then store lamps where they can't be broken. Label storage area. If lamps are broken, dispose of properly. Do not discard sharp edges in regular refuse.	Place in regular trash. Handle gently to avoid broken glass.
Mercury containing devices	Store in closed container capable of preventing a release. In case of a leak, follow manufacturer directions. Prominently place a mercury spill kit next to any known device containing mercury.	Contact a mercury recycler or hazardous waste contractor for disposal per law.
Metal waste: valuable	Keep clean and well organized. Pile and mark according to type of metal to be recycled. Keep in locked area to avoid theft.	Contact metal dealer or recycler for best pricing and dispose of accordingly.
Metal waste: all other	Separate into neat clearly labeled piles. Identify metals in each pile.	If metal is not recyclable, properly dispose of in nearest landfill.

City of Saratoga Springs' Common Generated Wastes and Acceptable Disposal Methods

Common Generated Wastes	Storage Area Prior to Disposal	Generally Accepted Disposal Protocols
Motor oils	DO NOT ALLOW MOTOR OILS TO ENTER STORMWATER SYSTEM. Store in 55 gallon or larger drums or other secure containers. Use storage containers that meet NYS DEC requirements. If storing above ground, store in double walled containers clearly labeling type of motor oil present.	Contact 1-800-MOTOROIL or oil recycling agent for proper disposal. IF SPILL OCCURS, CONTACT NYS DEC IMMEDIATELY.
Newspaper print	Store in clean dry place. Store away from flammable devices and heat sources.	Recycle at nearest landfill.
Oils all other	Store in a sealed container free of other chemicals. Surround by an oil-tight bound wall which includes a vent pipe.	Contact oil recycling agent for proper disposal. IF SPILL OCCURS, CONTACT NYS DEC IMMEDIATELY.
Oil filters	Puncture a hole in the dome end or anti-drain back valve and hot-drained, or hot-drained and crushed, or hot-drained and dismantled, or hot-drain using an equivalent method to remove used oil.	Contact oil recycling agent for proper disposal. IF SPILL OCCURS, CONTACT NYS DEC IMMEDIATELY.
Paints: aerosols	Make sure there is no material left in aerosol paint can. Empty aerosol paint can and flatten for disposal.	Ship to a registered recycling or disposal facility
Paints: latex	Store in clean dry place in air tight containers. Store away from flammable devices and heat sources.	All residual/leftover paint must be hardened or dried. Remove lids from cans, and put both lids and cans into a plastic trash bag along with regular trash.
Paints: oil based	The solvents in oil-based paint are flammable, and the resins, solvents, pigments, and additives can be toxic when breathed or touched. Store in cool, dry place away from flammable heat source in airtight containers..	Contact recycling agent for proper disposal.
Paper	Store in clean dry place. Store away from flammable devices and heat sources.	Recycle at nearest landfill.
Paper: shredded	Store in clean dry place. Store away from flammable devices and heat sources.	Recycle at nearest landfill.
Pepper spray	Keep container closed. Store away from heat and light, store in clean dry place. Do not heat above 126 degrees F areinheit.	Do not incinerate. When container is empty, press valve to release all remaining pressure.
Pesticides and herbicides	Pack in plastic drums unless organic in nature. If the pesticide or herbicide is organic, it must be packed in a steel storage drum.	Contact recycling agent for proper disposal. IF SPILL OCCURS, CONTACT NYS DEC IMMEDIATELY.
Plastics	Store in a cool dry place.	Bring to local recycling center for proper disposal.
Printer cartridges	Handle with care, do not touch nozzles. Store according to manufacturer's instructions.	Recycle. Send cartridge back to manufacturer in postage paid envelope provided by manufacturer.
Sharps	Place sharps in sturdy puncture resistance container for disposal. ALWAYS assume a potential bloodborne pathogen exposure.	Contact the nearest healthcare facility for disposal.
Sludge	Determine the composition of the sludge. DO NOT ALLOW SLUDGE TO ENTER STORMWATER SYSTEM. Follow NYS DEC regulations for disposal instructions.	Determine composition of sludge for appropriate disposal. Possible disposal includes land application or landfill disposal.
Smoke Alarms	Household smoke alarms contain a minute amount of radioactive material. Remove battery for appropriate disposal.	Dispose of in regular trash.
Solvents	Store in original containers when possible. Always store in a safe, dry place away from flammable heat sources.	Contact recycling agent for proper disposal. IF SPILL OCCURS, CONTACT NYS DEC IMMEDIATELY.
Speedy dri	Store in a cool, well ventilated area away from ignition sources.	Burn in an appropriate incinerator or offer to a disposal contractor who is licensed in hazardous materials.
Tear gas canisters	Store in original containers when possible. Always store in a safe, dry place away from flammable heat sources.	Can be incinerated in small amount (maximum of 10 at a time). When incinerating ensure other canisters are kept at least 30 feet away from fire. Fire should have a cover.
Tires	Store in organized piles.	Contact recycling agent for proper disposal.
Transmission fluids	DO NOT ALLOW TRANSMISSION FLUIDS TO ENTER STORMWATER SYSTEM. Store in original containers when possible. Always store in a safe, dry place away from flammable heat sources.	Can be reused if not contaminated. Call a professional hauler to move the fluids
Vinyl	Store in a cool dry location away from ignition sources.	Contact local recycling center. Vinyl will not break down in a landfill.

Title: Ice Skate Sharpening and Rental

Date of Origin: 070506

Responsible Party: Recreation

I. Policy:

The City of Saratoga Springs shall operate an ice skate sharpening and ice skate rental program at its Weibel Avenue Ice Rink facilities. The City shall strive to ensure that ice skates sharpened and rented within its program are maintained in a safe manner reasonably free of material defects in accordance with industry standards.

II. Protocol:

1. The City shall maintain and operate skate sharpening equipment at City owned ice rink facilities. The equipment owned by the City will be maintained on a regular basis consistent with industry guidelines.
2. A Maintenance Log shall be kept for the daily review and check of the skate sharpening equipment in place at the ice rink. The individual responsible for the operation of the skate sharpening equipment will complete a maintenance check of the equipment prior to its use.
3. Any deficiencies noted in the maintenance check of the equipment will be immediately reported to the Recreation Department and/or his or her designee. **The equipment will not be used until such deficiency is corrected.**
4. The City shall maintain and rent out to the public ice skates in various sizes to interested individuals at City owned ice rink facilities. The equipment owned by the City will be maintained on a regular basis consistent with industry guidelines.
5. Individual pairs of ice skates will be examined for any deficiencies prior to the rental of any pair of ice skates. Additionally, these same ice skates will be examined for physical deficiencies immediately upon their return. Damaged equipment will be taken out of service and not be used until such deficiencies are corrected.
6. If it is found that the renter of the pair of skates has deliberately damaged a pair of ice skates, the renter shall be charged for the full replacement cost of the pair of ice skates in question. Monies collected for damaged ice skates shall be reported to the Finance Department.

Title: Lockout Tagout Program 021814

Date of Origin: 021208

Responsible Party: All Departments

I. Policy:

This policy is designed to ensure that City employees comply with the "Lockout/Tagout" Program. This program establishes the minimum requirements for the lockout or Tagout of energy isolating devices. It shall be used to ensure that the machine or equipment are isolated from all potentially hazardous energy, and locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected energization, start-up or release of stored energy could cause injury.

This policy applies to all City employees who may perform service and/or maintenance on machines and equipment capable of "unexpected" start up or release of stored energy. All employees shall be instructed in the safety significance of the lockout (or Tagout) program. Each new or transferred affected employee and other employees whose work operations are or may be in the area shall be instructed in the purpose and use of lockout or Tagout procedures.

II. Definitions:

Authorized Employee is an employee who locks out or tags out machines or equipment in order to service or maintain them. All authorized employees must successfully complete the required training.

Affected Employee is an employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under Lockout/Tagout or whose job requires him or her to work in an area in which such servicing or maintenance is being performed. An affected worker cannot perform work under a Lockout/Tagout permit.

Contractor is any individual or firm working at the City that is not a City employee.

Department Head: Mayor, Commissioner of Accounts, Finance, Public Safety and Public Works.

Energy: Energy makes change possible. We use it to do things for us. It moves cars along the road and boats over the water. It bakes a cake in the oven and keeps ice frozen in the freezer. It plays our favorite songs on the radio and lights our homes. Energy is needed for our bodies to grow and it allows our minds to think. Scientists define energy as the ability to do work. Modern civilization is possible because we have learned how to change energy from one form to another and use it to do work for us and to live more comfortably.

Potential Energy: also known as stored energy and the energy of position:

Chemical Energy: the potential of a chemical substance to undergo a transformation through a chemical reaction or, to transform other chemical substances. Examples include batteries and light bulbs and cells etc. Breaking or making of chemical bonds involves energy, which may be either absorbed or evolved from a chemical system.

Mechanical Energy: the energy a substance or system has because of its motion. Every moving object has mechanical energy, whether it is a hammer driving a nail, a leaf falling from a tree, or a rocket flying in space. Mechanical energy pulls, pushes, twists, turns and throws. Machines use mechanical energy to do work. Our bodies also use mechanical energy to perform motions such as throwing a ball or moving a pencil to write on paper.

Kinetic energy: is the energy of motion — of waves, electrons, atoms, molecules, substances, and objects:

Electrical Energy: energy absorbed or delivered by an electrical circuit (for example, one provided by an electric power utility) "electrical energy" refers to energy which has been converted *from* electrical potential energy. This energy is supplied by the combination of electric current and electrical potential that is delivered by the circuit.

Hydraulic Energy: power created by the compressive force or movement of a liquid in a confined area. Machines that lift objects often use hydraulic energy. (<https://www.toolingu.com/definition-570210-31785-hydraulic-energy.html>)

Motion Energy: energy stored in the movement of objects. The faster they move, the more energy is stored. It takes energy to get an object moving, and energy is released when an object slows down. Wind is an example of motion energy. A dramatic example of motion is a car crash, when the car comes to a total stop and releases all its motion energy at once in an uncontrolled instant.

Pneumatic Energy: power created by the compressive force or movement of air or gas in a confined area. Assembly tools often use pneumatic energy to force parts together.

Radiant energy: electromagnetic energy that travels in transverse waves. Radiant energy includes visible light, x-rays, gamma rays and radio waves. Light is one type of radiant energy. Sunshine is radiant energy, which provides the fuel and warmth that make life on Earth possible.

Thermal Energy: also known as heat energy is the vibration and movement of machine parts.

Energize: to add energy to something to make it work.

De-energize: to remove energy from something to stop it from working.

Energy Isolating Device – a Lockout Device: a device that prevents the transmission or release of energy. An "energy source" is any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Lockout is the placement of a locking device on an energy-isolating device that ensures the equipment being controlled cannot be operated until the lockout device is removed. "Lockout device" is a device that utilizes a positive means such as a lock, either key or combination type, to hold an energy-isolating device in the safe position.

Machine Guard: a guard placed on the moving part of a machine that cuts, drills or saws that prevents the machine from kicking back chips or pieces of the item being worked on and protects those body parts that may come in contact with the machine as it operates.

Other Employees: are those whose work operations are or may be in an area where energy control procedures are utilized.

Tagout: is the placement of an attachable tag on an energy-isolating device to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Tagout Device: a prominent warning device, such as a tag and a means of attachment, which can be securely fastened to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

III. Protocol:

1. Lockout/Tagout procedures may only be initiated by authorized employees.
2. Every outside Contractor must inform the City and each other of their respective Lockout/Tagout procedures. The responsibility of training outside contractor employees lies with their employer.
3. Each Contractor's LOTO program must be reviewed by an authorized City representative in detail to ensure that City employees could not be injured as a result of allowing the Contractor's LOTO program and procedures to be implemented at a City owned or maintained facility. If there are any discrepancies, it is the responsibility of the City to ensure that City employees understand and comply with any restrictions and prohibitions of the outside contractor's LOTO program.
4. Department Heads and/or their designees shall be responsible for using the forms in Appendix A to identify all equipment and machinery that are governed by 29 CFR 1910.147 on an annual and ongoing basis, to provide training to employees as detailed within this policy, and to ensure the OSHA standard is complied with.
5. Employees shall be trained so that they understand the purpose and function of the LOTO program and procedures. Employees shall also be trained so that they understand the purpose, contents and requirements of 29 CFR 1910.147, The Control of Hazardous Energy (Lockout/Tagout).
6. Authorized Employees shall receive training in the recognition of sources of hazardous energy, the types and magnitudes of hazardous energy and the means and methods of isolation and control.
7. Affected Employees shall be instructed in the purpose and use of the City's LOTO program.
8. Employees shall be instructed about the City's LOTO program and about the prohibition against attempting to restart equipment, machines or systems that have been locked and tagged out of service.
9. Safety Committee shall assist each Department Head in the coordination of hazardous energy control training for all authorized employees.

10. Authorized Employees shall be responsible for educating employees under their direct supervision in the proper use of equipment and machinery.
11. Retraining of employees shall be required whenever there is a change in job assignment, machines, equipment or processes that present a new hazard or a change in the energy control procedures.
12. The Human Resource Administrator shall maintain training records, including each employee's name and dates of training. The Director of Risk and Safety will assist Department Heads in conducting an annual LOTO Audit and maintain records of the annual Lockout/Tagout program audit.

IV. OSHA LOTO Standard Operating Procedures:

A. *Preparation for Lockout or Tagout:*

PLEASE USE THE FOLLOWING SAMPLE CITY FORMS FOR THIS PROCESS:

1. Check the unit's "City of Saratoga Springs' Lockout/Tagout Machine/Equipment Listing" to determine the resources that pertain to each piece of equipment and machinery.
2. Use the **NYS PESH "LOCK-OUT/TAG-OUT DECISION FLOW CHART"** before you attempt to fix or service any City equipment or machinery.
3. Complete the "**City of Saratoga Springs' LOCKOUT PROCEDURE**" for every piece of City equipment or machinery that you are attempting to fix or repair.
4. Complete the "City of Saratoga Springs' New or Rebuilt Equipment Safety Inspection" BEFORE the equipment or machinery is placed back into service.
5. Completed forms should be returned to the Supervisor in charge of the equipment.
6. Supervisors are legally required to keep these forms in a binder for each of their departments and the binders must be available for inspection as required by law.

All of these sample forms are contained within Appendix B.

You may now begin the LOTO process.

Identify the machinery or equipment requiring maintenance or repair.

Check Appendix B for the following form "**City of Saratoga Springs' Lockout/Tagout Machine/Equipment Listing**" to insure that the machine or equipment you are working on does have detailed procedures for locking and or tagging of the equipment.

If you are unsure the machine or equipment you are working on has detailed procedures for locking and or tagging of the equipment, refer to the equipment service manual that belongs to that equipment or make a survey of the equipment to determine the procedures required to insure lockout/tagout will result in an energy free state.

PLEASE NOTE: Equipment or machinery that has a cord and plug connected does not require lockout/tagout procedures as long as the attachment cord and plug has been disconnected and is under the sole control of the individual performing maintenance or repairs.

EXCEPTIONS TO LOCKOUT TAGOUT:

If the equipment or machinery you are working on meets any of the following criteria, the specific equipment and machinery you are working on is not required to have detailed lockout/tagout procedures:

- Exception 1:** The machine or equipment has no potential for stored or residual energy or re-accumulation of energy after equipment is shut down.
- Exception 2:** The machine or equipment has a single energy source which can be readily identified and isolated.
- Exception 3:** The isolation and locking out of the energy source shall completely de-energize and de-activate the machine or equipment.
- Exception 4:** The machine or equipment is isolated from that energy source and locked out during servicing and maintenance.

Exception 5: A single lockout device will achieve a locked out condition.

Exception 6: The lockout device is under the exclusive control of the authorized employee performing the servicing.

Exception 7: The servicing or maintenance of the equipment or machine does not create hazards for other employees.

Exception 8: The City in using this exception to the standard has no accidents involving the unexpected activation or re-energization of the equipment or machinery you are servicing.

Detailed operating procedures for machinery and equipment may be found in the Standard Operating Handbook within your work unit.

B. Sequence of Lockout or Tagout System Procedure:

1. Notify all affected employees that a lockout or Tagout system is going to be utilized and the reason therefore. The authorized employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof.
2. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.)
3. Operate the switch, valve or other energy isolating device(s). **Stored energy (such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc..**
4. Lockout and/or Tagout the energy isolating device(s) with assigned individual lock(s) or tag(s).
5. After ensuring that no personnel are exposed, and as a check on having disconnected all energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.
6. The equipment is now locked out or tagged out.

CAUTION: Remember these important points:

- Always return operating control(s) to neutral or off position after the each test of machinery or equipment you are working on.
- Authorized employees who perform electrical repairs, maintenance, installation, or disconnections of electrical conductors prior to removing other equipment or machinery, must test for an energy free state with an approved electrical testing device.
- If the service or repair of equipment or machinery requires exposing live parts of electric equipment, a tag used without a lock must be supplemented by at least one additional safety measure that provides a level of safety equivalent to that obtained by the use of a lock. **(e.g. Removal of an isolating circuit element, blocking of a controlling switch, or opening of an extra disconnecting device.)**

Authorized employees must check for electrical de-energization of electrical circuits and equipment by use of an authorized electrical testing device.

Additionally electrical lockout tagout must comply with 29 CFR 1910.333(b).

C. Restoring Machines or Equipment to Normal Production Operations:

1. After the servicing and or maintenance is complete and equipment is ready for normal production operations, check the area around the machine(s) or equipment to ensure that no one is exposed.
2. After all tools have been removed from the machine or equipment, guards have been re-installed and employees are in the clear, remove lockout and or Tagout devices. Operate the energy isolating device(s) to restore energy to the machine or equipment.
3. Notify affected employees that the servicing or maintenance is complete and the machine or equipment is ready for use.

D. Removal of Locks or Tags By Other Than Those Who Affix Them:

When the authorized employee who applied the lockout device is not available to remove it, that device may be removed under the direction of the supervisor in charge of that equipment or machinery by using the following procedure.

The Supervisor will:

1. Verify that the authorized employee who applied the device is not at the facility.
2. Make all reasonable efforts to contact the authorized employee to inform them that their Lockout/Tagout will be removed from the equipment or machinery in question.
3. Have an authorized employee inspect the equipment to assure the re-energization of the equipment will not expose employees to a hazard or damage the equipment.
4. Insure that the authorized employee is informed that their lock has been removed before they resume work at the facility.

Procedure Involving More Than One Person:

- In the preceding steps, if more than one individual is required to lockout and or tagout equipment, each shall place their personal lockout and or tagout device on the energy isolating device(s).
- When an energy isolating device cannot accept multiple locks or tags, a multiple lockout or Tagout device (hasp) shall be used.
- If lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it.
- Each employee will then use their own lock to secure the box or cabinet.
- As each person no longer needs to maintain their lockout protection, that person will remove their lock from the box or cabinet.

V. Basic Rules for Using Lockout or Tagout System Procedure:

All equipment shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel.

Do not attempt to operate any switch, valve, or other energy isolating device where it is locked or tagged out.

VI. Lockout/Tagout Procedures for Outside Personnel (Contractors):

- Whenever outside servicing personnel are engaged in operations involving servicing or maintenance of machinery with potentially hazardous energy, the outside City must inform a representative of the City of his/her respective lockout/tagout procedures.
- Conversely, the City representative must verify that the contractor is complying with all applicable regulations concerning lockout/Tagout (29 CFR 1910.147) while working in the City's buildings.
- Additionally, all affected City personnel will be informed of and instructed to comply with the outside contractor's energy control procedures.

VII. Employee Training and/or Re-training Record Procedures:

- Training and/or re-training shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures.
- Additional re-training shall be conducted whenever a periodic inspection reveals, or whenever the employer has reason to believe that there are deviations or inadequacies in the employee=s knowledge or use of the energy control procedures.
- The re-training shall re-establish employee proficiency and introduce new or revised control methods and procedures, as necessary.
- Upon completion, the employee shall sign the following acknowledgment:

I have received training in my City's Lockout/Tag-out Program, and the City's program has been explained to me, that I have had an opportunity to ask questions, that I thoroughly understand these guides and the use of materials and have been given a copy of this form.

Date: _____

Unit/Supervisor: _____

Name (Print): _____

Signature: _____

VIII. Periodic Inspections:

- Each City Department Head and/or his/her designee shall have the responsibility of conducting a periodic inspection of the energy control program at least annually to ensure that the City's program and the requirements of the OSHA standard are being followed.
- The periodic inspection shall be performed by an authorized employee other than the one(s) utilizing the energy control program being inspected.
- The periodic inspection shall be designed to correct any deviations or inadequacies observed.
- Where lockout is used for energy control, the periodic inspection shall include a review, between the inspector, each authorized employee, and the authorized employee's who is responsible for the equipment or machinery being reviewed under the energy control program.

Sample Form:

Date of inspection: _____

Authorized employee
inspecting program: _____

Authorized employee
implementing procedure: _____

Equipment/machine: _____

Notes/recommendations:

KEY REFERENCES: The OSHA Hazardous Energy Control Standard - 29 CFR 1910.147 and 29 CFR 1910.333

(All forms for this policy are contained in Appendix B.)

Title: Mail: Recognizing and Handling Suspicious Mail

Responsible Party: All Departments

The United States Postal Service and the FBI publish directions in recognizing and handling suspicious mail. It is very important that you know how to recognize suspicious mail.

Characteristics to pay special attention to include shape, look, address and packaging:

- **Shape:**
 - Is it lopsided or uneven?
 - Is it rigid or bulky?
- **Odor:** Is there a strange odor coming from the package?
- **Look:**
 - Are there oily stains, discolorations, or crystals on the wrapper?
 - Are there protruding wires?
- **Address:**
 - Is there a foreign postmark?
 - Is there an odd return address?
 - Are there restrictive markings?
 - Are there misspelled words?
 - Is it addressed to a title rather than to an individual?
 - Is it an incorrect title?
 - Is it poorly typed or written?
- **Packaging:**
 - Is it sealed with tape? Is there excessive tape?
 - Is there excessive postage?

Once a suspicious letter or package has been identified, it is important to respond appropriately. There are three main steps:

Package, People and Plan

Package: Package means that you DO NOT handle the package or letter. Leave it where it is! Isolate the area. Do not try to clean it up, move it, or place it in a plastic bag. Make a mental note of any information that might be useful (size, shape, look, address).

People: Clear the area. Inform employees in the immediate area so they won't disturb the suspicious package, letter, or substance. Notify a supervisor immediately. All employees in the area near the package should wash their hands and any other exposed skin with soap and water immediately, even if they didn't touch the package or letter. The area should be cordoned off. Air conditioner, fans and equipment should be turned off.

Plan: Contact your supervisor, who will contact the Police Department. Contact 911 if your supervisor isn't available. In an emergency – such as smoke, fumes, vapors, or employees exhibiting medical symptoms – evacuate the area and call local emergency responders.

Remember: *This discussion has focused on identifying suspicious packages and letters. Remember, if you find a suspicious package or letter think of the three "P's:"*

Package, People, and Plan

PACKAGE: Don't handle. Isolate it.

PEOPLE: Clear the area of people. Notify your supervisor.

PLAN: Contact the Police Department. In an emergency situation — such as smoke, fumes, vapors, or employees exhibiting medical symptoms — evacuate the area and call local emergency responders.

ALWAYS follow the instructions of emergency responders called to assist you.

Title: **Public Access Defibrillation 120616**

Date of Origin: **050404**

Responsible Party: **Fire Department**

Policy:

The following guidelines have been developed to complement the City's response procedures for managing emergency medical incidents in public places owned and maintained by the City of Saratoga Springs. This response plan incorporates the recommendations as outlined by the American Heart Association, the NYS Department of Health and current legislation regulating Public Access Defibrillation as managed by REMO (Regional Emergency Medical Organization).

The City owns and maintains and manages a PAD Program at each of the following locations: City Hall at 474 Broadway, Weibel and Vernon Ice Rinks at 30 Weibel Avenue, Indoor Recreation Center at 15 Vanderbilt, Water Treatment Plant at 111 Excelsior, and the DPW Garage Complex.

Protocol:

1. A Collaborative Agreement has been established between the City and the City's Medical Officer, to oversee the administration of the City's PAD Program. This Collaborative Agreement will be renewed on an annual basis starting from the date of the original agreement.
2. City personnel will be trained on an annual basis in CPR AED Training.
3. The PAD unit will be placed in a central location for use by specifically trained personnel.
4. A building representative will check the unit's readiness on a monthly and as needed basis.
5. Building representatives will notify the Fire Department of any maintenance needs pertaining to the PAD device immediately upon discovery. In the event a PAD is found to need maintenance and/or repair, the PAD will be immediately taken out of service and sent for repair.
6. In the event a PAD device is utilized, the individual using the device shall complete a PAD Incident Report. This report shall be provided to the Fire Department and the City's Designated Physician to review the response to assure the appropriateness of the procedures followed. If necessary, the City's Designated Physician will meet with the City personnel to review the response and make any necessary recommendations. These recommendations will be documented and attendance taken for retraining.
7. A copy of the City's PAD Incident Report will be submitted to REMO within five (5) business days of the incident.
8. PAD usage incidents will be tracked and trended for review by the City of Saratoga Springs Safety Committee as needed.



Public Access Defibrillation Incident Report

Name of Patient: _____

Date of Incident: ____/____/____

Time of Incident: _____:_____ am/pm

Patient's Age: _____

Patient's Sex: () Male () Female

CPR Prior to Defibrillation:

() Attempted () Not Attempted

Cardiac Arrest: () Not Witnessed () Witnessed by Bystander () Witnessed by AED

Est. Time (in minutes) from Arrest to CPR ____:____ Shock: () Indicated () Not Indicated

Est. Time (in minutes) from Arrest to 1st Shock: ____:____ Number of Shocks: _____

Additional Comments: _____

Patient Outcome at Incident Site:

- () Return of pulse and breathing () No return of pulse or breathing
() Return of pulse with no breathing () Became responsive
() Return of pulse, then loss of pulse () Remained unresponsive

Name of AED Operator: _____

Number of Shocks: _____ Time Period of Shocks: _____

Name of Transporting Ambulance: _____

Name of Facility Patient Transported to: _____

Name of Person Completing This Report: _____

Signature of Person Completing This Report: _____ Date: _____

The information obtained from this report will be maintained as **CONFIDENTIAL** Quality Assurance information pursuant to Article 30, Section 3004-A and 3006 of the Public Health Law of the State of New York.

Fire Department: _____ Date Received: _____

This report is to be completed by the individual who administered the AED within twenty-four hours of its use and immediately faxed to the Fire Department at (518) 587-1068.

Title: City Property Proximity Card Security Access Administration 120616

Date of Origin: 092110

Responsible Party: All Departments

The City of Saratoga Springs is dedicated to the security, safety and overall well being for all of its employees. The City's goal is to invest, as best it can, in the safety and security of its workplace so it can provide its employees with the environment they need to be productive for its constituents. The City has invested and installed a proximity card security system for its city properties to limit access to internal areas defined as high risk by the National Institute for Occupational Safety & Health (NIOSH) and to control access to areas containing sensitive information.

NIOSH defines workplace violence as any physical assault, threatening behavior or verbal abuse that may potentially occur in the following work settings:

- Duties that involve the exchange of money
- Delivery of passengers, goods or services
- Duties that involve mobile workplace assignments
- Working with unstable or volatile persons in healthcare, social service or criminal justice settings
- Working alone or in small numbers
- Working late at night or during early morning hours
- Working in high crime areas
- Duties that involve guarding valuable property or possessions
- Working in community based settings
- Working in areas of previously identified security problems

The Safety Committee of the City of Saratoga Springs shall oversee the installation and design of the City Civilian Property Proximity Card Security Access Administration on behalf of the City Council according to the regulatory standards established for workplace safety and security.

The City's Information Technology Department shall be designated as the Master License of the hardware and software technology systems associated with the City Property Proximity Card Security Access Administration for the purposes of maintaining said software and hardware.

The City Property Proximity Card Access Policy shall be composed of four separate security sectors: City Properties Civilian, Police Department, Fire Department, and Information Technology Department-Server Rooms and IT secured areas.

- City Civilian Properties shall be controlled by the Office of Risk and Safety.
- The Police Department shall be responsible for the control of the Police Station and its ancillary properties.
- The Fire Department shall be responsible for the control of its properties located at Lake and West Avenues.
- Information Technology Department shall be responsible for Server Rooms and IT secured areas.

Definitions:

City Council: The City Council of the City of Saratoga Springs.

Civilian Employee: An individual who is designated by Civil Service as qualified to perform a City department duty and who is employed on a regular and ongoing basis, is physically present in the performance of his/her duties and not a uniformed employee of the police or fire departments.

Department Head: Commissioner and/or Mayor or designee for the purposes of this policy.

Fire Department Employee: An individual who is designated by Civil Service as qualified to perform fire department duties and who is employed on a regular and ongoing basis and is physically present in the performance of his/her duties.

Full Time Employee: An individual who is employed on a regular and ongoing basis and is physically present in the performance of his/her duties. This definition also includes those individuals employed as permanent part-time employees who are employed on a regular and ongoing basis and physically present in the performance of their job duties.

Police Department Employee: An individual who is designated by Civil Service as qualified to perform police department duties and who is employed on a regular and ongoing basis and is physically present in the performance of his/her duties.

Proximity Card: A proximity card or proximity fob that has been activated by a City department to grant access to a certain portion of a building or buildings.

Safety Committee: A standing committee chartered by the City Council of the City of Saratoga Springs composed of representatives from the Department of Accounts, Finance, Mayor, Public Safety and Public Works including the City Engineer, City Electrician, Civil Service Secretary, City's Insurance Agent, representatives of the police, fire and civilian labor unions, and chaired by the Director of Risk and Safety.

Sensitive Information: Any personal information collected by the City for a stated purpose in which the risk of identity theft is present. Sensitive information includes, but is not limited to: address, phone number, social security number, date of birth, credit check information, copy of driver's license, education dates, medical records, retirement information, birth certificate, garnishment information, paycheck/pay stub, check copies, drug testing records, dispatch blotter information, background checks, polygraph results, uniform ID information, cell phone bills, incident/accident records, Fire Department run data, spouse and dependent information, health insurance plan information, beneficiary information, W9s, Patient Care Reports, Risk Management files, litigation files, employee personnel files including Section 78 proceedings, and computer passwords. The City has identified the following locations where sensitive information is present:

- a. Planning and Economic Development: Loan, Grant and Assistance Applications
- b. Finance: Payroll Records
- c. Civil Service and Finance: Employment Records
- d. Accounts Department: Vital Records
 - i. Birth Records
 - ii. Death Records
 - iii. Marriage Licenses
 - iv. Information for handicap tags
- e. Public Safety
 - i. Parking ticket records
 - ii. Code Enforcement
- f. Police Department
- g. Fire Department
- h. Employee and Retiree Insurance Information
- i. Risk and Safety Management
- j. City Attorney
- k. Public Works: Water and Sewer Account Records
- l. IT Computer Network
- m. Recreation Programs and Camp Saradac

Protocol:

Safety Committee:

1. The Safety Committee shall be responsible for the review and approval of security proximity access installation entry for City civilian occupied properties as part of the City's Workplace Violence Program per the NYS Department of Labor regulatory guidelines and to control access to areas containing sensitive information.
2. Any civilian department requesting installation of a new security proximity system shall make a request to the City Safety Committee for review and approval. Safety Committee shall work with IT, Office of Risk and Safety and the police department personnel to determine the necessity and placement of civilian property proximity card access.
3. The City Safety Committee shall review the existing City Property Proximity Card Security Access Administration Program on an annual basis..
4. The City Safety Committee shall make recommendations to the City's Capital Budget Committee for the expansion of the City Property Proximity Card System as a need is identified and deemed necessary and appropriate to the City's Workplace Violence Program and to control access to areas containing sensitive information.

Office of Risk and Safety:

1. The Office of Risk and Safety, in conjunction with IT, shall have administrative control over the City's civilian occupied properties in support of the City's Workplace Violence Program and to control access to areas containing sensitive information.

2. Individual department heads shall have the authority to grant or deny access to their respective office areas in support of the City's Workplace Violence Program and to control access to areas containing sensitive information. Access to City proximity cards shall be limited to employees currently on the payroll.
3. Department heads shall file a written request with the Office of Risk and Safety for the allocation of a civilian proximity card for a new employee or when an employee separates from the City using the **Computer Network User Request Form**. The Department Head shall request and IT and Risk and Safety shall review each civilian proximity card access request on an ongoing basis as requests are received in the context of the City's comprehensive security system programming.
4. The Office of Risk and Safety shall verify an individual's employment with Civil Service prior to the issuance of a City proximity card.
5. Civilian personnel on family, medical and/or disability leave for a period of time longer than thirty (30) consecutive days shall be required to temporarily hand in their proximity card until such time as their department head or Human Resources determines they are fit to return to duty.
6. Civilian department personnel placed on administrative leave for disciplinary issues shall be immediately required to surrender their proximity card to their department head until such time as they are cleared to return to duty.
7. Employees taking possession of a City Proximity card will sign for the card taking responsibility for its use and replacement.
8. At no time shall a proximity card be issued to anyone other than an employee of the City of Saratoga Springs.
9. At no time shall an employee of the City having possession of a City issued proximity card loan or give his/her proximity card to another individual for use and/or use the card to provide unauthorized access to a given secured location. An employee who is determined to have inappropriately provided another individual with use of that card and/or provided unauthorized access to a secured location by an unauthorized individual shall be requested to relinquish control of that card until further notice.

Fire Department:

1. The City's Fire Chief and/or his/her assigned personnel shall have control over the security access to its buildings in support of the City's Workplace Violence Program and to control access to areas containing sensitive information.
2. Access to City proximity cards shall be limited to employees currently on the payroll and not under current administrative disciplinary action.
3. The Fire Chief shall verify an individual's fire department employment with Civil Service prior to the issuance of a City Fire Department proximity card.
4. Fire department employees taking possession of a City Fire Department proximity card will sign for the card taking responsibility for its use and replacement. Fire department personnel on family, medical and/or disability leave for a period of time longer than thirty (30) consecutive days shall be required to temporarily hand in their proximity card until such time as their department administration or Human Resources determines they are fit to return to duty.
5. Fire department personnel placed on administrative leave for disciplinary issues shall be immediately required to surrender their proximity card to fire department administration or Human Resources until such time as they are cleared to return to duty pursuant to fire department protocols.
6. At no time shall a fire department proximity card/fob be issued to anyone other than an employee of the City of Saratoga Springs.
7. At no time shall an employee of the City having possession of a City issued proximity card loan or give his/her proximity card to another individual for use and/or use the card to provide unauthorized access to a given secured location. An employee who is determined to have inappropriately provided another individual with use of that card and/or provided unauthorized access to a secured location by an unauthorized individual shall be requested to relinquish control of that card until further notice per fire department disciplinary policies.

Police Department:

1. The City's Police Chief shall maintain authority over the operation and maintenance of the Police Department Proximity Card Security System. The Chief of Police shall maintain policy regarding its administration.
2. The Police Department shall control the procurement of all computer related software and hardware relating to that portion of the Proximity Card Security System that secures police department property as established within the City's Purchasing Policy.
3. Access to Police Department proximity cards shall be limited to police department employees currently on the payroll and not under current administrative disciplinary action.
4. The Police Chief shall verify an individual's police department employment with Civil Service and/or other law enforcement agencies prior to the issuance of a City police department proximity card.
5. Police Department personnel on family, medical and/or disability leave for a period of time longer than thirty (30) consecutive days shall be required to temporarily hand in their proximity card until such time as their department administration or Human Resources determines they are fit to return to duty.

6. Police department personnel placed on administrative leave for disciplinary issues shall be immediately required to surrender their proximity card to police department administration until such time as they are cleared to return to duty per police department disciplinary policies.
7. At no time shall a proximity card be issued to anyone other than an employee of the City Police Department except as designated by the Chief of Police for official law enforcement purposes for those individuals officially employed by law enforcement agencies.
8. At no time shall an employee of the City having possession of a City issued proximity card loan or give his/her proximity card to another individual for use and/or use the card to provide unauthorized access to a given secured location. An employee who is determined to have inappropriately provided another individual with use of that card and/or provided access to a secured location by an unauthorized individual shall be requested to relinquish control of that card until further notice per police department disciplinary policies.

Information Technology Department:

City Hall Server Room:

1. The City's IT Department shall have administrative master control over the management of the City Property Proximity Card Security Access Administration computer software and hardware.
2. Access to the City Hall Central Server Room shall be controlled by a proximity card strike plate, or other methods as determined by IT based on equipment, configuration, and/or security needs.
3. The strike plate and card reader shall be connected to a controller in the Police Department so that reports can be generated when needed for law enforcement prosecution cases to show access to the Server room.
4. Proximity cards for the City Hall Central Server Room shall only be authorized for civil service IT Department position titles and Police Department titles with the joint written permission of the IT Manager and Chief of Police, using the attached Computer Network Request Form.
5. No other employee shall be given proximity card access to the City Hall Central Server Room without the express joint written permission of the IT Manager and Chief of Police, The joint written permission shall be kept on file with the IT Office per the NYS regulatory retention schedules.
6. Any vendors or City employees other than designated personnel requiring access to the Server Room will be accompanied by an IT employee, and will sign an access log for the time they are present which will be maintained by the Police Department. The access log shall record entry and exit times, City employee printed name/initial, name of vendor's employee, vendor employee's drivers license number, vendor company name, and contact number. The Office of Risk and Safety and IT shall be granted access to review the Server Room Log as is needed for IT and/or risk management purposes.
7. Access to the outer area of the server room, known as the radio room will be permitted by required vendors and will be granted by specified employees in the Police Department. All equipment racks in the server room will be kept locked unless active work is being done in that location by the IT department to maintain physical security of IT equipment. Keys will be controlled by the IT Department.
8. Civilian personnel on family, medical and/or disability leave for a period of time longer than thirty (30) consecutive days shall be required to temporarily hand in their proximity card until such time as their department administration or Human Resources determines they are fit to return to duty.
9. Civilian department personnel placed on administrative leave for disciplinary issues shall be immediately required to surrender their proximity card to their department administration or Human Resources until such time as they are cleared to return to duty.

All Other City Property Server Rooms and IT Secured Areas:

1. The City's IT Department shall have administrative master control over the management of the City Property Proximity Card Security Access Administration computer software and hardware. In the event a strike plate is installed on any City Property Server Room for proximity card access, only designated IT Department staff shall be granted access.
2. No other employee shall be given proximity card access to any other City Property Central Building Server Room(s) without the express joint written permission of the IT Manager, Commissioner of Finance and the Director of Risk and Safety. The joint written permission shall be kept on file with the Office of Risk and Safety per the NYS regulatory retention schedules.
3. Any vendor requiring access to a City owned and/or maintained Server Room shall be accompanied by an IT department employee, and will sign an access log for the time he/she is present which shall be maintained by the IT Department. The access log shall record entry and exit times, City employee printed name/initial, name of vendor, vendor company name, and contact number. The Office of Risk and Safety and Police Department shall be granted access to review the Server Room Log as is needed for risk management and/or law enforcement purposes.

Employee Population:

1. An employee issued a proximity card granting access to a designated area shall sign civilian, IT, police or fire departmental agreements acknowledging responsibility for the proximity card given.
2. Employees given proximity cards shall be instructed to immediately report lost or stolen proximity cards to the Office of Risk and Safety, IT, Police Department and/or Fire Department depending upon their employment affiliation.
3. Employees issued proximity cards shall be instructed that the proximity card access is solely limited to the individual issued the card and shall not be used for the additional access of any other individual.
4. At no time shall an employee of the City having possession of a City issued proximity card loan or give his/her proximity card to another individual for use and/or use the card to provide unauthorized access to a given secured location. An employee who is determined to have inappropriately provided another individual with use of that card and/or provided unauthorized access to a secured location by an unauthorized individual shall be requested to relinquish control of that card until further notice.

City Property Proximity Card Security Access Administration Reporting Requests:

City Property Proximity Card software reporting is a confidential security management tool for official use only that is in place to support the City's Workplace Violence Programming per NYS Department of Labor and Homeland Security regulatory mandates and to control access to areas containing sensitive information. At no time shall the reporting mechanisms available within the City Property Proximity Security Access Administration be utilized for any other purpose.

City Civilian Property Proximity Card Access Reporting:

1. The use of the reporting software associated with the City Property Proximity Card Security Access Administration shall be jointly managed by the Office of Risk and Safety Management and the IT Department for civilian governed properties is in place to support the City's Workplace Violence Program and to control access to areas containing sensitive information.
2. A Department Head shall have the authority to request a security access report for their departmental security ports by filing a written request with IT Office using the **Data Access/Permission/Proximity Card Change Request Form**. IT will review each request with Risk and Safety. Any individual other than the Department Head responsible for his/her own security access port asking for a report of proximity card access for civilian populated City properties must file a formal written request with the IT Department using the attached **Data Access/Permission/Proximity Card Change Request Form**. IT will review each request with Risk and Safety.
3. The Office of Risk and Safety shall consult the City Attorney on all such requests.
4. The Office of Risk and Safety shall have the responsibility of answering the proximity card access reporting inquiry..
5. In circumstances where the Police Department is conducting an official police investigation, the Police Department shall file a formal written request with the Office of Risk and Safety for the information necessary to conduct its investigation.
6. An annual report will be generated indicating what access is permitted for each department that uses proximity cards for access and will be presented to the Department Head to give an understanding of what employees have access to that area for their review and potential requests for revision. This information will be provided on the **Data Access/Permission Change/Proximity Card Request Form**. The Office of Risk and Safety will be copied on all such reports. The report will be generated by IT and a copy provided to Risk and Safety.

Fire Department Property Proximity Card Access Reporting:

1. The use of reporting software associated with the City Fire Department Proximity Card Security Access Administration shall be managed by the Fire Chief for fire department governed properties per the protocols established for that agency.
2. Any individual asking for a report of proximity card access for fire department populated City properties must file a formal written request with the Fire Chief using the **Data Access/Permission/Proximity Card Change Request Form**.
3. The Fire Chief shall consult the City Attorney on all such requests in accordance with NYS FOIL laws and any other applicable federal, state and local laws and/or ordinances and provide the report requested in accordance with those regulatory requirements as is appropriate.
4. The Fire Chief shall have the responsibility of answering the proximity card access reporting inquiry as is appropriate.
5. In circumstances where the Police Department is conducting an official police investigation, the Police Department shall file a formal written request with the Fire Chief with a copy to the Office of Risk and Safety for the information necessary to conduct its investigation.

Police Department Property Proximity Card Access Reporting:

1. The use of reporting software associated with the City Police Department Proximity Card Security Access Administration shall be managed by the Chief of Police and/or his designee for police department governed properties per the protocols established for that agency.
2. Any individual asking for a report of proximity card access for Police Department City properties must file a formal written request with the Chief of Police and/or his designee using the Data Access/Permission/Proximity Card Change Request Form.
3. The Chief of Police and/or his designee shall consult the City Attorney on all such requests in accordance with NYS FOIL and any other applicable federal, state and local laws and/or ordinances and provide the report requested in accordance with those regulatory requirements as is appropriate.
4. The Chief of Police and/or his designee shall have the responsibility of answering the proximity card access reporting inquiry as is appropriate.

DATA ACCESS/PERMISSION /PROXIMITY CARD CHANGE REQUEST

Request Date:	Request Time:
----------------------	----------------------

Type of Request		
Permission Change [<input type="checkbox"/>]	Proximity Card Access Report [<input type="checkbox"/>]	File Copy/Relocation [<input type="checkbox"/>]
If this is a permission change, should access be read only to prevent alterations by this user ? Yes[<input type="checkbox"/>] No[<input type="checkbox"/>]		

File Name If Known -or- Unique File Contents For Search -or- Type Of Data Requested -or- Folder Name

Normal User of files being referenced	
Department:	User:

Files requested for or access permissions to be granted to	
Department:	User:

Reason for Request / Notes

<p>I hereby grant permission for the Network Administrator to locate the above referenced file and give access to the person requesting it either by physical copy or through permission changes.</p> <p>I agree to indemnify and hold the City of Saratoga Springs and the Information Technology Staff harmless from any loss, liability, claim or demand, including, but not limited to, reasonable attorney's fees, arising out of my intentional misuse or violation of the City's confidentiality policies and/or federal and state confidentiality laws of the materials provided to me by the Information Technology Department under this request.</p>		
Department Head Signature and Title:	Date:	Time:

City Information Technology Systems Manager		
Signature:	Date:	Time:

Actions performed to complete the above request taken by		
Signature:	Date:	Time:

Actions performed by Risk and Safety for Proximity Card request completed by		
Signature:	Date:	Time:

COMPUTER/NETWORK USER REQUEST

Date Requested _____ Add User _____ Remove User _____

User Name (Print clearly) _____

Title _____ Department _____

Please fill out this section if you are REMOVING a user.

Date to remove user _____

Please specify where you would like any of this user's documents to be transferred:

Proximity Card Access Removed? Yes No

Should email history be made available to another user? Yes - to _____ No

Should messages be forwarded to another user? Yes - to _____ No

Should an auto-reply inform senders that this address is no longer in service? Yes No

If Yes the standard reply will be "This account is no longer active", if you would like something different please specify:

Please fill out this section if you are ADDING/UPDATING a user.

1. Should this user have access to email? Yes No
2. All users will get a private directory. Should this user have access to departmental shared folder(s)? Yes No
3. If yes, please specify which folder(s): _____
4. Should this user have access to MUNIS? Yes No
5. If yes, please specify which other user should be used as a template or which module(s): _____
6. Should this user have access to the internet? Yes No
7. All users will have MS Office. Are there any other specific programs or icons this user needs? Yes No
8. If yes, please specify which program or icons: _____
9. Proximity card access to following areas: _____
Granted by Risk and Safety: _____ Date: _____

Department Head Signature and Title _____

Date _____

Request Approved By: _____, IT System Manager**Please allow two business days after request is approved for processing.**

Title: Red Flags Identity Theft Prevention Policy 120616

Date of Origin: 092110

Responsible Party: All Departments

I. Purpose

The Identity Theft Prevention Policy (the "Policy") is hereby adopted by the City of Saratoga Springs (the "City") to help protect employees, residents, contractors and the City from damages related to the loss or misuse of sensitive information as referenced in the Federal Trade Commission's Identity Theft Prevention Red Flags Rule (16 CFR § 681.2).

The purposes of the Policy are to:

1. Define sensitive information.
2. Describe the physical security of data when it is printed on paper.
3. Describe the electronic security of data when stored and distributed.
4. Place the City in compliance with State and Federal law regarding identity theft protection.

This policy enables the City to protect existing customers, retirees and employees, reducing risk of identity fraud, and minimize potential damage to the City from fraudulent activity. The program will help the municipality:

1. Identify risks that signify potentially fraudulent activity.
2. Detect risks when they occur.
3. Respond to risks to determine if fraudulent activity has occurred and to act accordingly if fraud has been attempted or committed.
4. Update the program periodically, including reviewing the areas that are covered and the identified risks that are part of the program.

In the event of any conflict between this policy and New York State licensing and vital records requirements, the state laws and requirements shall prevail.

II. Definitions

For purposes of the Policy, the following terms are defined as follows:

1. "Sensitive Information" means any personal information collected by the City for a stated purpose in which the risk of identity theft is present. Sensitive information includes, but is not limited to: address, phone number, social security number, date of birth, credit check information, copy of driver's license, education dates, medical records, retirement information, birth certificate, garnishment information, paycheck/pay stub, check copies, drug testing records, dispatch blotter information, background checks, polygraph results, uniform ID information, cell phone bills, incident/accident records, Fire Department run data, spouse and dependent information, health insurance plan information, beneficiary information, W9s, Patient Care Reports, Risk Management files, litigation files, employee personnel files including Section 78 proceedings, and computer passwords. The City has identified the following locations where sensitive information is present:
 - a. Loan, Grant and Assistance Applications
 - b. Payroll Records
 - c. Employment Records
 - d. Vital Records
 - i. Birth Records
 - ii. Death Records
 - iii. Marriage Licenses
 - iv. Information for handicap tags
 - e. Public Safety
 - i. Parking ticket records
 - ii. Code Enforcement
 - f. Police Department
 - g. Fire Department
 - h. Employee and Retiree Insurance Information
 - i. Risk Management

- j. City Attorney
 - k. Water and Sewer Account Records
 - l. IT/Computer Network
 - m. Recreation Programs/Camp Saradac
2. "Identity Theft" means a fraud committed or attempted using the identifying information of another person without his or her permission.
 3. "Red Flag" is a pattern, practice or specific activity that indicates the possible occurrence of identity theft.
 4. Department Head: Commissioner of Accounts, Finance, Public Works, Public Safety or Mayor and/or Chief of Police or Fire Chief.
 5. Employee: Appointed "at will" employees, elected officials, civil service full-time, part-time and seasonal employees, interns, volunteers, and community members who serve on City sponsored boards, commissions, committees and task forces.

III. **Prevent Identity Theft: Security of Information and Documents**

City personnel are encouraged to use common sense judgment in securing confidential information. Any City document marked "Private and Confidential" is not for public distribution.

All civilian employees must sign an **"Employee Confidentiality Agreement"** for the City of Saratoga Springs (**Attachment A**). New police officers and firefighters to the Police and Fire Departments will follow the guidelines of the Police Policies and Procedures Manual and the Fire Policies and Procedures Manual respectively. All civilian and uniform employee agreements will be kept on file in the employee's permanent personnel file.

The following are guidelines for securing information identified as being of sensitive nature that each employee shall comply with when completing work on behalf of the City:

A. **Hard Copy Documents**

1. File cabinets, desk drawers, overhead cabinets, and any other storage space containing documents with sensitive information will be locked when not in use. Keys shall be stored in a secure location with access limited to those individual employees who require access.
2. Storage rooms containing documents with sensitive information and record retention areas will be locked at the end of each workday or when unsupervised. A log containing the location of all City documents in storage will be kept by the Records Management Officer (Commissioner of Accounts).
3. Desks, workstations, work areas, printers and fax machines, and common shared work areas will be cleared of all documents containing sensitive information when not in use and at the end of each business day.
4. Whiteboards, dry-erase boards, writing tablets, etc. in common shared work areas will be erased, removed, or shredded when not in use.
5. When working papers containing sensitive information are discarded, they will be shredded by the employee discarding the materials. Documents considered municipal records, however may only be destroyed in accordance with Retention Schedule MU-1 and with the written permission of the City's Records Management Officer (Commissioner of Accounts). The Disposition sheet must also contain the signature of the department head/custodian of those records.
6. Birth and death records are secured as per the City's Vital Records Policy, mandated by New York State Department of Health.
7. Police Department documents are secured per the Police Department Policy and NYSPIN regulations.
8. Vault doors must remain closed during business hours in City Hall. Combinations shall be changed periodically as needed and/or after an employee having the combination leaves employment.
9. A request in writing by an employee for viewing of his/her permanent personnel file shall only be honored with verification of identity as prescribed in Section V of this policy and in accordance with the "Freedom of

Information/Personnel Files” policy found in the City’s Personnel Manual. A record of the viewing and/or release of such documents evidencing the signature of both the City employee providing the information and the requesting party receiving the information shall be kept in the employee’s permanent personnel file (**Attachment B**) in accordance with the NYS Retention Schedules.

10. Requests for documents containing sensitive information shall only be honored with verification of identity as prescribed in Section V of this policy and to those individuals prescribed on the request form. A record of the release of such documents evidencing the signature of both the City employee providing the information and the requesting party receiving the information shall be kept by each department (**Attachment B**) in accordance with the NYS Retention Schedules.

B. Electronic Documents

The City’s e-mail system is a City owned system. All e-mails sent and received within the City e-mail system are the property of the City. E-mails sent through the City e-mail system may be monitored under the provisions of the US Electronics Communication Privacy Act (ECPA). Each employee of the City shall comply with the following policies:

1. In order to obtain access to the City’s e-mail and document system, employees must:
 - a. Be classified by Civil Service as full time, part time or an intern.
 - b. Access begins on the start date and ends on the last date of service with the City.
 - c. A signed Network User Agreement (*Attached*) must be obtained by the Finance Office IT Department before access is granted. The agreement shall be filed in the employee’s permanent personnel file.
 - d. The level of computer access shall depend upon an employee’s job requirements as defined by the appointing authority and Civil Service.
 - e. Times of access shall only be permitted during normal work hours or for work related activities.
2. All computers must be locked out when unattended and logged off of at the end of the workday. If this does not take place within a specified amount of time and lack of use of the workstation is detected, an administrative override will occur and the workstation shall be locked.
3. All employees - full time, part time, and interns must comply with the “Computer Use Policy,” found in the Finance Policies and Procedures Manual, “Section VIII: Data Networking and Information Technology” and the City’s Employee Personnel Manual.
4. All e-mails sent from the City of Saratoga Springs must include the following statement:

“Confidentiality/Privilege Notice: This e-mail communication and any files transmitted with it contain privileged and confidential information from the City of Saratoga Springs and are intended solely for the use of the individual(s) or entity to which it has been addressed. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or taking any other action with respect to the contents of this message is strictly prohibited. If you have received this e-mail in error, please delete it and notify the sender by return e-mail. Thank you for your cooperation.”
5. Fax machines, copiers, printers, hard drives and other digital devices must have the storage device removed or securely erased prior to being removed from City premises.
6. Each City department that performs online financial transactions shall designate one computer for such departmental transactions. The designated computer shall be “white” listed preventing it from accessing any web site addresses that does not have a documented departmental business need.
7. All City computers shall be equipped with anti-malware software and or systems that feature automatic updates. New software and hardware patches shall be installed routinely.
8. The City shall maintain a cyber block/black list and enforcement shall be on the network perimeter.
9. Wireless networks shall never be used when conducting financial transactions.
10. Wireless networks shall not be used without VPN encryption for access to any City internal network.
11. Administrative passwords shall be periodically changed, including routers, firewalls, other network equipment and software. Factory default passwords shall not to be used on security equipment and systems.

12. When conducting financial transactions, the financial institution's web address must start with "[https](#)" not "[http](#)." The "s" indicates that the web site is secure, using a different method of communication than standard internet traffic. Users shall also confirm a valid SSL certificate prior to entering any information.
13. Links shall never be used to access a financial institution's site. E-mail and search engine links should not be trusted. Always type the financial institution's web address directly into the internet browser's address bar.
14. Users should learn what the financial institution's web site looks like and what questions are asked to verify identity. The slightest change of a web site in appearance, poor grammar, and/or additional security questions may signify a "man-in-the-middle" attack.
15. Credit card transactions shall be processed in compliance with the Payment Card Industry Data Security Standard (PCI DSS).
16. Employees will not use City account passwords or similar passwords for any personal accounts unrelated to City operations. Employees when asked to choose passwords will not use a password or similar password to any passwords they use on personal non City related accounts.

IV. Identification of Red Flags

Red Flags are categorized in four parts—employee, management, public and third party. The City has identified relevant Red Flags to include:

Employee Red Flags:

1. Lifestyle changes: expensive cars, jewelry, homes, clothes, etc.
2. Significant personal debt and credit problems-creditors appearing at the workplace.
3. Behavioral changes: may be an indication of drugs, alcohol, gambling, or fear of losing a job.
4. High employee turnover, especially in areas more vulnerable to fraud
5. Refusal to take vacation or sick leave.
6. Lack of segregation of duties in the vulnerable area.
7. Taxpayer complaints that they are receiving non-payment notices.
8. Discrepancies between bank deposits and posting.
9. Abnormal number of expense items, supplies or reimbursement to an employee.
10. Bank Accounts that is not reconciled on a timely basis.
11. Falsifying time sheets: inconsistent overtime charged, overtime charged. During a slack period or overtime charged for an employee not normally having overtime wages.
12. Purchasing: increased complaints on products, charges without shipping documents, high volume of purchases from new vendors, purchases that bypass normal procedures, vendors without physical addresses or addresses that match employee addresses.
13. Refusal to inventory items for sale or inconsistent/sloppy inventory.
14. Rewriting records under the guise of neatness in presentation.
15. Alteration and/or destruction of original City documents and records not in accordance with procedures indicated above.
16. Frequent detection of potentially malicious software on user's workstation which could indicate an attempt to compromise or allow compromise of network security to mask actions or to allow actions of a 3rd party to affect network security.

Management Red Flags:

1. Reluctance to provide information to auditors and/or frequent changes in external auditors.
2. Managers engage in frequent disputes with auditors.
3. Management decisions are dominated by an individual or small group.
4. Managers display significant disrespect for regulatory bodies.
5. Weak internal control environment.
6. Accounting personnel lax in their duties.
7. Decentralization without adequate monitoring.
8. Excessive number of checking accounts and/or frequent changes in banking accounts.
9. City assets sold under market value.
10. Excessive number of year end transactions.
11. High employee turnover.
12. Photocopies or missing documents.
13. Service contracts with no resulting product.

14. Request for significant funding in an unused budget line.

Public Red Flags:

1. There is a recent and significant increase in the volume of activity pertaining to an existing account.
2. Documents are provided for identification that appear to have been altered or forged.
3. The photograph or physical description on an identification presented is not consistent with the appearance of the person presenting the identification.
4. Other information in documents provided for identification is not consistent with the individual presenting the information.
5. The document presented appears to have been altered or forged or gives the appearance of having been destroyed and recreated.
6. A phone number or address provided is invalid, a mail drop or a prison address.
7. The personal information presented is not consistent with the personal identification provided.
8. Mail sent to the customer is returned as undeliverable although transactions continue to occur with regard to the individual.

Third Party Red Flags:

1. A financial institution identifies a suspicious transaction involving City funds.
2. A consumer reporting agency provides a credit freeze in response to a request for a consumer report.

V. Detection of Red Flags

The City shall require any two of the following forms of identification to verify the identity of the person in question requesting sensitive information:

1. A valid NYS Driver's License or Identification Card;
2. A valid US Passport;
3. A valid US Green Card; and one of the following:
4. An original bill from an electric, gas, cable or other utility;
5. An original or certified copy of a birth certificate; **and/or**
6. An original or certified copy marriage and/or divorce decree with a notarized signature.
7. Court order, subpoena or other judicial documentation demanding access and/or documents.

The City shall utilize the following steps to detect employee and management red flags:

1. Create and regularly update internal controls for all departments.
2. Conduct periodic petty cash audits.
3. Regularly inventory files containing sensitive information.
4. Monitor City budget; report City's financial position regularly to the City Council.

VI. Responses to Red Flags

In the event that a Red Flag is identified, the employee identifying the Red Flag shall immediately notify his/her supervisor. The employee's supervisor acting on behalf of the City shall determine whether or not a response is warranted upon a review of the information provided. If the supervisor determines a response is warranted, the supervisor shall notify law enforcement immediately and law enforcement will take appropriate action.

VII. Policy Violations

Any violation of this policy by an employee of the City shall be investigated by the City Attorney's Office and the Office of Risk and Safety and appropriate disciplinary and/or legal action shall be taken by the employee's appointing authority in accordance with collective bargaining agreements; Civil Service Section 75 regulations, and/or "employee at will" termination proceedings.

VIII. Policy Administration and Updating

The City Safety Committee shall be responsible for developing, implementing and updating this policy as well as providing training for all staff. The City Safety Committee shall also responsible for reviewing and updating this policy annually and presenting any changes to the City Council for approval as is necessary and appropriate.



Attachment A
CITY OF SARATOGA SPRINGS'
EMPLOYEE CONFIDENTIALITY AGREEMENT

This agreement is made between _____ (employee name) and the City of Saratoga Springs.

The employee agrees to the terms of this agreement in consideration of the employee's continued employment by the City of Saratoga Springs and in consideration of:

1. The employee acknowledges that, in course of employment by the City of Saratoga Springs, the employee has, and may in the future, come into the possession of certain confidential information including but not limited to names, addresses, dates of birth, social security numbers, protected health information, passwords, correspondence, and files.
2. The employee hereby agrees that he or she will at no time, during or after the term of employment, use or disseminate for his or her own benefit or the benefit of others, or disclose or divulge to others, any such confidential information.
3. Upon termination of employment, the employee will return to the City of Saratoga Springs, retaining no copies, all documents relating to the City of Saratoga Springs' business including, but not limited to, reports, manuals, correspondence, computer programs, and all other materials and all copies of such materials obtained by the employee during employment.
4. Violation of this agreement by an employee of the City shall be investigated by the City Attorney's Office and the Office of Risk and Safety and appropriate disciplinary and/or legal action may be taken by the employee's appointing authority in accordance with collective bargaining agreements; Civil Service Section 75 regulations, and/or "employees at will" termination proceedings.
5. Employees will not use City account passwords or similar passwords for any personal accounts unrelated to City operations. Employees when asked to choose passwords will not use a password or similar password to any passwords they use on personal non City related accounts.

City of Saratoga Springs: _____ Date: _____
(Department Head Signature)

Employee: _____ Date: _____
(Signature)



CITY OF SARATOGA SPRINGS'

Access to Documents Containing Sensitive Information

During the course of City business, documents containing sensitive information may be requested. This request may be for either the viewing of a permanent personnel file or documents pertaining to an individual employee. It is the policy of the City of Saratoga Springs to protect the identity of its employees and connections to the fullest. Therefore, requests for such documents containing sensitive information shall be thoroughly reviewed and a delay in fulfilling that request may occur.

Sensitive Information means any personal information collected by the City for a stated purpose in which the risk for identity theft is present. Sensitive information includes, but is not limited to: address, phone number, social security number, date of birth, credit check information, copy of driver's license, education dates, medical records, retirement information, birth certificate, garnishment information, paycheck/pay stub, check copies, drug testing records, dispatch blotter information, background checks, polygraph results, uniform ID information, cell phone bills, incident/accident records, Fire Department run data, spouse and dependent information, health insurance plan information, beneficiary information, W9s, Patient Care Reports, Risk Management files, litigation files, employee personnel files including Section 78 proceedings, and computer passwords.

Permanent Personnel Files

An employee who requests viewing of his/her permanent personnel file shall only be honored with verification of identity as prescribed below and in accordance with the "Freedom of Information/Personnel Files" policy found in the City's Personnel Manual. A record of the viewing and/or release of such documents evidencing the signature of both the City employee providing the information and the requesting party receiving the information shall be kept in the employee's permanent personnel file in accordance with the NYS Retention Schedules.

Other Documents Containing Sensitive Information

Requests for documents containing sensitive information shall only be honored with verification of identity as prescribed below and only to those individuals prescribed on the request form. A record of the release of such documents evidencing the signature of both the City employee providing the information and the requesting party receiving the information shall be kept by each department in accordance with the NYS Retention Schedules.

Verification of Identity

The City shall require any two of the following forms of identification to verify the identity of the person in question requesting sensitive information:

1. A valid NYS Drivers License or Identification Card;
2. A valid US Passport;
3. A valid US Green Card; **and one** of the following:
4. An original bill from an electric, gas, cable or other utility;
5. An original or certified copy of a birth certificate; and/or
6. An original or certified copy marriage and/or divorce decree with a notarized signature.
7. Court order, subpoena or other judicial documentation demanding access and/or documents.



Exhibit B
REQUEST FOR ACCESS TO DOCUMENTS
CONTAINING SENSITIVE INFORMATION

Date: _____

Requestor Name: (Print) _____

Relationship to Employee/City: (circle) Employee Supervisor/Manager Government Agencies
Individual Other _____

I am requesting access to: _____
(Documents requested)

I am requesting access to these documents for: (Check appropriate reason).

- _____ I am an employee and wish to view/have copies of my file or other documents pertaining to my personal information.
- _____ I am a former employee (or representative) and would like a copy of my file or other documents pertaining to my personal information.
- _____ I am in the direct supervisory line or appointing authority for this employee.
- _____ I am a government official and have proper documents to secure access to this file or other documents pertaining to an individual's personal information.
- _____ I am the individual who the sensitive information pertains to.

I attest that I have read the above disclosure regarding Access to Documents Containing Sensitive Information and agree to adhere to them, and that I have a legitimate business reason or right to review and/or be provided hard copies of these documents.

Signature

Date

To Be Completed by Human Resources/Departments

Check the appropriate action:

- _____ The identity of the above individual/employee/designated representative requesting access to these documents was verified. This information was reviewed in my presence, and I verify that no documents were altered, added, or removed from the file.
- _____ The identity of the individual/employee/designated representative requesting access and copies was verified. I made the allowable copies and submitted them to the requestor. I verify that no documents were altered, added, or removed from the file.
- _____ The identity of the individual/employee/designated representative requesting access and copies was verified. I provided the requested reports and submitted them to the requestor.

Signature of HR/Department Representative

Printed Name

Date

Title: Special Events Community Planning

Date of Origin: 120616

Responsible Party: All Departments

Introduction:

A wide variety of events and activities have chosen to make Saratoga Springs their home due to its natural beauty, diverse cultures, and the variety of locations available for use. Each of these events helps to contribute to the dynamic atmosphere found in Saratoga Springs.

The following pages include the City of Saratoga Springs Special Event Application and instructions. It is our goal to assist event organizers in planning safe and successful events that create minimal disruption to the communities surrounding the events.

Upon the submission of an event application you may be required to meet with the City's staff to review various aspects of your event. While many city departments joined together to make this process convenient yet comprehensive, please be aware that in some cases you may have to contact other county or state agencies to complete the required application. Doing so in a timely fashion will avoid delays in processing your application.

On behalf of the City of Saratoga Springs, we thank you for contributing to the spirit and vitality of our city. Best wishes for a successful event!

Procedure:

Any festival, parade, race, fundraiser, or other event taking place on public property and that is open to the public requires a Special Event Permit. All permit applications shall be fully completed, printed, legible and submitted to the City Clerk's Office, City Hall, 474 Broadway, Saratoga Springs, NY 12866.

Permit applications may be filed as early as 12 months prior to an event.

If you are submitting an application for a parade and/or walk-run-bike event, you must submit your application and ALL of the required attachments no less than NINETY (90) days prior to your event, to allow for review by the City and NYS Department of Transportation.

Applications for Special Events other than previously described must be submitted with all required attachments no less than SIXTY (60) days prior to your event. Event applications received after time period will not be accepted.

Please note that first time and larger events take more time to plan, so event applications should be turned in early for proper consideration.

You may not advertise for your event until your application for a Special Event is approved by the City.

The City will only approve one event per calendar day that requires City resources. The City reserves the right to allow exceptions to this. Applications are accepted on a first-come, first-served basis for new events. The City reserves the right to dedicate particular days for annual events that have taken place for the past three (3) consecutive years. The City reserves the right to have calendar blackout dates. The City will consider event applications for days that are considered holidays for City employees, if City employees are required for the event, contingent on employee availability. Holiday events requiring City staff will be charged the holiday labor rate.

Applications for parades, walking, running, and biking events will only be considered for City-approved courses, provided that adequate resources such as law enforcement, traffic control, and public works are provided for.

Attendance of events that use any public right-of-way (street, sidewalk, etc.) must be open to the general public.

The permit process begins when you submit an Application. Acceptance of your application should in no way be construed as final approval or confirmation of your request. Events should not be advertised until the City has granted approval for the event.

City departments have the authority to deny a permit application for reasons that include, but are not limited to, the determination that:

- the application is not complete or has not met the established timelines;
- public safety is at risk;
- the proposed resources are not adequate to handle the event;
- the quality of life for surrounding communities will be unreasonably impacted;
- vehicular traffic flow will be inappropriately compromised;
- the City cannot provide the needed resources;
- elements of the event are in violation of the City of Saratoga Springs Municipal Code or Regulations, or State or Federal Laws
- the event has unpaid financial obligations to the City from previous events

Denials of event permits may be appealed in writing to the City Council.

Application Information:

Event Publicity:

You must obtain approval of the event **PRIOR** to promoting, marketing or advertising for it. An Event Permit will not be issued until the application contains all required certificates and permissions. Advanced advertisement of an event will not influence the City's decision to approve/disapprove an event. **Any printed advertising or promotional materials must contain contact information for people who can answer questions and arrange for special accommodations in order for everyone to fully participate in the event.**

Costs and Fees:

Event Organizers have the option of providing volunteers to accomplish the following tasks or to pay the City to complete them subject to Saratoga Springs Police Department Administrative Services Division approval:

- Picking up, setting up and breaking down barricades, traffic cones, and traffic control signs, except on State highways. All traffic control equipment must be provided by the Event Organizer and approved for use by the City under this option.
- City Traffic Control Staff must place and remove No Parking Signs. Event Organizers are not permitted to perform this task.
- Monitoring barricades for traffic control during events
- Providing traffic flaggers at active road crossings. Traffic flaggers may only be used as approved by the Saratoga Springs Police Department. All persons acting as traffic flaggers shall wear an appropriate High Visibility Traffic Control Vest.

Event Organizers have the option of providing volunteers to accomplish the following tasks or to pay the City to complete them subject to Saratoga Springs Department of Public Works approval:

- Trash/recycling/compost collection and disposal.

Failure to provide the agreed upon traffic control equipment and volunteers for the dates and times committed to will result in:

- Responsibility for costs incurred by the City for substitute services
- \$200 fine for non-performance
- Possible event delay or cancelation if public safety is jeopardized

Fees for the use of City resources shall be governed by the City fees annually approved by the City Council.

Failure to break-down or clean-up per the committed timeline in application will result in the organization being financially responsible for any costs incurred by the City for substitute services as a result of the event AND a \$200 fine for non-performance of the executed application. Events with unpaid financial obligations to the City will not be considered for future events.

Event Organizer and Contact Information:

The Event Organizer is the designated individual who has been authorized to apply for the permit and to plan the event. This person must be available to work closely with the City's Department staff throughout the permitting process. During your event a contact person must be available on-site. The contact person shall provide the City with a cellular telephone

number, or pager number, or designate some other way to contact him/her during the event. The contact person is required to have full authority to act on behalf of and make decisions for, any sponsoring organization for all segments of the event. Failure to communicate and coordinate problems with City representatives on the day of the event may result in denial of future events.

Street Closures:

Residential street closures are subject to the approval of the City and County and/or NYS Department of Transportation as applicable. Any new Running race, created after July 1, 2015, that requires the use of public streets or roadways shall utilize preselected courses provided by the Saratoga Springs Department of Public Safety.

- If your event involves closing more than one street block, you are required to submit a detailed Traffic Control Plan prepared by someone with professional traffic control training, or the City can provide this service at the set rate.
- If your event involves street closures, you may be required to obtain traffic control/safety equipment such as barricades, traffic cones, signs. Though City Department's may be able to assist you, ultimately it is your responsibility to ensure proper traffic control during the full extent of your event.
- If the closure creates a potential hazard, your organization will be required to consult with the Saratoga Springs Police Department and the Traffic Control Department.
- For more than a single block closure, a map and Traffic Control Plan will be required showing the desired locations for traffic barriers, road closings, traffic detours and parking restrictions.
- If your event requires someone to direct traffic in the streets, you may be required to hire someone who has professional traffic control training to complete this task.
- Event Coordinator shall notify affected residents of upcoming event at least one week prior to event date, once they receive approval from City.

Parking Plan, Shuttle Plan and Public Notice:

You may be required to provide advisory and/or directional signage prior to the event if your event impacts a major-use roadway. Advisory signs are intended to provide advance notice to the public of the scheduled closure.

If an event involves closing a street that contains reserved accessible parking for more than two (2) hours, the organizer will be required to work with the City to provide temporary reserved accessible parking spaces outside the closed venue area. One space will be required for each existing parking space displaced. In some situations when sufficient parking is not available, the event organizer may be required to provide a shuttle plan. The shuttle plan presented must include accommodations for people with disabilities.

You may be required to implement mitigation measures for negative consequences imposed upon others by your event, such as street closures. Mitigation measures may include hand-delivering notices to affected residents, businesses, and churches; placing an advertisement in local newspapers; posting flyers in business windows; or distributing a local news release including printed, radio and television media. Notices must reflect the date(s), day(s), time(s), location(s) and types of activities taking place during your event. The notice must give detour or alternate route information if normal access is affected or if transportation systems are impacted.

Amplified Sound and Other Noise Sources:

It shall be unlawful for any person to make any unreasonable noise within the boundaries of the City of Saratoga Springs. For purposes of this chapter, "unreasonable noise" shall mean any noise which is of such character that a reasonable person of normal sensitivities would not tolerate it under the circumstances, or is detrimental to the life or welfare of any individual, or causes a risk of public inconvenience or alarm. Please see Chapter 148 of the City Code for instructions. All efforts must be made to comply with this Code.

Approval of amplified sound or other noise sources is conditional upon the sound remaining at a reasonable level throughout the duration of the event. Complaints about unreasonable sound levels may result in a request to reduce the volume level and/or an order to immediately remove the sound source.

Use of Electricity, Alternate Power Sources and Pyrotechnics:

Use of city electric sources may be available at some facilities at a pre-determined cost. Your application must include information about the power sources you will be using during your event. The City may require that a licensed electrician be available during the event to ensure safe equipment connections. Planned uses of generators, special lighting,

fireworks or pyrotechnics shall require a thorough review by the Saratoga Springs Fire Department and may require separate permits.

Food Concessions and Their Preparations:

Guidelines for food concessions and preparation are governed by the New York State Department of Health. You can contact them at (518) 793-3893. These guidelines give details on how your organization manages food handling, preparation and distribution in the most responsible and legal manner. If food or beverages are sold or given away during special events, a New York State Department of Health Permit is required by each vendor serving food. All vendors are required to submit copies of their Health Permits to the Event Organizer and to the City. The Event Organizer is responsible for providing this information to the City. In addition, permits are required for vendors that use tents and/or canopies. The Saratoga Springs Fire Department may require an inspection at your cost before and/or during the event. The NYS Fire Code will be strictly enforced.

Concessions:

The Event Permit requires the Event Organizer to exercise exclusive control and regulation over any concessionaires present at the event. You will be expected to provide a plan for such concessionaires including loading and unloading of equipment and products, security, fire lane and fire code compliance, evacuation plans in case of emergencies, trash and grease clean-up and disposal.

Alcohol: *No alcohol shall be consumed or sold in City parks or on public grounds and streets per Chapter 61-1 of the City Code.*

Tents and Temporary Structures:

Tents and canopies larger than 400 square feet, and temporary structures require an additional permit per Section 2403 Temporary Tents, Canopies and Membrane Structures of the ICC Code from the Accounts Department City Clerk's Office. You can contact them at (518) 587-3550 x 2548. You must contact the Department of Public Works (518) 587-3550 x 2561, to identify locations where tents can be placed within City parks. Prior approval is required to have tents and structures placed on city property prior to the event date and removed after the event date. All tents and other objects that require staking in the ground are subject to and will adhere to Dig Safely New York regulations. Tents are to be kept back to curbs for Emergency vehicles.

Crowd Control and Security:

Event organizers are required to provide a safe and secure environment for their event. This is accomplished through sound pre-planning and by anticipating potential problems and concerns. The size, type, location, and time of the event, as well as event activities, are all areas that need to be analyzed in depth. The Police Department will assess the level of security required for the event. On the occasion that a private security company is authorized by the City to provide security for an event, all security companies hired to work an event must be licensed, bonded, and insured and proof must be submitted to the City before a permit application will be approved. Security companies must submit a written communication plan describing how communications will be handled between them, the Event Organizer and the Saratoga Springs Police Department during the event. The City reserves the right to deny an application based on inadequate security plans or the selection of a security company that has not worked cooperatively with the City in the past.

Event Accessibility Plan:

"Accessible" describes a site, building, facility or portion thereof that can be approached, entered and used by all people. It is the Applicant's responsibility to comply with all city, county, state and federal accessibility requirements that are applicable to the event. All indoor and outdoor sites for events must be accessible to persons with disabilities. If a portion of the area is inaccessible, an alternate area must be provided with the same activities that are in the inaccessible area. The alternate site cannot, however, be offered only to patrons with disabilities. Accessibility requirements shall include parking, restrooms, clear paths of travel, transportation, accessible vendors and booths. If all areas are not accessible, a map or program must be provided to attendees, indicating the accessible restrooms, parking, and other facilities and venues.

Emergency Evacuations and Cancellation of Event:

The City reserves the right to suspend your activities and announce the need to clear the area for emergency vehicles and personnel in the event of a natural or man-made emergency or severe weather during your event. Event Organizers shall assist emergency personnel in evacuating employees, volunteers, entertainers, and the general public from the

area. A contingency plan shall be prepared in case the event needs to be canceled, postponed, or relocated due to public safety concerns including adverse weather conditions.

Anti-Discrimination and Equal Opportunity Obligations:

In accordance with City laws the sponsoring organization will not discriminate against any employee, applicant for employment, sub-contractor, supplier of materials or services, or program participant because of actual or perceived: age, creed, color, disability, ethnicity, familial status, gender, height, immigration or citizenship status, marital status, national origin, race, religion, sexual orientation, socio-economic status, or weight.

Insurance Requirements:

The City of Saratoga Springs requires a Certificate of Insurance naming the City as an additional insured on a primary and non-contributory basis for the event to be held for commercial general liability insurance, including personal injury liability insurance, in the amount of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate. Proof of One Million Dollars commercial auto insurance must be provided if any vehicles will be included as part of this application and event. Proof of NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance or waiver of same from the NYS Workers Compensation Bureau is required per NYS Law. Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect. Please provide the required Certificate of Insurance with your application.

City Waiver:

Anyone participating in your bike-walk-run race must execute the City's waiver agreement. A copy of the City's required waiver is included with this application package. The executed waivers must be presented to the City Clerk's Office in a DIGITAL FORMAT within ONE WEEK of the completion of the event being held.

Anticipated Attendance Over 5,000 People:

If your event's participants and attendance is expected to be FIVE THOUSAND (5,000) or more, you must apply and provide the following permits from the New York State Government prior to submitting an Special Events Application with the City. This application is the NYS Department Of Health Part 18 Public Gathering Permit. Please provide a Public Gathering Permit issued by the NYS Department of Health for any event whose participants and attendance is expected to be 5,000 individuals or greater. Website Address is: <http://www.health.ny.gov/professionals/ems/emsforms.htm>

Volunteer Assumption of Risk and Waiver/Release For Injuries, Damages and Claims For Races

Name of the Speed Contest: _____

I hereby acknowledge that my provision of volunteer services for the _____ carries with it the potential for death, serious injury and/or property loss. I hereby expressly assume all risk of injury and damage and release the State of New York, New York State Department of Transportation, the _____, and the City of Saratoga Springs, NY from all liability and claims of whatever nature or cause which may occur as a result of the provision of my volunteer services for the _____. I further acknowledge that "No person or entity shall have the right to bring an action against the State, _____ and the City of Saratoga Springs, NY or any person employed by the State, _____ or the City of Saratoga Springs, NY who was acting within the scope of his authority, for damages resulting from or in connection with any such race, contest or exhibitions."

Printed Name of Participant/Contestant

Address

Signature of Participant/Contestant

Date

If participant/contestant is a minor, (less than 18 years of age), parent or legal guardian must also sign:

Printed Name of Parent/Legal Guardian

Relationship to Participant/Contestant

Signature of Parent/Legal Guardian



City of Saratoga Springs, NY

Participant Agreement, Indemnification and Risk Acknowledgement

In consideration of the services of the City of Saratoga Springs and its agents, officers, participants, consultants, employees and all persons or entities in any capacity on their behalf ("The City"), and in consideration of my participating in the _____ event sponsored by _____ ("_____"), I now agree to release and discharge **The City and _____**, on behalf of myself, my children, my parents, my heirs, assigns, personal representatives and estate as follows:

1. I hereby acknowledge that _____ entails known and unanticipated risks which could result in physical or emotional injury, paralysis, death or damage to me, to property or to third parties. I understand that such risks cannot be eliminated without jeopardizing the essential qualities of the activity.
THESE RISKS INCLUDE, BUT ARE NOT LIMITED TO:
 - (1) Nature of the activity
 - (2) Latent or apparent defects or conditions in equipment or property supplied by **The City or _____**
 - (3) Use of property by myself, others or equipment supplied by **The City or _____**, or other persons or entity
 - (4) Acts of other participants in this activity, employees or agents of **The City or _____**
 - (5) My own physical condition or acts or omissions
 - (6) Conditions of **The City** facility, surrounding grounds or terrain and accidents connected with their use
 - (7) First Aid emergency treatment or other services
2. I expressly agree and promise to accept and assume all risks associated with this activity. My participating in this activity is purely voluntary and I elect to participate in spite of these risks.
3. I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless The City and _____, from any and all claims, demands, or causes of action which are in any way associated with this activity or my use of City equipment or facilities, including any such claims which allege negligent acts or omissions of The City or _____.
4. Should The City or _____ or anyone acting on their behalf incur attorney's fees and costs to enforce this agreement, I agree to indemnify and hold harmless The City and _____ or any such person from all such fees and costs.
5. I hereby state that I will bear the cost of any injury or damage that I may cause or suffer while participating.
6. I further certify that I have no medical or physical conditions which would or could interfere with my safety in this activity, or else I am willing to assume and bear the costs of all risks that may be created, directly or indirectly, by any such condition.

By signing this document, I acknowledge that if anyone is hurt, or property is damaged during my participation in this activity a court of law may find me to have waived my right to maintain a lawsuit against **The City or _____**, on the basis of any such claim or claims from which I have released them herein. I have had sufficient opportunity to read this entire document. **I certify that I am 18 years of age or older and that I have read and understood it and agree to be bound by its terms and conditions.**

Signature of Participant: _____ Printed Name: _____

Address: _____ Telephone No.: _____

Date: _____ Emergency Contact/Tel. No.: _____

In the event the volunteer participant is under the age of eighteen (18) years of age, the underage volunteer's parent or guardian must execute the following:

In signing this agreement, you acknowledge that you fully understand there are inherent risks and dangers associated with your and/or your child's participation in _____. You also understand and acknowledge your and/or your child's participation in these activities and use of any City facility and/or City equipment related to such activities may result in injury, illness or death and damage to personal property. You understand other participants, accidents, forces of nature or other causes outside of the control of the City or _____ may cause these risks and dangers and you hereby accept those risks for yourself and your child(ren). You agree to indemnify and save harmless the City and _____ from and against all claims, damages, losses and expense (including, but not limited to, attorneys' fees), arising out of your and/or your child's participation in _____ provided that any such claim, damage, loss or expense is not directly attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of the City or _____, their agents or employees.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Printed Name _____

Title: Workplace Violence Panic Button Protocol 011713

Date of Origin: 011708

Responsible Party: Risk and Safety and Police Department

I. Policy:

The City has invested Capital Budget monies in panic button technology in several key locations within City owned/maintained buildings in support of the City's Workplace Violence Prevention Program. Protocols associated with the use of installed panic buttons will vary with location depending if the location is within the confines of City Hall which are cellular or in offsite remote locations requiring dial up. The protocol as presented identifies the steps needed to regularly maintain the technology in use. The City's Police Department shall control and monitor the City's Panic Button Security System as part of its ongoing law enforcement protection programming.

II. Protocol:

1. Any department or individual requesting the installation of a panic button shall make a formal written inquiry to the Office of Risk and Safety. Risk and Safety shall forward the request for panic button technology to Police Department personnel assigned to the task of reviewing the request and conducting a security assessment of the location requesting the technology.
2. The Police Department and Director of Risk and Safety will discuss the security assessment with the requestor and collectively decide the best use of technology available. All final determinations for requests for panic button technology will be brought to the Safety Committee as part of the City's Workplace Violence Prevention Programming.
3. Each panic button installed shall be tested on the first Wednesday of each month between the hours of 9AM and 12PM under the express direction and in coordination with Police Department personnel. It will be the responsibility of each individual assigned a panic button to initiate the activation when asked to do so. Each Commissioner and the Mayor shall be responsible for ensuring employees within their control regularly manage the technology governed by this policy.
4. The Police Department shall maintain a written record of such tests and any other activation as part of its normal business records and shall also maintain an up-to-date list of all panic button locations in the Dispatch Area of the Police Station. The written list will be kept in the Police Department Dispatch Area in close proximity to the designated Panic Alarm Station.
5. Panic button tests shall be presented to Safety Committee on a monthly basis.
6. Compliance of the Workplace Violence Prevention Panic Button Protocol shall be the responsibility of the City Safety Committee, each Commissioner and the Mayor.
7. There shall be an annual review of the panic button technology as to its effectiveness, costs of expansion, and costs of maintenance.

Title: Workplace Violence Prevention Program 102114
Date of Origin: 020607
Responsible Party: Human Resources, Risk and Safety and All Departments

I. Policy:

The City of Saratoga Springs is dedicated to the security, safety and overall well being for all of our employees. The City's goal is to invest, as best we can, in the safety and security of our workplace so we can provide our employees with the environment they need to be productive for our constituents.

All incidents pertaining to "employee to employee" issues regarding perceived or alleged workplace harassment shall be reported to the Human Resource Administrator or Department Head in accordance with the City's Employee Policy and Procedures Manual. A copy of each complaint shall be given to the City Attorney and the Director of Risk and Safety.

Conduct that constitutes violence will not be tolerated from any City employee. Instances involving assault, criminal conduct or any other tortuous conduct by a City employee will be dealt with in accordance with the law and previously established City policies.

II. Definition:

Workplace violence is any physical assault, threatening behavior, or verbal abuse occurring in the workplace and can be directed at or engaged in by co-workers, strangers, customers, or personal relations. The National Institute for Occupational Safety & Health (NIOSH) defines workplace violence as "violent acts (including physical assaults and threats of assaults) directed toward persons at work or on duty." A workplace is defined as any location either permanent or temporary where an employee performs any work related duty.

III. Risk Areas:

While workplace violence can occur in any workplace setting, examples of employment situations that may pose a higher risk(s) include:

- Contact with the public
- Duties that involve the exchange of money
- Delivery of passengers, goods or services
- Duties that involve mobile workplace assignments
- Working with unstable or volatile persons in healthcare, social service or criminal justice settings
- Working alone or in small numbers
- Working late at night or during early morning hours
- Working in high crime areas
- Duties that involve guarding valuable property or possessions
- Working in community based settings
- Working in areas with previously identified security problems
- Uncontrolled access to the workplace

IV. Program Requirements:

The NYS DOL Law requires public employers to perform a risk evaluation of their workplace to:

- determine the presence of factors or situations that might place employees at risk from occupational assaults and homicides;
- prepare a workplace violence prevention program; and
- inform and train employees on the requirements of the NYS DOL Law and the workplace risk factors that were identified.

Public employers with a combined total of 20 or more full-time permanent employees shall develop and implement a written workplace violence prevention program and provide employee training on workplace prevention measures and other information contained within the employers written program. Such employers shall also inform employees of the location and availability of the written workplace violence prevention program. Employee workplace violence prevention training will be provided at the time of job assignment and annually thereafter.

The written workplace violence program will be proactive, capable of assessing potential threats before they occur, and capable of responding to actual incidents immediately

1. The Director of Risk and Safety in cooperation with and on behalf of the City Safety Committee shall conduct workplace risk evaluations on an annual basis per New York State Department of Labor (DOL) Public Employee Health and Safety regulations (PESH) to:
 - determine the presence of factors or situations that might place employees at risk from occupational assaults and homicides;
 - prepare and annually review a Workplace Violence Prevention Program; and
 - inform and train employees on the requirements of the NYS DOL PESH Law and the workplace risk factors that were identified.
2. Issues involving worksite safety shall be reported to the Director of Risk and Safety.
3. The Director of Risk and Safety shall provide employee workplace violence prevention training at the time of job assignment and annually thereafter.
4. The City's Workplace Violence Prevention Program shall be proactive, capable of both assessing potential threats before they occur, and responding to incidents.

V. Risk Factors Identified:

The City of Saratoga Springs recognizes the dynamics of the provisions of public service to the community at large. It adopts the issues identified by the NYS Department of Labor Safety and Health Division. Additional issues identified will be addressed on an ongoing basis at Safety Committee with recommendations made to departments and City Council on a periodic basis. Opportunities for Improvement and proposed solutions will be periodically reported to City Council as needed. Preliminary issues identified include:

- Duties that involve the exchange of money:
 - Mayor's Department:
 - Building and Zoning
 - Civil Service
 - Community Development
 - Human Resources
 - Planning and Economic Development
 - Finance Department:
 - Tax Collections
 - Petty Cash
 - Accounts Department:
 - City Clerk
 - Public Safety:
 - Parking
 - Public Works Collections:
 - Engineering
 - Utility
 - Compost
 - Street Openings
 - Carousel Collections
 - Recreation Department Collections
- Delivery of passengers, goods or services:
 - Mayor's Department
 - Building and Zoning
 - Community Development
 - Planning and Economic Development
 - Finance Department
 - Accounts Department
 - Public Safety
 - Code Enforcement
 - Fire
 - Parking Enforcement
 - Police
 - Public Works
 - Building and Grounds

- Engineering
 - Utilities
 - Water and Sewer
- Recreation
- Duties that involve mobile workplace assignments:
 - Accounts
 - Public Safety
 - Police
 - Fire
 - Parking Enforcement
 - Public Works
 - Building and Grounds
 - Engineering
 - Streets
 - Water and Sewer
 - Utilities
 - Recreation
- Working with unstable or volatile persons in healthcare, social service or criminal justice settings:
 - Mayor's Department
 - Finance Department
 - Public Safety
 - Public Works
 - Recreation
 - Risk and Safety
- Working alone or in small numbers:
 - Mayor's Department
 - Finance Department
 - Accounts Department
 - Risk and Safety
 - Public Safety
 - Public Works
 - Carousel/Canfield Casino
 - Dispatch
 - Engineering
 - Recreation
- Working late at night or during early morning hours:
 - Police
 - Fire
 - Canfield Casino
 - Public Works
- Working in high crime areas
- Duties that involve guarding valuable property or possessions:
 - Mayor's Department
 - Finance Department
 - Accounts Department
 - Public Safety Administration
 - Public Works Administration
 - Congress Park
 - Canfield Casino/Carousel
 - Recreation
- Working in community based settings
 - Mayor's Department
 - Finance Department
 - Accounts Department
 - Public Safety
 - Public Works
 - Recreation

- Working in areas of previously identified security problems:
 - Mayor's Department
 - Finance Department
 - Accounts Department
 - Public Safety Administration
 - Public Works Administration
 - Recreation
- Unidentified persons in the Workplace

VI. Methods of Workplace Violence Prevention:

As they pertain to this policy, the City of Saratoga Springs shall address issues involving workplace safety as follows:

1. City Owned and/or Maintained Property:

City owned buildings shall be secured using the following protocols:

- Doors should never be propped open. Locations having money and/or secure information shall be kept locked and separate from general entry.
- Security card entry systems have been installed within City Hall and the Recreation Center to limit access to secured areas.
- Concealed weapons are strictly prohibited in/on all City owned and maintained buildings/properties. City law enforcement officials shall be exempt from this provision.
- Security cameras have been installed with a direct feed to the Police Department for City owned buildings identified as being at high risk when possible.

2. Identification Cards:

- Employees shall be issued an identification card by the Human Resource Administrator and shall be required to display the identification card with a current color picture visible on the front side of the badge itself along with the City seal and employee name.
- City issued identification cards must be worn at all times within the workplace. Identification cards should also be carried at all times by employees who work outside of the traditional workplace setting, i.e. police, fire, and public works.
- Whenever an employee's appearance changes substantially; i.e., shaved head, growth of beard, sex change or gender modification, change in hair color, or appearance altering plastic surgery, the identification card picture should be updated.
- All City identification cards shall be issued upon employment and rescinded upon separation without exception by the Human Resource Administrator.
- The City's Police Department shall own, control and maintain the Identification Card Program technology.

3. Bomb Threat Protocol: The City has adopted the Federal Bureau of Investigation's protocols for Bomb Threats.

4. Security Cameras: The City shall install and maintain security systems to protect City owned buildings, properties, and the employees who work within them. Security camera systems will send video feed to the City's Police Department whenever possible. For ancillary worksites where a direct connection to the City's Police Department is not possible, steps will be taken to record and save the video feed for police use. The Office of Risk and Safety in partnership with the Safety Committee shall be responsible for the installation and management of all fire and security systems for City buildings and properties controlled by the Department of Public Works.

5. Panic Buttons:

Homeland Security studies have identified the need for panic buttons in various locations throughout the City Hall workplace. Risk assessments will occur on an annual basis to quantitatively measure the ongoing need for panic button installation within individual department and in other City buildings undergoing similar studies.

Department heads will be consulted to determine how the Workplace Violence Prevention Program may best meet the needs of the employees working within that department on both an initial and ongoing basis. If there is a quantitative determination made that panic buttons are needed within a particular City owned and/or maintained location, the Safety Committee shall make the determination as to how best accommodate the request. Risk and Safety will act as the Safety Committee's liaison to the placement and installation of the panic buttons with feedback

to the Safety Committee on its progress and management. Panic Button Technology within City Hall and other pertinent City owned locations shall be mutually owned and maintained by the Police Department and the Office Risk and Safety Office.

VII. Reporting Incidents of Workplace Violence:

8. All incidents of workplace violence within any City department shall be reported to the Human Resource Administrator on the City's **Workplace Violence Incident Report**.
9. The Human Resource Administrator shall provide the City Attorney and the Director of Risk and Safety with a copy of the complaint filed with twenty four (24) hours of its receipt and shall work together with the Director of Risk and Safety and the City Attorney to investigate each alleged incident of workplace violence.
10. The City of Saratoga Springs Police Department shall be immediately contacted if any such incident involves an immediate threat to the safety and welfare of the general employee population. The Police Department will then assume control of the incident and any ensuing investigation.
11. Opportunities for workplace site health and safety improvements identified by the Police Department shall be immediately provided to the Director of Risk and Safety for further action in accordance with this program.
12. Upon completion of the workplace violence investigation, a copy of the completed workplace violence investigation shall be provided to the Department Head.
13. The Human Resource Administrator shall work with the Department Head on any employee disciplinary issues resulting from the investigation.
14. The Director of Risk and Safety shall report any identified workplace violence site safety issue(s) and recommend solutions for remediation to the Department Head.
15. The Director of Risk and Safety shall report such site safety issues to the Safety Committee. The Committee shall work to develop the appropriate safety prevention and control strategies and solutions.
16. The Safety Committee will assist the appropriate Department Head with Workplace Violence Prevention Program initiatives and identify any trends that may pose a liability or financial risk to the City of Saratoga Springs.

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

*** Refer to your local bomb threat emergency response plan for evacuation criteria**

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov



Homeland Security

2014

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER
HUNG UP:

PHONE NUMBER WHERE
CALL RECEIVED:

Ask Caller:

• Where is the bomb located?
(building, floor, room, etc.)

• When will it go off?

• What does it look like?

• What kind of bomb is it?

• What will make it explode?

• Did you place the bomb? Yes No

• Why?

• What is your name?

Exact Words of Threat:

Information About Caller:

• Where is the caller located? (background/level of noise)

• Estimated age:

• Is voice familiar? If so, who does it sound like?

• Other points:

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Stuttered		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other information:



**City of Saratoga Springs, NY
Workplace Violence Incident Report**

(Note: Please submit the completed form to the Director of Risk and Safety, City of Saratoga Springs, 474 Broadway, Saratoga Springs, NY.)

Affected Party(s): _____
Supervisor: _____ Depart/Phone Ext. _____

Incident Information:
Date of Incident: _____ Time of Incident: _____
Location of Incident (be specific): _____

Description of Incident: (Narrative)

Has this or a similar incident ever happened to you before? If so, please explain.

If you incurred any injury whatsoever, (physical-emotional) please describe the injury, in detail, and the location of any treatment received.

List all witnesses of the incident:

Name: _____ Department: _____
Contact Number: _____ Cell No.: _____

Was a weapon involved? If so, specify type and to what extent:

Aggressor Information:

Name: _____ Department: (if an employee) _____
Supervisor/Phone Number: (if an employee) _____
Relationship to aggressor: (if stranger, indicated relationship, if any) _____
Had anything occurred in the past to make you feel that this would happen? If so, please explain.

Home address/vehicle information: (if not an employee)

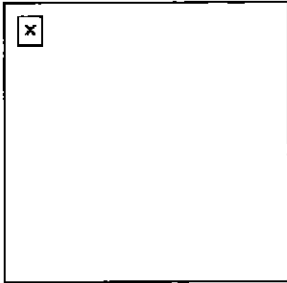
As you see it, does something need to be done to avoid such an incident from happening again? If so, explain. _____

Report Completed by/Date

Reviewed/Approved by/Date

Title

Title



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DEC 02 2016
ACCOUNTS DEPARTMENT

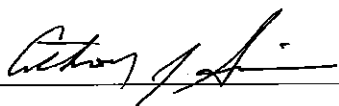
Memo

To: COMMISSIONER OF ACCOUNTS, JOHN FRANCK
From: COMMISSIONER OF PUBLIC WORKS, ANTHONY SCIROCCO
Date: DECEMBER 2, 2016
Re: AWARD OF BID – CASELLA WASTE MANAGEMENT

The Department of Public Works would like to award the following bid for the year 2017. This Vendor has bid the lowest overall price, that best meet the specifications, in accordance to contract procedures.

Hence, we are asking you to put this on your next Council Meeting Agenda, December 6, 2016

Thank you for your cooperation in this matter.

Signature  Date 12/2/16
Anthony Scirocco, Commissioner of Public Works

Department That Owns Award/Extension of Bid: Public Works

Project or Item Being Awarded: Municipal Solid Waste

Item Being Extended: _____

Vendor Who Won the Bid: Casella Waste Management, Inc.

Budget Line Item: A3638184 54521

Budget Line Item: A3638184 54700

Assistant Purchasing Agent: Purchasing policy has X / has not _____ been followed in the selection of the winner of the bid or bid extension.


Assistant Purchasing Agent

12/1/16
Date

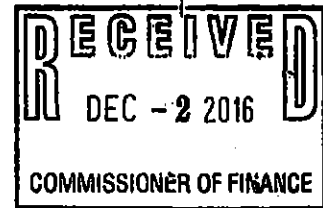
Director of Risk and Safety: Vendor being awarded the bid or the bid being extended has ✓ / has not _____ met all insurance requirements of the City of Saratoga Springs and has provided a copy of their certificate of insurance for review by the Director of Risk and Safety.


Director of Risk and Safety

12/1/16
Date

****An award/extension of bid will not be placed on the Commissioner's agenda if any of the above is missing. The request to place the item on the agenda will be returned to the appropriate department.**

Request for Certification of Sufficient Funds



Submittal Date: 12/2/2016

The Department of Public Works requests certification that sufficient funds are or will be available to cover the claim to meet the following obligation when it becomes due and payable.

Obligation to be incurred, detailing vendor name, project description, Council approval, etc. (attach supporting documentation):

*Casella Waste Management
Municipal Solid Waste*

Appropriation – Current Budget Expense Org/Object/Proj(s):

Amount Requested for Approval:

\$

86,010.00
~~85,500.00~~

Current Amount Available:

\$

70,000.00

Transfer/Amendment Pending:

\$

23,000.00

cglo per J.M. 12/2/16

2017

A 3638184 54521 ✓

A 3638184 54700 ✓

Transfer/Amendment Date:

Department Head Signature

Date

Certification of Sufficient Funds

The Commissioner of Finance hereby certifies that funds are or will be available to cover the claim to meet the above described obligation when it becomes due and payable.

Commissioner of Finance

Approval Date

Michael Clark Madigan

12/2/16

RFP 2016-34**County Waste and Recycling Services**

Steve LaFollette
1927 Route 9
Clifton Park, NY 12065
877-2346
stevel@wcnx.com

		<u>Purchasing</u>	<u>Risk and Safety</u>
Item 1	\$90,090.00	Meets	Does not
Item 2	\$18,720.00	Requirements	meet
Item 3	\$2,880.00		requirements
Total Bid	\$111,690.00		

Casella Waste Management, Inc.

Joe Girard Jr.
1392 Route 9
Fort Edward, NY 12828
480-2531
melody.kober@casella.com

Item 1	\$69,300.00	Meets	Does not
Item 2	\$14,508.00	Requirements	meet
Item 3	\$2,232.00		requirements
Total Bid	\$86,040.00		



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

REAFFIRMING THE CITY SAFETY COMMITTEE AND ITS MEMBERS

Mayor Joanne Yepsen
Commissioner John Franck
Commissioner Michele Madigan
Commissioner Anthony Scirocco
Commissioner Christian Mathiesen

WHEREAS, the City Council did originally establish a Safety Committee in 2002 with representation from all appropriate City departments to assist in the identification of and management of risk and safety issues on its behalf; and

WHEREAS, the City Council hereby reaffirms the importance of the City Safety Committee and its charge of protecting the welfare and safety of its employees, citizens and visitors on behalf of the City Council; and

WHEREAS, the City Council reaffirms the commitment of each City Department and the universal goal of providing a safe and healthful working environment for all City employees and the safety of the community at large; and

WHEREAS, the Safety Committee is charged with assisting the City Council in: providing a safe and healthy working environment for its employees in accordance with federal and state regulatory requirements; participating in the identification of and measurement of the risks facing the City and community at large; responding to and assisting in the resolution of safety related inquiries and complaints from citizens, employees and/or employee bargaining units; assisting and responding to local, state and federal regulatory matters as they pertain to risk and safety issues; developing risk and safety programs in response to federal and state regulatory mandates and/or City insurance requests for correction; providing the City's Capital Budget Committee with annual requests for the repair, refurbishment and/or replacement of the City's buildings, equipment and/or property in accordance with the City's insurance loss prevention studies, City Fire Department Inspections, and federal and/or state regulatory and compliance mandates; reviewing inspection reports and responding to recommendations, violations and fines as needed; providing risk and safety policy programming recommendations to City Council for adoption; and assist in implementing the risk and safety policy programming as adopted by City Council; and

WHEREAS, the Director of Risk and Safety shall have the responsibility of chairing the City's Safety Committee and acting as its liaison as Safety and Compliance Officer of the City to ensure the City's risk and safety directives are carried out in accordance with this Safe City Program per the City Council's directives; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council does hereby establish the voting membership of the Safety Committee as follows: Director of Risk and Safety as Chairperson; City Engineer; Department of Public Works Business Manager; Information Technology Systems Manager; Zoning & Building Inspector; Fire Chief or his/her designee; Police Chief or his/her designee; Police Department Administrative Lieutenant; Civil Service Secretary; Human Resource Administrator; Administrative Director of Recreation; Deputy Mayor; Deputy Commissioner of Accounts, Finance, Public Works and Public Safety; and one representative from each of the City's collective bargaining units. The City's Insurance Agent and the City Attorney shall serve as Ex-Officio Non-Voting Members and advisors to the Safety Committee.

Adopted: December 6, 2017

Ayes:

Nays:

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**CITY OF SARATOGA SPRINGS LIVE
 BUDGET AMENDMENTS JOURNAL ENTRY PROOF**
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LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
	ACCOUNT				LINE DESCRIPTION					
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND			
2016	12	2 12/06/2016	BUDGET	CCM 120616	BUA TRANS-PAY	1				
1	A3567331	51581		GIRLS BASKETBALL	SUPERVISION		.00	360.00	360.00	
	A	-35-6-7330-1-51581	-		COVER SUPER FOR GIRLS BB	12/06/2016				
2	A3567331	58030		GIRLS BASKETBALL	CITY PORTION SOCIAL SECURITY		.00	40.00	40.00	
	A	-35-6-7330-1-58030	-		COVER SUPER SS FOR GIRLS BB	12/06/2016				
3	A3567144	548203		RECREATION EXPENSES CS	SPORTS SUPPLIES		1,000.00	-400.00	600.00	
	A	-35-6-7140-4-548203-			COVER SUPER SS FOR GIRLS BB	12/06/2016				
4	A3567142	52200		RECREATION EXPENSES EQ & CA	OFFICE EQUIPMENT		12,350.00	1,100.00	13,450.00	
	A	-35-6-7140-2-52200	-		COVER COST OF OFFICE EQUIP	12/06/2016				
5	A3567171	51581	6015	INDOOR RECREATION FACILITY	PSUPERVISION		1,100.00	-1,100.00	.00	
	A	-35-6-7171-1-51581	-6015		COVER COST OF OFFICE EQUIP	12/06/2016				
6	E3577161	51100		CITY CENTER AUTHORITY PS	EXECUTIVE DIRECTOR FOR CITY CE		113,200.00	21,918.88	135,118.88	
	E	-35-7-7160-1-51100	-		PAYROLL AS APPRVC BY CCA	12/06/2016				
7	E3577161	51101		CITY CENTER AUTHORITY PS	SALES DIRECTOR		64,056.50	16,189.37	80,245.87	
	E	-35-7-7160-1-51101	-		PAYROLL AS APPRVC BY CCA	12/06/2016				
8	E3577161	51132		CITY CENTER AUTHORITY PS	OPERATIONS MANAGER		59,678.50	6,130.49	65,808.99	
	E	-35-7-7160-1-51132	-		PAYROLL AS APPRVC BY CCA	12/06/2016				
9	E3577161	51133		CITY CENTER AUTHORITY PS	WORKING SUPERVISOR		116,973.75	55,419.93	172,393.68	
	E	-35-7-7160-1-51133	-		PAYROLL AS APPRVC BY CCA	12/06/2016				
10	E3577161	51420		CITY CENTER AUTHORITY PS	ACCOUNT CLERK		49,927.50	33,116.00	83,043.50	
	E	-35-7-7160-1-51420	-		PAYROLL AS APPRVC BY CCA	12/06/2016				
11	E3577161	58030		CITY CENTER AUTHORITY PS	CITY PORTION SOCIAL SECURITY		57,071.00	4,440.00	61,511.00	
	E	-35-7-7160-1-58030	-		PAYROLL AS APPRVC BY CCA	12/06/2016				
12	E3577161	51001		CITY CENTER AUTHORITY PS	EMPLOYEES HOSPITALIZATION OPT		2,700.00	-900.00	1,800.00	
	E	-35-7-7160-1-51001	-		PAYROLL AS APPRVC BY CCA	12/06/2016				
13	E3577161	51103		CITY CENTER AUTHORITY PS	SALES REPRESENTATIVE		101,823.00	-14,216.82	87,606.18	
	E	-35-7-7160-1-51103	-		PAYROLL AS APPRVC BY CCA	12/06/2016				
14	E3577161	51541		CITY CENTER AUTHORITY PS	CITY CENTERPART TIME EMPLOYEES		16,884.00	-8,762.50	8,121.50	
	E	-35-7-7160-1-51541	-		PAYROLL AS APPRVC BY CCA	12/06/2016				
15	E3577161	51900		CITY CENTER AUTHORITY PS	LABORER CITY CENTER		292,597.31	-104,829.65	187,767.66	
	E	-35-7-7160-1-51900	-		PAYROLL AS APPRVC BY CCA	12/06/2016				

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**CITY OF SARATOGA SPRINGS LIVE
BUDGET AMENDMENTS JOURNAL ENTRY PROOF**
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LN	ORG ACCOUNT	OBJECT PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION LINE DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND	
2016	12	2 12/06/2016	BUDGET	CCM 120616	BUA TRANS-PAY	1	1	
16	E3577168 58040 E -35-7-7160-8-58040 -		CITY CENTER AUTHORITY	EB	OTHER EMPLOYEES RETIREMENT SYS PAYROLL AS APPRVC BY CCA	135,000.00 12/06/2016	-8,505.70	126,494.30
17	A3143411 51060 A -31-4-3410-1-51060 -		FIRE DEPARTMENT	PS	ASSISTANT FIRE CHIEF TO COVER COSTS THRU YR-END	100,234.00 12/06/2016	6,122.00	106,356.00
18	A3244011 51240 A -32-4-4010-1-51240 -		HEALTH DEPARTMENT	PS	HEALTH OFFICER COMMISSIONER GR TO COVER COSTS THRU YR-END	10,000.00 12/06/2016	1.00	10,001.00
19	A3143411 51730 A -31-4-3410-1-51730 -		FIRE DEPARTMENT	PS	FIREFIGHTERS TO COVER COSTS THRU YR-END	2,794,083.00 12/06/2016	-6,123.00	2,787,960.00
20	A3143411 51050 A -31-4-3410-1-51050 -		FIRE DEPARTMENT	PS	FIRE CHIEF TO COVER COSTS THRU YR-END	106,193.00 12/06/2016	6,662.00	112,855.00
21	A3143411 51710 A -31-4-3410-1-51710 -		FIRE DEPARTMENT	PS	FIRE LIEUTENANTS TO COVER COSTS THRU YR-END	448,608.00 12/06/2016	-6,662.00	441,946.00
22	A3143121 51610 A -31-4-3120-1-51610 -		POLICE DEPARTMENT	PS	INVESTIGATORS TO COVER COSTS THRU YR-END	797,060.32 12/06/2016	33,322.00	830,382.32
23	A3143121 51950 A -31-4-3120-1-51950 -		POLICE DEPARTMENT	PS	COMP TIME TO COVER COSTS THRU YR-END	414,027.30 12/06/2016	5,000.00	419,027.30
24	A3143121 51960 A -31-4-3120-1-51960 -		POLICE DEPARTMENT	PS	OVERTIME TO COVER COSTS THRU YR-END	460,225.22 12/06/2016	20,000.00	480,225.22
25	A3143121 51630 A -31-4-3120-1-51630 -		POLICE DEPARTMENT	PS	POLICE OFFICERS TO COVER COSTS THRU YR-END	2,633,342.52 12/06/2016	-58,322.00	2,575,020.52
26	A3143311 51221 A -31-4-3310-1-51221 -		TRAFFIC CONTROL	PS	TRAFFIC CONTROL TECHNICIAN TO COVER COSTS THRU YR-END	86,379.00 12/06/2016	1.00	86,380.00
27	A3143311 51222 A -31-4-3310-1-51222 -		TRAFFIC CONTROL	PS	AUTOMOTIVE SERVICE MANAGER TO COVER COSTS THRU YR-END	62,855.00 12/06/2016	-1.00	62,854.00
28	A3143131 51960 A -31-4-3121-1-51960 -		OTHER POLICE SERVICES	PS	OVERTIME TO COVER COSTS THRU YR-END	6,000.00 12/06/2016	1,000.00	7,000.00
29	A3143131 51200 A -31-4-3121-1-51200 -		OTHER POLICE SERVICES	PS	CLEANER (POLICE PT) TO COVER COSTS THRU YR-END	21,200.00 12/06/2016	-1,000.00	20,200.00
30	A3143031 51960 A -31-4-3021-1-51960 -		POLICE CENTRAL DISPATCH	PS	OVERTIME TO COVER COSTS THRU YR-END	75,000.00 12/06/2016	15,000.00	90,000.00

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**CITY OF SARATOGA SPRINGS LIVE
 BUDGET AMENDMENTS JOURNAL ENTRY PROOF**
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LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET
	ACCOUNT				LINE DESCRIPTION				
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND		
2016	12	2 12/06/2016	BUDGET	CCM 120616	BUA TRANS-PAY	1	1		
31	A3143031	51750		POLICE CENTRAL DISPATCH PS	PUBLIC SAFETY DISPATCHERS		560,934.00	-15,000.00	545,934.00
	A	-31-4-3021-1-51750	-		TO COVER COSTS THRU YR-END		12/06/2016		
32	A3143122	52400		POLICE DEPARTMENT EQ CAP OUTFIT VEHICLES			157,417.00	21,415.00	178,832.00
	A	-31-4-3120-2-52400	-		PURCHASE ANIMAL CONTROL VAN		12/06/2016		
33	A3143121	51813		POLICE DEPARTMENT PS	ANIMAL CONTROL/PEO		97,457.49	-10,000.00	87,457.49
	A	-31-4-3120-1-51813	-		PURCHASE ANIMAL CONTROL VAN		12/06/2016		
34	A3143321	51640		ON STREET PARKING PS	PARKING ENFORCEMENT OFFICER PT		5,482.00	-4,831.00	651.00
	A	-31-4-3320-1-51640	-		PURCHASE ANIMAL CONTROL VAN		12/06/2016		
35	A3143321	51650		ON STREET PARKING PS	PARKING ENFORCEMENT OFFICER		30,842.00	-6,584.00	24,258.00
	A	-31-4-3320-1-51650	-		PURCHASE ANIMAL CONTROL VAN		12/06/2016		
36	A3143122	52620		POLICE DEPARTMENT EQ CAP OUTFIT POLICE EQUIPMENT			134,470.58	6,752.43	141,223.01
	A	-31-4-3120-2-52620	-		OUTFIT PATROL VEHCL FOR K-9		12/06/2016		
37	A3143121	51630		POLICE DEPARTMENT PS	POLICE OFFICERS		2,633,342.52	-6,752.43	2,626,590.09
	A	-31-4-3120-1-51630	-		OUTFIT PATROL VEHCL FOR K-9		12/06/2016		
38	A3031491	51960		COMM PUBLIC WORKS PS	OVERTIME		12,000.00	500.00	12,500.00
	A	-30-3-1490-1-51960	-		TO COVER ANITICPATED EXPENSES		12/06/2016		
39	A3031441	51043		CITY ENGINEER'S OFFICE PS	ENGINEERING TECH		42,942.05	-500.00	42,442.05
	A	-30-3-1440-1-51043	-		TO COVER ANITICPATED EXPENSES		12/06/2016		
40	A3031621	51960		CITY HALL PS	OVERTIME		7,513.99	2,500.00	10,013.99
	A	-30-3-1620-1-51960	-		TO COVER ANITICPATED EXPENSES		12/06/2016		
41	A3031441	51043		CITY ENGINEER'S OFFICE PS	ENGINEERING TECH		42,942.05	-2,500.00	40,442.05
	A	-30-3-1440-1-51043	-		TO COVER ANITICPATED EXPENSES		12/06/2016		
42	A3031621	51964		CITY HALL PS	SPECIAL EVENTS		6,179.31	250.00	6,429.31
	A	-30-3-1620-1-51964	-		TO COVER ANITICPATED EXPENSES		12/06/2016		
43	A3031441	51043		CITY ENGINEER'S OFFICE PS	ENGINEERING TECH		42,942.05	-250.00	42,692.05
	A	-30-3-1440-1-51043	-		TO COVER ANITICPATED EXPENSES		12/06/2016		
44	A3335011	51960		STREETS PS	OVERTIME		56,318.25	10,000.00	66,318.25
	A	-33-3-5010-1-51960	-		TO COVER ANITICPATED EXPENSES		12/06/2016		
45	A3031441	51043		CITY ENGINEER'S OFFICE PS	ENGINEERING TECH		42,942.05	-10,000.00	32,942.05
	A	-30-3-1440-1-51043	-		TO COVER ANITICPATED EXPENSES		12/06/2016		

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CITY OF SARATOGA SPRINGS LIVE
BUDGET AMENDMENTS JOURNAL ENTRY PROOF

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LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET
	ACCOUNT				LINE DESCRIPTION				
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND		
2016	12	2 12/06/2016	BUDGET	CCM 120616	BUA TRANS-PAY	1	1		
46	A3537211	51900		CAROUSEL	LABORER		18,207.51	110.62	18,318.13
	A	-35-3-7200-1-51900	-		TO COVER ANITICPATED EXPENSES	12/06/2016			
47	A3537211	51960		CAROUSEL	OVERTIME		150.00	-110.62	39.38
	A	-35-3-7200-1-51960	-		TO COVER ANITICPATED EXPENSES	12/06/2016			
48	A3537211	58030		CAROUSEL	CITY PORTION SOCIAL SECURITY		1,396.02	20.00	1,416.02
	A	-35-3-7200-1-58030	-		TO COVER ANITICPATED EXPENSES	12/06/2016			
49	A3537214	54180		CAROUSEL	OTHER SUPPLIES		2,686.21	-20.00	2,666.21
	A	-35-3-7200-4-54180	-		TO COVER ANITICPATED EXPENSES	12/06/2016			
50	A3638141	51900		STORM WATER CARRIERS PS	LABORER		108,800.00	10,000.00	118,800.00
	A	-36-3-8140-1-51900	-		TO COVER ANITICPATED EXPENSES	12/06/2016			
51	A3031441	51043		CITY ENGINEER'S OFFICE PS	ENGINEERING TECH		42,942.05	-10,000.00	32,942.05
	A	-30-3-1440-1-51043	-		TO COVER ANITICPATED EXPENSES	12/06/2016			
52	A3638181	51960		TRANFER STATION PS	OVERTIME		5,400.00	2,500.00	7,900.00
	A	-36-3-8180-1-51960	-		TO COVER ANITICPATED EXPENSES	12/06/2016			
53	A3031441	51043		CITY ENGINEER'S OFFICE PS	ENGINEERING TECH		42,942.05	-2,500.00	40,442.05
	A	-30-3-1440-1-51043	-		TO COVER ANITICPATED EXPENSES	12/06/2016			
54	A3638561	51960		TREES PS	OVERTIME		12,500.00	2,000.00	14,500.00
	A	-36-3-8560-1-51960	-		TO COVER ANITICPATED EXPENSES	12/06/2016			
55	A3031441	51490		CITY ENGINEER'S OFFICE PS	SR ENGINEERING TECHNICIAN		71,702.15	-2,000.00	69,702.15
	A	-30-3-1440-1-51490	-		TO COVER ANITICPATED EXPENSES	12/06/2016			
56	F3638332	52300		WATER TREATMENT PLANT EQ CAP	MISCELLANEOUS EQUIPMENT		28,986.00	10,000.00	38,986.00
	F	-36-3-8330-2-52300	-		FOR MISC EQUIP	12/06/2016			
57	F3638311	51135		WATER ADMINIATRATION PS	DPW BUSINESS MANAGER		28,871.75	-10,000.00	18,871.75
	F	-36-3-8310-1-51135	-		FOR MISC EQUIP	12/06/2016			
58	F3638334	54180		WATER TREATMNET PLANT CS	OTHER SUPPLIES		10,153.00	4,000.00	14,153.00
	F	-36-3-8330-4-54180	-		FOR MISC SUPPLIES	12/06/2016			
59	F3638351	51900		WATER MAINTENANCE PS	LABORER WATER		213,495.36	-4,000.00	209,495.36
	F	-36-3-8341-1-51900	-		FOR MISC SUPPLIES	12/06/2016			
60	F3638334	54610		WATER TREATMNET PLANT CS	REPAIRS & MAINTENANCE BUILDING		12,000.00	5,000.00	17,000.00
	F	-36-3-8330-4-54610	-		FOR BUILDING REP & MAINT	12/06/2016			

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CITY OF SARATOGA SPRINGS LIVE
BUDGET AMENDMENTS JOURNAL ENTRY PROOF

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CITY OF SARATOGA SPRINGS LIVE
BUDGET AMENDMENT JOURNAL ENTRY PROOF

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CLERK: u106

YEAR PER SRC ACCOUNT	JNL EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2016 12	2								
BUA A3567331-51581	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	SUPERVISION	5	360.00	
BUA A3567331-58030	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	COVER SUPER FOR GIRLS BB	5	40.00	
BUA A3567144-548203	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	CITY PORTION SOCIAL SECURITY	5		400.00
BUA A3567142-52200	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	COVER SUPER SS FOR GIRLS BB	5	1,100.00	
BUA A3567171-51581-6015	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	SPORTS SUPPLIES	5		1,100.00
BUA E3577161-51100	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	COVER SUPER SS FOR GIRLS BB	5	21,918.88	
BUA E3577161-51101	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	OFFICE EQUIPMENT	5	16,189.37	
BUA E3577161-51132	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	COVER COST OF OFFICE EQUIP	5	6,130.49	
BUA E3577161-51132	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	SUPERVISION	5	55,419.93	
BUA E3577161-51133	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	COVER COST OF OFFICE EQUIP	5	33,116.00	
BUA E3577161-51420	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	EXECUTIVE DIRECTOR FOR CITY CE	5	4,440.00	
BUA E3577161-58030	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	PAYROLL AS APPRVC BY CCA	5		900.00
BUA E3577161-51001	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	SALES DIRECTOR	5		14,216.82
BUA E3577161-51103	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	PAYROLL AS APPRVC BY CCA	5		8,762.50
BUA E3577161-51541	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	OPERATIONS MANAGER	5		104,829.65
BUA E3577161-51900	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	PAYROLL AS APPRVC BY CCA	5		8,505.70
BUA E3577168-58040	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	WORKING SUPERVISOR	5	6,122.00	
BUA A3143411-51060	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	PAYROLL AS APPRVC BY CCA	5	1.00	
BUA A3244011-51240	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	ASSISTANT FIRE CHIEF	5		6,123.00
BUA A3143411-51730	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	TO COVER COSTS THRU YR-END	5		6,662.00
BUA A3143411-51050	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	HEALTH OFFICER COMMISSIONER GR	5		6,662.00
BUA A3143121-51610	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	FIRE CHIEF	5	33,322.00	
BUA A3143121-51950	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	TO COVER COSTS THRU YR-END	5	5,000.00	
BUA A3143121-51960	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	INVESTIGATORS	5	20,000.00	
						TO COVER COSTS THRU YR-END	5		
						COMP TIME	5		
						TO COVER COSTS THRU YR-END	5		
						OVERTIME	5		

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YEAR PER SRC ACCOUNT	JNL EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
BUA A3143121-51630	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	TO COVER COSTS THRU YR-END POLICE OFFICERS	5		58,322.00
BUA A3143311-51221	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	TO COVER COSTS THRU YR-END TRAFFIC CONTROL TECHNICIAN	5	1.00	
BUA A3143311-51222	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	TO COVER COSTS THRU YR-END AUTOMOTIVE SERVICE MANAGER	5		1.00
BUA A3143131-51960	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	TO COVER COSTS THRU YR-END OVERTIME	5	1,000.00	
BUA A3143131-51200	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	TO COVER COSTS THRU YR-END CLEANER (POLICE PT)	5		1,000.00
BUA A3143031-51960	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	TO COVER COSTS THRU YR-END OVERTIME	5	15,000.00	
BUA A3143031-51750	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	TO COVER COSTS THRU YR-END PUBLIC SAFETY DISPATCHERS	5		15,000.00
BUA A3143122-52400	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	TO COVER COSTS THRU YR-END VEHICLES	5	21,415.00	
BUA A3143121-51813	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	PURCHASE ANIMAL CONTROL VAN ANIMAL CONTROL/PEO	5		10,000.00
BUA A3143321-51640	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	PURCHASE ANIMAL CONTROL VAN PARKING ENFORCEMENT OFFICER PT	5		4,831.00
BUA A3143321-51650	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	PURCHASE ANIMAL CONTROL VAN PARKING ENFORCEMENT OFFICER	5		6,584.00
BUA A3143122-52620	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	PURCHASE ANIMAL CONTROL VAN POLICE EQUIPMENT	5	6,752.43	
BUA A3143121-51630	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	OUTFIT PATROL VEHCL FOR K-9 POLICE OFFICERS	5		6,752.43
BUA A3031491-51960	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	OUTFIT PATROL VEHCL FOR K-9 OVERTIME	5	500.00	
BUA A3031441-51043	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	TO COVER ANITICPATED EXPENSES ENGINEERING TECH	5		500.00
BUA A3031621-51960	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	TO COVER ANITICPATED EXPENSES OVERTIME	5	2,500.00	
BUA A3031441-51043	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	TO COVER ANITICPATED EXPENSES ENGINEERING TECH	5		2,500.00
BUA A3031621-51964	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	TO COVER ANITICPATED EXPENSES SPECIAL EVENTS	5	250.00	
BUA A3031441-51043	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	TO COVER ANITICPATED EXPENSES ENGINEERING TECH	5		250.00
BUA A3335011-51960	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	TO COVER ANITICPATED EXPENSES OVERTIME	5	10,000.00	
BUA A3031441-51043	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	TO COVER ANITICPATED EXPENSES ENGINEERING TECH	5		10,000.00
BUA A3537211-51900	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	TO COVER ANITICPATED EXPENSES LABORER	5	110.62	
BUA A3537211-51960	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	TO COVER ANITICPATED EXPENSES OVERTIME	5		110.62
BUA A3537211-58030	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	TO COVER ANITICPATED EXPENSES CITY PORTION SOCIAL SECURITY	5	20.00	
	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	TO COVER ANITICPATED EXPENSES			

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YEAR PER SRC ACCOUNT	JNL EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
BUA A3537214-54180	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	OTHER SUPPLIES	5		20.00
BUA A3638141-51900	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	TO COVER ANITICPATED EXPENSES	5	10,000.00	
BUA A3031441-51043	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	ENGINEERING TECH	5		10,000.00
BUA A3638181-51960	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	OVERTIME	5	2,500.00	
BUA A3031441-51043	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	ENGINEERING TECH	5		2,500.00
BUA A3638561-51960	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	OVERTIME	5	2,000.00	
BUA A3031441-51490	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	SR ENGINEERING TECHNICIAN	5		2,000.00
BUA F3638332-52300	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	MISCELLANEOUS EQUIPMENT	5	10,000.00	
BUA F3638311-51135	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	DPW BUSINESS MANAGER	5		10,000.00
BUA F3638334-54180	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	OTHER SUPPLIES	5	4,000.00	
BUA F3638351-51900	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	LABORER WATER	5		4,000.00
BUA F3638334-54610	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	REPAIRS & MAINTENANCE BUILDING	5	5,000.00	
BUA F3638351-51900	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	LABORER WATER	5		5,000.00
BUA F3638344-54510	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	REPAIRS & MAINTENANCE VEHICLE	5	500.00	
BUA F3638351-51900	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	LABORER WATER	5		500.00
BUA F3638344-54670	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	PHONES	5	50.00	
BUA F3638351-51900	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	LABORER WATER	5		50.00
BUA F3638371-51900	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	LABORER WATER	5	1,000.00	
BUA F3638311-51960	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	OVERTIME	5		1,000.00
BUA F3638371-51900	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	LABORER WATER	5	500.00	
BUA F3638374-54100	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	RUBBLE BLACKTOP STONE OIL	5		500.00
BUA F3638371-58030	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	CITY PORTION SOCIAL SECURITY	5	264.56	
BUA F3638332-52400	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	VEHICLES	5		264.56
BUA G3638114-54720	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	SERVICE CONTRACTS - PROF SERV	5	10,500.00	
BUA G3638111-51900	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	LABORER SEWER	5		10,500.00

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YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
BUA G3638124-54180	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	FOR CRESCENT ST PROJECT	5	1,000.00	
BUA G3638111-51900	12/06/2016	TRANS-PAY	BUDGET	CCM	120616	OTHER SUPPLIES			
						FOR MISC SUPPLIES			
						LABORER SEWER	5		1,000.00
						FOR MISC SUPPLIES			
						JOURNAL 2016/12/2	TOTAL	.00	.00

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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
FUND TOTAL					.00	.00

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LN	ORG ACCOUNT	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
					LINE DESCRIPTION	EFF DATE			
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND		
2016	12	4 12/06/2016	BUDGET	CCM 120616	BUA TRANS-BENE	1			
1	A3051414	54573		COMM OF ACCOUNTS CS	RISK-SAFETY PROGRAMMING		66,238.98	42,000.00	108,238.98
	A	-30-5-1410-4-54573	-		EMERG EQUIP-AMP AND UPS		12/06/2016		
2	A3041914	54773		LIABILITY INSURANCE	LIABILITY INSURANCE		287,473.14	-42,000.00	245,473.14
	A	-30-4-1910-4-54773	-		EMERG EQUIP-AMP AND UPS		12/06/2016		
3	A3143332	52300		STOP DWI EQ CAP OUT	MISCELLANEOUS EQUIPMENT		1,800.00	27,306.49	29,106.49
	A	-31-4-3311-2-52300	-		COVER EQUIP FOR DWI VEHICLE		12/06/2016		
4	A3749081	51990		SICK LEAVE	SICK LEAVE		142,275.00	-27,306.49	114,968.51
	A	-37-4-9089-1-51990	-		COVER EQUIP FOR DWI VEHICLE		12/06/2016		
					** JOURNAL TOTAL			0.00	

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YEAR PER	JNL						ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2016 12	4									
BUA A3051414-54573	12/06/2016	TRANS-BENE BUDGET CCM 120616				RISK-SAFETY PROGRAMMING	5	42,000.00		
						EMERG EQUIP-AMP AND UPS				
BUA A3041914-54773	12/06/2016	TRANS-BENE BUDGET CCM 120616				LIABILITY INSURANCE	5			42,000.00
						EMERG EQUIP-AMP AND UPS				
BUA A3143332-52300	12/06/2016	TRANS-BENE BUDGET CCM 120616				MISCELLANEOUS EQUIPMENT	5	27,306.49		
						COVER EQUIP FOR DWI VEHICLE				
BUA A3749081-51990	12/06/2016	TRANS-BENE BUDGET CCM 120616				SICK LEAVE	5			27,306.49
						COVER EQUIP FOR DWI VEHICLE				
JOURNAL 2016/12/4							TOTAL		.00	.00

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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
FUND TOTAL					.00	.00

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City of Saratoga Springs, NY Contract

City Project Number: 2016-20 City Project Name: Integrated Pest Management Services Program
City Department: DPW/DPS Department
Contact Person: Joette Delaney-DPW, ext. 2563, Karen Perino, DPS, ext 2625; 518-587-3550
Company Name: Orkin
Company Address: 537 Queensbury Avenue, Queensbury, NY 12804-7613
Company Telephone No.: 518-792-4900 Company Fax No.: 518-792-0190
Vendor and/or Service Provider Primary Contact: Orkin Title: Kenneth Watkins
Primary Contact Email: joette.delaney@saratoga-springs.org
Service to be Provided: pest management services
Remit Name (If different from above): same as above
Remit Address: same as above

1. **Scope of Agreement:** In response to a request for a pricing proposal requested by the City for Integrated Pest Management Services, the Vendor and/or Service Provider submitted proposals dated June 1, 2016 (the "Proposals/Statement of Work"), which are attached hereto as Exhibit A. The Vendor and/or Service Provider shall provide to the City the products and services set forth therein. The Vendor and/or Service Provider assumes full responsibility for the provision of the products and services made available in this Agreement. The Vendor and/or Service Provider shall be so liable even when the Vendor and/or Service Provider subcontract the provision of a portion of the products and services. Subcontracting shall be permitted only with the prior written approval of the City. The Vendor and/or Service Provider assumes all risks in the performance of all its activities authorized by this Agreement.
2. **Term of Agreement:** The term of this Agreement shall commence per the date of approval of this Agreement by the City Council of the City of Saratoga Springs. This Agreement shall continue in force from the effective date until the work provided as described herein is satisfactorily completed or by December 6, 2017 and with an option to extend. Any modification of the work performed by the Vendor and/or Service Provider shall be made in writing and shall not be undertaken until the City agrees to the modification. The Vendor and/or Service Provider assume full responsibility for the provision of the products and services contracted for in this Agreement. The Vendor and/or Service Provider shall be so liable even when the Vendor and/or Service Provider subcontract the provision of a portion of the products and services. Subcontracting shall be permitted only with prior written notice and written approval of the City. The Vendor and/or Service Provider will provide his or her own equipment and materials as necessary to perform the work except as identified within the RFP/RFQ/BID Documents. The Vendor and/or Service Provider assume all risks in the performance of all its activities authorized by this Agreement.
3. **Terms of Payment:** Vendor and/or Service Provider will invoice the City on a monthly basis and the City will pay all invoices within thirty (30) days of receipt of the invoice or as practicable. The City shall pay the Vendor and/or Service Provider in accordance with the City Charter per the Purchasing Guidelines established by the City. All work performed under this agreement must be in accordance with the NYS Department of Labor Prevailing Wage Regulations. The Costs, fees, and disbursements associated with the provisions of the products and services shall be determined in accordance with the proposal submitted not to exceed agreement amount, a copy of which is annexed hereto and made a part hereof. Detailed original invoices not received within forty five (45) calendar days of the completed transaction could result in a delay of payment.
4. **Notice:** Any notices sent to the City under this Agreement will be effective five (5) business days after the postmarked date of mailing by certified mail, return receipt requested. The Commissioners of DPW/DPS are the designated Project Managers for this Agreement and shall represent the City in all matters and has the authority to affect the delivery of products and/or services. The Project Manager for the Vendor and/or Service Provider is Orkin. Any notice, request, demand or other communication required or provided for in this Agreement shall be in writing and shall be deemed to have been duly given if delivered in person or mailed in a sealed envelope, postage prepaid, addressed as follows:

 To the City: Commissioner of DPW or DPS, City Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866

 With a copy to: City Attorney, City Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866

 To Vendor and/or Service Provider: Orkin
5. **Conflicts of Interest:** The Vendor and/or Service Provider represents and warrants that it has no conflict, actual or perceived, that would prevent it from performing its duties and responsibilities under the Agreement.
6. **City Property:** All information and materials received hereunder by the Vendor and/or Service Provider from the City are and shall remain the sole and exclusive property of the City and the Vendor and/or Service Provider shall have no right, title, or interest in or to any such information or materials by virtue of their use or possession hereunder by the Vendor and/or Service Provider. All intellectual property, created by the Vendor and/or Service Provider hereunder as a product or as a service to the City shall be the sole and exclusive property of the City. Effective upon their creation pursuant to the terms of this Agreement, the Vendor and/or Service Provider conveys, assigns and transfers to the City the sole and exclusive rights, title and interest in all documents, electronic databases, and custom programs, whether preliminary, final or otherwise, including all trademarks and copyrights. The Vendor and/or Service Provider hereby agrees to take all necessary and appropriate steps to ensure that the custom products are protected against unauthorized copying, reproduction and marketing by or through the Vendor and/or Service Provider, its agents, employees, or subcontractors. Nothing herein shall preclude the Vendor and/or Service Provider from otherwise using the related or underlying general knowledge, skills, ideas, concepts, techniques and experience developed under this Agreement in the course of the Vendor and/or Service Provider's business. The Contractor grants to the City a perpetual, nonexclusive, royalty-free, unlimited use license to use, execute, reproduce, display, modify and distribute any pre-existing software, tools or techniques delivered by the Vendor and/or Service Provider under this Agreement. Any written reports, opinions and advice rendered by the Vendor and/or Service Provider shall become the sole and exclusive property of the City, and the Vendor and/or Service Provider shall have no right, title, or interest in or to any such information or materials by virtue of their use or possession hereunder by the Vendor and/or Service Provider.
7. **Retention of Records:** The Vendor and/or Service Provider shall make available to the City all information pertinent to the project, including reports, studies, drawings, and any other data. All original records generated as a result of the project shall be maintained by the Vendor and/or

Service Provider for a period of six (6) years after expiration of the Agreement. Upon request, copies of those records shall be provided to the City at no cost.

8. **Independent Vendor and/or Service Provider Status:** It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of copartners between the parties hereto or as constituting the Vendor and/or Service Provider's staff as the agents, representatives or employees of the City for any purpose in any manner whatsoever. The Vendor and/or Service Provider and its staff are to be and shall remain an independent Vendor and/or Service Provider with respect to all services performed under this Agreement. The Vendor and/or Service Provider represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Vendor and/or Service Provider or other persons, while engaged in the performance of any work or services required by the Vendor and/or Service Provider under this Agreement, shall not be considered employees of the City, and any and all claims that may or might arise under the Workers' Compensation Laws of the State of New York on behalf of said personnel or other persons while so engaged, and any and all claims whatsoever on behalf of any such person or personnel arising out of employment or alleged employment including, without limitation, claims of discrimination against the Vendor and/or Service Provider, its officers, agents, Vendor and/or Service Providers or employees shall in no way be the responsibility of the City; and the Vendor and/or Service Provider shall defend, indemnify and hold the City, its officers, agents and employees harmless from any and all such claims regardless of any determination of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the City, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Compensation, disability, and severance pay.
9. **Insurance:** The City of Saratoga Springs herein requires the following terms and conditions regarding the agreement for the provision of professional services as outlined above: The Vendor and/or Service Provider shall procure and maintain during the term of this Agreement, at the Vendor and/or Service Provider's expense, the insurance policies listed with limits equal to or greater than the enumerated limits. The Vendor and/or Service Provider shall be solely responsible for any self-insured retention or deductible losses under each of the required policies. Every required policy, including any required endorsements and any umbrella or excess policy, shall be primary insurance. Insurance carried by the City of Saratoga Springs, its officers, or its employees, if any, shall be excess and not contributory insurance to that provided by the Vendor and/or Service Provider. Every required coverage type shall be "occurrence basis" with the exception of Professional Errors and Omissions Coverage which may be "claims made" coverage. The Vendor and/or Service Provider may utilize umbrella/excess liability coverage to achieve the limits required hereunder; such coverage must be at least as broad as the primary coverage (follow form). The Office of Risk & Safety Management must approve all insurance certificates. The City of Saratoga Springs reserves its right to request certified copies of any policy or endorsement thereto. All insurance shall be provided by insurance carriers licensed & admitted to do business in the State of New York and must be rated "A-:VII" or better by A.M. Best (Current Rate Guide). If the Vendor and/or Service Provider fails to procure and maintain the required coverage(s) and minimum limits such failure shall constitute a material breach of contract, whereupon the City of Saratoga Springs may exercise any rights it has in law or equity, including but not limited to the following: (1) immediate termination of the Agreement; (2) withholding any/all payment(s) due under this Agreement or any other Agreement it has with the Vendor and/or Service Provider (common law set-off); OR (3) procuring or renewing any required coverage(s) or any extended reporting period thereto and paying any premiums in connection therewith. All monies so paid by the City of Saratoga Springs shall be repaid upon demand, or at the City's option, may be offset against any monies due to the Vendor and/or Service Provider.

The City of Saratoga Springs requires the Vendor and/or Service Provider name the City as a Certificate Holder for the following coverage for the work covered by this Agreement:

- A. For projects whose total value is between Zero and \$100,000:
- Commercial General Liability Including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate;
 - Commercial Automobile Insurance: One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
 - Excess Insurance: One Million Dollars per Occurrence Aggregate; AND
 - NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance: Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect.
- B. For projects whose total value is between \$100,000 and \$500,000:
- Commercial General Liability Including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate;
 - Commercial Automobile Insurance: One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
 - Excess Insurance: Three Million Dollars per Occurrence Aggregate; AND
 - NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance: Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect.
- C. For projects whose total value is between \$500,000 and \$1,000,000:
- Commercial General Liability Including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate;
 - Commercial Automobile Insurance: One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
 - Excess Insurance: Five Million Dollars per Occurrence Aggregate; AND
 - NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance: Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect.
- D. For projects involving the provision of professional services:
- Commercial General Liability Including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate;
 - Commercial Automobile Insurance: One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
 - Excess Insurance: Five Million Dollars per Occurrence Aggregate;
 - Professional Errors and Omissions: One Million Dollars per Claim with Two Million Dollars Aggregate; AND
 - NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance: Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect.
- E. If the project in question involves any form of pollution risk or exposure, environmental hazard, asbestos or special circumstances, please contact the Office of Risk and Safety for a determination of insurance limits needed for your contract.

It shall be an affirmative obligation of the Vendor and/or Service Provider to advise City's Office of Risk and Safety via mail to Office of Risk and Safety, City of Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866, within two days of the cancellation or substantive change of any insurance policy set out herein, and failure to do so shall be construed to be a breach of this Agreement. The Vendor and/or Service Provider acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the City. The Vendor and/or Service Provider is to provide the City with a Certificate of Insurance naming the City as ***Additional Insured on a primary and non-contributory basis prior*** to the commencement of any work or use of City facilities. The failure to object to the contents of the Certificate of Insurance or the absence of same shall not be deemed a waiver of any and all rights held by the municipality. In the event the Vendor and/or Service Provider utilizes a Subcontractor for any portion of the services outlined within the scope of its activities, the Subcontractor shall provide insurance of the same type or types and to the same extent of coverage as that provided by the Vendor and/or Service Provider. All insurance required of the Subcontractor shall name the City of Saratoga Springs as an ***Additional Insured on a primary and non-contributory basis*** for all those activities performed within its contracted activities for the contact as executed.

10. **Indemnification:** The Vendor and/or Service Provider, to the fullest extent provided by law, shall indemnify and save harmless the City of Saratoga Springs, its Agents and Employees (hereinafter referred to as "City"), from and against all claims, damages, losses and expense (including, but not limited to, attorneys' fees), arising out of or resulting from the performance of the work or purchase of the services, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of Vendor and/or Service Provider or its employees or anyone for whom the Vendor and/or Service Provider is legally liable or Subcontractors. Without limiting the generality of the preceding paragraphs, the following shall be included in the indemnity hereunder: any and all such claims, etc., relating to personal injury, death, damage to property, or any actual or alleged violation of any applicable statute, ordinance, administrative order, executive order, rule or regulation, or decree of any court of competent jurisdiction in connection with, or arising directly or indirectly from, errors and/or negligent acts by the Vendor and/or Service Provider, as aforesaid. The Vendor and/or Service Provider's responsibility under this section shall not be limited to the required or available insurance.
11. **Americans with Disabilities Act:** The Vendor and/or Service Provider agrees to comply with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 and not discriminate on the basis of disability in the admission or access to, or treatment of employment in its services, programs, or activities. The Vendor and/or Service Provider agrees to hold harmless and indemnify the City from costs, including but not limited to damages, attorney's fees and staff time, in any action or proceeding brought alleging a violation of ADA and/or Section 504 caused by the Vendor and/or Service Provider. Upon request accommodation will be provided to allow individuals with disabilities to participate in all services, programs and activities.
12. **Safety:** The City of Saratoga Springs specifically reserves the right to suspend or terminate all work under this Agreement whenever Vendor and/or Service Provider, and/or Vendor and/or Service Provider's employees or subcontractors, are proceeding in a manner that threatens the life, health or safety of any of Vendor and/or Service Provider's employees, subcontractor's employees, City employees or member(s) of the general public on City property. This reservation of rights by the City of Saratoga Springs in no way obligates the City of Saratoga Springs to inspect the safety practices of the Vendor and/or Service Provider. If the City of Saratoga Springs exercises its rights pursuant to this part, the Vendor and/or Service Provider shall be given three days to cure the defect, unless the City of Saratoga Springs, in its sole and absolute discretion, determines that the service cannot be suspended for three days due to the City of Saratoga Springs' legal obligation to continuously provide Vendor and/or Service Provider's service to the public or the City of Saratoga Springs' immediate need for completion of the Vendor and/or Service Provider's work. In such case, Vendor and/or Service Provider shall immediately cure the defect. If the Vendor and/or Service Provider fails to cure the identified defect(s), the City of Saratoga Springs shall have the right to immediately terminate this Agreement. In the event that the City of Saratoga Springs terminates this Agreement, any payments for work completed by the Vendor and/or Service Provider shall be reduced by the costs incurred by the City of Saratoga Springs in re-bidding the work and/or by the increase in cost that results from using a different Vendor and/or Service Provider.
13. **Vendor and/or Service Provider Code of Conduct:** The City of Saratoga Springs is committed to conduct business in a lawful and ethical manner and expects the same standards from Vendor and/or Service Providers/suppliers that the City conducts business with. The City requires that all Vendor and/or Service Providers/suppliers abide by this Code of Conduct. Failure to comply with this Code may be sufficient cause for the City to exercise its rights to terminate its' business relationship with Vendor and/or Service Providers/suppliers. Vendor and/or Service Providers/suppliers agree to provide all information requested which is necessary to demonstrate compliance with this Code.

At a minimum, the City requires that all Vendor and/or Service Providers/suppliers meet the following standards:

- **Legal:** Vendor and/or Service Providers/suppliers and their sub-contractors agree to comply with all applicable local, state and federal laws, regulations and statutes.
- **Discrimination:** No person shall be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, party affiliation or social ethnic origin.
- **Right to organize:** Employees of the Vendor and/or Service Provider/supplier should have the right to decide whether they want collective bargaining.
- **Sub-contractors:** Vendor and/or Service Providers/suppliers shall ensure that sub-contractors shall operate in a manner consistent with this Code.
- **Protection of the Environment:** Vendor and/or Service Providers/suppliers shall comply with all applicable environmental laws and regulations. Where practicable, Vendor and/or Service Providers/suppliers are to utilize technologies that do not adversely affect the environment and when such impact is unavoidable, to ensure that it is minimized.

The undersigned Vendor and/or Service Provider/supplier hereby acknowledges that it has received the City of Saratoga Springs Vendor and/or Service Provider/Supplier Code of Conduct and agrees that any and all of its facilities and sub-contractors doing business with the City will receive the Code and will abide by each and every term therein.

Vendor and/or Service Provider/supplier acknowledges that its failure to comply with any condition, requirement, policy or procedure may result in the termination of the business relationship. Vendor and/or Service Provider/supplier reserves the right to terminate its agreement to abide by the Code of Conduct at any time for any reason upon ninety (90) days prior written notice to the City.

14. **Governing Law:** This Agreement shall be governed and construed under the laws of the State of New York, the location where this Agreement was accepted to by Vendor and/or Service Provider. The Vendor and/or Service Provider agrees to comply with all applicable local, state and federal laws, rules and regulations in the performance of the duties of this Agreement.

15. **Professional Services:** Any and all professional services performed under this Agreement shall be completed by an individual licensed by the NYS Office of Professional Services - Education Department as applicable to the services provided including, but not limited to accounting, actuarial, engineering and architectural services. The Vendor and/or Service Provider represents that it has all necessary governmental licenses to perform the services described herein.

16. **Non-Competitive Bidding Certification:** Where applicable, upon the submission of a bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to the best of its knowledge and belief, that to the best of its knowledge and belief, the prices in this bid have been arrived at independently without collusion, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.

a. The prices in this bid have been arrived at independently without collusion, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.

b. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and with not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor, and

c. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

17. **Joint and Several Liability:** Where applicable, upon the submission of a bid, each Vendor and/or Service Provider and each person signing on behalf of any Vendor and/or Service Provider certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 185-a of the state finance law (Iran Divestment).

18. **Venue:** The City and the Vendor and/or Service Provider hereby agree that any litigated matters shall be venued in the federal and state courts of the State of New York in the County of Saratoga.

19. **Assignment:** The Vendor and/or Service Provider is prohibited from assigning, conveying, subleasing or otherwise disposing of the Vendor and/or Service Provider's right, title, or interest therein, or the Vendor and/or Service Provider's power to execute the agreement to any other person or corporation without the prior written consent of the City. If the Vendor and/or Service Provider assigns, conveys, sublets or otherwise disposes of the Vendor and/or Service Provider's right, title, or interest growing out of this Agreement, and any person or corporation to whom the interest City shall be relieved and discharged from any and all liability growing out of this Agreement, and any person or corporation to whom the interest was assigned, transferred, conveyed, sublet or otherwise disposed of shall forfeit and lose all moneys heretofore earned under such contract, except so much as may be required to pay his or her employees.

20. **Termination:** The Vendor and/or Service Provider and the City may mutually agree, in writing, to terminate this Agreement at any time. The City may also terminate this Agreement at any time and for any reason by mailing written notice to the Vendor and/or Service Provider at least ten (10) business days prior to such termination date. The City reserves the right to cancel this Agreement at any time in event of default or violation by the Vendor and/or Service Provider of any provision of the Agreement. The City may take whatever action at law or in equity that may appear necessary or desirable to collect damages arising from a default or violation or to enforce performance of this Agreement.

21. **Default:** Vendor and/or Service Provider's failure to perform its obligations and comply with its representations under this Agreement shall constitute a default under this Agreement. Upon Vendor and/or Service Provider's default, the City may cancel this Agreement and immediately stop payment of any fees to Vendor and/or Service Provider hereunder. City shall also have any all additional rights and remedies under New York State Law as a result of Vendor and/or Service Provider's default.

22. **Force Majeure:** Neither party shall be held liable for failure to perform its part of this Agreement when such failure is due to fire, flood, or similar disaster, strikes or similar labor disturbances, industrial disturbances, war, riot, insurrection, and/or other causes beyond the control of the parties.

23. **Entire Agreement:** This Agreement sets forth the entire agreement and understanding of the parties relating to the subject matter contained herein except as to those matters or agreements expressly incorporated herein by reference. No covenant, representation or condition not expressed herein shall be effective to interpret, change or restrict the express provisions of this Agreement. This Agreement supersedes any and all prior agreements, whether written or oral, relating to the subject matter contained herein. This Agreement shall not be amended, changed or otherwise modified except in writing, signed by both parties.

24. **Severability:** In the event that any portion of this Agreement may be adjudged invalid or unenforceable for any reason, adjudication shall in no manner affect the other portions of the Agreement which will remain in full force and effect as of the portions adjudged invalid or unenforceable were not originally a part thereof.

25. **Modification:** This Agreement may be modified only by a writing signed by both parties.

26. **Exclusion:**

This Agreement may be executed in separate counterparts, which together shall constitute the Agreement of the parties, provided that all of the parties to this Agreement have executed their respective copy of this Agreement.

City Certification: In addition to the acceptance of this Agreement, I certify that original copies of this signature page will be attached to all other exact copies of this Agreement.

Vendor and/or Service Provider Certification: In addition to the acceptance of this Agreement, I certify that all information provided to the City with respect to New York State Finance Law Section 139-k is complete, true and accurate.

All Parties, having agreed to the terms and the recitals set forth herein, and in relying thereon, herein signs this Agreement.

Vendor and/or Service Provider Signature: Kenny Walkins Date: 11/10/2016

Print Name: Kenny Walkins Title: Contracted Account Manager

City of Saratoga Springs' Signature: _____ Date: _____

Print Name: Joanne Yepsen

Title: Mayor

City Council Approval Date: _____

Ayes - All

Announcement: Enhanced STAR Income Levels for 2017

Commissioner Franck announced the income limit for the Enhanced STAR Program has been increased to \$86,000 for 2017 from the 2016 amount of \$84,550.

Award of Bid: Integrated Pest Management Services to Orkin (16-258)

Commissioner Franck moved and Commissioner Scirocco seconded to award the bid for the Integrated Pest Management Services to Orkin for an amount not to exceed appropriations in the following lines: A3031624 / 54720, A3537114 / 54720, A3537224 / 54720, A3567194 / 54720 / 3000, A3567174 / 54720 / 3000, A3143414 / 54720, A3143124 / 54720, and A3143014 / 54720.

Ayes - All

Award of Bid: Landfill Gas Operations, Monitoring and Maintenance to Wehran LFG Services, LLC (16-259)

Commissioner Franck moved and Commissioner Scirocco seconded to award the Landfill Gas Operations, Monitoring, and Maintenance to Wehran LFG Services, LLC for an amount not to exceed \$11,865.00. Funding is in line A3638184 / 54720.

Ayes - All

FINANCE DEPARTMENT

Announcement: 2017 Budget Call Letter

Commissioner Madigan announced the 2017 budget call letter was sent to all departments on Wednesday, June 29th. She recommended the budgets stay within the current budget as she wants to keep the tax rate stable this year.

Discussion and Vote: Budget Transfers – Payroll (16-260)

Commissioner Madigan moved and Commissioner Franck seconded to approve the 2016 budget transfers – payroll which were distributed with the agenda.

Ayes - All

Discussion and Vote: Budget Transfers – Benefits (16-261)

Commissioner Madigan moved and Commissioner Franck seconded to approve the 2016 budget transfers – benefits which were distributed with the agenda.

Ayes - All

Discussion and Vote: Budget Transfers – City Center Contingency (16-262)

Commissioner Madigan moved and Commissioner Franck seconded to approve the 2016 budget transfers –Contingency from the City Center that were made available with the agenda material. The current budget amount in the City Center contingency line is \$9,041; there will remain \$7,716 after this transfer.

Ayes - All

BID PROPOSAL



QUOTE SUBMITTED BY:

ORKIN Steve Martindale
(print or type firm name) (principal - president)

Business Address: 537 Queensbury Ave
Queensbury NY 12804
Phone No: 518-792-4900
Fax No: 518-792-0190
E-mail: 992@rollins.com

The undersigned agrees to furnish the Integrated Pest Management Services in accordance with the specifications:

<u>LOCATION</u>	<u>MONTHLY INSPECTION FEE</u>	<u>QUARTERLY INSPECTION ELECTRICAL DETERRENT (BIRDS)</u>	<u>EMERGENCY RATE AFTER HOURS</u>
City Hall, 474 Broadway - except Police Department and Public Safety, third floor	\$ 95.00	\$ 350.00	\$ Included
City Hall, 474 Broadway - Police Department and Public Safety, third floor	\$ 75.00	-----	\$ Included
Canfield Casino, Congress Park	\$ 65.00	-----	\$ Included
High Rock Park, public bathroom - seasonal	\$ 40.00	-----	\$ -----
Weibel Avenue Ice Rink	\$ 88.00	-----	\$ Included
Indoor Recreation Facility	\$ 75.00	-----	\$ Included
DPW Dispatch Office	\$ 40.00	-----	\$ Included
Lake Avenue Fire Station	\$ 70.00	-----	\$ Included
West Avenue Fire Station	\$ 50.00	-----	\$ Included

The specification herein states the minimum requirements of the City. All bids must be regular in every respect. Unauthorized conditions, limitations, or provisions shall be cause for rejection. The City will consider as "irregular" or "non-responsive" any bid not prepared and submitted in accordance with the bid document and specification, or any bid lacking sufficient technical literature to enable the City to make a reasonable determination of compliance to the specification.

It shall be the bidder's responsibility to carefully examine each item of the specification. Failure to offer a completed bid or failure to respond to each section of the technical specification will cause the proposal to be rejected without review as "non-responsive". All variances, exceptions and/or deviations shall be fully described in the appropriate section.

Signature: Kenny Watkins

Date: 5-30-2016

Printed Name: Kenny Watkins

Title: Commercial Acct. Mgr.



Waiver of Immunity Clause
Section §139(a) State Finance Law

Upon the refusal by a representative of your firm, when called before a grand jury to testify concerning any transaction or contract with the City of Saratoga Springs, New York, or to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant question concerning such transactions or contracts,

(a) such person, and any firm, partnership or corporation of which he is a member, partner, director or officer shall be disqualified from thereafter selling to or submitting bids to or receiving awards from or entering into any contracts with any municipal corporation or fire district, or any public department, agency or official thereof, for goods, work or services, for a period of five years after such refusal, and to provide also that

(b) any and all contracts made with any municipal corporation or fire district, or any public department, agency or official thereof, since the effective date of this law, by such person, and by any firm, partnership or corporation of which he is a member, partner, director or officer may be cancelled or terminated by the City without incurring any penalty or damages on account of such cancellation or termination; but any monies owing by the City for goods delivered or work done prior to the cancellation or termination shall be paid.

Non-Collusive Bidding Certification
Section §139(d) State Finance Law

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and, in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition."

A bid shall not be considered for award nor shall any award be made where (1), (2), (3) above have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore.

Signature: Kenny Watkins Print Name: Kenny Watkins

Title: Commercial Acct. Mgr. Date: 5-30-2016

Company: ORKIN Address: 537 Queensbury Ave Queensbury NY 12804

Subscribed to under penalty of perjury under the laws of the State of New York, this 30th day of May, 2016 as the act and deed of said corporation or partnership.



Vendor/Supplier Code of Conduct

The City of Saratoga Springs is committed to conduct business in a lawful, ethical and moral manner and expects the same standards from vendors/suppliers that the City conducts business with. The City requires that all vendors/suppliers abide by this Code of Conduct. Failure to comply with this Code may be sufficient cause for the City to exercise its' rights to terminate its' business relationship with vendors/suppliers. Vendors/suppliers agree to provide all information requested which is necessary to demonstrate compliance with this Code.

At a minimum, the City requires that all vendors/suppliers meet the following standards:

- **Legal:** Vendors/suppliers and their subcontractors agree to comply with all applicable local, state and federal laws, regulations and statutes.
- The City expects vendors/suppliers to respect the City's rules and procedures.
- **Conflict of Interest:** The vendor/supplier represents and warrants that it has no conflict, actual or perceived, that would prevent it from doing business with the City of Saratoga Springs.
- **Wages & Benefits:** Vendors/suppliers will set working hours, wages, and NYS statutory benefits and overtime pay in compliance with all applicable laws and regulations. Where applicable, as defined by NYS Labor Law, the vendor/supplier must comply with prevailing wage rates.
- **Health & Safety:** Vendors/suppliers and their subcontractors shall provide workers with a safe and healthy work environment that complies with local, state and federal health and safety laws.
- **Discrimination:** No person shall be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, party affiliation or social ethnic origin.
- **Working conditions:** Vendors/suppliers must treat all workers with respect and dignity and provide them with a safe and healthy environment.
- **Right to organize:** Employees of the vendor/supplier should have the right to decide whether they want collective bargaining.
- **Subcontractors:** Vendors/suppliers shall ensure that subcontractors shall operate in a manner consistent with this Code.
- **Protection of the Environment:** Vendors/suppliers shall comply with all applicable environmental laws and regulations. Vendors/suppliers shall ensure that the resources and material they use are sustainable, are capable of being recycled and are used effectively and a minimum of waste. Where practicable, vendors/suppliers are to utilize technologies that do not adversely affect the environment and when such impact is unavoidable, to ensure that it is minimized.

Vendor Acknowledgement

The undersigned vendor/supplier hereby acknowledges that it has received the City of Saratoga Springs Vendor/Supplier Code of Conduct and agrees that any and all of its facilities and subcontractors doing business with the City will receive the Code and will abide by each and every term therein.

Vendor/supplier acknowledges that its failure to comply with any condition, requirement, policy or procedure may result in the termination of the business relationship. Vendor/supplier reserves the right to terminate its agreement to abide by the Code of Conduct at any time for any reason upon ninety (90) days prior written notice to the City.

Signature: Kenny Watkins

Printed name: Kenny Watkins

Title: Commercial Aest Manager

Date: 5-30-2016

Company Name: ORKIN



City of Saratoga Springs, NY: Risk and Safety Agreement Integrated Pest Management

City Project Number: RFP 2016-11 City Project Name: IPM MSP Prevailing Wage Project No.: 2016900232
City Department: Comm. of Accts Department Contact Person: John P. Franck City Ext. 582-3350
Company Name: ORKIN
Company Address: 531 Quunahy Ave Quunahy NY 12544
Company Telephone No.: 518-772-4900 Company Fax No.: 518-772-0190
Contractor Primary Contact for This Project: Kenny Watkins Title: Comm. Acct. mgr.

Any and all professional services performed under this Agreement shall be completed by an individual licensed by the NYS Office of Professions - Education Department as applicable to the service provided including, but not limited to accounting, actuarial, engineering and architectural services. The Contractor represents that it has all necessary governmental licenses to perform the services described herein.

The Contractor shall procure and maintain during the term of this contract, at the Contractor's expense, the insurance policies listed with limits equal to or greater than the enumerated limits. The Contractor shall be solely responsible for any self-insured retention or deductible losses under each of the required policies. Every required policy, including any required endorsements and any umbrella or excess policy, shall be primary insurance. Insurance carried by the City of Saratoga Springs, its officers, or its employees, if any, shall be excess and not contributory insurance to that provided by the Contractor. Every required coverage type shall be "occurrence basis" with the exception of Professional Errors and Omissions Coverage which may be "claims made" coverage. The Contractor may utilize umbrella/excess liability coverage to achieve the limits required hereunder; such coverage must be at least as broad as the primary coverage (follow form). The Office of Risk & Safety Management must approve all insurance certificates. The City of Saratoga Springs reserves its right to request certified copies of any policy or endorsement thereto. All insurance shall be provided by insurance carriers licensed & admitted to do business in the State of New York and must be rated "A--:VII" or better by A.M. Best (Current Rate Guide). If the Contractor fails to procure and maintain the required coverage(s) and minimum limits such failure shall constitute a material breach of contract, whereupon the City of Saratoga Springs may exercise any rights it has in law or equity, including but not limited to the following: (1) immediate termination of the contract; (2) withholding any/all payment(s) due under this contract or any other contract it has with the vendor (common law set-off); OR (3) procuring or renewing any required coverage(s) or any extended reporting period thereto and paying any premiums in connection therewith. All monies so paid by the City of Saratoga Springs shall be repaid upon demand, or at the City's option, may be offset against any monies due to the Contractor.

The City of Saratoga Springs requires the Contractor name the City as a Certificate Holder for the following coverage for the work covered by this Agreement:

- **Commercial General Liability** Including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate;
- **Commercial Automobile Insurance:** One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
- **Excess Insurance:** One Million Dollars per Occurrence Aggregate; AND
- **NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance:** Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect.
- **Pollution Liability:** One Million Dollars per Occurrence

It shall be an affirmative obligation of the Contractor to advise City's Office of Risk and Safety via mail to Office of Risk and Safety, City of Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866, within two days of the cancellation or substantive change of any insurance policy set out herein, and failure to do so shall be construed to be a breach of this Agreement. The Contractor acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the City. The Contractor is to provide the City with a Certificate of Insurance naming the City as **Additional Insured on a primary and non-contributory basis prior** to the commencement of any work or use of City facilities. The failure to object to the contents of the Certificate of Insurance or the absence of same shall not be deemed a waiver of any and all rights held by the municipality. In the event the Contractor utilizes a Subcontractor for any portion of the services outlined within the scope of its activities, the Subcontractor shall provide insurance of the same type or types and to the same extent of coverage as that provided by the Contractor. All insurance required of the Subcontractor shall name the City of Saratoga Springs as an **Additional Insured on a primary and non-contributory basis** for the same coverage all those activities performed within its contracted activities for the contract as executed.

The Contractor, to the fullest extent provided by law, shall defend, indemnify and save harmless the City of Saratoga Springs, its Agents and Employees (hereinafter referred to as "City"), from and against all claims, damages, losses and expense (including, but not limited to, attorneys' fees), arising out of or resulting from the performance of the work or purchase of the services, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of Contractor or its employees or anyone for whom the Contractor is legally liable or Subcontractors. Without limiting the generality of the preceding paragraphs, the following shall be included in the indemnity hereunder: any and all such claims, etc., relating to personal injury, death, damage to property, or any actual or alleged violation of any applicable statute, ordinance, administrative order, executive order, rule or regulation, or decree of any court of competent jurisdiction in connection with, or arising directly or indirectly from, errors and/or negligent acts by the Contractor, as aforesaid.


The Contractor agrees to comply with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 and not discriminate on the basis of disability in the admission or access to, or treatment of employment in its services, programs, or activities. The Contractor agrees to hold harmless and indemnify the City from costs, including but not limited to damages, attorney's fees and staff time, in any action or proceeding brought alleging a violation of ADA and/or Section 504 caused by the Contractor. Upon request accommodation will be provided to allow individuals with disabilities to participate in all services, programs and activities.

The Contractor will provide his or her own equipment and materials as necessary to perform the work except as identified within the RFP/RFQ/BID Documents. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of copartners between the parties hereto or as constituting the Contractor's staff as the agents, representatives or employees of the City for any purpose in any manner whatsoever. The Contractor and its staff are to be and shall remain an independent Contractor with respect to all services performed under this Agreement. The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required by the Contractor under this Agreement, shall not be considered employees of the City, and any and all claims that may or might arise under the Workers' Compensation Laws of the State of New York on behalf of said personnel or other persons while so engaged, and any and all claims whatsoever on behalf of any such person or personnel arising out of employment or alleged employment including, without limitation, claims of discrimination against the Contractor, its officers, agents, Contractors or employees shall in no way be the responsibility of the City; and the Contractor shall defend, indemnify and hold the City, its officers, agents and employees harmless from any and all such claims regardless of any determination of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the City, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Compensation, disability, and severance pay.

The City of Saratoga Springs specifically reserves the right to suspend or terminate all work under this contract whenever Contractor and/or Contractor's employees or subcontractors are proceeding in a manner that threatens the life, health or safety of any of Contractor's employees, subcontractor's employees, City employees or member(s) of the general public on City property. This reservation of rights by the City of Saratoga Springs in no way obligates the City of Saratoga Springs to inspect the safety practices of the Contractor. If the City of Saratoga Springs exercises its rights pursuant to this part, the Contractor shall be given three days to cure the defect, unless the City of Saratoga Springs, in its sole and absolute discretion, determines that the service cannot be suspended for three days due to the City of Saratoga Springs' legal obligation to continuously provide Contractor's service to the public or the City of Saratoga Springs' immediate need for completion of the Contractor's work. In such case, Contractor shall immediately cure the defect. If the Contractor fails to cure the identified defect(s), the City of Saratoga Springs shall have the right to immediately terminate this contract. In the event that the City of Saratoga Springs terminates this contract, any payments for work completed by the Contractor shall be reduced by the costs incurred by the City of Saratoga Springs in re-bidding the work and/or by the increase in cost that results from using a different vendor.

Contractor, having agreed to the terms and the recitals set forth herein, and in relying thereon, herein signs this Agreement.

Contractor Signature: _____



Date: _____

5.30.2016



CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 1

DATE (MM/DD/YYYY)
12/02/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Willis of Tennessee, Inc. c/o 26 Century Blvd. P.O. Box 305191 Nashville, TN 37230-5191	CONTACT NAME:		
		PHONE (A/C, NO, EXT): 877-945-7378	FAX (A/C, NO): 888-467-2378	
		E-MAIL ADDRESS:	certificates@willis.com	
		INSURER(S) AFFORDING COVERAGE	NAIC #	
INSURED	Rollins, Inc. Orkin, LLC/Orkin Commercial Services Orkin Services of California, Inc. 2170 Piedmont Road NE Atlanta, GA 30324	INSURER A:	Old Republic Insurance Company	24147-002
		INSURER B:	ACE Property and Casualty Insurance Compa	20699-001
		INSURER C:	New Hampshire Insurance Company	23841-001
		INSURER D:	National Union Fire Ins Co of Pittsburgh	19445-002
		INSURER E:		
		INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 23881302

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Pesticide/Herbicide <input checked="" type="checkbox"/> Coverage GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			MWZY305774	1/1/2016	1/1/2017	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			MWTB305773	1/1/2016	1/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 3,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 50,000			XOOG27927683001	1/1/2016	1/1/2017	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC067940346	1/1/2016	1/1/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000
D	Excess Workers Comp WC Cover is Statutory			WC1103524	1/1/2016	1/1/2017	\$2,000,000 E.L. Each Accident \$2,000,000 E.L. Disease-Ea Empl. \$2,000,000 E.L. Disease-Pol. Limit

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Branch Name: Atlantic/Queensbury
Branch #: 992

AUTO LIABILITY FOR OWNED, NON-OWNED AND HIRED VEHICLES

City of Saratoga Dept of Public Works is included as an Additional Insured as respects to General Liability solely in regards to work performed by or on behalf of the Named Insured.

CERTIFICATE HOLDER

CANCELLATION

CITY OF SARATOGA DEPT OF PUBLIC WORKS ATTN: PHILLIP LANDIS 474 BROADWAY SARATOGA SPRINGS, NY 12866	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

Coll: 4811555 Tpl: 2012968 Cert: 23881302 © 1988-2014 ACORD CORPORATION. All rights reserved.

ADDITIONAL COVERAGE SCHEDULE

COVERAGE	LIMITS
POLICY TYPE: Contractors Pollution CARRIER: Allied World Assurance Company (USA) POLICY TERM: 01/01/2016 – 01/01/2017 POLICY NUMBER: 03062978	\$10,000,000 Each Occurrence \$10,000,000 Policy Limit
POLICY TYPE: Professional Liability CARRIER: Old Republic Insurance Company POLICY TERM: 01/01/2016 – 01/01/2017 POLICY NUMBER: MWZY305774	\$2,000,000 Each Claim \$2,000,000 Aggregate
POLICY TYPE: Commercial Property CARRIER: Axis Insurance Company POLICY TERM: 01/01/2016 – 01/01/2017 POLICY NUMBER: MAB75723216	Real Personal Property, Stock, B&M, and Improvements and Betterments is \$100,000,000 US Operations (Leased and Rented Equipment Included) Business Interruption - \$2,000,000

Rollins, Inc.
Policy Term: 1/1/2016 to 1/1/2017
Workers' Compensation and Employers Liability Policies

<u>Coverage</u>	<u>Policy Number</u>	<u>Carrier</u>	<u>WC Coverage</u>	<u>EL Limits</u>
Work Comp/EL	WC067940346	New Hampshire Ins. Co. - covers states of AL,AR,CO,CT,DC,DE,HI,ID,KS,MO, MT,NE,NM,NV,NY,OK,OR, RI,SD,TX,WV	Statutory	\$2,000,000 Bodily Injury by Accident - Each Accident/\$2,000,000 Each Employee Bodily Injury by Disease/\$2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	WC067940339	National Union Fire Ins. Co. of Pittsburgh, PA - covers state of CA	Statutory	\$2,000,000 Bodily Injury by Accident - Each Accident/\$2,000,000 Each Employee Bodily Injury by Disease/\$2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	WC067940340	New Hampshire Ins. Co. - covers state of AZ	Statutory	\$2,000,000 Bodily Injury by Accident - Each Accident/\$2,000,000 Each Employee Bodily Injury by Disease/\$2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	WC067940341	New Hampshire Ins. Co. - covers states of MA and WI - This policy also provides Stop Gap coverage for ND,WA,WY and OH	Statutory	\$2,000,000 Bodily Injury by Accident - Each Accident/\$2,000,000 Each Employee Bodily Injury by Disease/\$2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	WC067940342	New Hampshire Ins. Co. - covers state of ME	Statutory	\$2,000,000 Bodily Injury by Accident - Each Accident/\$2,000,000 Each Employee Bodily Injury by Disease/\$2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	WC067940343	New Hampshire Ins. Co. - covers state of MN	Statutory	\$2,000,000 Bodily Injury by Accident - Each Accident/\$2,000,000 Each Employee Bodily Injury by Disease/\$2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	WC067940344	New Hampshire Ins. Co. - covers state of NH, VT & UT	Statutory	\$2,000,000 Bodily Injury by Accident - Each Accident/\$2,000,000 Each Employee Bodily Injury by Disease/\$2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	WC067940345	New Hampshire Ins. Co. - covers states of NJ & PA	Statutory	\$2,000,000 Bodily Injury by Accident - Each Accident/\$2,000,000 Each Employee Bodily Injury by Disease/\$2,000,000 Policy Limit Bodily Injury by Disease
Excess Work Comp/EL	WC1103525	National Union Fire Ins. Co. of Pittsburgh, PA and coverage applies to the qualified self insured state of FL	Statutory	\$2,000,000 Bodily Injury by Accident - Each Accident/\$2,000,000 Each Employee Bodily Injury by Disease/\$2,000,000 Policy Limit Bodily Injury by Disease
Excess Work Comp/EL	WC1103524	National Union Fire Ins. Co. of Pittsburgh, PA and coverage applies to the qualified self insured states: AL,GA,IA,IL,IN,KY,LA,MD, MI,MO,MS,NC,OH,OK, PA,SC,TN and VA	Statutory	\$2,000,000 Bodily Injury by Accident - Each Accident/\$2,000,000 Each Employee Bodily Injury by Disease/\$2,000,000 Policy Limit Bodily Injury by Disease

**Request for Taxpayer
Identification Number and Certification**

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Rollins inc

2 Business name/disregarded entity name, if different from above
Orkin Pest Control

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC
☒ C Corporation
☐ S Corporation
☐ Partnership
☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
537 Queensbury Ave

6 City, state, and ZIP code
Queensbury, NY 12804

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
[] [] [] - [] [] [] - [] [] [] []

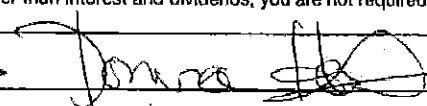
or
Employer identification number
5 8 - 0 9 4 2 0 3 1

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶  Date ▶ 1/13/16

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

STATE OF NEW YORK
WORKER'S COMPENSATION BOARD
CERTIFICATE OF INSURANCE COVERAGE UNDER THE NYS DISABILITY BENEFITS LAW

PART 1. To be completed by Disability Benefits Carrier or Licensed Insurance Agent of that Carrier

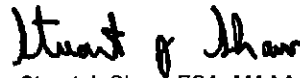
1a. Legal Name and Address of Insured (Use street address only) ROLLINS, INC. 2170 PIEDMONT RD NE ATLANTA, GA 30324	1b. Business Telephone Number of Insured 404-888-2093 1c. NYS Unemployment Insurance Employer Registration Number of Insured 5922258 1d. Federal Employer Identification Number of Insured or Social Security Number 580942031
2. Name and Address of the Entity Requesting Proof of Coverage (Entity Being Listed as the Certificate Holder) Orkin Exterminating Co, Inc. 537 Queensbury Avenue Queensbury, NY 12804	3a. Name of Insurance Carrier The Guardian Life Insurance Company of America 3b. Policy Number of entity listed in box "1a": 00923475-0000 3c. Policy effective period: 01/01/2016 to 01/01/2017

- 4. Policy Covers:**
- a. ☒ All of the employer's employees eligible under the New York Disability Benefits Law
- b. ☐ Only the following class or classes of the employer's employees:

Under penalty of perjury, I certify that I am an authorized representative or licensed agent of the insurance carrier referenced above and that the named insured has NYS Disability Benefits insurance coverage as described above.

Date Signed: 01/21/2016

By:



Stuart J. Shaw, FSA, MAAA

Telephone Number: 1-888-278-4542

Title:

Vice President, Group Insurance

IMPORTANT: If box "4a" is checked, and this form is signed by the insurance carrier's authorized representative or NYS Licensed Insurance Agent of that carrier, this certificate is COMPLETE. Mail it directly to the certificate holder. If box "4b" is checked, this certificate is NOT COMPLETE for purposes of Section 220, Subd. 8 of the Disability Benefits Law. It must be mailed for completion to the Workers' Compensation Board, DB Plans Acceptance Unit, 20 Park Street, Albany, New York 12207.

PART 2. To be completed by NYS Workers' Compensation Board (Only if box "4b" of Part 1 has been checked)

**State Of New York
Workers' Compensation Board**

According to information maintained by the NYS Workers' Compensation Board, the above-named employer has complied with the NYS Disability Benefits Law with respect to all of his/her employees.

Date Signed:

By:

(Signature of NYS Workers' Compensation Board Employee)

Telephone Number:

Title:

Please Note: Only insurance carriers licensed to write NYS disability benefits insurance policies and NYS licensed insurance agents of those insurance carriers are authorized to issue Form DB-120.1. **Insurance brokers are NOT authorized to issue this form.**

Additional Instructions for Form DB-120.1

By signing this form, the insurance carrier identified in box "3" on this form is certifying that it is insuring the business referenced in box "1a" for disability benefits under the New York State Disability Benefits Law. The Insurance Carrier or its licensed agent will send this Certificate of Insurance to the entity listed as the certificate holder in box "2". *This Certificate is valid for the earlier of one year after this form is approved by the insurance carrier or its licensed agent, or the policy expiration date listed in box "3c".*

Please Note: Upon the cancellation of the disability benefits policy indicated on this form, if the business continues to be named on a permit, license or contract issued by a certificate holder, the business must provide that certificate holder with a new Certificate of NYS Disability Benefits Coverage or other authorized proof that the business is complying with the mandatory coverage requirements of the New York State Disability Benefits Law.

DISABILITY BENEFITS LAW

§220.Subd. 8

- (a) The head of a state or municipal department, board, commission or office authorized or required by law to issue any permit for or in connection with any work involving the employment of employees in employment as defined in this article, and notwithstanding any general or special statute requiring or authorizing the issue of such permits, shall not issue such permit unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that the payment of disability benefits for all employees has been secured as provided by this article. Nothing herein, however, shall be construed as creating any liability on the part of such state or municipal department, board, commission or office to pay any disability benefits to any such employee if so employed.
- (b) The head of a state or municipal department, board, commission or office authorized or required by law to enter into any contract for or in connection with any work involving the employment of employees in employment as defined in this article, and notwithstanding any general or special statute requiring or authorizing any such contract, shall not enter into any such contract unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that the payment of disability benefits for all employees has been secured as provided by this article.

PESTICIDE BUSINESS / AGENCY REGISTRATION

THIS REGISTRATION CANNOT BE SOLD OR TRANSFERRED

6/5/2015
Date Issued

Registration # 02339

Certified Applicators

**ORKIN LLC
STEVE MARTINDALE
537 QUEENSBURY AVE
QUEENSBURY NY 12804**

**C5834409
C5835609
C5863572
C5654150**

6/30/2018
Expiration Date

Category(s) of operation

**3A – Ornamental and Turf 7A – Structural Rodent Control 7C – Termite Control 7F – Food Processing
8 – Public Health**

**This is to certify that the holder of this certificate is registered with the Department of Environmental Conservation as a Pesticide
Applicator Business or Agency pursuant to the provisions of the Environmental Conservation Law and the Rules and
Regulations promulgated thereunder.**

**New York State Department of Environmental Conservation
Division of Solid and Hazardous Materials Bureau of Pesticides Management
Albany, New York 12233-7254**

POST CONSPICUOUSLY

COMMERCIAL PESTICIDE APPLICATOR



STEVEN D MARTINDALE

is duly certified by the New York State
Department of Environmental Conservation

ID: C5834409 Expires: 06/21/2017

Categories/Subcategories of Certification
7A, 7C, 7F, 8

THIS DOES NOT CONFER NYS EMPLOYEE STATUS

COMMERCIAL PESTICIDE APPLICATOR



MARIO M MULE

is duly certified by the New York State
Department of Environmental Conservation

ID: C7876590 Expires: 11/21/2017

Categories/Subcategories of Certification
7A

THIS DOES NOT CONFER NYS EMPLOYEE STATUS

Category: 992



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/30/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis of Tennessee, Inc. c/o 26 Century Blvd. P.O. Box 305191 Nashville, TN 37230-5191		CONTACT NAME: PHONE: (A/C, NO, EXT): 877-945-7378 E-MAIL: certificates@willis.com ADDRESS: FAX (A/C, NO): 888-467-2378	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Old Republic Insurance Company 24147-002	
		INSURER B: ACE Property and Casualty Insurance Company 20699-001	
		INSURER C: New Hampshire Insurance Company 23841-001	
		INSURER D: National Union Fire Ins Co of Pittsburgh 19445-002	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 24902008

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Pesticide/Herbicide <input checked="" type="checkbox"/> Coverage GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		MWZY305774	1/1/2016	1/1/2017	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y		MWTB305773	1/1/2016	1/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 3,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 50,000			XOOG27927683001	1/1/2016	1/1/2017	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC067940346	1/1/2016	1/1/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000
D	Excess Workers Comp WC Cover is Statutory			WC1103524	1/1/2016	1/1/2017	EL Each Accident 2,000,000 EL Disease-Ea Empl. 2,000,000 EL Disease-Pol Lim. 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Branch Number: 992

CITY OF SARATOGA SPRINGS is included as an Additional Insured as respects to General Liability and Auto Liability but solely in regards to work being performed by or on behalf of the Named Insured.

General Liability and Auto Liability policies shall be Primary and Non-contributory with any other insurance in force for or which may be purchased by Additional Insured.

CERTIFICATE HOLDER**CANCELLATION**

CITY OF SARATOGA SPRINGS OFFICE OF RISK AND SAFETY 474 BROADWAY SARATOGA SPRINGS, NY 12866	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

Coll:4995463 Tpl:2014352 Cert:24902008 © 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03)

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ADDITIONAL COVERAGE SCHEDULE

COVERAGE	LIMITS
POLICY TYPE: Contractors Pollution CARRIER: Allied World Assurance Company (USA) POLICY TERM: 01/01/2016 – 01/01/2017 POLICY NUMBER: 03062978	\$10,000,000 Each Occurrence \$10,000,000 Policy Limit
POLICY TYPE: Pest Control Professional Liability CARRIER: Old Republic Insurance Company POLICY TERM: 01/01/2016 – 01/01/2017 POLICY NUMBER: MWZY305774	\$2,000,000 Each Claim \$2,000,000 Aggregate
POLICY TYPE: Commercial Property CARRIER: Axis Insurance Company POLICY TERM: 01/01/2016 – 01/01/2017 POLICY NUMBER: MAB75723216	Real Personal Property, Stock, B&M, and Improvements and Betterments is \$100,000,000 US Operations (Leased and Rented Equipment Included) Business Interruption - \$2,000,000

Rollins, Inc.**Policy Term: 1/1/2016 to 1/1/2017****Workers' Compensation and Employers Liability Policies**

<u>Coverage</u>	<u>Policy Number</u>	<u>Carrier</u>	<u>WC Coverage</u>	<u>EL Limits</u>
Work Comp/EL	WC067940346	New Hampshire Ins. Co. - covers states of AL,AR,CO,CT,DC,DE,HI,ID,KS,MO,MT,NE,NM,NV,NY,OK,OR,RI,SD,TX,WV	Statutory	\$2,000,000 Bodily Injury by Accident - Each Accident/\$2,000,000 Each Employee Bodily Injury by Disease/\$2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	WC067940339	National Union Fire Ins. Co. of Pittsburgh, PA - covers state of CA	Statutory	\$2,000,000 Bodily Injury by Accident - Each Accident/\$2,000,000 Each Employee Bodily Injury by Disease/\$2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	WC067940340	New Hampshire Ins. Co. - covers state of AZ	Statutory	\$2,000,000 Bodily Injury by Accident - Each Accident/\$2,000,000 Each Employee Bodily Injury by Disease/\$2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	WC067940341	New Hampshire Ins. Co. - covers states of MA and WI - This policy also provides Stop Gap coverage for ND,WA,WY and OH	Statutory	\$2,000,000 Bodily Injury by Accident - Each Accident/\$2,000,000 Each Employee Bodily Injury by Disease/\$2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	WC067940342	New Hampshire Ins. Co. - covers state of ME	Statutory	\$2,000,000 Bodily Injury by Accident - Each Accident/\$2,000,000 Each Employee Bodily Injury by Disease/\$2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	WC067940343	New Hampshire Ins. Co. - covers state of MN	Statutory	\$2,000,000 Bodily Injury by Accident - Each Accident/\$2,000,000 Each Employee Bodily Injury by Disease/\$2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	WC067940344	New Hampshire Ins. Co. - covers state of NH, VT & UT	Statutory	\$2,000,000 Bodily Injury by Accident - Each Accident/\$2,000,000 Each Employee Bodily Injury by Disease/\$2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	WC067940345	New Hampshire Ins. Co. - covers states of NJ & PA	Statutory	\$2,000,000 Bodily Injury by Accident - Each Accident/\$2,000,000 Each Employee Bodily Injury by Disease/\$2,000,000 Policy Limit Bodily Injury by Disease
Excess Work Comp/EL	WC1103525	National Union Fire Ins. Co. of Pittsburgh, PA and coverage applies to the qualified self insured state of FL	Statutory	\$2,000,000 Bodily Injury by Accident - Each Accident/\$2,000,000 Each Employee Bodily Injury by Disease/\$2,000,000 Policy Limit Bodily Injury by Disease
Excess Work Comp/EL	WC1103524	National Union Fire Ins. Co. of Pittsburgh, PA and coverage applies to the qualified self insured states: AL,GA,IA,IL,IN,KY,LA,MD,MI,MO,MS,NC,OH,OK, PA,SC,TN and VA	Statutory	\$2,000,000 Bodily Injury by Accident - Each Accident/\$2,000,000 Each Employee Bodily Injury by Disease/\$2,000,000 Policy Limit Bodily Injury by Disease

W J Morris Excavating Inc
210 Old Gick Road
Saratoga Springs, NY 12866

Invoice

Date	Invoice #
11/4/2016	12358

Bill To
Dept. of Public Works City of Saratoga Springs 5 Lake Ave. - City Hall Saratoga Springs, N. Y. 12866

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	RE: CRESCENT ST. SEWER LINE REPAIRS		
	10/11/16 - Work completed as per Daily Work Report -	7,397.89	7,397.89
	10/12/16 - Work completed as per Daily Work Report -	18,124.81	18,124.81
	10/13/16 - Work completed as per Daily Work Report -	9,834.23	9,834.23
	10/14/16 - Work completed as per Daily Work Report -	3,535.68	3,535.68
	Thank you for your business! Tax Exempt		
		Total	\$38,892.61

W. J. Morris Excavating, Inc.
210 Old Gick Rd.
Saratoga Springs, N. Y. 12866
587-2110

City of Saratoga Springs
Dept. of Public Works
5 Lake Ave. – City Hall
Saratoga Springs, N. Y. 12866

Job Name - Crescent St.

Date of Service - Oct. 11, 2016

RE: Emergency Sewer Line Repairs on Crescent St.

10/11/16 Mobilize 321DLCR excavator, 930H wheel loader, 12' trench box, and road plates to site. Close road and set up detour around block. Set shoring in place and excavate down to broken pipe to determine a course of action. Decided to bypass pump sewer main so that repairs could be made tomorrow. Covered hole with road plates for the night.

Equipment Rates with fuel & insurance (no operator).

321DLCR Excavator 8 hrs @ \$120.00/hr	\$960.00
930H Wheel loader with bucket & forks 8 hrs @ \$98.25/hr	786.00
Vacuum truck 2.5 hrs @ \$260/hr	650.00
Peterbilt tractor w/55 ton lowbed w/driver 4 hrs @ \$125/hr	500.00
1 Over width Permit	50.00
1 Ton Utility trucks (2) 14 hrs @ \$20.00/hr	280.00
1 – 12' x 10' Trench box – 1 day	165.00
Road Plates 4 – 8' x 10' x 1" @ \$50.00 ea. per day	200.00
4 – 8' x 20' x 1" @ \$75.00 ea. per day	300.00
Signs, sign stands, barrels, and cones	125.00

Subtotal - \$ 4,016.00

Summary (A) LABOR	\$3,381.89
(B) MAT'L	\$0.00
(C) EQUIP	\$4,016.00
(D) SUB CONT.	\$0.00
Total This Report	\$7,397.89

W. J. Morris Excavating, Inc.
210 Old Gick Rd.
Saratoga Springs, N. Y. 12866
587-2110

City of Saratoga Springs
Dept. of Public Works
5 Lake Ave. – City Hall
Saratoga Springs, N. Y. 12866

Job Name - Crescent St.

Date of Service - Oct. 12, 2016

RE: Emergency Sewer Line Repairs on Crescent St.

10/12/16 Set up sewer bypass pump and discharge lines. Mobilize a larger trench box and additional shoring due to depth and ground water. Excavate down to broken main, utilize vacuum truck to expose pipe, create support for existing sewer force main. Employ subcontractor to handle damaged pipe and fittings because of asbestos. Put new sewer line in, including a tee connection for adjoining church. Partially backfill and compact. Break down bypass pump and lines. Protect area for the night. Begin demobilizing.

Equipment Rates with fuel & insurance (no operator).

321DLCR Excavator 12 hrs @ \$120.00/hr	\$1,440.00
930H Wheel loader 13 hrs @ \$98.25/hr	1,277.25
Vacuum truck 8 hrs @ \$260.00/hr	2,080.00
Peterbilt Tractor w/55 ton lowbed w/out driver 13 hrs @ \$95.00/hr	1,235.00
1 Ton Utility trucks (2) 26 hrs @ \$20.00/hr	520.00
1 – 8' x 20' Trench box – 1 day	235.00
7 – 8' x 18" Z piles @ \$25.00 ea. per day	175.00
Road Plates 4 – 8' x 10' x 1" @ \$50.00 ea. per day	200.00
4 – 8' x 20' x 1" @ \$75.00 ea. per day	300.00
Confined Space Equipment – Tripod with winch per day	125.00
Gas Detector per day	80.00
Blower per day	40.00
14" Demo Saw per day	75.00
Jumping Jack Compactor per day	75.00
Signs, sign stands, barrels, and cones	125.00

Materials-

20 ton Crushed Stone delivered	300.00
HD Pipe Supply – Sewer pipe, coupling, fittings, etc.	402.59
overhead & profil @ 15% -	60.39

Subtotal - \$ 8,745.23

Labor Cresent St. Oct. 12, 2016

P.R. No.	Labor		Hours	Hourly Rate	Extended Amount
Foreman	Bill Morris	Reg.	8	\$80.00	\$640.00
		O.T.	5	\$120.00	\$600.00
Oper "A"	Clark, Daniel	Reg.	8	\$105.07	\$840.56
		O.T.	4	\$137.64	\$550.56
Oper "B"	Erwell, Joshua	Reg.	8	\$105.07	\$840.56
		O.T.	5	\$137.64	\$688.20
Oper "B"	Uebrick, Dean	Reg.	4.5	\$105.07	\$472.82
		O.T.	3.5	\$137.64	\$481.74
Teamster	Bresee, Rod	Reg.	8	\$81.64	\$653.12
		O.T.	5	\$104.04	\$520.20
Dump Oper		Reg.		\$81.50	\$0.00
		O.T.		\$103.81	\$0.00
Dump Oper		Reg.		\$81.50	\$0.00
		O.T.		\$103.81	\$0.00
Laborer "A"	Beck, Richard	Reg.		\$80.64	\$0.00
		O.T.	1	\$104.39	\$104.39
Laborer "A"	Hayes, James	Reg.	1.5	\$80.64	\$120.96
		O.T.	1	\$104.39	\$104.39
Laborer "B"	Reynolds, Cecil	Reg.	8	\$80.97	\$647.76
		O.T.	5	\$104.88	\$524.40
LAB "A"		Reg.		\$80.64	\$0.00
		O.T.		\$104.39	\$0.00

All wages subject to 40% ins. + 15% Overhead & Profit

(A) SUB TOTAL \$7,789.66

Sub Contractor

Description	No. Unit	Unit Cost	Extended Amount
Atlantic Contracting & Specialties - Removal of asbestoe pipe & fittings			\$1,382.54
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00

Subtotal \$1,382.54

O.H. & Profit \$207.38

% Contractor Cost=

15

(D) Total Cost of Sub Contractor \$1,589.92

Summary	(A) LABOR	\$7,789.66
	(B) MAT'L	\$762.98
	(C) EQUIP	\$7,982.25
	(D) SUB CONT.	\$1,589.92
	Total This Report	<u>\$18,124.81</u>

W. J. Morris Excavating, Inc.
210 Old Gick Rd.
Saratoga Springs, N. Y. 12866
587-2110

City of Saratoga Springs
Dept. of Public Works
5 Lake Ave. – City Hall
Saratoga Springs, N. Y. 12866

Job Name - Crescent St.

Date of Service - Oct. 13, 2016

RE: Emergency Sewer Line Repairs on Crescent St.

10/13/16 Hook sewer lateral for church up to main sewer line. Start pulling shoring and continue backfilling and compacting. Brought road bed back to a subgrade, installed crusher run, and compacted. Saw cut asphalt at perimeter of excavation in preparation for paving. Move shoring back to yard.

Equipment Rates with fuel & insurance (no operator).

321DLCR Excavator 8 hrs @ \$120.00/hr	\$ 960.00
930H Wheel loader 8.5 hrs @ \$98.25/hr	835.12
Peterbilt Tractor w/55 ton lowbed w/driver 4 hrs @ \$125.00/hr	500.00
1 Ton Utility trucks (2) 19 hrs @ \$20.00/hr	380.00
1 – 8' x 20' Trench box – 1 day	235.00
Road Plates 4 – 8' x 10' x 1" @ \$50.00 ea. per day	200.00
14" Demo Saw per day	75.00
Jumping Jack Compactor per day	75.00
Signs, sign stands, barrels, and cones	125.00

Equipment Rental

Walter S. Pratt & Sons (Bypass sewer pump)	2,074.73
overhead & profit @ 15% -	311.21
Fuel for bypass pump -	60.00

Subtotal - \$ 5,831.06

Labor Crescent St. Oct. 13, 2016

P.R. No.	Labor		Hours	Hourly Rate	Extended Amount
Foreman	Bill Morris	Reg.	8	\$80.00	\$640.00
		O.T.		\$120.00	\$0.00
Oper "A"	Clark, Daniel	Reg.	8	\$105.07	\$840.56
		O.T.		\$137.64	\$0.00
Oper "A"		Reg.		\$105.07	\$0.00
		O.T.		\$137.64	\$0.00
Oper "B"	Dimick, George	Reg.	7.5	\$103.60	\$777.00
		O.T.	1	\$135.45	\$135.45
Oper "C"		Reg.		\$99.47	\$0.00
		O.T.		\$129.23	\$0.00
Dump Oper		Reg.		\$81.50	\$0.00
		O.T.		\$103.81	\$0.00
Dump Oper		Reg.		\$81.50	\$0.00
		O.T.		\$103.81	\$0.00
Laborer "B"	Erwell, Joshua	Reg.	8	\$80.97	\$647.76
		O.T.	1.5	\$104.88	\$157.32
Laborer "B"	Reynolds, Cecil	Reg.	8	\$80.97	\$647.76
		O.T.	1.5	\$104.88	\$157.32
LAB		Reg.		\$80.97	\$0.00
		O.T.		\$104.88	\$0.00
LAB "A"		Reg.		\$80.64	\$0.00
(Flagman)		O.T.		\$104.39	\$0.00

All wages subject to 40% ins. + 15% Overhead & Profit

(A) SUB TOTAL \$4,003.17

Sub Contractor

Description	No. Unit	Unit Cost	Extended Amount
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00

Subtotal \$0.00

O.H. & Profit \$0.00

% Contractor Cost=

15

(D) Total Cost of Sub Contractor \$0.00

Summary (A) LABOR	\$4,003.17
(B) MAT'L	\$0.00
(C) EQUIP	\$5,831.06
(D) SUB CONT.	\$0.00
Total This Report	<u>\$9,834.23</u>

W. J. Morris Excavating, Inc.
210 Old Gick Rd.
Saratoga Springs, N. Y. 12866
587-2110

City of Saratoga Springs
Dept. of Public Works
5 Lake Ave. – City Hall
Saratoga Springs, N. Y. 12866

Job Name - Crescent St.

Date of Service - Oct. 14, 2016

RE: Emergency Sewer Line Repairs on Crescent St.

10/14/16 Mobilize and demobilize paver and roller to site. Pave Crescent St. with City supplied blacktop. Back up edges of asphalt with City supplied topsoil. Demobilize 321DLCR excavator and 930H wheel loader. Knock down detour & open road to traffic.

Equipment Rates with fuel & insurance (no operator).

Cedar Rapids 361E Paver w/8' x 16' screed 4 hrs @ \$125.00/hr	\$500.00
Vibratory Asphalt roller 4 hrs @ \$50.00/hr	200.00
Vibratory Plate Compactor – 1 day	75.00
Peterbilt Tractor w/55 ton lowbed w/driver 3 hrs @ \$125.00/hr	375.00
1 Ton Utility trucks 4 hrs @ \$20.00/hr	80.00
Paving Van 4 hrs @ \$20.00/hr	80.00
Signs, sign stands, barrels, and cones	125.00

Subtotal - \$ 1,435.00

Labor		Crescent St.	Oct. 14, 2016		
P.R. No.	Labor		Hours	Hourly Rate	Extended Amount
Foreman	Bill Morris	Reg.	3	\$80.00	\$240.00
		O.T.		\$120.00	\$0.00
Oper "A"	Winslow, Gary	Reg.	4	\$105.07	\$420.28
		O.T.		\$137.64	\$0.00
Oper "A"		Reg.		\$105.07	\$0.00
		O.T.		\$137.64	\$0.00
Oper "B"	Bresee, Rodney	Reg.	4.5	\$103.60	\$466.20
		O.T.		\$135.45	\$0.00
Oper "C"		Reg.		\$99.47	\$0.00
		O.T.		\$129.23	\$0.00
Dump Oper		Reg.		\$81.50	\$0.00
		O.T.		\$103.81	\$0.00
Dump Oper		Reg.		\$81.50	\$0.00
		O.T.		\$103.81	\$0.00
Laborer "B"	Jackson, Joshua	Reg.	4	\$80.97	\$323.88
		O.T.		\$104.88	\$0.00
Laborer "C"	Smullen, Patrick	Reg.	4	\$81.29	\$325.16
		O.T.		\$105.36	\$0.00
Laborer "C"	Symonds, Christopher	Reg.	4	\$81.29	\$325.16
		O.T.		\$105.36	\$0.00
LAB "A"		Reg.		\$80.64	\$0.00
(Flagman)		O.T.		\$104.39	\$0.00

All wages subject to 40% ins. + 15% Overhead & Profit

(A) SUB TOTAL \$2,100.68

Sub Contractor			
Description	No. Unit	Unit Cost	Extended Amount
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
		Subtotal	\$0.00
		O.H. & Profit	\$0.00
% Contractor Cost= 15		(D) Total Cost of Sub Contractor	<u>\$0.00</u>

Summary	(A) LABOR	\$2,100.68
	(B) MAT'L	\$0.00
	(C) EQUIP	\$1,435.00
	(D) SUB CONT.	\$0.00
	Total This Report	<u>\$3,535.68</u>



CHANGE ORDER

City of Saratoga Springs

No. 1DATE OF ISSUANCE: 11/04/16EFFECTIVE DATE: 11/15/16

OWNER: City of Saratoga Springs
CONTRACTOR: Wm. J. Keller & Sons Construction Corporation
Contact: _____
Project: Casino Drive & BOCES WW Pump Station Upgrades
OWNER'S Contract No.: 2016-06 ENGINEER'S Contract No.: _____
ENGINEER: CT Male

You are directed to make the following changes in the Contract Documents:

Description:

Add generator cord and appropriate quick disconnect receptacle. Add arborvitae shrubs for screening at BOCES PS, and additional work to pour concrete ring to match existing MH section with new MH Section

Reason for Change Order:

Necessary for final completion of work

Attachments: (List documents supporting change)

Change Order Request from Keller for 3 Items

CHANGE IN CONTRACT PRICE:
Original Contract Price: \$ <u>442,778.00</u>
Net Increase (Decrease) From Previous Change Orders: No. _____ To _____ : \$ <u>None</u>
Contract Price Prior To This Change Order: \$ <u>442,778.00</u>
Net Increase (Decrease) Of This Change Order: \$ <u>9,321.00</u>
Contract Price With All Approved Change Orders: \$ <u>452,099.00</u>

CHANGE IN CONTRACT TIMES:
Original Contract Times: Substantial Completion: <u>08/15/16</u> Ready For Final Payment: <u>08/30/16</u> (days or dates)
Net Change From Previous Change Orders No. _____ To _____ : No. _____ : Substantial Completion: _____ Ready For Final Payment: _____ (days)
Contract Times Prior To This Change Order: Substantial Completion: <u>8/15/2016</u> Ready For Final Payment: <u>08/30/16</u> (days or dates)
Net Increase (Decrease) This Change Order: Substantial Completion: <u>10/17/2016</u> Ready For Final Payment: <u>11/23/2016</u> (days)
Contract Times With All Approved Change Orders: Substantial Completion: <u>10/17/2016</u> Ready For Final Payment: <u>11/23/2016</u> (days or dates)

RECOMMENDED:

By: Charles R. Hunt
ENGINEER (Authorized Signature)

APPROVED:

By: _____
OWNER (Authorized Signature)

ACCEPTED:

By: _____
CONTRACTOR (Authorized Signature)Date: 11/15/2016

Date: _____

Date: _____

CO

DATE: September 23, 2016
Keller PCO # 2
Owner PCO # 2
Attn: Chad Kortz

BILL TO: C.T.Male Associates
10 N. Perry St.
Suite 100
Johnstown, NY 12095

Johnstown, NY 12095

DESCRIPTION	QUANTITY	UNIT	RATE	AMOUNT
CIP concrete reinforced ring around existing wet well to support new riser				
Labor	1	LS.	\$ 3,885.00	3,885.00
Material	1	LS.	\$ 861.00	861.00
Equipment				n/c
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
			<i>SUBTOTAL</i>	\$ 4,746.00
			<i>TOTAL</i>	\$ 4,746.00

THANK YOU FOR YOUR BUSINESS!

CO

DATE: October 4, 2016
Keller PCO # 3
Owner PCO # 3
Attn: Chad Kortz

BILL TO: C.T.Male Associates
10 N. Perry St.
Suite 100
Johnstown, NY 12095

Johnstown, NY 12095

DESCRIPTION	QUANTITY	UNIT	RATE	AMOUNT
Added Arborvitaes at the BOCES site to screen the concrete structures				
Arborvitaes installed	1	LS.	\$ 1,820.00	1,820.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
			<i>SUBTOTAL</i>	\$ 1,820.00
			<i>TOTAL</i>	\$ 1,820.00

THANK YOU FOR YOUR BUSINESS!



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/15/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER First Niagara Risk Management, Inc 726 Exchange Street Suite 900 Buffalo NY 14210		CONTACT NAME: Jeremiah Bretl PHONE (A/C, No. Ext): (716) 270-8676 E-MAIL ADDRESS: Jeremiah.Bretl@fnrm.com FAX (A/C, No): (716) 819-5140																						
INSURED William J. Keller & Sons Construction Corp. 1435 Rt. 9 Castleton NY 12033		<table border="1"><thead><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A:</td><td>Zurich American Insurance Co</td><td>16535</td></tr><tr><td>INSURER B:</td><td>American Zurich Insurance Co</td><td>40142</td></tr><tr><td>INSURER C:</td><td>Ace American Insurance Co.</td><td>22667</td></tr><tr><td>INSURER D:</td><td>Charter Oak Fire Insurance Co</td><td>25615</td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></tbody></table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Zurich American Insurance Co	16535	INSURER B:	American Zurich Insurance Co	40142	INSURER C:	Ace American Insurance Co.	22667	INSURER D:	Charter Oak Fire Insurance Co	25615	INSURER E:			INSURER F:		
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INSURER F:																								

COVERAGES**CERTIFICATE NUMBER: 16-17****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY						
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> Blanket Contractual	X	Y	GLO 0093801	7/1/2016	7/1/2017	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input checked="" type="checkbox"/> XCU Included						MED EXP (Any one person) \$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
A	AUTOMOBILE LIABILITY						
	<input checked="" type="checkbox"/> ANY AUTO			BAP 0093800	7/1/2016	7/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ALL OWNED AUTOS		X				BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y	\$250 Ded Comp, \$500 Coll			BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR		N10906519 001	7/1/2016	7/1/2017	EACH OCCURRENCE \$ 10,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 10,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	X	Y				\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A	WC 0093799	7/1/2016	7/1/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below		Y				E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Installation Floater			QT-660-3E684530-COF-16	7/1/2016	7/1/2017	limit: \$600,000
	Leased/Rented Equipment			QT-660-3E684530-COF-16	7/1/2016	7/1/2017	any one item \$400,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Improvements at Casino Drive and BOCES Wastewater Pump Stations City Bid #2016-06 City of Saratoga Springs is an Additional Insured on a primary and non-contributory basis in regard to the above General Liability and Automobile Liability and a waiver of subrogation applies to the General Liability, Automobile Liability and Workers Compensation to the extent covered by endorsement form(s) U-GL-1175-F CW Edition date 04/13, U-CA-424-E NY Edition date 04/11, U-GL-1345-B CW Edition date 04/13, WC000313 Edition date 04/84.

CERTIFICATE HOLDER**CANCELLATION**

City of Saratoga Springs 474 Broadway Rm 10 Saratoga Springs, NY 12866	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE M Bonetto/JBRETl

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ACORD 25 (2014/01)

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INS025 (201401)

CERTIFICATE OF NYS WORKERS' COMPENSATION INSURANCE COVERAGE

www.wcb.state.ny.us

Workers' Compensation Law

Section 57. Restriction on issue of permits and the entering into contracts unless compensation is secured.

1. The head of a state or municipal department, board, commission or office authorized or required by law to issue any permit for or in connection with any work involving the employment of employees in a hazardous employment defined by this chapter, and notwithstanding any general or special statute requiring or authorizing the issue of such permits, shall not issue such permit unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that compensation for all employees has been secured as provided by this chapter. Nothing herein, however, shall be construed as creating any liability on the part of such state or municipal department, board, commission or office to pay any compensation to any such employee if so employed.

2. The head of a state or municipal department, board, commission or office authorized or required by law to enter into any contract for or in connection with any work involving the employment of employees in a hazardous employment defined by this chapter, notwithstanding any general or special statute requiring or authorizing any such contract, shall not enter into any such contract unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that compensation for all employees has been secured as provided by this chapter.

Request for Certification of Sufficient Funds



Submittal Date: 11/9/2016

The Department of Public Works requests certification that sufficient funds are or will be available to cover the claim to meet the following obligation when it becomes due and payable.

Obligation to be incurred, detailing vendor name, project description, Council Approval, etc. (attach supporting documentation):

Vendor: WM. J Keller & Sons Construction Corp. ✓

Project: Waste Water Pump Station Upgrades (Casino Dr, BOCES)
Casino Dr/BOCES WW PS Upgrades-CO#1

Appropriation - Current Budget Expense Org/Object/Proj(s): H3638122 52000 1183

Amount Requested for Approval

\$9,321.00 ✓

Current Amount Available:

\$75,024.48

(Pct. fm PO# 160950)
CJS

Transfer/Amendment Pending:

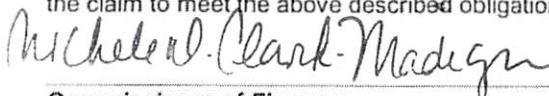
Transfer/Amendment Date


Department Head Signature

11/9/16
Date

Certification of Sufficient Funds

The Commissioner of Finance hereby certifies that funds are or will be available to cover the claim to meet the above described obligation when it becomes due and payable.


Commissioner of Finance

12/1/16
Approval Date

INTERMUNICIPAL AGREEMENT

THIS INTERMUNICIPAL AGREEMENT ("Agreement") is entered into as of the 1st day of January, 2017.

BY AND BETWEEN

THE COUNTY OF SARATOGA, a municipal corporation duly organized under the laws of the State of New York, with a principal office at 40 McMaster Street, Ballston Spa, New York, 12020 (hereinafter referred to as "County")

-and-

THE CITY OF SARATOGA SPRINGS, a municipal corporation duly organized under the laws of the State of New York, with a principal office at City Hall, 474 Broadway, Saratoga Springs, New York, 12866 (hereinafter referred to as "City")

WITNESSETH:

WHEREAS, County and City entered into an agreement dated January 20, 2015, as later amended by an agreement dated April 3, 2015, whereby City agreed to assume responsibility for the management of the collection of single-stream recyclables at the County's Recycling Center (hereinafter "Recycling Center") located at the City's Waste Transfer Station at 41 Weibel Avenue, Saratoga Springs, New York, for a term commencing on March 2, 2015 and terminating on December 31, 2016; and

WHEREAS, the City is agreeable to continuing its management of the collection of single-stream recyclables at the Recycling Center in the City of Saratoga Springs upon terms and conditions materially agreed upon by County and City; and

WHEREAS, the County and City wish to formalize their mutual understanding regarding the City continuing its oversight of the collection of recyclables at the Recycling Center for the term from January 1, 2017 through December 31, 2018;

NOW, THEREFORE, for and in consideration of the mutual covenants contained in this Agreement, County and City hereby agree as follows:

1. TERM OF AGREEMENT. This Agreement shall commence and take effect on January 1, 2017, and shall continue through December 31, 2018. The Agreement shall be subject to renewal for up to two (2) additional terms of two (2) years each, subject to the respective adoption of a resolution by the County's Board of Supervisors and by the City Council of the City of Saratoga Springs authorizing the renewal of the Agreement upon terms and

conditions mutually agreeable to the County and City by no later than 60 days prior to the expiration date of the Agreement or any renewal term thereof.

2. SINGLE-STREAM RECYCLING. The County shall continue to promote, support and facilitate single-stream recycling at the Recycling Center during the term of this Agreement.
3. COLLECTION AND REMOVAL OF RECYCLABLES AND SCRAP METAL. The County shall retain the services of a private waste hauler to collect, remove and transport single-stream recyclable materials and scrap metal from the Recycling Center during the term of this Agreement. The County's contract with the waste hauler selected shall require the waste hauler to be responsible for the placement of appropriate containers for the receipt of single-stream recyclable materials and a separate container or containers for the receipt of scrap metal at the Recycling Center. In addition, the County's contract with the waste hauler will require the waste hauler to cover all single stream loads collected with a tarp, and to collect and remove any litter or debris on site, prior to leaving the Recycling Center. In light of the aforesaid services to be provided by the County's chosen waste hauler, the County will not maintain a County employee on-site at the Recycling Center to oversee the collection, removal and transportation of recyclable materials from the Recycling Center. The County shall be solely responsible for the costs associated with County's contract with said private waste hauler.
4. CITY'S MANAGEMENT OF COLLECTION OF RECYCLABLES. While the County will retain primary responsibility for the collection, removal and transportation of recyclable materials from the Recycling Center through its contract with a private waste hauler who shall be performing said services, the City shall perform all on-site management and oversight of the collection of recyclable materials and scrap metals. The City shall employ sufficient personnel at the Recycling Center to properly manage the collection and removal of all recyclables, during scheduled operating hours. The City shall be responsible for maintenance of the Recycling Center site, including, but not limited to, building maintenance and repairs, mowing, snow removal, and pavement maintenance. In the event that a recycling bin or bins becomes full and the removal of recyclables is required in advance of a previously scheduled pickup of recyclables, the City shall notify the County of the need for an earlier pickup, and the County shall arrange for such earlier pickup with the private waste hauler retained by the County.
5. COUNTY PAYMENTS TO CITY. For the City's on-site management and oversight of the collection and removal of recyclable materials and scrap metal from the Recycling Center, the County shall pay City the annual sum of Thirty-Five Thousand Dollars (\$35,000.00) for services rendered in 2017 and 2018, payable on March 15 of each year upon the submission by the City to the County of a properly executed County voucher. The City agrees to and shall utilize said sum for solid waste and/or recycling purposes, including, but not limited to, the payment of City's staffing costs at the Recycling Center, and the implementation of on-site improvements intended to facilitate the collection, removal and transportation of recyclable materials and scrap metals. In the event City terminates this Agreement as provided in Section 24 herein, City shall refund to County a proportionate amount of the annual payment Thirty-Five Thousand Dollar (\$35,000) payment, covering the period for which no services were rendered from the termination date through December 31st of that year.

6. RECYCLABLE MATERIALS. The County's Commissioner of Public Works shall provide the City with a list of materials that may be accepted for recycling under the recycling provisions of the County's Local Law No. 1 of 1988, as amended.
7. REGULATORY REPORTING. The County shall continue to be responsible for all required regulatory reporting to the New York State Department of Conservation (DEC) relative to the collection, removal and transportation of recyclable materials. The City shall cooperate with County's requests for information needed to comply with regulatory reporting to DEC.
8. INVENTORY OF RECYCLABLE MATERIALS. The County will provide the City with appropriate standard forms for the inventory of all materials received for recycling at the Recycling Center. The City shall utilize the forms provided by County to maintain an accurate monthly inventory of all recyclable materials received. The City shall submit completed inventory forms to County by the 10th day of each month for the recyclables received during the prior month.
9. ADDITIONAL COSTS BORNE BY COUNTY. The County shall pay for the cost of the proper removal and disposition of coolant-containing appliances. The County shall also pay for the proper disposition of automotive batteries and propane cylinders. In the case of large coolant-containing appliances, such as refrigerators and freezers, the coolant will be removed from the appliance by a contractor retained by County, and the appliance will be placed in the scrap metal bin for removal by the private waste hauler retained by County. City personnel will be responsible for overseeing the process of removing and disposing of coolant-containing appliances.
10. ADDITIONAL COSTS BORNE BY CITY. The City shall be responsible for the costs of maintaining electricity and phone service to the Recycling Center site. In addition, the City shall be responsible for the costs of furnishing portable toilet facilities at the Recycling Center site in the event the City elects to continue the provision of toileting facilities at the site.
11. REVENUE FROM SALE OF RECYCLABLES. The County shall receive all revenue derived from the sale of single-stream recyclables, scrap metals and all other recyclables collected at the Recycling Center.
12. FREE RECYCLING FOR COUNTY RESIDENTS. County and City agree that there shall be no County or City charges or fees imposed on Saratoga County residents depositing recyclable materials at the Recycling Center.
13. PERMITS. The County shall maintain any and all necessary governmental permits or approvals needed to manage and oversee the collection and removal of recyclables from the Recycling Center.
14. COMPLIANCE WITH LAWS. The County and City shall comply with all applicable laws, ordinances and regulations, including non-discrimination and labor laws. The County and City agree that for the duration of this Agreement and any renewal term(s) thereof, they will not discriminate against any employee, applicant for employment, or person requesting

services in connection with this agreement, because of race, creed, color, national origin, disability, age, sex, marital status, sexual preference or source of payment.

15. RETENTION OF RECORDS. The County and City agree to maintain and have available for audit such records as may be required by the County, the City, New York State or United States governmental agencies. These records shall be available for inspection by properly identified personnel of the above governmental agencies upon reasonable notice, and shall be maintained for a period of six (6) years after termination of this Agreement.

16. DEFENSE AND INDEMNIFICATION. The County shall defend, protect, indemnify and hold harmless the City, its officers, directors and employees from and against any and all claims, demands or causes of action for injury or death to person or damage to property, (including all costs and reasonable attorney's fees incurred in defending any claim, demand or cause of action), arising out of or resulting from any negligent or wrongful acts, errors, omissions, negligence, incompetence, malfeasance or misfeasance by the County, its employees or agents in the performance of County's obligations under this Agreement.

The City shall defend, protect, indemnify and hold harmless the County, its officers, directors and employees from and against any and all claims, demands or causes of action for injury or death to person or damage to property (including all costs and reasonable attorney's fees incurred in defending any claim, demand or cause of action), arising out of or resulting from any negligent or wrongful acts, errors or omissions, negligence, incompetence, malfeasance or misfeasance by the City, its employees or agents in the performance of the City's obligations under this Agreement.

The County and City shall notify each other in writing within ten (10) days of any such claims or demands and shall cooperate in the defense of any such actions.

17. INSURANCE. At all times during the term of this Agreement, County and City shall maintain, at their own expense, the following insurance and shall provide proof thereof to each other, in the form of a Certificate of Insurance, prior to commencing work under this Agreement:

(a) Statutory Workers' Compensation coverage in compliance with the Workers' Compensation Law of the State of New York.

(b) General Liability coverage in the comprehensive or commercial general liability form in the amount of \$1,000,000 per occurrence, and \$2,000,000 in the aggregate. This insurance shall include coverage for bodily injury and property damage and shall be on an occurrence form with a waiver of subrogation. The County shall list the City, and the City shall list the County, as an additional insured on their respective policies.

(c) Automobile liability insurance coverage for all owned, leased or non-owned vehicles in the amount of \$1,000,000 per occurrence. This insurance shall include coverage for bodily injury and property damage. The County shall list the City, and the City shall list the County, as an additional insured on their respective policies.

- (d) Environmental liability insurance coverage in the amount of \$1,000,000 per occurrence, and \$2,000,000 in the aggregate. The County shall list the City, and the City shall list the County, as additional insured on their respective policies.

The certificate of insurance provided by the City to the County shall list the "County of Saratoga", 40 McMaster Street, Ballston Spa, New York 12020, as certificate holder. The certificate of insurance provided by the County to the City shall list the "City of Saratoga Springs, City Hall, 474 Broadway, Saratoga Springs, New York, 12866" as certificate holder. The City's certificate of insurance must be approved by the Saratoga County Attorney, and the County's certificate of insurance must be approved by Saratoga Springs City Attorney, prior to the commencement of the provision of services pursuant to this Agreement.

In the event any policy furnished or carried pursuant to this Agreement is scheduled to expire on a date prior to the expiration of the term of the Agreement, the party whose policy is due to expire shall deliver to the other party a certificate or certificates of insurance evidencing the renewal of such policy or policies not less than 15 days prior to such expiration date, together with proof of payment of all premiums due thereon.

In the event a party hereto receives notice of cancellation of its insurance required pursuant to this Agreement (the "affected party"), the affected party shall immediately provide the non-affected party with written notice of such cancellation by no later than the next business day of the non-affected party. The affected party shall provide the non-affected party with proof of replacement insurance coverage satisfying the requirements set forth in this Agreement within two (2) business days of the affected party's receipt of said notice of cancellation. Failure of the affected party to maintain the required insurance shall constitute a breach of this Agreement, and the Agreement shall terminate on the date of cancellation of the affected party's insurance.

All policies of insurance required pursuant to this Agreement shall be underwritten by companies authorized to do business in the State of New York, and shall be primary insurance and not contributory insurance. County and City shall be solely responsible for any deductible losses under their respective policies. Proof of additional insured coverage shall be evidenced through an additional insured endorsement rider provided by the insurance carrier.

Any failure by County or City to comply with the insurance requirements of this Agreement in a timely manner shall constitute a breach of this Agreement, and the non-defaulting party may, at its option, terminate this Agreement upon ten (10) days written notice to the defaulting party. The defaulting party shall have two (2) business days following receipt of such written notice to cure its default.

The insurance required herein is not, and shall not be, construed as a limitation upon either party's obligation to indemnify the other.

18. **DEFAULT:** The occurrence of any of the following shall be considered an Event of Default:

(a) Non-payment. The failure by the County to make any of the payments required pursuant to this Agreement when due.

(b) Failure to Perform. The failure of the City to provide the management and oversight services of the collection and removal of recyclable materials required pursuant to this Agreement.

(c) Other Failure to Perform. The failure by either County or Town to perform and/or comply with any term, covenant or condition required under this Agreement.

19. REMEDIES. In the Event of Default under this Agreement, the non-defaulting party may take such legal action as may be appropriate under the circumstances, including injunctive relief, declaratory judgment, or monetary damage for such default. No such action or proceeding shall be commenced until the defaulting party has been given written notice thereof by the non-defaulting party and thirty (30) days have elapsed since receipt of such notice, and the defaulting party has not proceeded diligently to cure such default. Any default by a party in providing the insurance required pursuant to this Agreement shall be subject to the remedies and requirements set forth in Paragraph 17 herein.

20. NOTICES. Any notice, demand, request, consent, approval, or other communication given under or with respect to this Agreement shall be in writing and shall be personally served or sent by United States registered, certified or express mail, return receipt requested, postage pre-paid, or by overnight courier with delivery charge paid, addressed to the party or other entity to be notified as follows:

To the County: Commissioner of Public Works
3654 Galway Road
Ballston Spa, New York 12020

With a copy to: Saratoga County Attorney
40 McMaster Street
Ballston Spa, New York 12020

To the City: City Attorney's Office
474 Broadway
Saratoga Springs, New York, 12866

The parties may designate such other addresses as they may from time to time choose, provided they advise the other party in writing of such change.

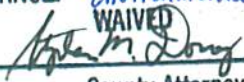
21. APPLICABLE LAW. The law of the State of New York shall govern all questions concerning the construction, validity and interpretation of this Agreement and the performance of the obligations imposed by this Agreement. Venue of any legal action shall be Saratoga County, New York, and action must be commenced in the Saratoga County Court.

22. WAIVER. The failure of either party to insist on the strict performance of any term or provision hereof shall not be deemed a waiver of any subsequent breach.
23. MODIFICATION. This Agreement constitutes the complete understanding of the parties. No modification of any provisions thereof shall be valid unless in writing signed by both parties.
24. TERMINATION. Either County or City may terminate this Agreement without cost or penalty upon 180 days written notice to the other at the address set forth in Paragraph 20 herein.
25. SEVERABILITY. In the event that any provision of this Agreement shall be determined by a Court of Law to be illegal and/or unenforceable, the Agreement, to the extent the Courts have determined practical, shall continue in full force and effect between the parties as if the said illegal or unenforceable provision were not contained a part thereof.
26. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement among the parties regarding the subject matter hereof, and supersedes all prior agreements (written or oral) which may have related to the subject matter hereof.

IN WITNESS WHEREOF, this Agreement has been executed by the duly authorized officers of the respective parties.

APPROVED AS TO FORM AND CONTENT

COUNTY OF SARATOGA

Saratoga County Attorney
INSURANCE: Environmental Liability
WAIVED

County Attorney

By: _____
ARTHUR M. WRIGHT, Chairman
Saratoga County Board of Supervisors
Pursuant to Resolution 206-2016

APPROVED AS TO FORM AND CONTENT

CITY OF SARATOGA SPRINGS

Saratoga Springs City Attorney

By: _____
Joanne D. Yepsen, Mayor
Pursuant to Resolution _____

ACORD™

Client#: 30970

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/29/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER Adirondack Trust Insurance 31 Church Street - 4th Floor PO Box 336 Saratoga Springs, NY 12866		CONTACT NAME: PHONE (A/C, No, Ext): 518 584-5300 FAX (A/C, No): 5185847306 E-MAIL ADDRESS:	
INSURED City of Saratoga Springs Office of Risk & Safety; 474 Broadway Saratoga Springs, NY 12866		INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Indemnity Company INSURER B: Indian Harbor Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 25658 36940	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			ZLP21N62521	01/01/2016	01/01/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$50,000 MED EXP (Any one person) \$Not Covered PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			8104F268202	01/01/2016	01/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Pollution Liability			PEC0047090	01/01/2016	01/01/2017	3,000,000 ea Occ 3,000,000 Agg Claims Made

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Inter Municipal Recyclables Agreement

The County of Saratoga is an Additional Insured for the policies shown above if required by written contract.

CERTIFICATE HOLDER

County of Saratoga
 40 McMaster Street
 Ballston Spa, NY 12020

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Eugene L. Quirk

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November 9, 2016

Mr. Timothy W. Wales, P.E.
City Engineer
City of Saratoga Springs
City Hall – 474 Broadway
Saratoga Springs, NY 12866

**RE: East Side Drainage Improvements Project – Design, Bidding & Construction
Administration Services**

Dear Mr. Wales:

In accordance with our discussions, we are pleased to submit a proposal for design services related to the East Side Drainage Improvements Project. We are well positioned to provide these design services following the completion of the Engineering Study that we have performed for the City of Saratoga Springs.

SCOPE OF SERVICES

CPL's Engineering Study for the East Side Drainage Improvements Project identified the contributing factors to drainage problems within the study area; and we have recommended a mitigation plan that involves five construction phases. Based on the proposed project as described in the Engineering Study, we propose the following Scope of Services for the design, bidding and construction administration of the project:

Design Tasks

Survey and Mapping: Clark Patterson Lee has completed field topographical survey and base mapping suitable for the design of the proposed improvements. This work was completed as part of the study phase of the project. Utility information has been obtained from available utility records and field survey and plotted on the base mapping.

We do not anticipate the need for property survey as part of the project. Highway rights-of-way will be plotted based on record information available from the City. It is anticipated that no easements will be required.

Preliminary Design: Clark Patterson Lee has completed a phasing analysis for the proposed improvements as part of the study phase of the project. We will complete preliminary design tasks for the proposed construction of stormwater, drainage and grading improvements including green infrastructure. Preliminary Design is anticipated to include 30% progress submission for review by the City.

We will coordinate and witness the completion of test pits as necessary for design. We assume that the City's Public Works Department will provide manpower and equipment required to dig the test pits.



Permitting: We will guide the City through the State Environmental Quality Review (SEQR) process and prepare a SEQR Short Environmental Assessment Form for an uncoordinated review.

We will prepare all necessary permit applications required by federal, state, and local regulations, including all required supporting documentation. We assume that the City will be responsible for any required permit fees.

Final Design: Clark Patterson Lee will work closely with the City and staff to ensure that all portions of the project meet the needs and expectations of the City and that the project objectives are met. We will provide the required plans, technical specifications, and contract documents to the level of detail required for the construction of the recommended project improvements.

Contract documents will conform to the City's standards for construction contracts. All drawings will be prepared using CADD. Project cost estimates for the work will be prepared and provided. Final design is anticipated to include 60% and 95% progress submissions for review by the City.

Bidding

Clark Patterson Lee will assist the City with the bidding phases of the project. We will prepare the required plans, specifications and contract documents to be issued to prospective bidders. It is assumed that the City will distribute the documents to prospective bidders via electronic format.

During the bidding period, we will assist with administrative matters related to the bidding process as necessary, including responding to bidders' questions as appropriate and issuance of any addenda required for the interpretation and clarification of bidding documents.

We will review all bids for compliance with bid requirements and mathematical correctness, prepare bid tabulations, investigate the bidders' qualifications, and prepare written recommendations for the award of contracts.

Construction Administration

Clark Patterson Lee will perform all tasks regarding the review and approval of shop drawings.

We will coordinate a preconstruction conference and prepare a detailed agenda for the conference. We will schedule and conduct progress meetings as required including preparation of agendas and meeting summaries.

We will review the contractor Payment Applications and will recommend payments to the contractors based on our onsite observations. Our recommendation will serve as certification that the work has been completed in substantial conformance with the contract requirements.



Clark Patterson Lee will prepare design clarifications and permit modifications which may become necessary. We will prepare and administer required modifications and change orders, including assistance to the City in the negotiation of costs related to any extra or additional work which may become necessary.

A final inspection will be made with representatives from the City to determine conformance with the contract documents, and to ensure that all of the City's concerns have been addressed. We will then certify that all construction work has been completed in accordance with the contract documents, and that it is appropriate to make final payment on the contract.

Based on acceptable as-built drawings from the contractor, we will prepare a set of reproducible Record Drawings showing the as-built conditions of the project.

NYSDEC Stormwater Pollution Prevention Plan (SWPPP)

As the project will disturb over one acre (regardless of phasing) a Stormwater Pollution Prevention Plan (SWPPP) will be required to gain coverage under the State Pollutant Discharge Elimination System (SPDES) General Permit for Construction Activities (GP-0-15-002). This document will be prepared in accordance with the permit and a Notice of Intent (NOT) will be filed with the New York State Department of Environmental Conservation (NYSDEC) to gain coverage.

COST PROPOSAL

Clark Patterson Lee will provide the Scope of Services described above in accordance with the following Lump Sum Fee Schedule.

	<u>Design</u>	<u>Bidding</u>	<u>Const. Admin.</u>	<u>TOTAL</u>
Phase 1	\$22,100	\$1,300	\$2,600	\$26,000
Phase 2	\$27,200	\$1,600	\$3,200	\$32,000
Phase 3	\$22,100	\$1,300	\$2,600	\$26,000
TOTAL	\$71,400	\$4,200	\$8,400	\$84,000

WORK SCOPE EXCLUDES:

- Geotechnical investigations.
- Direct reimbursable expenses.
- On-site inspection by a Resident Engineer to continuously monitor and maintain daily records of the construction and the Contractor's compliance with the Contract Documents.
- Stormwater Pollution Prevention Plan (SWPPP) Preparation
- Special Inspections, including SWPPP Inspections.



Mr. Timothy W. Wales, P.E.
City of Saratoga Springs
November 9, 2016
Page 4 of 4

PROJECT SCHEDULE

Clark Patterson Lee is ready to start on this assignment immediately upon notice to proceed. We anticipate Phase 1 construction to start in the spring of 2017, and will progress our design schedule accordingly.

We look forward to the opportunity to continue working with you on this project, and we ultimately look forward to seeing you realize your vision for a successful outcome. Please contact us me at (518) 915-7444 or msmullen@clarkpatterson.com if you have any questions or require additional information.

Very truly yours,

Clark Patterson Lee

Matthew T. Smullen, P.E.
Principal

ACCEPTANCE

Proposal Agreed to By:

Signature: _____
City of Saratoga Springs

Date: _____

**AGREEMENT BETWEEN
CITY OF SARATOGA SPRINGS, NY
AND
CLARK PATTERSON LEE**

This Agreement ("Agreement") is made by and between the **City of Saratoga Springs, NY** (the "City") with a place of business at 474 Broadway, Saratoga Springs, NY 12866, and **Clark Patterson Lee** (the "Consultant") with a place of business at 30 Century Hill Drive, Latham, NY 12110.

WITNESSETH THAT:

WHEREAS, the City has requested a quotation for RFP# 2015-30 East Side Drainage Improvements Project and the Consultant has submitted a proposal in response to this RFP; and the Consultant is trained and proficient in the field of Civil Engineering;

NOW, THEREFORE, in consideration of the mutual promises, responsibilities and covenants set forth herein, the City and the Consultant hereby agree as follows:

1. SCOPE OF AGREEMENT

In response to a request for a pricing proposal requested by the City for the East Side Drainage Improvements Project, the Consultant submitted a proposal dated November 12, 2015 (the "Proposal"), which is attached hereto as Exhibit A. The Consultant shall provide to the City the products and services set forth therein. The Consultant assumes full responsibility for the provision of the products and services made available in this Agreement. The Consultant shall be so liable even when the Consultant subcontracts the provision of a portion of the products and services. Subcontracting shall be permitted only with the prior written approval of the City.

2. CONSULTANT RESPONSIBILITIES

The Consultant shall provide services as outlined in the proposal dated November 12, 2015 as marked.

3. CONSULTANT DISCLOSURE

The requirements of New York State Finance Law Sections 8 and 163 regarding Consultant Disclosure are hereby incorporated into this Agreement.

4. FEES

The costs, fees and disbursements associated with the provision of products and services by the Consultant shall be determined in accordance with the terms and provisions of Exhibit A not to exceed \$31,700, a copy of which is annexed hereto and made a part hereof. No City employee, including the Project Manager named in Section 8 has the authority to request that the Consultant perform any additional work beyond the work authorized or described herein or to incur additional expenses above the amount set forth in Exhibit A of this Agreement.

5. TERM

The term of this Agreement shall commence per the date of approval of this Agreement by the City Council of the City of Saratoga Springs. The Consultant and the City may mutually agree, in writing, to terminate this Agreement at any time. The City may also terminate this Agreement at any time and for any reason by mailing written notice to the Consultant at least ten (10) days prior to such termination date.

The City reserves the right to terminate this Agreement in the event it is found that either of the certifications filed by the Consultant in accordance with New York State Finance Law Section 139-k was intentionally false or intentionally incomplete. Upon such finding, the City may exercise its termination right by providing written notification to the Consultant in accordance with the provisions of Section 8 herein.

The City shall not incur any costs if it terminates this Agreement, other than those otherwise due to the Consultant for products delivered and services rendered by the Consultant pursuant to the terms and provisions of this Agreement at the time of such termination. Upon any termination, the Consultant shall only be entitled to compensation for products delivered and services rendered up to the date of termination.

In addition, in the event of any violation by the Consultant of any of the terms of this Agreement, the City may terminate the Agreement without notice and with compensation to the Consultant for fees and expenses rendered only to the date of termination. Any breach of any of the terms of this Agreement by the Consultant will result in immediate and

irreparable injury to the City and will authorize recourse to injunction and/or other specific performance as well as to all other legal or equitable remedies to which the City may be entitled.

6. EFFECTIVE DATE

This Agreement shall have no force and effect until approved by the City Council of the City of Saratoga Springs, NY.

7. BILLING

The Consultant shall provide itemized statements monthly to be reviewed and approved by the City. Invoices must be submitted to: City of Saratoga Springs, NY, Attn. Timothy Wales, City Engineer, City Hall, 474 Broadway, Saratoga Springs, NY 12866. Payment by the City will be made in accordance with the State Finance Law, upon receipt of such statements and upon approval by the City. No City employee, including the Project Manager named in Section 8 has the authority to request that the Consultant perform any additional work beyond the work authorized or described herein or to incur additional expenses above the amount set forth in Exhibit A of this Agreement.

8. NOTICE

The City Engineer is the project manager and shall represent the City in all matters affecting the delivery of products and services. The project manager for the Consultant is Matthew T. Smullen, PE.

Any notice, request, demand, or other communication required or provided for in this Agreement shall be in writing and shall be deemed to have been duly given if delivered in person or mailed in a sealed envelope, postage prepaid, addressed as follows:

To the City: Commissioner of Public Works
City of Saratoga Springs
474 Broadway, Saratoga Springs, NY 12866

With a copy to: Secretary to the City Council
City of Saratoga Springs
474 Broadway, Saratoga Springs, NY 12866

To Consultant: Matthew T. Smullen, Principal
Clark Patterson Lee
Suite 104
Latham, NY 12110

Either party may designate another or further address by notice given in accordance herewith.

9. CONFIDENTIAL INFORMATION

In connection with the provision of products and/or services to the City by Consultant, the City may disclose to Consultant information that is proprietary or confidential information. Any and all City communications, records, documents, written, oral or electronic communication or other information of any kind shall be deemed and treated as confidential by the Consultant. The Consultant shall not copy, transmit, deliver or communicate in any way to any other person or entity any such communications and/or information without the prior written consent of the City. The Consultant agrees to use such confidential information solely for the purpose of performing services hereunder for the City.

The term "confidential information" does not include information that (i) is or becomes generally available to the public other than as a result of disclosure by the Consultant, (ii) is or becomes available to the Consultant on a non-confidential basis from sources other than the City, provided that such source is not bound by a written confidentiality agreement with the City, or (iii) was lawfully within the Consultant's possession prior to its being furnished to the Consultant by the City, provided that the source of such information was not bound by a written confidentiality agreement with the City, or (iv) is required under applicable law or by deposition, interrogatory, request or demand for information or documents, subpoena, investigative demand, court order or other similar legal process. In such cases the Consultant shall provide the City with written notice that such information is not deemed confidential. Such notice shall provide the City sufficient time to seek a protective order or other legal remedy.

All written confidential information (and all copies, extracts or other reproductions in whole or in part thereof) obtained by the Consultant from the City shall be returned to the City and have the status of City work papers (or, with the City's written permission, shall be destroyed and such destruction certified in writing to the City by an authorized Consultant representative supervising such destruction). Except as set forth herein, no confidential information shall be

retained by the Consultant. The Consultant shall be permitted to retain one copy of internal memoranda and other documents, developed by the Consultant during the term of this Agreement, which contain or refer to confidential information, subject to the confidentiality provisions of this paragraph.

Nothing in this section shall be construed to alter the Consultant's responsibilities under any applicable State Law. Since monetary damages may not be a sufficient remedy with respect to any violation of this section, the City shall be entitled to specific performance and injunctive relief, in addition to any other remedy.

10. CITY PROPERTY

All information and materials received hereunder by the Consultant from the City are and shall remain the sole and exclusive property of the City and the Consultant shall have no right, title, or interest in or to any such information or materials by virtue of their use or possession hereunder by the Consultant. All intellectual property, created by the Consultant hereunder as a product or as a service to the City shall be the sole and exclusive property of the City. The Consultant hereby transfers and assigns to the City all proprietary and intellectual property rights in such property.

Effective upon their creation pursuant to Section 2 of this Agreement, the Consultant conveys, assigns and transfers to the City the sole and exclusive rights, title and interest in all documents, electronic databases, and custom programs, whether preliminary, final or otherwise, including all trademarks and copyrights. The Consultant hereby agrees to take all necessary and appropriate steps to ensure that the custom products are protected against unauthorized copying, reproduction and marketing by or through the Consultant, its agents, employees, or subcontractors. Nothing herein shall preclude the Consultant from otherwise using the related or underlying general knowledge, skills, ideas, concepts, techniques and experience developed under this Agreement in the course of the Consultant's business.

The Consultant grants to the City a perpetual, nonexclusive, royalty-free, unlimited use license to use, execute, reproduce, display, modify and distribute any pre-existing software, tools or techniques delivered by the Consultant under this Agreement. Any written reports, opinions and advice rendered by the Consultant shall become the sole and exclusive property of the City, and the Consultant shall have no right, title, or interest in or to any such information or materials by virtue of their use or possession hereunder by the Consultant.

11. RETENTION OF RECORDS

The Consultant shall make available to the City all information pertinent to the project, including reports, studies, drawings, and any other data. All original records generated as a result of the project shall be maintained by the Consultant for a period of six (6) years after expiration of the Agreement. Upon request, copies of those records shall be provided to the City at no cost.

12. CONFLICTS OF INTEREST

The Consultant represents and warrants that it has no conflict, actual or perceived, that would prevent it from performing its duties and responsibilities under the Agreement.

13. PUBLICITY

The Consultant shall not prepare or release, or cause to be prepared or released, any public notice or announcement concerning this Agreement or performance hereunder. Public notice or announcement includes, but is not limited to, notices published on or in connection with the Consultant's website. The Consultant shall not plan, conduct, or cause to be planned or conducted, or take part in, any news or other conference concerning this Agreement, or work performed pursuant to it, without the City's prior written approval. The Consultant shall not make public or publicize its relation with the City, nor use the City's name, without the City's prior written approval.

14. RELATIONSHIP

No staff member, officer, director or person employed by the Consultant in connection with this Agreement shall be considered or deemed to be an employee of the City of Saratoga Springs, NY or represent him or herself as an employee of the City of Saratoga Springs, NY.

15. INSURANCE

All insurance policies required under this Agreement shall be issued by insurance companies authorized to conduct business under the laws of the State of New York. They shall be written for the benefit of the City of Saratoga Springs, NY; its elected and/or appointed officials, officers, agents, employees and for the Consultant. Said policies shall be effective until all work required or contemplated by the Agreement has been completed. Policies expiring on a fixed date before completion of the Consultant's duties under this Agreement must be renewed not less than 30 days before

such expiration date. No policy shall be changed by endorsement without the knowledge and the written consent of the City and, in particular, any notice of cancellation by the insurer shall not be effective until 30 days after the said notice is actually received by the City. Any notice addressed to the City shall be mailed via certified or registered mail to the address set forth herein. The Consultant acknowledges that failure to obtain such insurance on behalf of the City constitutes a material breach of contract and subjects it to liability for damages indemnification and all other legal remedies available to the City.

In the event the Consultant utilizes a subcontractor for any portion of the services outlined within the scope of its activities, the Subcontractor shall provide insurance of the same type or types and to the same extent of coverage as that provided by the Consultant. All insurance required of the Subcontractor shall name the City of Saratoga Springs as an ***Additional Insured on a primary and non-contributory basis*** for all those activities performed within its contracted activities for the contract as executed.

Before commencing work under this Agreement, the Consultant shall furnish to the City a certificate of insurance naming: the City of Saratoga Springs, NY; its elected and/or appointed officials, officers, agents and employees as an additional insured on a primary and non-contributory basis. Failure to object to the contents of the certificate of insurance or the absence of same shall not be deemed a waiver of any and all rights held by the City. Such certificate shall be on forms acceptable to the City's Office of Risk and Safety Management showing that the Consultant has complied with these requirements. In addition, for policies expiring on a fixed date before completion of the Project, certificates showing renewal must be filed not less than 30 days before such expiration date.

It shall be an affirmative obligation of the Consultant to advise the City's Office of Risk and Safety at Fax No. 518.693.4070, e-mail Marilyn.Rivers@Saratoga-Springs.org or mail via Office of Risk and Safety, City of Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866, within two days of the cancellation or substantive change of any insurance policy set out herein, and failure to do so shall be construed to be a breach of this Agreement.

The Consultant shall procure and maintain during the term of this contract, at the Consultant's expense, the insurance policies listed in Part II with limits equal to or greater than the enumerated limits. The Consultant shall be solely responsible for any self-insured retention or deductible losses under each of the required policies. Every required policy, including any required endorsements and any umbrella / excess policy, shall be primary insurance. Insurance carried by the City of Saratoga Springs, its officers, or its employees, if any, shall be excess and not contributory insurance to that provided by the Consultant. Every required coverage type shall be "occurrence basis" with the exception of Professional Errors and Omissions Coverage which may be "claims made" coverage. The Consultant may utilize umbrella/excess liability coverage to achieve the limits required hereunder; such coverage must be at least as broad as the primary coverage (follow form). The Office of Risk & Safety Management must approve all insurance certificates. The City of Saratoga Springs reserves its right to request certified copies of any policy or endorsement thereto. All insurance shall be provided by insurance carriers licensed & admitted to do business in the State of New York and must be rated "A-:VII" or better by A.M. Best (Current Rate Guide). If the Consultant fails to procure and maintain the required coverage(s) and minimum limits such failure shall constitute a material breach of contract, whereupon the City of Saratoga Springs may exercise any rights it has in law or equity, including but not limited to the following: immediate termination of the contract; withholding any/all payment(s) due under this contract or any other contract it has with the vendor (common law set-off); procuring or renewing any required coverage(s) or any extended reporting period thereto and paying any premiums in connection therewith. All monies so paid by the City of Saratoga Springs shall be repaid upon demand, or at the City's option, may be offset against any monies due to the Consultant.

Required Property and Casualty Insurance - Minimum coverage types and amounts:

- **Commercial General Liability Including Completed Products and Operations and Personal Liability Insurance:** One Million Dollars per Occurrence with Two Million Dollars Aggregate
- **Commercial Automobile Insurance:** One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles
- **Excess Liability Insurance:** Five Million Dollars per Occurrence Aggregate
- **Professional Liability Insurance:** One Million per Claims with Two Million Aggregate

Required Workers Compensation Insurance - Minimum coverage types and amounts:

- NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance

16. LIABILITY

The Consultant assumes all risks in the performance of all its activities authorized by this Agreement. The Consultant hereby covenants and agrees to defend, indemnify and hold harmless the City of Saratoga Springs, NY; its elected and/or appointed officials, officers, agents, employees and assigns against all liabilities, claims, suits, actions, judgments, costs, expenses, demands, losses, damage or injury, arising out of this agreement, of whatsoever kind and nature including death or injury to person, damage or loss of property, all attorneys' fees and other costs of investigating

and defending against such claims, liabilities, losses, damages, expenses, accidents or occurrences. The Consultant shall be responsible for such liabilities that arise at any time prior to termination of this Agreement, whether direct or indirect, and whether caused or contributed to by the Consultant, its Consultants, subcontractors, agents, or employees. The Consultant's responsibility under this section shall not be limited to the required or available insurance coverage.

17. FORCE MAJEURE

Neither party shall be held liable for failure to perform its part of this Agreement when such failure is due to fire, flood, or similar disaster; strikes or similar labor disturbances; industrial disturbances, war, riot, insurrection, and/or other causes beyond the control of the parties.

18. WAIVER

No failure or delay on the part of the City in exercising any right, power or remedy hereunder shall operate as a waiver thereof. No single or partial exercise of any such right, power or remedy shall preclude any other or further exercise thereof or the exercise of any other right, power or remedy. The remedies provided for herein are cumulative and are not exclusive of any remedies that may be available to any party at law or in equity or otherwise.

19. ENTIRE AGREEMENT

This Agreement sets forth the entire agreement and understanding of the parties relating to the subject matter contained herein except as to those matters or agreements expressly incorporated herein by reference. No covenant, representation or condition not expressed herein shall be effective to interpret, change or restrict the express provisions of this Agreement. This Agreement supersedes any and all prior agreements, whether written or oral, relating to the subject matter contained herein. This Agreement shall not be amended, changed or otherwise modified except in writing, signed by both parties.

20. BINDING AGREEMENT

The covenants and agreements contained in this Agreement shall be binding upon the parties hereto and upon their respective executors, administrators, legal representatives, heirs, successors, distributees and assigns. The rights or obligations granted or allocated to the Consultant herein may not be assigned without the prior written consent of the City.

21. ASSIGNMENT

The Consultant shall not, without the prior written consent of the City, assign, transfer, convey, or otherwise dispose of this Agreement, or any part thereof, or of its right, title, or interest therein or its power to execute this Agreement or any amendment or modifications hereto to any other person, company, or corporation.

22. SEVERABILITY

In the event any provision of this Agreement is determined to be contrary to law or unenforceable for any reason whatsoever, such determination shall not in any way affect the validity or enforceability of the balance of this Agreement or any other term or condition hereof.

23. WAIVER OF IMMUNITY CLAUSE

Upon refusal of a representative of our firm, when called before a grand jury, to testify concerning any transaction or contract with the City of Saratoga Springs, NY or to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant question concerning such transactions or contracts: Such person, and any firm, partnership or corporation of which he is a member, partner, director or officer shall be disqualified from thereafter selling to or submitting bids to or receiving awards from or entering into any contracts with any municipal corporation or fire district, or any public department, agency or official thereof, for goods, work or services, for a period of five years after such refusal, and to provide also that; any and all contracts made with any municipal corporation or any public department, agency or official thereof, with any fire district or any agency or official thereof, by such person, and by any firm, partnership or corporation of which he is a member, partner, director or officer may be cancelled or terminated by the City without incurring any penalty or damages on account of such cancellation or termination, but any monies owing by the City for goods delivered or work done prior to the cancellation or termination shall be paid.

24. NON-COLLUSIVE BIDDING CERTIFICATION: Section 103-d of General Municipal Law

By submission of this quotation, the Consultant and each person signing on behalf of any Consultant certifies, and, in case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best

of knowledge and belief: The prices in this quotation have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Consultant or with any competitor; and unless otherwise required by law, the prices which have been quoted in this quotation have not been knowingly disclosed by the Consultant and will not knowingly be disclosed by the Consultant prior to opening, directly or indirectly, to any other Consultant or to any competitor; and no attempt has been made or will be made by the Consultant to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

25. APPENDICES

The Consultant, its subcontractors, vendors and agents shall comply with the terms of the following Appendices which are attached to this Agreement are incorporated by reference herein and which shall be made a part of this Agreement:

Appendix A: Vendor/Supplier Code of Conduct

The following are attached to this Agreement for reference purposes:

Exhibit A: Clark Patterson Lee Proposal dated November 12, 2015

26. EXECUTION

This Agreement may be executed in separate counterparts, which together shall constitute the Agreement of the parties, provided that all of the parties to this Agreement have executed their respective copy of this Agreement.

City Certification: In addition to the acceptance of this Agreement, I certify that original copies of this signature page will be attached to all other exact copies of this Agreement.

Consultant Certification: In addition to the acceptance of this Agreement, I certify that all information provided to the City with respect to New York State Finance Law Section 139-k is complete, true and accurate.

CITY	CONSULTANT
Signature: <u>Joanne D. Yepsen</u>	Signature: <u>Matthew T. Smullen</u>
Date: <u>12/19/15</u>	Date: <u>11/19/2015</u>
Print Name: <u>Joanne D. Yepsen</u>	Print Name: <u>Matthew T. Smullen, P.E.</u>
Title: <u>Mayor</u>	Title: <u>Principal</u>
City Council Approval Date: <u>12/1/15</u>	

CORPORATE ACKNOWLEDGMENT

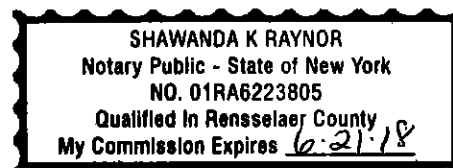
STATE OF NEW YORK)

SS:

COUNTY OF)

ON THIS 19th DAY OF NOVEMBER 2015 BEFORE ME PERSONALLY CAME MATTHEW T. SMULLEN TO ME KNOWN, WHO BEING DULY SWORN, DID DEPOSE AND SAY THAT HE/SHE RESIDES IN MILTON, NY THAT HE/SHE IS THE PRINCIPAL OF THE CLARK PATTERSON LEE THE CORPORATION DESCRIBED IN AND WHICH EXECUTED THE FOREGOING INSTRUMENT; THAT HE/SHE KNEW THE SEAL OF SAID CORPORATION; THAT THE SEAL AFFIXED TO SAID INSTRUMENT WAS SUCH CORPORATE SEAL; THAT IT WAS SO AFFIXED BY THE ORDER OF THE BOARD OF DIRECTORS OF SAID CORPORATION, AND THAT HE/SHE SIGNED HIS NAME THERETO BY LIKE ORDER.

Shawanda K Raynor
NOTARY PUBLIC



**Agreement Addendum One Between The City of Saratoga
Springs, NY and Clark Patterson Lee
Original Contract, December 1, 2015
East Side Drainage Improvements Project**

This Addendum One, between Clark Patterson Lee, with offices at 30 Century Hill Drive, Latham, New York 12110 ("Consultant") and the City of Saratoga Springs ("City"), 474 Broadway, Saratoga Springs, NY 12866 entered into between the above referenced parties on the effective date of December 6, 2016 is hereby added to the original Agreement dated December 1, 2015 for Design, Bidding and Construction Administration Services for Phases 1 through 3 of the East Side Drainage Improvements Project. The Original Contract was for \$31,700. This Agreement Addendum One adds \$84,000 to the Project for a current total Contract Sum of One Hundred Fifteen Thousand Seven Hundred Dollars (\$115,700).

Additional Services Provided: Consultant shall provide additional professional services for the East Side Drainage Improvements Project including Project Design, meetings, bidding and Construction Administration services for the Project. These services are described in the engineering proposal entitled "East Side Drainage Improvements Project – Design, Bidding and Construction Administration Services Dated November 9, 2016 for a total additional fee of Eighty Four Thousand Dollars (\$84,000), a copy of which is hereto attached. The Consultant represents that the company providing this service is qualified to perform the type and scope of work to be done.

Accordingly, this Agreement Addendum One brings the Total Authorized Contract Amount to: One Hundred Fifteen Thousand Seven Hundred Dollars (\$115,700).

All provisions of the City's Risk and Safety Agreement as submitted with the original Agreement dated December 1, 2015 shall also apply to this Agreement Addendum One. All other terms and conditions of the original Agreement remain the same.

The parties, having agreed to the terms and the recitals set forth herein, and in relying thereon, herein sign this Agreement.

CITY

Signature: _____

Date: _____

Print Name: _____

Title: _____

City Council Approval Date: _____

CONSULTANT

Signature: Matthew T. Smullen

Date: 12/1/2016

Print Name: Matthew T. Smullen

Title: Principal



CLARPAT-01

AKEEFE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/19/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Paris-Kirwan Associates, Inc. PO Box 40420 Rochester, NY 14604	CONTACT NAME:		
	PHONE (A/C. No. Ext.): (585) 473-8000	FAX (A/C. No.): (585) 340-1714	
	E-MAIL ADDRESS: reception@paris-kirwan.com		
INSURED Clark Patterson Engineers, Surveyor and Architects, DPC DBA Clark Patterson Lee 205 St. Paul St., Suite 500 Rochester, NY 14604-1187	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Travelers Indemnity Company of CT		25682
	INSURER B: Travelers Property Casualty Co of America		25674
	INSURER C: Travelers Indemnity Company		25658
	INSURER D: Travelers Indemnity Co. of America		25666
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER	<input checked="" type="checkbox"/>	6800554M943	04/22/2016	04/22/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS HIRED AUTOS SCHEDULED AUTOS NON-OWNED AUTOS	<input checked="" type="checkbox"/>	BA0557M158	04/22/2016	04/22/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	<input checked="" type="checkbox"/>	CUP4E958611	04/22/2016	04/22/2017	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 Follows Form \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N <input type="checkbox"/> A	UB8777Y936	04/22/2016	04/22/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Leased/Rented Equip.		6800554M943	04/22/2016	04/22/2017	\$1,000 Ded. 133,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder, its officers, or its employees, if any are named as additional insureds on a primary and non-contributory basis

CERTIFICATE HOLDER

CANCELLATION

City of Saratoga Springs
474 Broadway
Saratoga Springs, NY 12866

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

CLARK-4

OP ID: INT

DATE (MM/DD/YYYY)

12/01/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Poole Professional - NY 1160F Pittsford-Victor Rd. Pittsford, NY 14534 Mary-Beth Rumble	CONTACT NAME:	
	PHONE (A/C, No, Ext): 585-385-0428	FAX (A/C, No): 585-662-5755
INSURED Clark Patterson Engineers, Surveyor, Architects & Landscape Architect, D.P.C. 205 St Paul Street Rochester, NY 14604	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: XL Specialty Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		
NAIC #		
37885		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$
	OTHER:						\$
	AUTOMOBILE LIABILITY						
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Prof. Liability			DPR9908932	12/15/2016	12/15/2017	PER CLAIM 5,000,000
	PollutionLiability			DEDUCTIBLE \$150,000			AGGREGATE 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Includes 30-day notice of cancellation.

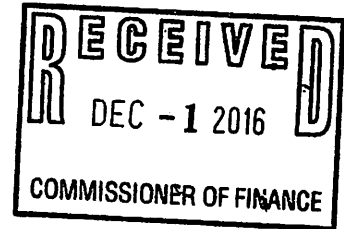
CERTIFICATE HOLDER**CANCELLATION**

SARAT-5 City of Saratoga Springs Attn: Marilyn Rivers City Hall, 474 Broadway Saratoga Springs, NY 12866	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Mary Beth Rumble</i>

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Request for Certification of Sufficient Funds

Submittal Date: 11/9/2016



The Department of Public Works requests certification that sufficient funds are or will be available to cover the claim to meet the following obligation when it becomes due and payable.

Obligation to be incurred, detailing vendor name, project description, Council Approval, etc. (attach supporting documentation):

Vendor:

Clark Patterson Lee ✓

Project:

East Side Storm Drainage Project, Ph 1

Design, Bidding and Construction Admin for 5 Construction Phases

Appropriation - Current Budget Expense Org/Object/Proj(s): H3638142 ✓ 52000 ✓ 1231 ✓

Amount Requested for Approval

\$84,000.00 ✓

Current Amount Available:

\$618,300.00 ✓ (In PO# 160938) ✓

Transfer/Amendment Pending:

Transfer/Amendment Date _____


Department Head Signature


Date

Certification of Sufficient Funds

The Commissioner of Finance hereby certifies that funds are or will be available to cover the claim to meet the above described obligation when it becomes due and payable.


Commissioner of Finance


Approval Date

City of Saratoga Springs

Department of Public Works

5 Lake Avenue - City Hall
Saratoga Springs, NY 12866

Phone: 587- 3550 (Ext. 2502)

Fax: 587 - 2417



CITY OF SARATOGA SPRINGS SEWER RATES & RESOLUTION

RESOLVED that the City Council of Saratoga Springs this ____ day of December 2016 adopt and confirm the following sewer rates for the 2017 Sewer billings having due dates of **(05/15/17, 08/15/17, 11/15/17, 02/15/18)**). If the due date is on a weekend or a holiday, the bill is due on the next business day. The rates as shown will be applied to a quarterly billing procedure. Bills shall be computed under a step rate system on exact consumption. This resolution shall be made pursuant to Water-Sewer Chapter 231 section 48 of the City code by adding the amendment adopted by the City Council on, December _____ 2016.

1. Rate structure shall be as follows:

All accounts having access to a sanitary sewer shall be billed on full-metered water consumption. There shall be a basic service charge of \$ \$36.00 (thirty-six dollars) for all accounts, which have been active and/or metered during the previous three (3) month period or any part of said three (3) month period.

Cubic Ft. Units				Rate per Thousand		
				2016	2017	3% increase
FIRST	0 -	2,000		\$22.20	22.90	
FROM	2,001 -	8,000		\$34.55	35.60	
FROM	8,001 -	25,000		\$31.05	32.00	
FROM	25,001 -	75,000		\$29.80	30.70	
FROM	75,001 -	100,000		\$29.75	30.95	4% increase
FROM	100,001 -	125,000		\$27.80	28.90	
FROM	125,001 -	150,000		\$26.00	27.00	
FROM	150,001 -	175,000		\$21.60	22.45	
FROM	175,001 -	225,000		\$18.60	19.35	
FROM	225,001 -	750,000		\$17.05	17.75	
FROM	750,001 -	1,000,000		\$15.45	16.25	5% increase
FROM	1,000,001 -	2,000,000		\$11.20	11.75	

FROM 2,000,001 & OVER \$ 9.60 10.10

2. Resolution passed by Saratoga County Sewer District No. 1 in 2001. Section I states: "Pursuant to the authority granted by Section 266 (1) (a) of the County Law, the Saratoga County Sewer Commission imposes sewer user charges upon all premises and real property within the boundaries of the Saratoga County Sewer District #1 who are capable of using the sewer system or any part or parts thereof."
3. Sewer bills are based on actual water consumption.
4. Accounts outside the City of Saratoga Springs shall be charged double the sewer rate and a \$ \$36.00 (thirty six dollars) basic service charge.
5. This sewer bill is for the dates as shown on the bill.
6. Buildings which have services which have not been used (or metered) throughout the three month billing period shall have a charge of \$25.00 (twenty five dollars).
7. The Commissioner of Public Works shall have the authority to establish rules and determine rates in special circumstances. Not to exceed \$500.00 (five hundred dollars).
8. Buildings having sewer main service shall have a charge of \$20.00 (twenty dollars) per quarter.
9. Buildings, which are not metered or have dead readers, within the City of Saratoga Springs, shall have a charge of \$150.00 (one hundred fifty dollars) per quarter.
10. There will be a charge of \$125.00 (one hundred twenty-five dollars) to cover the cost of the purchase, transportation, handling of sewer saddle.
11. No adjustment or refunds shall be granted except in cases where an account is in error and such adjustment shall be made on the next billing date.
12. Commencing with the July 2014 sewer utility bill, there shall be an additional charge to cover the cost of capital improvements to the City's sewer system:

\$ 4.50 per quarter for water meter size one (1) inch or less
\$ 26.00 per quarter for water meter size greater than (1) inch but less than six (6) inches
\$100.00 per quarter for water meter size six (6) inches or greater.



City of Saratoga Springs
Department of Public Works

5 Lake Avenue - City Hall
Saratoga Springs, NY 12866
Phone: 587- 3550 (Ext. 2574)
Fax: 587 - 2417

CITY OF SARATOGA SPRINGS WATER RATES & RESOLUTION

RESOLVED that the City Council of Saratoga Springs this ____ day of December 2016, adopt and confirm the following water rates for the 2017 Utilities Billings having due dates of (05/15/17, 08/15/17, 11/15/17, 02/15/18). If the due date is on a weekend or a holiday, the bill is due on the next business day. The rates as shown will be applied to a quarterly billing procedure. Bills shall be computed under a step rate system on exact consumption. This resolution shall be made pursuant to Water-Sewer Chapter 231 section 48 of the City code by adding the amendment adopted by the City Council on December ____, 2016.

1. Rate structure shall be as follows:

- A. There shall be a basic service charge of \$10.00 (ten dollars) for all accounts, which have been active and/or metered during the previous three (3) month period or any part of the said three (3) month period, with the exception of sprinkler accounts.

Cubic Ft. Units			Rate per Thousand	0% INCREASE
			<u>2017</u>	
FIRST	0 -	2000	\$12.90	
FROM	2001 -	8000	\$15.55	
FROM	8001 -	25,000	\$16.30	
FROM	25,001 -	75,000	\$16.60	
FROM	75,001 -	100,000	\$16.90	
FROM	100,001 -	125,000	\$16.60	
FROM	125,001 -	150,000	\$16.20	
FROM	150,001 -	175,000	\$16.10	
FROM	175,001 -	225,000	\$13.50	
FROM	225,001 -	750,000	\$12.80	
FROM	750,001 -	1,000,000	\$12.70	
FROM	1,000,001 -	2,000,000	\$11.20	
FROM	2,000,001 &	OVER	\$ 5.80	

- B. Any metered account dedicated to outside usage only shall be billed at a rate of one and one half (1 ½) the current rate. Additionally, any metered outside usage only account that has no usage for an entire three (3) month period shall have no bill for that period. All metered usage of these accounts will be billed for water consumption only. There will also be a charge for new meter installation.

There shall be an additional charge of one-dollar (\$1.00) per quarter for every water service connection, whether metered or non-metered, to cover costs of emergency repairs to private water service pipes located in City streets.

2. Buildings having water main service shall have a charge of \$10.00 (ten dollars) per quarter.
3. Vacant lots having water main service shall have a charge of \$10.00 (ten dollars) per quarter, billed once a year at a total of \$40.00 (forty dollars) on the first billing of each year. For billing purposes, each 100 feet of frontage (or part thereof) shall constitute a lot charge.
4. Buildings, which have services that have not been used (metered) throughout the three-month billing period, shall have a charge of \$15.00 (fifteen dollars).
5. Fire hydrants and other unmetered fire protection appurtenances, located outside of building(s) but within private property, shall be charged \$50.00 (fifty dollars) per hydrant or appurtenance per quarter.
6. Buildings or properties which are not metered or that have dead readers shall have a charge of \$100.00 (one hundred dollars) per quarter.
7. Accounts outside the City of Saratoga Springs shall be charged triple the rate and a \$10.00 (ten dollars) basic service charge, except those accounts, which presently exist in the Milton portion of Geyser Crest.
8. All billings shall be charged to the last date of consumer readings.
9. All accounts must be individually metered and all usage must first pass through such meter before supplying any part or parcel of the property serviced.
10. There will be a charge of \$75.00 (seventy-five dollars) for storage of any meter, per occurrence.
11. In the event that a meter is lost, stolen, damaged or destroyed, the property owner shall be responsible for replacement or repair costs. The minimum charge per occurrence shall be based on meter size, as follows:

Meter Size	Repair/Replacement Charge	
	2016	2017
5/8"	\$265.00	\$290.00

3/4"	\$300.00	\$325.00
1"	\$350.00	\$380.00

12. Tapping fees shall be \$200.00 (two hundred dollars) for 3/4 inch and 1 inch taps that are presently serving existing water accounts within the City's water distribution system (cost for replacement tap only).

[RESERVED]

13. No adjustment or refunds shall be granted except in cases where an account is in error and such adjustment shall be made on the next billing date.
14. The Commissioner of Public Works shall have the authority to establish rules and determine rates in special circumstances, not to exceed \$500.00 (five hundred dollars).
15. There shall be a non-recurring charge for the installation of a water meter on all new accounts. Charge shall be based on size as follows:

Meter Size	Installation Charge	
	2016	2017
5/8"	\$265.00	\$290.00
3/4"	\$300.00	\$325.00
1"	\$350.00	\$380.00

Where multiple dwellings are to be constructed, a lump sum payment of this fee, for all planned units, shall be required prior to connection to any water main.

16. Pursuant to Water-Sewer Chapter 231 Section 54 of the City Code:
There shall be a minimum hydrant charge of \$ 200.00 (two hundred dollars) for hydrants connected to the City's water system. There will be an additional metered water charge based on current water rates for usage. Use of hydrants, for demolition, etc., shall be at the sole discretion of the Commissioner of Public Works.
17. Temporary meters:

There shall be a minimum charge of \$ \$150.00 (one hundred fifty dollars) for a temporary water meter used. Additionally, there will be a metered water charge based on current water rates for usage.
18. Non-Payment of Bills for Residents Outside of the City Limits:

The Commissioner of Public Works is authorized to direct that the water service to a user be shut off 10 (ten) days after a delinquent notice is mailed if payment is not received by that time. When shut off, water shall not be turned back on except upon payment of the arrears amount of the utility bill plus an additional reactivation fee of \$80.00 (eighty dollars).
19. A separate charge of \$60.00 (sixty dollars) shall be assessed in all instances where estimated bills have been issued to an account for three consecutive quarters.
20. Commencing with the July 2012 water utility bill, there shall be an additional charge on all accounts

which have been active and/or metered during the previous three (3) month period or any part of said three (3) month period with the exception of sprinkler accounts. This additional charge shall cover costs of capital improvements to the City's water system

2017 Rates:

\$ 15.00 \$ per quarter for meter size one (1) inch or less;
\$ 50.00 \$ per quarter for meter size greater than one (1) inch but less than six (6) inches;
\$250.00 per quarter for meter size six (6) inches or greater

21. Commencing with the April 2015 water utility bill, there shall be an additional charge on all accounts which have been active and/or metered during the previous three (3) month period or any part of said three (3) month period with the exception of sprinkler accounts. as follows:

2017 Rates:

\$2.00 per quarter for meter size one (1) inch or less;
\$4.00 per quarter for meter size greater than one (1) inch but less than six (6) inches;
\$6.00 per quarter for meter size six (6) inches or greater

This additional charge is imposed for the purpose of reimbursing the City's general fund for transfers made from the general fund to the water fund for a number of years. It is intended that the additional charge shall remain in effect only until the general fund has been reimbursed for such transfers.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/27/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER HUB International Midwest Limited 55 East Jackson Boulevard Chicago IL 60604		CONTACT NAME: CSU - Client Service Unit PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: CSUChicago@hubinternational.com	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: Atlantic Specialty Ins. Co.	27154
INSURED Brycer, LLC 4355 Weaver Pkwy. Suite 100 Warrenville IL 60555		INSURER B: ACE American Insurance Company	22667
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 1694321407

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			711-01-23-92-0005	2/17/2016	2/17/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			711-01-23-92-0005	2/17/2016	2/17/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$	<input checked="" type="checkbox"/>	<input type="checkbox"/>	711-01-23-92-0005	2/17/2016	2/17/2017	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 \$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> A	406-03-68-99-0005	2/17/2016	2/17/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000
B	Technology E&O			G24308170 005	2/17/2016	2/17/2017	Limit-per claim & agg 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Policy No. G24308170 005 Effective 2/17/2016 to 2/17/2017
ACE American Insurance Company

Network Security Liability (\$2,000,000 each claim/aggregate), Privacy Liability (\$2,000,000 each claim/aggregate) and Data Breach Fund (\$150,000 limit).
City of Saratoga Springs is included as additional insureds under General Liability and is primary, when agreed in a written contract, subject to policy terms, conditions and exclusions.

CERTIFICATE HOLDER

City of Saratoga Springs
60 Lake Ave
Saratoga Springs NY 12866

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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City of Saratoga Springs, NY Contract

City Project Number: RFP 2016-24 City Project Name: Web Based Support Management System
City Department: Fire Department Department Contact Person: Chief Williams City Ext. 3012
Company Name: BRYCER, LLC
Company Address: 4355 Weaver Parkway, Suite 330 Warrenville IL 60555
Company Telephone No.: 630-413-9511 Company Fax No.: 630-413-4920
Vendor and/or Service Provider Primary Contact: Nick Immekus Title: Business Developer
Primary Contact Email: nimmekus@mybrycer.com
Service to be Provided: SaaS (Software as a Service)
Remit Name (If different from above): _____
Remit Address: _____

1. **Scope of Agreement:** In response to a request for a pricing proposal requested by the City for a **Web Based Support Management System**, the Vendor and/or Service Provider submitted proposals dated **July 25, 2016** (the "Proposals/Statement of Work"), which are attached hereto as Exhibit A. The Vendor and/or Service Provider shall provide to the City the products and services set forth therein. The Vendor and/or Service Provider assumes full responsibility for the provision of the products and services made available in this Agreement. The Vendor and/or Service Provider shall be so liable even when the Vendor and/or Service Provider subcontract the provision of a portion of the products and services. Subcontracting shall be permitted only with the prior written approval of the City. The Vendor and/or Service Provider assumes all risks in the performance of all its activities authorized by this Agreement.
2. **Term of Agreement:** The term of this Agreement shall commence per the date of approval of this Agreement by the City Council of the City of Saratoga Springs. This Agreement shall continue in force from the effective date for **three years**. Thereafter, the Term shall automatically renew for a successive three year period unless terminated by vendor/and or service provider of City in writing at least 90 days prior to the expiration of the then current Term (each, a "Renewal Term" and together with the Initial Term, the "Term"). The Vendor and/or Service Provider assume full responsibility for the provision of the products and services contracted for in this Agreement. The Vendor and/or Service Provider shall be so liable even when the Vendor and/or Service Provider subcontract the provision of a portion of the products and services. Subcontracting shall be permitted only with prior written notice and written approval of the City. The Vendor and/or Service Provider will provide his or her own equipment and materials as necessary to perform the work except as identified within the RFP/RFQ/BID Documents. The Vendor and/or Service Provider assume all risks in the performance of all its activities authorized by this Agreement.
3. **Terms of Payment:** City shall not pay any fees for use of the Solution. Vendor and or service provider will collect all fees due and payable by third party inspectors in connection with activities relating to the Solution.
4. **Notice:** Any notices sent to the City under this Agreement will be effective five (5) business days after the postmarked date of mailing by certified mail, return receipt requested. The Commissioner of **Public Safety** is the designated Project Manager for this Agreement and shall represent the City in all matters and has the authority to affect the delivery of products and/or services. The Project Manager for the Vendor and/or Service Provider is **Nick Immekus**. Any notice, request, demand or other communication required or provided for in this Agreement shall be in writing and shall be deemed to have been duly given if delivered in person or mailed in a sealed envelope, postage prepaid, addressed as follows:

To the City: Commissioner of **Public Safety**, City Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866
With a copy to: City Attorney, City Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866
To Vendor and/or Service Provider: **BRYCER, LLC, 4355 Weaver Parkway, Suite 330, Warrenville, IL 60555**
5. **Conflicts of Interest:** The Vendor and/or Service Provider represents and warrants that it has no conflict, actual or perceived, that would prevent it from performing its duties and responsibilities under the Agreement.
6. **Restrictions on Use:** City shall not copy, distribute, create derivative works of or modify the Solution in any way. City agrees that: (a) it shall only permit its officers and employees (collectively, the "Authorized Users") to use the Solution for the benefit of City; (b) it shall use commercially reasonable efforts to prevent the unauthorized use or disclosure of the Solution; (c) it shall not sell, resell, rent or lease the Solution; (d) it shall not use the Solution to store or transmit infringing or otherwise unlawful or tortuous material, or to store or transmit material in violation of third party rights; (e) it shall not interfere with or disrupt the integrity or performance of the Solution or third-party data contained therein; and (f) it shall not reverse engineer, translate, disassemble, decompile or otherwise attempt to create any source code which is derived from the Solution. City is responsible for all actions taken by the Authorized Users in connection with the Solution.
7. **Proprietary Rights:** All right, title and interest in and to the Solution and any and all derivative works or modifications thereof (the "Derivative Works"), and any accompanying documentation, manuals or other materials used or supplied under this Agreement or with respect to the Solution or Derivative Works (the "Documentation"), and any reproductions works made thereof, remain with Vendor and/or service provider. City shall not remove any product identification or notices of such proprietary rights from the Solution. City acknowledges and agrees that, except for the limited use rights established hereunder, City has no right, title or interest in the Solution, the Derivative Works or the Documentation.
8. **Reservation of Rights:** Vendor and/or service provider reserves the right, in its sole discretion and with prior notice to City, to discontinue, add, adapt, or otherwise modify any design or specification of the Solution and/or Vendor and/or service provider's policies, procedures, and requirements specified or related hereto. All rights not expressly granted to City are reserved to Vendor and/or service provider, including the right to provide all or any part of the Solution to other parties.
9. **Use of Logos:** During the term of this Agreement, Vendor and/or service provider shall have the right to use City's logos for the purpose of providing the Solution to City.

- 10 ¹¹. Confidential Information. Vendor and/or service provider and City acknowledge and agree that in providing the Solution, Vendor and/or service provider and City, as the case may be, may disclose to the other party certain confidential, proprietary trade secret information ("Confidential Information"). Confidential Information may include, but is not limited to, the Solution, computer programs, flowcharts, diagrams, manuals, schematics, development tools, specifications, design documents, marketing information, financial information or business plans. Each party agrees that it will not, without the express prior written consent of the other party, disclose any Confidential Information or any part thereof to any third party. Confidential Information excludes information: (a) that is or becomes generally available to the public through no fault of the receiving party; (b) that is rightfully received by the receiving party from a third party without limitation as to its use; or (c) that is independently developed by receiving party without use of any Confidential Information. At the termination of this Agreement, each party will return the other party all Confidential Information of the other party. Each party also agrees that it shall not duplicate, translate, modify, copy, printout, disassemble, decompile or otherwise tamper with any Confidential Information of the other party or any firmware, circuit board or software provided therewith. Notwithstanding the foregoing, the parties acknowledge that City shall be permitted to comply with any all federal and state laws concerning disclosure.
- 11 ¹². Vendor and/or service provider Warranty. Vendor and/or service provider represents and warrants to City that Vendor and/or service provider has all rights necessary in and to any patent, copyright, trademark, service mark or other intellectual property right used in, or associated with, the Solution, and that Vendor and/or service provider is duly authorized to enter into this Agreement and provide the Solution to City pursuant to this Agreement.
- 12 ¹³. Disclaimer. All information entered into Vendor and/or service provider's database is produced by third party inspectors and their agents. THEREFORE, VENDOR AND/OR SERVICE PROVIDER SPECIFICALLY DISCLAIMS ANY REPRESENTATION OR WARRANTY AS TO THE ACCURACY OR COMPLETENESS OF ANY INFORMATION ENTERED INTO VENDOR AND/OR SERVICE PROVIDER'S DATABASE BY EITHER CITY OR THIRD PARTY INSPECTORS. EXCEPT AS SET FORTH IN SECTION 7, VENDOR AND/OR SERVICE PROVIDER MAKES NO OTHER WARRANTY, EXPRESS OR IMPLIED, WITH RESPECT TO THE SOLUTION OR ANY OTHER INFORMATION AND ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, ARE HEREBY DISCLAIMED, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. VENDOR AND/OR SERVICE PROVIDER'S SOLE LIABILITY FOR BREACH OF THE REPRESENTATION AND WARRANTY SET FORTH IN SECTION 7, AND CITY'S SOLE REMEDY, SHALL BE THAT VENDOR AND/OR SERVICE PROVIDER SHALL INDEMNIFY AND HOLD RECIPIENT HARMLESS FROM AND AGAINST ANY LOSS, SUIT, DAMAGE, CLAIM OR DEFENSE ARISING OUT OF BREACH OF THE REPRESENTATION AND WARRANTY.
- 13 ¹⁴. LIMITATION ON DAMAGES. EXCEPT AS OTHERWISE PROVIDED IN SECTION 7, IN NO EVENT SHALL VENDOR AND/OR SERVICE PROVIDER BE LIABLE FOR OR OBLIGATED IN ANY MANNER FOR SPECIAL, CONSEQUENTIAL, OR INDIRECT DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOSS OF USE, LOSS OF PROFITS OR SYSTEM DOWNTIME. CITY ACKNOWLEDGES AND AGREES THAT IN NO CASE SHALL VENDOR AND/OR SERVICE PROVIDER'S LIABILITY FOR ANY LOSS OF DATA OR DATA INTEGRITY EXCEED THE REPLACEMENT COST OF THE MEDIA ON WHICH THE DATA WAS STORED.
- 14 ¹⁵. Risks Inherent to Internet. City acknowledges that: (a) the Internet is a worldwide network of computers, (b) communication on the Internet may not be secure, (c) the Internet is beyond the control of Vendor and/or service provider, and (d) Vendor and/or service provider does not own, operate or manage the Internet. City also acknowledges that there are inherent risks associated with using the Solution, including but not limited to the risk of breach of security, the risk of exposure to computer viruses and the risk of interception, distortion, or loss of communications. City assumes these risks knowingly and voluntarily and indemnifies and holds Vendor and/or service provider harmless from all liability from all such risks. Not in limitation of the foregoing, City hereby assumes the risk, and Vendor and/or service provider shall have no responsibility or liability of any kind hereunder, for: (1) errors in the Solution resulting from misuse, negligence, revision, modification, or improper use of all or any part of the Solution by any entity other than Vendor and/or service provider or its authorized representatives; (2) any version of the Solution other than the then-current unmodified version provided to City; (3) City's failure to timely or correctly install any updates to the City Access Software; (4) problems caused by connecting or failure to connect to the Internet; (5) failure to provide and maintain the technical and connectivity configurations for the use and operation of the Solution that meet Vendor and/or service provider's recommended requirements; (6) nonconformities resulting from or problems to or caused by non-Vendor and/or service provider products or services; or (7) data or data input, output, accuracy, and suitability, which shall be deemed under City's exclusive control.
- 15 ¹⁶. Retention of Records. Vendor and/or service provider will maintain all information entered into the database by third party inspectors for at least five (5) years from the time such information is entered into the database. Vendor and/or service provider shall make available, and City shall have the right to download, City's data from the Solution for a period of 60 days after the expiration or termination of the Term.
- 16 ¹⁷. Independent Vendor and/or Service Provider Status: It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of copartners between the parties hereto or as constituting the Vendor and/or Service Provider's staff as the agents, representatives or employees of the City for any purpose in any manner whatsoever. The Vendor and/or Service Provider and its staff are to be and shall remain an independent Vendor and/or Service Provider with respect to all services performed under this Agreement. The Vendor and/or Service Provider represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Vendor and/or Service Provider or other persons, while engaged in the performance of any work or services required by the Vendor and/or Service Provider under this Agreement, shall not be considered employees of the City, and any and all claims that may or might arise under the Workers' Compensation Laws of the State of New York on behalf of said personnel or other persons while so engaged, and any and all claims whatsoever on behalf of any such person or personnel arising out of employment or alleged employment including, without limitation, claims of discrimination against the Vendor and/or Service Provider, its officers, agents, Vendor and/or Service Providers or employees shall in no way be the responsibility of the City; and the Vendor and/or Service Provider shall defend, indemnify and hold the City, its officers, agents and employees harmless from any and all such claims regardless of any determination of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the City, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Compensation, disability, and severance pay.
- 17 ¹⁸. Insurance: The City of Saratoga Springs herein requires the following terms and conditions regarding the agreement for the provision of professional services as outlined above: The Vendor and/or Service Provider shall procure and maintain during the term of this Agreement, at the Vendor and/or Service Provider's expense, the insurance policies listed with limits equal to or greater than the enumerated limits. The Vendor and/or Service Provider shall be solely responsible for any self-insured retention or deductible losses under each of the required policies. Every required policy, including any required endorsements and any umbrella or excess policy, shall be primary insurance. Insurance carried by the City

of Saratoga Springs, its officers, or its employees, if any, shall be excess and not contributory insurance to that provided by the Vendor and/or Service Provider. Every required coverage type shall be "claims made" with the exception of Professional Errors and Omissions Coverage which may be "claims made" coverage. The Vendor and/or Service Provider may utilize umbrella/excess liability coverage to achieve the limits required hereunder; such coverage must be at least as broad as the primary coverage (follow form). The Office of Risk & Safety Management must approve all insurance certificates. The City of Saratoga Springs reserves its right to request certified copies of any policy or endorsement thereto. All insurance shall be provided by insurance carriers licensed & admitted to do business in the State of New York and must be rated "A-:VII" or better by A.M. Best (Current Rate Guide). If the Vendor and/or Service Provider fails to procure and maintain the required coverage(s) and minimum limits such failure shall constitute a material breach of contract, whereupon the City of Saratoga Springs may exercise any rights it has in law or equity, including but not limited to the following: (1) immediate termination of the Agreement; (2) withholding any/all payment(s) due under this Agreement or any other Agreement it has with the Vendor and/or Service Provider (common law set-off); OR (3) procuring or renewing any required coverage(s) or any extended reporting period thereto and paying any premiums in connection therewith. All monies so paid by the City of Saratoga Springs shall be repaid upon demand, or at the City's option, may be offset against any monies due to the Vendor and/or Service Provider.

The City of Saratoga Springs requires the Vendor and/or Service Provider name the City as a Certificate Holder for the following coverage for the work covered by this Agreement:

- A. For projects whose total value is between Zero and \$100,000:
 - **Commercial General Liability** Including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate;
 - **Commercial Automobile Insurance:** One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
 - **Excess Insurance:** One Million Dollars per Occurrence Aggregate; AND
 - **NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance:** Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect.
- B. For projects whose total value is between \$100,000 and \$500,000:
 - **Commercial General Liability** Including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate;
 - **Commercial Automobile Insurance:** One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
 - **Excess Insurance:** Three Million Dollars per Occurrence Aggregate; AND
 - **NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance:** Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect.
- C. For projects whose total value is between \$500,000 and \$1,000,000:
 - **Commercial General Liability** Including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate;
 - **Commercial Automobile Insurance:** One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
 - **Excess Insurance:** Five Million Dollars per Occurrence Aggregate; AND
 - **NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance:** Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect.
- D. For projects involving the provision of professional services:
 - **Commercial General Liability** Including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate;
 - **Commercial Automobile Insurance:** One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
 - **Excess Insurance:** Five Million Dollars per Occurrence Aggregate;
 - **Professional Errors and Omissions:** One Million Dollars per Claim with Two Million Dollars Aggregate; AND
 - **NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance:** Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect.
- E. If the project in question involves any form of pollution risk or exposure, environmental hazard, asbestos or special circumstances, please contact the Office of Risk and Safety for a determination of insurance limits needed for your contract.

It shall be an affirmative obligation of the Vendor and/or Service Provider to advise City's Office of Risk and Safety via mail to Office of Risk and Safety, City of Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866, within two days of the cancellation or substantive change of any insurance policy set out herein, and failure to do so shall be construed to be a breach of this Agreement. The Vendor and/or Service Provider acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the City. The Vendor and/or Service Provider is to provide the City with a Certificate of Insurance naming the City as **Additional Insured on a primary and non-contributory basis prior** to the commencement of any work or use of City facilities. The failure to object to the contents of the Certificate of Insurance or the absence of same shall not be deemed a waiver of any and all rights held by the municipality. In the event the Vendor and/or Service Provider utilizes a Subcontractor for any portion of the services outlined within the scope of its activities, the Subcontractor shall provide insurance of the same type or types and to the same extent of coverage as that provided by the Vendor and/or Service Provider. All insurance required of the Subcontractor shall name the City of Saratoga Springs as an **Additional Insured on a primary and non-contributory basis** for all those activities performed within its contracted activities for the contract as executed.

18. **Indemnification:** The Vendor and/or Service Provider, to the fullest extent provided by law, shall indemnify and save harmless the City of Saratoga Springs, its Agents and Employees (hereinafter referred to as "City"), from and against all claims, damages, losses and expense (including, but not limited to, attorneys' fees), arising out of or resulting from the performance of the work or purchase of the services, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of Vendor and/or Service Provider or its employees or anyone for whom the Vendor and/or Service Provider is legally liable or Subcontractors. Without limiting the generality of the preceding paragraphs, the following shall be included in the indemnity hereunder: any and all such claims, etc., relating to personal injury, death, damage to property, or any actual or alleged violation of any applicable statute, ordinance, administrative order, executive order, rule or regulation, or decree of any court of competent jurisdiction in connection with, or arising directly or indirectly from, errors and/or negligent acts by the Vendor and/or Service Provider, as aforesaid.

19 20. **Breach.** Vendor and/or service provider shall have the right to terminate or suspend this Agreement, and all of City's rights hereunder, immediately upon delivering written notice to City detailing City's breach of any provision of this Agreement. If City cures such breach within 5 days of receiving written notice thereof, vendor and/or service provider shall restore the Solution and City shall pay any fees or costs incurred by vendor and/or service provider in connection with the restoration of the Solution.

20 21. **Americans with Disabilities Act:** The Vendor and/or Service Provider agrees to comply with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 and not discriminate on the basis of disability in the admission or access to, or treatment of employment in its services, programs, or activities. The Vendor and/or Service Provider agrees to hold harmless and indemnify the City from costs, including but not limited to damages, attorney's fees and staff time, in any action or proceeding brought alleging a violation of ADA and/or Section 504 caused by the Vendor and/or Service Provider. Upon request accommodation will be provided to allow individuals with disabilities to participate in all services, programs and activities.

21 22. **Safety:** The City of Saratoga Springs specifically reserves the right to suspend or terminate all work under this Agreement whenever Vendor and/or Service Provider, and/or Vendor and/or Service Provider's employees or subcontractors, are proceeding in a manner that threatens the life, health or safety of any of Vendor and/or Service Provider's employees, subcontractor's employees, City employees or member(s) of the general public on City property. This reservation of rights by the City of Saratoga Springs in no way obligates the City of Saratoga Springs to inspect the safety practices of the Vendor and/or Service Provider. If the City of Saratoga Springs exercises its rights pursuant to this part, the Vendor and/or Service Provider shall be given three days to cure the defect, unless the City of Saratoga Springs, in its sole and absolute discretion, determines that the service cannot be suspended for three days due to the City of Saratoga Springs' legal obligation to continuously provide Vendor and/or Service Provider's service to the public or the City of Saratoga Springs' immediate need for completion of the Vendor and/or Service Provider's work. In such case, Vendor and/or Service Provider shall immediately cure the defect. If the Vendor and/or Service Provider fails to cure the identified defect(s), the City of Saratoga Springs shall have the right to immediately terminate this Agreement. In the event that the City of Saratoga Springs terminates this Agreement, any payments for work completed by the Vendor and/or Service Provider shall be reduced by the costs incurred by the City of Saratoga Springs in re-bidding the work and/or by the increase in cost that results from using a different Vendor and/or Service Provider.

22 23. **Vendor and/or Service Provider Code of Conduct:** The City of Saratoga Springs is committed to conduct business in a lawful and ethical manner and expects the same standards from Vendor and/or Service Providers/suppliers that the City conducts business with. The City requires that all Vendor and/or Service Providers/suppliers abide by this Code of Conduct. Failure to comply with this Code may be sufficient cause for the City to exercise its rights to terminate its business relationship with Vendor and/or Service Providers/suppliers. Vendor and/or Service Providers/suppliers agree to provide all information requested which is necessary to demonstrate compliance with this Code.

At a minimum, the City requires that all Vendor and/or Service Providers/suppliers meet the following standards:

- Legal: Vendor and/or Service Providers/suppliers and their sub-contractors agree to comply with all applicable local, state and federal laws, regulations and statutes.
- Discrimination: No person shall be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, party affiliation or social ethnic origin.
- Right to organize: Employees of the Vendor and/or Service Provider/supplier should have the right to decide whether they want collective bargaining.
- Sub-contractors: Vendor and/or Service Providers/suppliers shall ensure that sub-contractors shall operate in a manner consistent with this Code.
- Protection of the Environment: Vendor and/or Service Providers/suppliers shall comply with all applicable environmental laws and regulations. Where practicable, Vendor and/or Service Providers/suppliers are to utilize technologies that do not adversely affect the environment and when such impact is unavoidable, to ensure that it is minimized.

The undersigned Vendor and/or Service Provider/supplier hereby acknowledges that it has received the City of Saratoga Springs Vendor and/or Service Provider/Supplier Code of Conduct and agrees that any and all of its facilities and sub-contractors doing business with the City will receive the Code and will abide by each and every term therein.

Vendor and/or Service Provider/supplier acknowledges that its failure to comply with any condition, requirement, policy or procedure may result in the termination of the business relationship. Vendor and/or Service Provider/supplier reserves the right to terminate its agreement to abide by the Code of Conduct at any time for any reason upon ninety (90) days prior written notice to the City.

23 24. **Governing Law:** This Agreement shall be governed and construed under the laws of the State of New York, the location where this Agreement was accepted to by Vendor and/or Service Provider. The Vendor and/or Service Provider agrees to comply with all applicable local, state and federal laws, rules and regulations in the performance of the duties of this Agreement.

24 25. **NYS Licensure for Professional Services:** Any and all professional services performed under this Agreement shall be completed by an individual licensed by the NYS Office of Professions - Education Department as applicable to the service provided including, but not limited to accounting, actuarial, engineering and architectural services. The Vendor and/or Service Provider represents that it has all necessary governmental licenses to perform the services described herein.

25 26. **Non-Collusive Bidding Certification:** Where applicable, upon the submission of a bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- a. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- b. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- c. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

26 27. **Iranian Energy Sector Divestment:** Where applicable, upon the submission of a bid, each Vendor and/or Service Provider and each person signing on behalf of any Vendor and/or Service Provider certifies, and in the case of a joint bid each party thereto certifies as to its own

organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law (Iran Divestment).

27 28. **Venue:** The City and the Vendor and/or Service Provider hereby agree that any litigated matters shall be venued in the federal and state courts of the State of New York in the County of Saratoga.

28 29. **Assignment:** The Vendor and/or Service Provider is prohibited from assigning, conveying, subletting or otherwise disposing of the Vendor and/or Service Provider's right, title, or interest therein, or the Vendor and/or Service Provider's power to execute this agreement to any other person or corporation without the previous written consent of the City. If the Vendor and/or Service Provider assigns, conveys, sublets or otherwise disposes of the Vendor and/or Service Provider's right, title, or interest without prior written consent, the City shall revoke and annul this agreement, and the City shall be relieved and discharged from any and all liability growing out of this Agreement, and any person or corporation to whom the interest was assigned, transferred, conveyed, sublet or otherwise disposed of shall forfeit and lose all moneys theretofore earned under such contract, except so much as may be required to pay his or her employees.

29 30. **Termination:** The Vendor and/or Service Provider and the City may mutually agree, in writing, to terminate this Agreement at any time. The City may also terminate this Agreement at any time and for any reason by mailing written notice to the Vendor and/or Service Provider at least ten (10) business days prior to such termination date. The City reserves the right to cancel this Agreement at any time in event of default or violation by the Vendor and/or Service Provider of any provision of this Agreement. The City may take whatever action at law or in equity that may appear necessary or desirable to collect damages arising from a default or violation or to enforce performance of this Agreement.

30 31. **Default:** Vendor and/or Service Provider's failure to perform its obligations and comply with its representations under this Agreement shall constitute a default under this Agreement. Upon Vendor and/or Service Provider's default, the City may cancel this Agreement and immediately stop payment of any fees to Vendor and/or Service Provider hereunder. City shall also have any all additional rights and remedies under New York State Law as a result of Vendor and/or Service Provider's default.

31 32. **Force Majeure:** Neither party shall be held liable for failure to perform its part of this Agreement when such failure is due to fire, flood, or similar disaster; strikes or similar labor disturbances; industrial disturbances, war, riot, insurrection, and/or other causes beyond the control of the parties.

32 33. **Entire Agreement:** This Agreement sets forth the entire agreement and understanding of the parties relating to the subject matter contained herein except as to those matters or agreements expressly incorporated herein by reference. No covenant, representation or condition not expressed herein shall be effective to interpret, change or restrict the express provisions of this Agreement. This Agreement supersedes any and all prior agreements, whether written or oral, relating to the subject matter contained herein. This Agreement shall not be amended, changed or otherwise modified except in writing, signed by both parties.

33 34. **Severability:** In the event that any portion of this Agreement may be adjudged invalid or unenforceable for any reason, adjudication shall in no manner affect the other portions of this Agreement which will remain in full force and effect as of the portions adjudged invalid or unenforceable were not originally a part thereof.

34 35. **Modification:** This Agreement may be modified only by a writing signed by both parties.

35 36. **Execution:**

This Agreement may be executed in separate counterparts, which together shall constitute the Agreement of the parties, provided that all of the parties to this Agreement have executed their respective copy of this Agreement.

City Certification: In addition to the acceptance of this Agreement, I certify that original copies of this signature page will be attached to all other exact copies of this Agreement.

Vendor and/or Service Provider Certification: In addition to the acceptance of this Agreement, I certify that all information provided to the City with respect to New York State Finance Law Section 139-k is complete, true and accurate.

All Parties, having agreed to the terms and the recitals set forth herein, and in relying thereon, herein signs this Agreement.

Vendor and/or Service Provider Signature: Matthew B. Rice Date: 11-9-16

Print Name: Matthew B. Rice Title: President

City of Saratoga Springs' Signature: _____ Date: _____

Print Name: Joanne Yepsen Title: Mayor City Council Approval Date: _____



NORTCOU-08

PMITCHELL

CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 10/31/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Associates of Glens Falls, Inc. 228 Glen Street, PO Box 190 Glens Falls, NY 12801	CONTACT PHONE (A/C, No, Ext): (518) 793-3444		FAX (A/C, No, Ext): (518) 793-1580
	INSURER(S) AFFORDING COVERAGE		
INSURED North Country Property Management LLC DBA North Country Snow & Ice Management 207 Maple Street Glens Falls, NY 12801	INSURER A: Acadia Ins. Co.		NAIC # 31325
	INSURER B: Union Insurance Company		
	INSURER C: National Union Fire of Pitts-burgh PA		Syracuse Office
	INSURER D: State Insurance Fund		238210
	INSURER E:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	APPL. (Y/N)	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PER-360 <input checked="" type="checkbox"/> LOC OTHER:	X	CPA8168006-13	09/13/2016	08/13/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 250,000 MED EXP (Any one person) \$ 6,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPOF AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		OAA8169008-13	09/13/2016	08/13/2017	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per person) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		BE011188977	09/13/2016	09/13/2017	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
D	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	A13784869	01/16/2016	01/16/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 800,000 E.L. DISEASE - EA EMPLOYEE \$ 800,000 E.L. DISEASE - POLICY LIMIT \$ 600,000
A	Contractors Equip		CIM5172822-12	09/13/2016	09/13/2017	Scheduled \$ 385,760

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate Holder is added as additional insured to General Liability on a primary and non-contributory basis with regards to the attached forms CLOG0493 0916 and CLOG2060 0312

CERTIFICATE HOLDER

CANCELLATION

 City of Saratoga Springs
 Department of Accounts 474 Broadway
 Saratoga Springs, NY 12866

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



New York State Insurance Fund

Workers' Compensation & Disability Benefits Specialists Since 1914

1 WATERVLIET AVENUE ALBANY, NEW YORK 12206-1649

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

***** 201624500
ASSOCIATES OF GLENS FALLS INC
228 GLEN ST
PO BOX 190
GLEN FALLS NY 12801



Scan to Validate

POLICYHOLDER NORTH COUNTRY PROPERTY MANAGEMENT LLC 207 MAPLE STREET GLENS FALLS NY 12801	CERTIFICATE HOLDER CITY OF SARATOGA SPRINGS DEPARTMENT OF ACCOUNTS 474 BROADWAY SARATOGA SPRINGS NY 12866
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POLICY NUMBER A1376 465-9	CERTIFICATE NUMBER 76500Q	POLICY PERIOD 01/16/2016 TO 01/16/2017	DATE 10/13/2016
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THIS IS TO CERTIFY THAT THE POLICYHOLDER NAMED ABOVE IS INSURED WITH THE NEW YORK STATE INSURANCE FUND UNDER POLICY NO. 1376 465-9, COVERING THE ENTIRE OBLIGATION OF THIS POLICYHOLDER FOR WORKERS' COMPENSATION UNDER THE NEW YORK WORKERS' COMPENSATION LAW WITH RESPECT TO ALL OPERATIONS IN THE STATE OF NEW YORK, EXCEPT AS INDICATED BELOW, AND, WITH RESPECT TO OPERATIONS OUTSIDE OF NEW YORK, TO THE POLICYHOLDER'S REGULAR NEW YORK STATE EMPLOYEES ONLY.

IF YOU WISH TO RECEIVE NOTIFICATIONS REGARDING SAID POLICY, INCLUDING ANY NOTIFICATION OF CANCELLATIONS, OR TO VALIDATE THIS CERTIFICATE, VISIT OUR WEBSITE AT [HTTPS://WWW.NYSIF.COM/CERT/CERTVAL.ASP](https://www.nysif.com/cert/certval.asp). THE NEW YORK STATE INSURANCE FUND IS NOT LIABLE IN THE EVENT OF FAILURE TO GIVE SUCH NOTIFICATIONS.

THIS POLICY DOES NOT COVER THE SOLE PROPRIETOR, PARTNERS AND/OR MEMBERS OF A LIMITED LIABILITY COMPANY.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS NOR INSURANCE COVERAGE UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY.

NEW YORK STATE INSURANCE FUND

DIRECTOR, INSURANCE FUND UNDERWRITING

VALIDATION NUMBER: 697411235



City of Saratoga Springs, NY Contract

City Project Number: RFP-2016-32 City Project Name: Code Enforcement Contractor
 City Department: Department of Public Safety Department Contact Person: Lisa Nolan City Ext. 2632
 Company Name: North Country Snow and Ice Management/ North Country Facilities Management
 Company Address: 207 Maple Street, Glens Falls, NY 12801
 Company Telephone No.: 518-793-0717 Company Fax No.: 518-793-6215
 Vendor and/or Service Provider Primary Contact: Michael Merrill Title: Chief Executive Officer
 Primary Contact Email: mmerrill@northcountrysnowplowing.com
 Service to be Provided: various contracting services to maintain vacant and occupied properties requested by Code Enforcement
 Remit Name (If different from above): _____
 Remit Address: _____

1. **Scope of Agreement:** In response to a request for a pricing proposal requested by the City for RFP-2016-32, the Vendor and/or Service Provider submitted proposals dated 10/11/2016 (the "Proposals/Statement of Work"), which are attached hereto as Exhibit A. The Vendor and/or Service Provider shall provide to the City the products and services set forth therein. The Vendor and/or Service Provider assumes full responsibility for the provision of the products and services made available in this Agreement. The Vendor and/or Service Provider shall be so liable even when the Vendor and/or Service Provider subcontract the provision of a portion of the products and services. Subcontracting shall be permitted only with the prior written approval of the City. The Vendor and/or Service Provider assumes all risks in the performance of all its activities authorized by this Agreement.
2. **Term of Agreement:** The term of this Agreement shall commence per the date of approval of this Agreement by the City Council of the City of Saratoga Springs for one year, through December 6, 2017. This Agreement shall continue in force from the effective date until the work provided as described herein is satisfactorily completed within 48 hours of the request, except for snow and/or ice removal, which must be completed with 24 hours of request. Any modification of the work performed by the Vendor and/or Service Provider shall be made in writing and shall not be undertaken until the City agrees to the modification. The Vendor and/or Service Provider assume full responsibility for the provision of the products and services contracted for in this Agreement. The Vendor and/or Service Provider shall be so liable even when the Vendor and/or Service Provider subcontract the provision of a portion of the products and services. Subcontracting shall be permitted only with prior written notice and written approval of the City. The Vendor and/or Service Provider will provide his or her own equipment and materials as necessary to perform the work except as identified within the RFP/RFQ/BID Documents. The Vendor and/or Service Provider assume all risks in the performance of all its activities authorized by this Agreement.
3. **Term:** The term shall commence upon execution of this Agreement. This shall be a one-year term, with an option to renew for an additional two (2) years after negotiation of rate and scope.
4. **Terms of Payment:** Vendor and/or Service Provider will invoice the City on a monthly basis and the City will pay all invoices within thirty (30) days of receipt of the invoice or as practicable. The City shall pay the Vendor and/or Service Provider in accordance with the City Charter per the Purchasing Guidelines established by the City. All work performed under this agreement must be in accordance with the NYS Department of Labor Prevailing Wage Regulations. The Costs, fees, and disbursements associated with the provisions of the products and services shall be determined in accordance with the proposal submitted not to exceed _____ hourly rate quoted on Statement of Specifications _____, a copy of which is annexed hereto and made a part hereof. Detailed original invoices not received within forty five (45) calendar days of the completed transaction could result in a delay of payment.
5. **Notice:** Any notices sent to the City under this Agreement will be effective five (5) business days after the postmarked date of mailing by certified mail, return receipt requested. The Mayor/Commissioner of Public Safety is the designated Project Manager for this Agreement and shall represent the City in all matters and has the authority to affect the delivery of products and/or services. The Project Manager for the Vendor and/or Service Provider is Michael Merrill. Any notice, request, demand or other communication required or provided for in this Agreement shall be in writing and shall be deemed to have been duly given if delivered in person or mailed in a sealed envelope, postage prepaid, addressed as follows:

 To the City: Mayor/Commissioner of Public Safety, City Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866

 With a copy to: City Attorney, City Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866

 To Vendor and/or Service Provider: _____
6. **Conflicts of Interest:** The Vendor and/or Service Provider represents and warrants that it has no conflict, actual or perceived, that would prevent it from performing its duties and responsibilities under the Agreement.
7. **City Property:** All information and materials received hereunder by the Vendor and/or Service Provider from the City are and shall remain the sole and exclusive property of the City and the Vendor and/or Service Provider shall have no right, title, or interest in or to any such information or materials by virtue of their use or possession hereunder by the Vendor and/or Service Provider. All intellectual property, created by the Vendor and/or Service Provider hereunder as a product or as a service to the City shall be the sole and exclusive property of the City. Effective upon their creation pursuant to the terms of this Agreement, the Vendor and/or Service Provider conveys, assigns and transfers to the City the sole and exclusive rights, title and interest in all documents, electronic databases, and custom programs, whether preliminary, final or otherwise, including all trademarks and copyrights. The Vendor and/or Service Provider hereby agrees to take all necessary and appropriate steps to ensure that the custom products are protected against unauthorized copying, reproduction and marketing by or through the Vendor and/or Service Provider, its agents, employees, or subcontractors. Nothing herein shall preclude the Vendor and/or Service Provider from otherwise using the related or underlying general knowledge, skills, ideas, concepts, techniques and experience developed under this Agreement in the course of the Vendor and/or Service Provider's business. The Contractor grants to the City a perpetual, nonexclusive, royalty-free, unlimited use license to use, execute, reproduce, display, modify and distribute any pre-existing software, tools or techniques delivered by the Vendor and/or Service Provider under this Agreement. Any written reports, opinions and advice rendered by the Vendor and/or Service Provider shall become the sole and exclusive property

7. **Retention of Records:** The Vendor and/or Service Provider shall make available to the City all information pertinent to the project, including reports, studies, drawings, and any other data. All original records generated as a result of the project shall be maintained by the Vendor and/or Service Provider for a period of six (6) years after expiration of the Agreement. Upon request, copies of those records shall be provided to the City at no cost.
8. **Independent Vendor and/or Service Provider Status:** It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of copartners between the parties hereto or as constituting the Vendor and/or Service Provider's staff as the agents, representatives or employees of the City for any purpose in any manner whatsoever. The Vendor and/or Service Provider and its staff are to be and shall remain an independent Vendor and/or Service Provider with respect to all services performed under this Agreement. The Vendor and/or Service Provider represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Vendor and/or Service Provider or other persons, while engaged in the performance of any work or services required by the Vendor and/or Service Provider under this Agreement, shall not be considered employees of the City, and any and all claims that may or might arise under the Workers' Compensation Laws of the State of New York on behalf of said personnel or other persons while so engaged, and any and all claims whatsoever on behalf of any such person or personnel arising out of employment or alleged employment including, without limitation, claims of discrimination against the Vendor and/or Service Provider, its officers, agents, Vendor and/or Service Providers or employees shall in no way be the responsibility of the City; and the Vendor and/or Service Provider shall defend, indemnify and hold the City, its officers, agents and employees harmless from any and all such claims regardless of any determination of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the City, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Compensation, disability, and severance pay.
9. **Insurance:** The City of Saratoga Springs herein requires the following terms and conditions regarding the agreement for the provision of professional services as outlined above: The Vendor and/or Service Provider shall procure and maintain during the term of this Agreement, at the Vendor and/or Service Provider's expense, the insurance policies listed with limits equal to or greater than the enumerated limits. The Vendor and/or Service Provider shall be solely responsible for any self-insured retention or deductible losses under each of the required policies. Every required policy, including any required endorsements and any umbrella or excess policy, shall be primary insurance. Insurance carried by the City of Saratoga Springs, its officers, or its employees, if any, shall be excess and not contributory insurance to that provided by the Vendor and/or Service Provider. Every required coverage type shall be "occurrence basis" with the exception of Professional Errors and Omissions Coverage which may be "claims made" coverage. The Vendor and/or Service Provider may utilize umbrella/excess liability coverage to achieve the limits required hereunder; such coverage must be at least as broad as the primary coverage (follow form). The Office of Risk & Safety Management must approve all insurance certificates. The City of Saratoga Springs reserves its right to request certified copies of any policy or endorsement thereto. All insurance shall be provided by insurance carriers licensed & admitted to do business in the State of New York and must be rated "A-VII" or better by A.M. Best (Current Rate Guide). If the Vendor and/or Service Provider fails to procure and maintain the required coverage(s) and minimum limits such failure shall constitute a material breach of contract, whereupon the City of Saratoga Springs may exercise any rights it has in law or equity, including but not limited to the following: (1) immediate termination of the Agreement; (2) withholding any/all payment(s) due under this Agreement or any other Agreement it has with the Vendor and/or Service Provider (common law set-off); OR (3) procuring or renewing any required coverage(s) or any extended reporting period thereto and paying any premiums in connection therewith. All monies so paid by the City of Saratoga Springs shall be repaid upon demand, or at the City's option, may be offset against any monies due to the Vendor and/or Service Provider.

The City of Saratoga Springs requires the Vendor and/or Service Provider name the City as a Certificate Holder for the following coverage for the work covered by this Agreement:

- **Commercial General Liability** including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate;
- **Commercial Automobile Insurance:** One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
- **Excess Insurance:** One Million Dollars per Occurrence Aggregate; AND
- **NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance:** Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect.

It shall be an affirmative obligation of the Vendor and/or Service Provider to advise City's Office of Risk and Safety via mail to Office of Risk and Safety, City of Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866, within two days of the cancellation or substantive change of any insurance policy set out herein, and failure to do so shall be construed to be a breach of this Agreement. The Vendor and/or Service Provider acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the City. The Vendor and/or Service Provider is to provide the City with a Certificate of Insurance naming the City as **Additional Insured on a primary and non-contributory basis prior** to the commencement of any work or use of City facilities. The failure to object to the contents of the Certificate of Insurance or the absence of same shall not be deemed a waiver of any and all rights held by the municipality. In the event the Vendor and/or Service Provider utilizes a Subcontractor for any portion of the services outlined within the scope of its activities, the Subcontractor shall provide insurance of the same type or types and to the same extent of coverage as that provided by the Vendor and/or Service Provider. All insurance required of the Subcontractor shall name the City of Saratoga Springs as an **Additional Insured on a primary and non-contributory** basis for all those activities performed within its contracted activities for the contact as executed.

10. **Indemnification:** The Vendor and/or Service Provider, to the fullest extent provided by law, shall indemnify and save harmless the City of Saratoga Springs, its Agents and Employees (hereinafter referred to as "City"), from and against all claims, damages, losses and expense (including, but not limited to, attorneys' fees), arising out of or resulting from the performance of the work or purchase of the services, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of Vendor and/or Service Provider or its employees or anyone for whom the Vendor and/or Service Provider is legally liable or Subcontractors. Without limiting the generality of the preceding paragraphs, the following shall be included in the indemnity hereunder: any and all such claims, etc., relating to personal injury, death, damage to property, or any actual or alleged violation of any applicable statute, ordinance, administrative order, executive order, rule or regulation, or decree of any court of competent jurisdiction in connection with, or arising directly or indirectly from, errors and/or negligent acts by the Vendor and/or Service Provider, as aforesaid. The Vendor and/or Service Provider's responsibility under this section shall not be limited to the required or available insurance.

11. **Americans with Disabilities Act:** The Vendor and/or Service Provider agrees to comply with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 and not discriminate on the basis of disability in the admission or access to, or treatment of employment in its services, programs, or activities. The Vendor and/or Service Provider agrees to hold harmless and indemnify the City from costs, including but not limited to damages, attorney's fees and staff time, in any action or proceeding brought alleging a violation of ADA and/or Section 504 caused by the Vendor and/or Service Provider. Upon request accommodation will be provided to allow individuals with disabilities to participate in all services, programs and activities.
12. **Safety:** The City of Saratoga Springs specifically reserves the right to suspend or terminate all work under this Agreement whenever Vendor and/or Service Provider, and/or Vendor and/or Service Provider's employees or subcontractors, are proceeding in a manner that threatens the life, health or safety of any of Vendor and/or Service Provider's employees, subcontractor's employees, City employees or member(s) of the general public on City property. This reservation of rights by the City of Saratoga Springs in no way obligates the City of Saratoga Springs to inspect the safety practices of the Vendor and/or Service Provider. If the City of Saratoga Springs exercises its rights pursuant to this part, the Vendor and/or Service Provider shall be given three days to cure the defect, unless the City of Saratoga Springs, in its sole and absolute discretion, determines that the service cannot be suspended for three days due to the City of Saratoga Springs' legal obligation to continuously provide Vendor and/or Service Provider's service to the public or the City of Saratoga Springs' immediate need for completion of the Vendor and/or Service Provider's work. In such case, Vendor and/or Service Provider shall immediately cure the defect. If the Vendor and/or Service Provider fails to cure the identified defect(s), the City of Saratoga Springs shall have the right to immediately terminate this Agreement. In the event that the City of Saratoga Springs terminates this Agreement, any payments for work completed by the Vendor and/or Service Provider shall be reduced by the costs incurred by the City of Saratoga Springs in re-bidding the work and/or by the increase in cost that results from using a different Vendor and/or Service Provider.
13. **Vendor and/or Service Provider Code of Conduct:** The City of Saratoga Springs is committed to conduct business in a lawful and ethical manner and expects the same standards from Vendor and/or Service Providers/suppliers that the City conducts business with. The City requires that all Vendor and/or Service Providers/suppliers abide by this Code of Conduct. Failure to comply with this Code may be sufficient cause for the City to exercise its rights to terminate its business relationship with Vendor and/or Service Providers/suppliers. Vendor and/or Service Providers/suppliers agree to provide all information requested which is necessary to demonstrate compliance with this Code.

At a minimum, the City requires that all Vendor and/or Service Providers/suppliers meet the following standards:

- Legal: Vendor and/or Service Providers/suppliers and their sub-contractors agree to comply with all applicable local, state and federal laws, regulations and statutes.
- Discrimination: No person shall be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, party affiliation or social ethnic origin.
- Right to organize: Employees of the Vendor and/or Service Provider/supplier should have the right to decide whether they want collective bargaining.
- Sub-contractors: Vendor and/or Service Providers/suppliers shall ensure that sub-contractors shall operate in a manner consistent with this Code.
- Protection of the Environment: Vendor and/or Service Providers/suppliers shall comply with all applicable environmental laws and regulations. Where practicable, Vendor and/or Service Providers/suppliers are to utilize technologies that do not adversely affect the environment and when such impact is unavoidable, to ensure that it is minimized.

The undersigned Vendor and/or Service Provider/supplier hereby acknowledges that it has received the City of Saratoga Springs Vendor and/or Service Provider/Supplier Code of Conduct and agrees that any and all of its facilities and sub-contractors doing business with the City will receive the Code and will abide by each and every term therein.

Vendor and/or Service Provider/supplier acknowledges that its failure to comply with any condition, requirement, policy or procedure may result in the termination of the business relationship. Vendor and/or Service Provider/supplier reserves the right to terminate its agreement to abide by the Code of Conduct at any time for any reason upon ninety (90) days prior written notice to the City.

14. **Governing Law:** This Agreement shall be governed and construed under the laws of the State of New York, the location where this Agreement was accepted to by Vendor and/or Service Provider. The Vendor and/or Service Provider agrees to comply with all applicable local, state and federal laws, rules and regulations in the performance of the duties of this Agreement.
15. **NYS Licensure for Professional Services:** Any and all professional services performed under this Agreement shall be completed by an individual licensed by the NYS Office of Professions - Education Department as applicable to the service provided including, but not limited to accounting, actuarial, engineering and architectural services. The Vendor and/or Service Provider represents that it has all necessary governmental licenses to perform the services described herein.
16. **Non-Collusive Bidding Certification:** Where applicable, upon the submission of a bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
- a. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 - b. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
 - c. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
17. **Iranian Energy Sector Divestment:** Where applicable, upon the submission of a bid, each Vendor and/or Service Provider and each person signing on behalf of any Vendor and/or Service Provider certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law (Iran Divestment).
18. **Venue:** The City and the Vendor and/or Service Provider hereby agree that any litigated matters shall be venued in the federal and state courts of the State of New York in the County of Saratoga.

19. **Assignment:** The Vendor and/or Service Provider is prohibited from assigning, conveying, subletting or otherwise disposing of the Vendor and/or Service Provider's right, title, or interest therein, or the Vendor and/or Service Provider's power to execute this agreement to any other person or corporation without the previous written consent of the City. If the Vendor and/or Service Provider assigns, conveys, sublets or otherwise disposes of the Vendor and/or Service Provider's right, title, or interest without prior written consent, the City shall revoke and annul this agreement, and the City shall be relieved and discharged from any and all liability growing out of this Agreement, and any person or corporation to whom the interest was assigned, transferred, conveyed, sublet or otherwise disposed of shall forfeit and lose all moneys theretofore earned under such contract, except so much as may be required to pay his or her employees.
20. **Termination:** The Vendor and/or Service Provider and the City may mutually agree, in writing, to terminate this Agreement at any time. The City may also terminate this Agreement at any time and on any reason by mailing written notice to the Vendor and/or Service Provider at least ten (10) business days prior to such termination date. The City reserves the right to cancel this Agreement at any time in event of default or violation by the Vendor and/or Service Provider of any provision of this Agreement. The City may take whatever action at law or in equity that may appear necessary or desirable to collect damages arising from a default or violation or to enforce performance of this Agreement.
21. **Default:** Vendor and/or Service Provider's failure to perform its obligations and comply with its representations under this Agreement shall constitute a default under this Agreement. Upon Vendor and/or Service Provider's default, the City may cancel this Agreement and immediately stop payment of any fees to Vendor and/or Service Provider hereunder. City shall also have any all additional rights and remedies under New York State Law as a result of Vendor and/or Service Provider's default.
22. **Force Majeure:** Neither party shall be held liable for failure to perform its part of this Agreement when such failure is due to fire, flood, or similar disaster; strikes or similar labor disturbances; industrial disturbances, war, riot, insurrection, and/or other causes beyond the control of the parties.
23. **Entire Agreement:** This Agreement sets forth the entire agreement and understanding of the parties relating to the subject matter contained herein except as to those matters or agreements expressly incorporated herein by reference. No covenant, representation or condition not expressed herein shall be effective to interpret, change or restrict the express provisions of this Agreement. This Agreement supersedes any and all prior agreements, whether written or oral, relating to the subject matter contained herein. This Agreement shall not be amended, changed or otherwise modified except in writing, signed by both parties.
24. **Severability:** In the event that any portion of this Agreement may be adjudged invalid or unenforceable for any reason, adjudication shall in no manner affect the other portions of this Agreement which will remain in full force and effect as of the portions adjudged invalid or unenforceable were not originally a part thereof.
25. **Modification:** This Agreement may be modified only by a writing signed by both parties.
26. **Execution:**

This Agreement may be executed in separate counterparts, which together shall constitute the Agreement of the parties, provided that all of the parties to this Agreement have executed their respective copy of this Agreement.

City Certification: In addition to the acceptance of this Agreement, I certify that original copies of this signature page will be attached to all other exact copies of this Agreement.

Vendor and/or Service Provider Certification: In addition to the acceptance of this Agreement, I certify that all information provided to the City with respect to New York State Finance Law Section 139-k is complete, true and accurate.

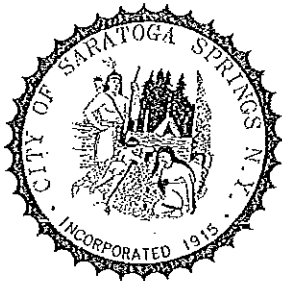
All Parties, having agreed to the terms and the recitals set forth herein, and in relying thereon, herein signs this Agreement.

Vendor and/or Service Provider Signature: _____ Date: 11/16/16

Print Name: Michael Merrill Title: CEO

City of Saratoga Springs' Signature: _____ Date: _____

Print Name: Joanne Yepsen Title: Mayor City Council Approval Date: _____



Statement of Specifications

Code Enforcement Contractors

Intent

It is the intent of the Department of Public Safety, Office of Code Enforcement, to purchase services from qualified contractors. Services will be on an as needed basis and may include, however are not limited to, lawn mowing and clean ups, debris removal and/or curbside pickups. In comparing proposals, consideration will not be confined to price only. The successful bidder will be one who product/service is judged to be of best quality. The City reserves the right to reject any or all bids or any part thereof, and to waive any or all informalities. A contract may be awarded to one or two of the lowest responsible bidders who meet the requirements of this specification.

General

The City of Saratoga Springs has approximately fifty properties that have been in need of contractor services over the last year. Properties are both vacant and occupied properties. Contractor service may be needed at various times during the year. Contractors will be contacted by a Code Enforcement Officer when services are needed. Contractors must be able to complete the requested services within 48 hours of the request, except for snow and/or ice removal which must be completed within 24 hours of request.

Contractors are only to provide services that are approved by a Code Enforcement Officer. Contractors shall work until the requested services are completed. All equipment, tools, cleanup, safety equipment is the responsibility of the contractor.

An invoice will be sent to the City immediately following the completion of the requested service. All invoices must be detailed original invoices.

Bid Proposal

Lawn Mowing and Clean Up

Monday through Friday
Saturday, Sunday and Holidays

\$ 67.28 /hr
\$ 85.43 /hr

Debris Removal

Monday through Friday
Saturday, Sunday and Holidays

\$ 49.65 /hr
\$ 81.40 /hr

Curbside Pickup

Monday through Friday
Saturday, Sunday and Holidays

\$ 49.65 /hr
\$ 81.40 /hr

Boarding / Securing of Properties

Monday through Friday
Saturday, Sunday and Holidays

\$ 65.86 /hr
\$ 72.95 /hr

Miscellaneous

Monday through Friday
Saturday, Sunday and Holidays

\$ 49.65 /hr
\$ 81.40 /hr

The specification herein states the minimum requirements of the City. All bids must be regular in every respect. Unauthorized conditions, limitations, or provisions shall be cause for rejection. The City will consider as "irregular" or "non-responsive" any bid not prepared and submitted in accordance with the bid document and specification, or any bid lacking sufficient technical literature to enable the City to make a reasonable determination of compliance to the specification.

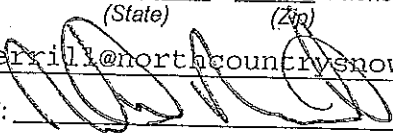
It shall be the bidder's responsibility to carefully examine each item of the specification. Failure to offer a completed bid or failure to respond to each section of the technical specification will cause the proposal to be rejected without review as "non-responsive". All variances, exceptions and/or deviations shall be fully described in the appropriate section.

COMPANY NAME: North Country Snow and Ice Management/North Country Facilities Management

ADDRESS: 207 Maple St.

Glens Falls NY 12801 Phone No. (518) 793-0717
(City) (State) (Zip)

E-MAIL ADDRESS: mmerrill@northcountrysnowplowing.com

AUTHORIZED SIGNATURE: 

PRINTED NAME: Michael Merrill

TITLE: Chief Executive Officer DATE: October 11, 2016



*City of Saratoga Springs
Department of Public Works*

*5 Lake Avenue
Saratoga Springs, NY 12866
(518) 587-3550 office
(518) 587-2417 fax*

To: Commissioner John Franck
From: Commissioner Anthony "Skip" Scirocco
Date: July 27, 2016
Re: Award of Bid: HVAC

The Department is requesting the HVAC IFB# 2016-18 be awarded. The lowest overall acceptable bidder was BPI Mechanical for various prices.

I would appreciate the placement of this item on your agenda for the City Council Meeting scheduled Tuesday, August 2, 2016.

Anthony J. "Skip" Scirocco

Cc: John Hirliman

Department That Owns Award/Extension of Bid: Department of Public Works

Project or Item Being Awarded: HVAC Services

Item Being Extended: _____

Vendor Who Won the Bid: BPI Mechanical

Budget Line Item: A3031624 54610; A3031634 54610; A3031644 54612; A3031654 54610;
A3416314 54610; A3537114 54610; A3567144 54610 3000; A3567174 54610 3000; A3567184 54610
3000; A3567194 54610 3000

Budget Line Item: _____

Assistant Purchasing Agent: Purchasing policy has X / has not _____ been followed in the selection of the winner of the bid or bid extension.

Stephanie Richards
Assistant Purchasing Agent

7/27/14
Date

Director of Risk and Safety: Vendor being awarded the bid or the bid being extended has X / has not _____ met all insurance requirements of the City of Saratoga Springs and has provided a copy of their certificate of insurance for review by the Director of Risk and Safety.

[Signature]
Director of Risk and Safety

7/27/14
Date

****An award/extension of bid will not be placed on the Commissioner's agenda if any of the above is missing. The request to place the item on the agenda will be returned to the appropriate department.**



City of Saratoga Springs, New York

Office of Risk and Safety

Date: 050416

To: Stefanie Richards
Purchasing

From: Marilyn L. Rivers, CPCU ARM AIC
Director of Risk and Safety

RFP 2016-18: HVAC Services

<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Risk and Safety Agreement Executed and Attached
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Insurance Limits Match Requested RSA
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	City is Named as an Additional Insured on a Primary and Non-contributory Basis

☒ Approved ☐ Rejected

Conditionally Approved if the following criteria are met:

BPI Mechanical M Rivers 5/4/16



JOANNE YEPSEN
MAYOR

MICHELE D. CLARK-MADIGAN
COMM. OF FINANCE

ANTHONY SCIROCCO
COMM. OF PUBLIC WORKS

CHRISTIAN MATHIESEN
COMM. OF PUBLIC SAFETY

JOHN FRANCK
COMM. OF ACCOUNTS

City of Saratoga Springs

Request for Proposal

HVAC Services

*PREPARED BY: Department of Public Works
March, 2016*

ALL BIDS SHALL BE ENCLOSED IN A SEALED ENVELOPE MARKED:

RFP #: 2016-18 – HVAC Services

Name of Bidder: BPI MECHANICAL

RFP Opening: Tuesday, May 3, 2016 at 2:00 p.m.

AND RETURN TO:

**City of Saratoga Springs
Department of Accounts
474 Broadway
Saratoga Springs, NY 12866**

*purchasing
okay 5/3/16*



Notice to Bidders

The City of Saratoga Springs, New York, will receive sealed bids for HVAC Services. Sealed bids must be received in its' entirety by the City of Saratoga Springs, Office of the Commissioner of Accounts, 474 Broadway, Saratoga Springs, New York, 12866, by Tuesday May 3, 2016 at 2:00 p.m. at which time they will be publicly opened and read.

Copies of the RFP may be obtained on the City's web page at www.saratoga-springs.org, under current bids. There is no fee for these documents.

Addenda, if any, will be issued only to those persons whose name and address are on record with the City as having obtained a bid packet. Addenda to the bid, when issued, will be on file in the City Clerk's Office at least five days before the bid opening date. If you have obtained a bid packet through the City's web site and would like to be on record for any Addenda please email stefanie.richards@saratoga-springs.org with your name, bid packet obtained and email address.

Questions regarding the bid should be directed to Stefanie Richards in writing at stefanie.richards@saratoga-springs.org. All bids must be made on the official bid form or an exact copy by reproduction thereof and enclosed in a sealed envelope.

No bidder may withdraw his/her bid within sixty (60) calendar days after the actual date of the opening thereof. Subsequent to sixty days an offer may be withdrawn in writing. State Finance Law §163(9)(e)

The City of Saratoga Springs reserves the right to reject any and all bids, to waive any and all informalities and the right to disregard all nonconforming, non-responsive or conditional bid documents. State Finance Law §163(9)(d)

**City of Saratoga Springs
Saratoga County, New York**



Instructions to Bidders

1. RFP DOCUMENTS

This document includes a complete set of the RFP specifications and required documents, which are for the convenience of bidders and are not to be detached from the bid.

2. INTERPRETATION OR ADDENDA

No oral interpretation will be made to any bidder as to the meaning of the bid or any part thereof. Every request for such an interpretation shall be made in writing to the City. Any inquiry received seven or more days prior to the date fixed for opening of bids will be given consideration. Every interpretation made to a bidder will be in the form of Addenda to the bid, and when issued, will be on file in the City Clerk's Office at least five days before bids are opened.

All Addenda will be emailed to each person whose name and address are on record with the City as having attained a bid packet. All such Addenda shall become part of the bid and all bidders shall be bound by such Addenda, whether or not received by the bidders.

3. BIDS

All bids must be submitted on documents supplied by the City and shall be subject to all requirements of the bid and these Instructions to Bidders. All bids must be regular in every respect and no interlineations, excisions or special conditions shall be made or included in the bid documents by the bidder. The City Council may consider as irregular any bid on which there is an alteration of or departure from the bid forms hereto attached and at its' option may reject the same.

In order to guard against premature opening of the bid documents, bids shall be enclosed in a sealed and clearly labeled envelope with the words:

RFP #: 2016-18 - HVAC Services

Name of Bidder: BPI MECHANICAL

Bid Opening: Tuesday, May 3, 2016 at 2:00 p.m.

AND RETURN TO:

City of Saratoga Springs
Department of Accounts
474 Broadway
Saratoga Springs, NY 12866

4. WAIVER OF IMMUNITY AND NON-COLLUSIVE BIDDING CERTIFICATIONS

Each bidder submitting a bid to the City for the work contemplated by the documents on which bidding is based shall execute and attach thereto, the Non-Collusion Affidavit on the form herein provided, to the effect that he has not colluded with any other person, firm or corporation in regard to any bid submitted.

Failure to submit the executed Waiver of Immunity and Non-Collusive Agreements at the time of bid submission will disqualify the bid submission.

5. VENDOR CODE OF CONDUCT

Contractor must execute Vendor Code of Conduct and include the agreement with the bid response submission. ***Failure to submit the executed Vendor Code of Conduct at the time of bid submission will disqualify the bid submission.***

6. RISK AND SAFETY AGREEMENT

Bidder must execute the Risk and Safety Agreement and include the agreement with the bid response submission. ***Failure to submit the executed Risk and Safety Agreement at the time of bid submission will disqualify the bid submission.***

7. CERTIFICATE OF INSURANCE

Bidder must include a Certificate of Insurance as outlined in the Risk and Safety Agreement with the bid response submission. ***Failure to submit a Certificate of Insurance at the time of bid submission will disqualify the bid submission.***

8. CORRECTIONS

The bidder must initial erasures or other changes in the bid.

9. RECEIVING BIDS

Bids received prior to the advertised time of opening will be securely kept, sealed. The City Clerk's office, whose duty it is to open them will decide when the specified time has arrived to open bids, and no bid received thereafter will be considered. **LATE BIDS will be rejected. E-mail or faxed bid submissions are not acceptable and will not be considered.**

10. OPENING OF BIDS

At the time and place fixed for the opening of bids, the City will cause to be opened and publicly read aloud every bid that was received within the time set for receiving bids. Bidders and other persons properly interested may be present, in person or by representative.

11. WITHDRAWAL OF BIDS

Bids may be withdrawn on written request dispatched by the bidder in time for delivery in the normal course of business prior to the time fixed for opening; provided that written confirmation of withdrawal over the signature of the bidder is placed in the mail and postmarked prior to the time set for bid opening.

12. EVALUATION PROCESS

After the bid opening, each bidder's proposal will be screened for completeness and conformance with requirements for bid submission as set forth under the Bidders Submittal Instructions. Proposals that do not meet the City's requirements as set forth in the RFP will be deemed nonresponsive and given no further consideration.

Proposals meeting the requirements of the City will be evaluated first on technical information (i.e. operational plan, company background, staffing & personnel biographies, relevant experience, references) and then on the cost proposal.

13. AWARD OF CONTRACT: REJECTION OF BIDS

If the Contract is awarded, it will be awarded to the responsive and responsible bidder submitting the best value bid complying with the conditions and qualifications of the Notice to Bidders and Instructions to Bidders. The bidder to whom the award is made will receive by mail a "Notice of Award" at the earliest possible date.

The City, however, reserves the right to reject any and all bids and to waive any informality in bids received whenever bid packages are submitted incomplete without the required attachments and/or such rejections or waivers are in its best interest.

All changes in the award contract effecting price and time must be brought to City Council for approval.

The contract term is for one (1) year from midnight May 22, 2016 to midnight May 22, 2017. The City reserves the right to extend the contract for one (1) year from expiration under the same terms and conditions as long as the extension is agreeable to both the City and the Contractor for up to five (5) years with contract renewals to occur annually by Council approval.

14. EQUAL EMPLOYMENT OPPORTUNITY

Attention of bidders is particularly called to the requirements for ensuring that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin.

15. COMPLIANCE

Failure to comply with any of the above terms or any evidence of poor quality or service will be considered cause of discontinuing business with the successful bidder.

16. WAGES AND SALARIES

Attention of Bidders is called to the requirements concerning the payment of **not less than the prevailing wage and salary rates** specified in New York State Labor Law and the conditions of employment with respect to certain categories and classifications of employees.

All work is to be completed in accordance with the most current prevailing wage rate schedule. To view the PDF file of your schedule, copy and paste or type the following into your web browser:

<https://wpp.labor.state.ny.us/wpp/publicViewProject.do?method=showIt&id=1270342>

17. CONTRACTOR COORDINATION

The successful Bidder will be required to cooperate with and coordinate all work with the successful Bidder for plumbing services associated with this HVAC contract.



Bidders Submittal Instructions

BIDDERS PLEASE NOTE YOUR BID MUST BE RETURNED AS FOLLOWS:

Step One: You **MUST** execute and include the following documents with your response:

- Your response to the RFP in question (1 original/1 copy)
- Waiver of Immunity and Non-Collusive Bidding Certification
- Vendor Code of Conduct
- Statement of Bidder's Qualifications
- Risk & Safety Agreement
- **Certificate of Insurance** (as outlined in Risk & Safety Agreement)
 - **Including Worker's Compensation Certificate**

***FAILURE TO SUBMIT RFP DOCUMENTS AS OUTLINED ABOVE WILL LEAD TO
IMMEDIATE RFP DISQUALIFICATION.***

Step Two: Enclose your bid in a sealed envelope marked:

RFP #: 2016-18 – HVAC Services

Name of Bidder: BPI MECHANICAL

Bid Opening: Tuesday, May 3, 2016 at 2:00 p.m.

Step Three: Please return your response to this RFP to the following address:

**City of Saratoga Springs
Department of Accounts
474 Broadway
Saratoga Springs, NY 12866**



Statement of Specifications **for** **HVAC Services**

INTENT

It is the intent of this specification to provide for the purchase of HVAC Services for Various City Buildings for regular manufacturer recommended maintenance service and on an "as needed" basis. In comparing proposals, consideration will not be confined to price only. The successful bidder will be one whose product is judged to be of best quality. The City reserves the right to reject any or all bids or any part thereof, and to waive any minor technicalities. A contract will be awarded to the bidder submitting the lowest responsible bid meeting the requirements of this specification.

GENERAL

The specification herein states the minimum requirements of the City. All bids must be regular in every respect. Unauthorized conditions, limitations, or provisions shall be cause for rejection. The City will consider as "irregular" or "non-responsive" any bid not prepared and submitted in accordance with the bid document and specification, or any bid lacking sufficient technical literature to enable the City to make a reasonable determination of compliance to the specification.

It shall be the bidder's responsibility to carefully examine each item of the specification. Failure to offer a completed bid or failure to respond to each section of the technical specification will cause the proposal to be rejected without review as "non-responsive". All variances, exceptions and/or deviations shall be fully described in the appropriate section.

The intent of this document is to provide interested bidders with sufficient information to enable them to prepare and submit a proposal for consideration by the City of Saratoga Springs for HVAC Services for various City buildings with routine maintenance and on an **as needed basis** to assist the City of Saratoga Springs with renovations, and remodels of existing facilities. The existing facilities where work **may** be performed and a current list of HVAC are included as "Attachment A". "Attachment A" is subject to change and should be used as a reference by Bidders for development of bid submission. "Attachment A" is not a strict adherence to what will or will not be serviced under this document. This bid submission for HVAC services is all inclusive of City owned buildings and property.

SCOPE OF SERVICES

The scope of services is to include the following, but not limited to: routine HVAC maintenance, controls, gas piping, motors, air balancing and fixtures, and other related services. The successful bidder shall provide and furnish all labor, tools, materials, supplies, equipment, fees, permits, and transportation necessary to complete the work.

The term HVAC services, when used in these specifications shall mean the practice, materials and fixtures used in the installation, maintenance, extension, alteration and/or for the removal, repair and or replacement of all piping, fixtures, and boiler appurtenances in connection with any of the following: venting systems, boiler and heating systems within and/or adjacent to any City building. Further, the practice and material used in the installation, maintenance, extension, alteration or removal of refrigeration and air conditioning drainage, liquid waste, sewage and water supply shall be handled in accordance with State regulations.

Technicians shall be on call 24 hours a day with a guaranteed two (2) hour response time.

Technicians shall contact the authorized City representative upon arrival at the job site. Actual travel time to and from the job work location is not reimbursable under the contract. Technicians shall ensure that the authorized City representative logs the start and completion times on the service ticket for services performed. Technicians shall provide the following information on the service ticket: Department name and location (i.e. building & room), name of technician(s) performing the work, and purchase order number. Copies of work orders signed by City employee shall accompany the invoice. For routine maintenance service calls, technicians shall complete and submit "Attachment B" to the work order.

All work required to correct any problems diagnosed by the successful bidder must be approved by the City representative. The successful bidder shall work until each job is completed. The successful bidder shall have multiple technicians available to be able, if necessary, to respond to multiple requests for service at the same time.

The successful bidder shall leave the work area broom-clean of materials, debris, and equipment and shall dispose of all defective materials removed in performance of the service and within strict accordance with all applicable rules, regulations, codes, laws, ordinances, statutes, etc.

The successful bidder shall clean, repair, or replace any item damaged by the successful bidder during the performance of the service at no additional cost to the City.

UNSATISFACTORY PERFORMANCE:

The City may consider the following performance by the successful bidder as unsatisfactory performance:

1. In excess of one service "call back" to correct the same problem within 30 consecutive calendar days.
2. In excess of one instance within one calendar year of successful bidder personnel assigned to an authorized service call not having the skill or knowledge to diagnose the problem and/or perform the repair.

PERFORMANCE WARRANTY:

Work performed shall meet all applicable requirements of the latest revision of the Mechanical, National Electrical and Unified Building and Plumbing codes. The successful bidder shall guarantee all work against any defects in workmanship; and shall satisfactorily correct, at no cost to the City, any such defect that may become apparent within a period of one year after completion of work.

MATERIAL WARRANTY:

Parts furnished under this bid shall be the latest improved models in current production, as offered to commercial trade, and shall be of quality material. Used, shopworn, demonstrator, prototype, reconditioned or discontinued models are NOT acceptable. The warranty period for successful bidder provided materials shall be for a period of one year after completion of the installation or within the manufacturer's warranty, whichever is the later period. The warranty shall commence upon the date of acceptance by the City. The successful bidder shall provide the City's representative with all manufacturers' warranty documents upon completion of installation and prior to leaving the job site.

SAFETY:

The successful bidder shall provide all equipment and tools which shall be the appropriate type for the task and shall be well maintained, calibrated, and in proper working order before use in the performance of the work. The successful bidder shall, prior to commencing work, thoroughly examine and become familiar with the system(s) and associated facilities to insure the service can be completed in an orderly, safe manner. The successful bidder shall maintain a safe work environment at all times. The successful bidder shall report to the City's representative the existence of unsafe condition(s) which will compromise the performance of the service.

Where work makes temporary shutdown of services unavoidable, shutdown at night or at such times as approved by the City, which will cause least interference with established operating routines, shall be required. The successful bidder will arrange to work continuously, including overtime if required, to assure that building services will be shut down only during time actually required to make necessary connections to existing work and/or removals that may be required. Any shutdowns of existing services are to be kept to a minimum. Prior to any shutdown, arrangements shall be made with the City to establish a time agreeable to them.

The City reserves the right to contract independently of this contract for HVAC services for any capital improvements projects in excess of \$20,000 in total anticipated project cost.

The successful bidder shall maintain a record logbook on site of all maintenance and repairs relating to the equipment included in this agreement. Log books will record each visit by the Contractor and retain one copy of the Preventative Maintenance checklist (Attachment B). Work orders with Preventative Maintenance checklist (Attachment B) are to be turned in to a designated person at the City upon completion of each inspection as long as equipment checks out satisfactorily. If a problem is found that has the potential to be a major problem, or if it may be the cause for shutdown repairs, the problem must be directly brought to the attention of the City so that a plan of action can be formulated for the timeliest repair to the equipment.

DEFINITION OF 'SERVICE WORK' AND 'EMERGENCY WORK':

'Service Work' hours are defined as any hours worked between 8:00 am and 5:00 pm, Monday through Friday. 'Emergency Work' hours are defined as any work performed outside of 'service work' hours; which may include holidays.

TIME AND MATERIAL WORK:

All quotes for Special Requests and Emergency Services shall include a cost breakdown submitted by the contractor as follows: labor rate, quantity of hours and materials list. Each Special Request and Emergency Service shall generate a separate invoice detailing labor charge and parts/materials as outlined.

INVOICING:

An invoice will be generated after each service has been performed. Each service call or additional work request shall generate a separate invoice detailing the labor charge, parts and materials. All invoices must reference the purchase order number. Each invoice shall attach a final service report referencing all service activity per work order and/or monthly report.

BID PROPOSAL FORM

Bidders will quote and hourly labor rate as specified below. The contractor must bid on all of the following items (Hourly rates are to be total cost)

1. SERVICE WORK

A. CERTIFIED HVAC TECHNICIAN

- | | | |
|--------------------------|---------------------------------------|-----------------------|
| • Regular Working Hours | 8 am- 5 pm M-F | \$ <u>86.-</u> /hour |
| • Overtime Working Hours | 5 pm- 8 am M-F | \$ <u>121.-</u> /hour |
| | 5 pm Fri- 12 Midnight Sat | \$ <u>121.-</u> /hour |
| • Sunday Working Hours | 12 Midnight Sat- 8 am Mon | \$ <u>155.-</u> /hour |
| • Holiday | 5 pm prior night - 8 am following day | \$ <u>155.-</u> /hour |

B. HVAC TECHNICIAN HELPER (Apprentice)

- | | | |
|--------------------------|---------------------------------------|-----------------------|
| • Regular Working Hours | 8 am- 5 pm M-F | \$ <u>82.-</u> /hour |
| • Overtime Working Hours | 5 pm- 8 am M-F | \$ <u>114.-</u> /hour |
| | 5 pm Fri- 12 Midnight Sat | \$ <u>114.-</u> /hour |
| • Sunday Working Hours | 12 Midnight Sat- 8 am Mon | \$ <u>145.-</u> /hour |
| • Holiday | 5 pm prior night - 8 am following day | \$ <u>145.-</u> /hour |

2. EMERGENCY WORK

A. CERTIFIED HVAC TECHNICIAN

- | | | |
|--------------------------|---------------------------------------|-----------------------|
| • Regular Working Hours | 8 am- 5 pm M-F | \$ <u>86.-</u> /hour |
| • Overtime Working Hours | 5 pm- 8 am M-F | \$ <u>121.-</u> /hour |
| | 5 pm Fri- 12 Midnight Sat | \$ <u>121.-</u> /hour |
| • Sunday Working Hours | 12 Midnight Sat- 8 am Mon | \$ <u>155.-</u> /hour |
| • Holiday | 5 pm prior night - 8 am following day | \$ <u>155.-</u> /hour |

B. HVAC TECHNICIAN HELPER (Apprentice)

- | | | |
|--------------------------|---------------------------------------|-----------------------|
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| | 5 pm Fri- 12 Midnight Sat | \$ <u>114.-</u> /hour |
| • Sunday Working Hours | 12 Midnight Sat- 8 am Mon | \$ <u>145.-</u> /hour |
| • Holiday | 5 pm prior night - 8 am following day | \$ <u>145.-</u> /hour |

3. Material Mark-up from wholesale rates

25 %

COMPANY NAME: BPI MECHANICAL SERVICE

ADDRESS: 95 HUDSON RIVER RD.

WATERFORD NY 12188 Phone No. 518 238 2383
(City) (State) (Zip)

E-MAIL ADDRESS: DANK@BPIPIPING.COM

AUTHORIZED SIGNATURE: [Signature]

PRINTED NAME: DANIEL KEATING

TITLE: PRESIDENT DATE: 5/3/16

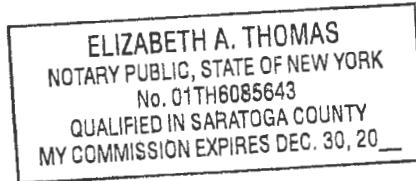
CITY OF SARATOGA SPRINGS
REQUEST FOR PROPOSAL

HVAC SERVICES

State of NEW YORK)
)SS:
County of SARATOGA)

On this, the 3rd day of May, 2016, before me a notary public, the undersigned officer, personally appeared Daniel Keating known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument, and acknowledged that he executed the same for the purposes therein contained.

In witness hereof, I hereunto set my hand and official seal.



Elizabeth A. Thomas
Notary Public

For a corporation:
State of NEW YORK
County Of SARTOGA

The foregoing instrument was acknowledged before me this (5/3/16 date) by (Daniel Keating Pres name of officer or agent, title of officer or agent) of (BPI Mechanical Svc. (name of corporation acknowledging), a (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced _____ (type of identification) as identification.

[Signature]
(Signature of person taking acknowledgment)



Statement of Bidder's Qualifications

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. If necessary, questions may be answered on separate sheets. The Bidder may submit any additional information he/she desires.

1. Name of Bidder: BPI MECHANICAL
2. Business Address: 95 HUDSON RIVER RD.
3. When organized: 2012 State of Incorporation: NY
4. How many years have you been engaged in restoration under your present firm or trade name? _____
5. General character of work performed by your company: HVAC/PLUMB./MECHANICAL

6. Have you ever defaulted on a contract? ☐ Yes ☒ No (If yes, please state where and why on a separate sheet of paper.)

7. Have you ever failed to complete any work awarded to you? ☐ Yes ☒ No (If yes, please state where and why on a separate sheet of paper.)

8. List below three (3) previous contracts completed within the last three (3) years similar in size and scope. Include name of project contact and current telephone number:

Name of Project #1: ALBANY CITY SCHOOLS HVAC SERVICE

Anticipated Completion Date: 3 YEAR ON GOING

Owner's Contact Information: BRIAN DENGELER 518 466-1122

Name of Project #2: HVAC COLLEGE MECHANICAL SERVICE

Anticipated Completion Date: MULTI YEAR

Owner's Contact Information: RICH EDWARDS 518 629-7427

Name of Project #3: TIME WARNER HVAC SERVICE

Anticipated Completion Date: HVAC PM CONTRACT ON GOING

Owner's Contact Information: MITCH SEID 518 505 1046

List sources, materials and maximum lead times applicable to this project:

Supplier #1: UNITED REFRIGERATION

Materials / Maximum lead time: HVAC/R SUPPLIES

Supplier #2: FW WEBB

Materials / Maximum lead time: HVAC SUPPLIES



Waiver of Immunity Clause
Section §139(a) State Finance Law

Upon the refusal by a representative of your firm, when called before a grand jury to testify concerning any transaction or contract with the City of Saratoga Springs, New York, or to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant question concerning such transactions or contracts,

(a) such person, and any firm, partnership or corporation of which he is a member, partner, director or officer shall be disqualified from thereafter selling to or submitting bids to or receiving awards from or entering into any contracts with any municipal corporation or fire district, or any public department, agency or official thereof, for goods, work or services, for a period of five years after such refusal, and to provide also that

(b) any and all contracts made with any municipal corporation or fire district, or any public department, agency or official thereof, since the effective date of this law, by such person, and by any firm, partnership or corporation of which he is a member, partner, director or officer may be cancelled or terminated by the City without incurring any penalty or damages on account of such cancellation or termination, but any monies owing by the City for goods delivered or work done prior to the cancellation or termination shall be paid.

Non-Collusive Bidding Certification
Section §139(d) State Finance Law

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and, in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition."

A bid shall not be considered for award nor shall any award be made where (1), (2), (3) above have not been complied with, provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore.

Signature: [Signature] Print Name: DANIEL KEATING
Title: PRESIDENT Date: 5/3/16
Company: BPI MECHANICAL Address: 95 HUDSON RIVER RD.

Subscribed to under penalty of perjury under the laws of the State of New York, this 3 day of MAY, 2016 as the act and deed of said corporation or partnership.



Vendor/Supplier Code of Conduct

The City of Saratoga Springs is committed to conduct business in a lawful, ethical and moral manner and expects the same standards from vendors/suppliers that the City conducts business with. The City requires that all vendors/suppliers abide by this Code of Conduct. Failure to comply with this Code may be sufficient cause for the City to exercise its' rights to terminate its' business relationship with vendors/suppliers. Vendors/suppliers agree to provide all information requested which is necessary to demonstrate compliance with this Code.

At a minimum, the City requires that all vendors/suppliers meet the following standards:

- Legal: Vendors/suppliers and their subcontractors agree to comply with all applicable local, state and federal laws, regulations and statutes.
- The City expects vendors/suppliers to respect the City's rules and procedures.
- Conflict of Interest: The vendor/supplier represents and warrants that it has no conflict, actual or perceived, that would prevent it from doing business with the City of Saratoga Springs.
- Wages & Benefits: Vendors/suppliers will set working hours, wages, and NYS statutory benefits and overtime pay in compliance with all applicable laws and regulations. Where applicable, as defined by NYS Labor Law, the vendor/supplier must comply with prevailing wage rates.
- Health & Safety: Vendors/suppliers and their subcontractors shall provide workers with a safe and healthy work environment that complies with local, state and federal health and safety laws.
- Discrimination: No person shall be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, party affiliation or social ethnic origin.
- Working conditions: Vendors/suppliers must treat all workers with respect and dignity and provide them with a safe and healthy environment.
- Right to organize: Employees of the vendor/supplier should have the right to decide whether they want collective bargaining.
- Subcontractors: Vendors/suppliers shall ensure that subcontractors shall operate in a manner consistent with this Code.
- Protection of the Environment: Vendors/suppliers shall comply with all applicable environmental laws and regulations. Vendors/suppliers shall ensure that the resources and material they use are sustainable, are capable of being recycled and are used effectively and a minimum of waste. Where practicable, vendors/suppliers are to utilize technologies that do not adversely affect the environment and when such impact is unavoidable, to ensure that it is minimized.

Vendor Acknowledgement

The undersigned vendor/supplier hereby acknowledges that it has received the City of Saratoga Springs Vendor/Supplier Code of Conduct and agrees that any and all of its facilities and subcontractors doing business with the City will receive the Code and will abide by each and every term therein.

Vendor/supplier acknowledges that its failure to comply with any condition, requirement, policy or procedure may result in the termination of the business relationship. Vendor/supplier reserves the right to terminate its agreement to abide by the Code of Conduct at any time for any reason upon ninety (90) days prior written notice to the City.

Signature: [Signature]

Printed name: DANIEL KEATING

Title: PRESIDENT

Date: 5/3/16

Company Name: BPI MECHANICAL SERVICE



City of Saratoga Springs, NY: Risk and Safety Agreement for Contractor Services

(For Construction Projects Whose Values are Less Than One Hundred Thousand Dollars)

City Project Number: 2016-18 City Project Name: HVAC SERVICE Prevailing Wage Project No.: _____
City Department: ALL Department Contact Person: _____ City Ext. _____
Company Name: BPI MECHANICAL
Company Address: 95 HUDSON RIVER RD.
Company Telephone No.: 518 238 2383 Company Fax No.: 518 233 0123
Contractor Primary Contact for This Project: DAN KEATING Title: _____

Any and all professional services performed under this Agreement shall be completed by an individual licensed by the NYS Office of Professions - Education Department as applicable to the service provided including, but not limited to accounting, actuarial, engineering and architectural services. The Contractor represents that it has all necessary governmental licenses to perform the services described herein.

The Contractor shall procure and maintain during the term of this contract, at the Contractor's expense, the insurance policies listed with limits equal to or greater than the enumerated limits. The Contractor shall be solely responsible for any self-insured retention or deductible losses under each of the required policies. Every required policy, including any required endorsements and any umbrella or excess policy, shall be primary insurance. Insurance carried by the City of Saratoga Springs, its officers, or its employees, if any, shall be excess and not contributory insurance to that provided by the Contractor. Every required coverage type shall be "occurrence basis" with the exception of Professional Errors and Omissions Coverage which may be "claims made" coverage. The Contractor may utilize umbrella/excess liability coverage to achieve the limits required hereunder; such coverage must be at least as broad as the primary coverage (follow form). The Office of Risk & Safety Management must approve all insurance certificates. The City of Saratoga Springs reserves its right to request certified copies of any policy or endorsement thereto. All insurance shall be provided by insurance carriers licensed & admitted to do business in the State of New York and must be rated "A--:VII" or better by A.M. Best (Current Rate Guide). If the Contractor fails to procure and maintain the required coverage(s) and minimum limits such failure shall constitute a material breach of contract, whereupon the City of Saratoga Springs may exercise any rights it has in law or equity, including but not limited to the following: (1) immediate termination of the contract; (2) withholding any/all payment(s) due under this contract or any other contract it has with the vendor (common law set-off); OR (3) procuring or renewing any required coverage(s) or any extended reporting period thereto and paying any premiums in connection therewith. All monies so paid by the City of Saratoga Springs shall be repaid upon demand, or at the City's option, may be offset against any monies due to the Contractor.

The City of Saratoga Springs requires the Contractor name the City as a Certificate Holder for the following coverage for the work covered by this Agreement:

- **Commercial General Liability** Including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate;
- **Commercial Automobile Insurance:** One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
- **Excess Insurance:** One Million Dollars per Occurrence Aggregate; AND
- **NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance:** Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect.

It shall be an affirmative obligation of the Contractor to advise City's Office of Risk and Safety via mail to Office of Risk and Safety, City of Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866, within two days of the cancellation or substantive change of any insurance policy set out herein, and failure to do so shall be construed to be a breach of this Agreement. The Contractor acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the City. The Contractor is to provide the City with a Certificate of Insurance naming the City as **Additional Insured on a primary and non-contributory basis prior** to the commencement of any work or use of City facilities. The failure to object to the contents of the Certificate of Insurance or the absence of same shall not be deemed a waiver of any and all rights held by the municipality. In the event the Contractor utilizes a Subcontractor for any portion of the services outlined within the scope of its activities, the Subcontractor shall provide insurance of the same type or types and to the same extent of coverage as that provided by the Contractor. All insurance required of the Subcontractor shall name the City of Saratoga Springs as an **Additional Insured on a primary and non-contributory** basis for the same coverage all those activities performed within its contracted activities for the contact as executed.

The Contractor, to the fullest extent provided by law, shall defend, indemnify and save harmless the City of Saratoga Springs, its Agents and Employees (hereinafter referred to as "City"), from and against all claims, damages, losses and expense (including, but not limited to, attorneys' fees), arising out of or resulting from the performance of the work or purchase of the services, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of Contractor or its employees or anyone for whom the Contractor is legally liable or Subcontractors. Without limiting the generality of the preceding paragraphs, the following shall be included in the indemnity hereunder: any and all such claims, etc., relating to

personal injury, death, damage to property, or any actual or alleged violation of any applicable statute, ordinance, administrative order, executive order, rule or regulation, or decree of any court of competent jurisdiction in connection with, or arising directly or indirectly from, errors and/or negligent acts by the Contractor, as aforesaid.

The Contractor agrees to comply with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 and not discriminate on the basis of disability in the admission or access to, or treatment of employment in its services, programs, or activities. The Contractor agrees to hold harmless and indemnify the City from costs, including but not limited to damages, attorney's fees and staff time, in any action or proceeding brought alleging a violation of ADA and/or Section 504 caused by the Contractor. Upon request accommodation will be provided to allow individuals with disabilities to participate in all services, programs and activities.

The Contractor will provide his or her own equipment and materials as necessary to perform the work except as identified within the RFP/RFQ/BID Documents. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of copartners between the parties hereto or as constituting the Contractor's staff as the agents, representatives or employees of the City for any purpose in any manner whatsoever. The Contractor and its staff are to be and shall remain an independent Contractor with respect to all services performed under this Agreement. The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required by the Contractor under this Agreement, shall not be considered employees of the City, and any and all claims that may or might arise under the Workers' Compensation Laws of the State of New York on behalf of said personnel or other persons while so engaged, and any and all claims whatsoever on behalf of any such person or personnel arising out of employment or alleged employment including, without limitation, claims of discrimination against the Contractor, its officers, agents, Contractors or employees shall in no way be the responsibility of the City; and the Contractor shall defend, indemnify and hold the City, its officers, agents and employees harmless from any and all such claims regardless of any determination of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the City, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Compensation, disability, and severance pay

The City of Saratoga Springs specifically reserves the right to suspend or terminate all work under this contract whenever Contractor and/or Contractor's employees or subcontractors are proceeding in a manner that threatens the life, health or safety of any of Contractor's employees, subcontractor's employees, City employees or member(s) of the general public on City property. This reservation of rights by the City of Saratoga Springs in no way obligates the City of Saratoga Springs to inspect the safety practices of the Contractor. If the City of Saratoga Springs exercises its rights pursuant to this part, the Contractor shall be given three days to cure the defect, unless the City of Saratoga Springs, in its sole and absolute discretion, determines that the service cannot be suspended for three days due to the City of Saratoga Springs' legal obligation to continuously provide Contractor's service to the public or the City of Saratoga Springs' immediate need for completion of the Contractor's work. In such case, Contractor shall immediately cure the defect. If the Contractor fails to cure the identified defect(s), the City of Saratoga Springs shall have the right to immediately terminate this contract. In the event that the City of Saratoga Springs terminates this contract, any payments for work completed by the Contractor shall be reduced by the costs incurred by the City of Saratoga Springs in re-bidding the work and/or by the increase in cost that results from using a different vendor.

Contractor, having agreed to the terms and the recitals set forth herein, and in relying thereon, herein signs this Agreement.

Contractor Signature: _____

Date: _____

5/3/16

ATTACHMENT A

Current List of City Owned HVAC Equipment

The City of Saratoga Springs has 14 facilities located at various locations throughout the City. This may increase or decrease over the duration of the price agreement. Below is a listing of the 14 sites:

City Hall

Category	Brand	Type	Model#	Serial #	Year
Air Conditioner	Fraser-Johnston	Air Conditioner	ZS-03N11NTAA2		2014
Air Exchanger	Airstage	Wall Mounted	ASUA9TLAV		2014
Air Exchanger	Airstage	Wall Mounted	ASUA18TLAV		2014
Air Exchanger	Airstage	Wall Mounted	ASUA7TLAV		2014
Air Exchanger	Airstage	Wall Mounted	ASUA12TLAV		2014
Air Exchanger	Airstage	Wall Mounted	ASUA7TLAV		2014
Air Exchanger	Airstage	Wall Mounted	ASUA12TLAV		2014
Air Exchanger	Airstage	Wall Mounted	ASUA7TLAV		2014
Air Exchanger	Airstage	Wall Mounted	ASUA7TLAV		2014
Air Exchanger	Airstage	Wall Mounted	ASUA12TLAV		2014
Air Exchanger	Airstage	Wall Mounted	ASUA7TLAV		2014
Air Exchanger	Airstage	Wall Mounted	ASUA12TLAV		2014
Air Exchanger	Airstage	Wall Mounted	ASUA18TLAV		2014
Air Exchanger	Bryant	Forced Air	FA4CNB060	0506A82453	
Air Exchanger	Bryant	Forced Air	FA4CNB060	0706A81971	
Air Exchanger	Goodman Mfg Co	Forced Air			2014
Boiler	Weil McLain	Gas Boiler	LBG-13	2	2000
Boiler	Weil McLain	Gas Boiler	LBG-13	2	2007
Condenser	Airstage	Condenser	AQUA72RLBV		2014
Condenser	Airstage	Condenser	AQUA72RLBV		2014
Condenser	Airstage	Condenser	AQUA144RLBVG		2014
Condenser	Amana	Condenser	ASX130181		2014
Condenser	Bryant	Condenser	113RPA060-D	1406E88858	
Condenser	Bryant	Condenser	113RPA060-D	1406E88859	

Visitors Center

Category	Brand	Type	Model#	Serial #	Year
Boiler	Weil McLain	Gas Boiler	P-EG 45-S-P1		1983
Boiler	Weil McLain	Gas Boiler	EGH-105-P1	CP1678806	1983

Canfield Casino

Category	Brand	Type	Model#	Serial #	Year
Air Exchanger	Trane	Air Exchanger		K90A02890	
Boiler	P-K Mach	Gas Boiler	C-1050	W816-08-2813	2008
Boiler	P-K Mach	Gas Boiler	C-1050	W816-08-2819	2008
Condenser	York	Air Conditioner	YCAL0060EB17	2DTM000476	2008

DPW Garage

Category	Brand	Type	Model#	Serial #	Year
Heater		Gas Heater			
Heater	Ruud	Gas Furnace			2002

DPW Carpentry Shop/DPW Dispatch

Category	Brand	Type	Model#	Serial #	Year
Air Exchanger	Liebert	Electric Climate Controller	DMED2DE-PH1		
Condenser		Air Conditioner			
Heater	Modine	Gas Heater	PA75AB	30012011290	
Heater	Modine	Gas Heater	PA130AB	08012011090	
Heater	Modine	Gas Heater	PA30AB	30012011190	

Arts Council Building

Category	Brand	Type	Model#	Serial #	Year
Air Exchanger	EZ Vent		E2V-310	A1000383	
Air Exchanger	Trane	L-12		K152145	
Boiler	Hydro Therm	Gas Boiler	MR-750C	R-2011-3234	1969
Boiler	Weil McLain	Gas Boiler	LGB5W/SN5	H7268.51234679T	2000
Condenser	Goodman Mfg Co	Condenser	CK60-3C	9703105656	
Condenser	York	Condenser	H5CE090A25A	(s)NHMM084499	1982/2003
Condenser	York	Condenser	H4CE090A25C	(s)NDHM049885	1978/1999

Weibel Ice Arena

Category	Brand	Type	Model#	Serial #	Year
Air Exchanger	Carrier	Forced Air	39LF1183AB114-S	4193T43914	
Air Exchanger	Carrier	Forced Air	39LF1183AB114-S	4193T43913	
Condenser	York	Chiller	HCIV0207PA46VABBXTX	RDVM024871	2009
Heater	Reznor	Heater	RPBL 600		2013
Heater	Reznor	Heater	RPBL 600		2013
Heater	Reznor	Heater	RPBL 400		2013

Vernon Ice Arena

Category	Brand	Type	Model#	Serial #	Year
Chiller	York	Chiller	YCIV0157VABBXT	RDVM024847	2009

Senior Citizens Center

Category	Brand	Type	Model#	Serial #	Year
Air Conditioner	Sanyo	Air Exchange	SAP241V	0017452	
Air Conditioner	York Stellar Plus	Air Exchange	M3UF032SA	EABS002710	
Air Exchanger		Forced Air	FC48D3XN1H		
Boiler	Lochinvar Knight XL	Gas Boiler	KBN501	I12H10230288	2012
Boiler	Lochinvar Knight XL	Gas Boiler	KBN501	I12H10230299	2012
Condenser	Ruud	Condenser			
Condenser	Sanyo	Condenser	SAP241C	01085 52	
Condenser	York	Condenser	D3NZ060N11025A	(S)NOH8214960	

Franklin Community Center

Category	Brand	Type	Model#	Serial #	Year
Boiler	De Bietrich	Gas Boiler	GT 120 A/II Series GT 126A	A8578 7005 03 09 000001	2009
Boiler	De Bietrich	Gas Boiler	GT 120 A/II Series GT 126A	A8578 7005 03 09 000002	2009

Southside Rec Bldg

Category	Brand	Type	Model#	Serial #	Year
Air Exchanger		Air Conditioner			
Air Exchanger		Air Conditioner			
Air Exchanger	Conserv	Air Exchanger	M04IHH23H9K00CEFY		2009
Condenser	Trane	Chiller	4TTB3036B1000BA	9483K7D5F	2009
Condenser	York	Chiller	J30HBC00A2DAA2 A	(S)NON9463717	
Condenser	York	Chiller	J30HBC00A2DAA2 A	(S)NON9463716	
Heat Pump	FHP Mfg	Heat Exchanger (Geothermal)	EC036-3VTC	SK128730	2009
Heat Pump	FHP Mfg	Heat Exchanger (Geothermal)	EC018-1VTC	SK128725	2009
Heat Pump	FHP Mfg	Heat Exchanger (Geothermal)	EC048-3VTC	SK128732	2009
Heat Pump	FHP Mfg	Heat Exchanger (Geothermal)	EC036-3VTC	SK128748	2009
Heat Pump	FHP Mfg	Heat Exchanger (Geothermal)	EC036-3VTC	SK128726	2009
Heater	Rapid Control	Forced Hot Air (Natural Gas)	4C44 AM		

Water Treatment Plant

Category	Brand	Type	Model#	Serial #	Year
Boiler	Weil McLain	Gas Boiler	LBG-13		1994

Lake Ave Fire Station

Category	Brand	Type	Model#	Serial #	Year
Boiler	Smith Cast Iron Boiler	Gas Boiler	GB300-S/W-14 INT	GB300-14-070014	2006

West Ave Fire Station

Category	Brand	Type	Model#	Serial #	Year
Furnace	Coleman	Gas Furnace	TG9S120D20MP11B	W1K4102191	
Furnace	Goodman Mfg Co	Gas Forced Air	CAPF1824BBCA	0809431542	

Indoor Recreation Center

Category	Brand	Type	Model#	Serial #	Year
Heat Pump	FHP Manufacturing	Heat Exchanger (Geothermal)	EC036-3VTC	SK128726	2009
Heat Pump	FHP Manufacturing	Heat Exchanger (Geothermal)	EC036-3VTC	SK128748	2009
Heat Pump	FHP Manufacturing	Heat Exchanger (Geothermal)			2009
Heat Pump	FHP Manufacturing	Heat Exchanger (Geothermal)	EC030-3VTC	SK128730	2009
Heat Pump	FHP Manufacturing	Heat Exchanger (Geothermal)	EC018-1VTC	SK128725	2009
Heat Pump	FHP Manufacturing	Heat Exchanger (Geothermal)	EC048-3VTC	SK128732	2009
Air Exchanger	Dais Conserv		M041-	292525	2009

			HH223H9K0033EFY		
Air Exchanger	Dais Conserv		M021-S03H9K00CEFK	292525	2009
Air Exchanger	Rapid Engineering	Forced Hot Air (Natural Gas)	4044AM	99129	2009
Air Conditioner	York	Chiller	J30LBC00A6AAA1A	N09N4668813	2009
Air Conditioner	York	Chiller	J30LBC00A6AAA1A	N09N42266785	2009
Air Conditioner	Trane	Chiller	4tb3036B1000BA	9483K7D5F	2009
Heat Pump	FHP Manufacturing	Heat Exchanger (Geothermal)	EC036-3VTC	SK128726	2009

ATTACHMENT B

PREVENTATIVE MAINTENANCE CHECKLIST
(To be attached to Work Orders during Routine Maintenance Visits)

GENERAL

Clean and check condensate pan and drains, traps	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Replenish pan treatment	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Inspect all coils for cleanliness, fin condition	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Tighten all electrical connections	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Inspect all wiring for chafing, burning, deteriorated insulation	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Inspect all compressors and starter	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Megohm, or oil test compressors	Reading: _____ <input type="checkbox"/> N/A
Inspect condenser fans – blade conditions, clearance, etc.	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Lube condenser fan motors	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Replace condenser fan belts	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Lube condenser fan bearings	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Lube condenser fan drive	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Inspect refrigerant system for possible leaks	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Inspect refrigerant system for potential leak points	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Record amount of refrigerant	Amount Removed: _____ Amount Replaced: _____ <input type="checkbox"/> N/A
Inspect unit disconnect system	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Record unit voltage	Rated: _____ Actual: _____ <input type="checkbox"/> N/A
Inspect "economizer"	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

AIR HANDLERS

Check filters	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Replace all belts – 1 time/year	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Check drive components for wear and alignment	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Check blower wheels – conditions and cleanliness	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Inspect blower housing, deck mountings	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Check fan bearings	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Lube fan bearings	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Check blower bearings	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Lube blower motor bearings	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Record supply fan amperage	Rated: _____ Actual: _____ <input type="checkbox"/> N/A
Record return fan amperage	Rated: _____ Actual: _____ <input type="checkbox"/> N/A
Inspect all wiring for chafing, burning, deteriorated insulation	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Record overall condition of equipment	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Check heat and cooling coils for cleanliness and clean if needed	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

RESIDENTIAL REFRIGERANT TYPE A/C UNITS HEAT PUMPS

Check economizer operation	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Check compressor crankcase heater(s)	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Compressor	Record: _____ Voltage: _____ Amperage: _____
Operating suction pressure	_____
Operating head pressure	_____
Operating superheat	_____
Operating oil level	_____
Operating oil pressure	_____
Check unloader function	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Check hot gas bypass function	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Check all controls for proper function and setpoints	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Check and record discharge air temperature	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Record overall condition of equipment	Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

FORCED HOT AIR HEATERS, GAS

Check combustion controls	Completed: <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Check room air intake system	Completed: <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Check contacts	Completed: <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Check mercury bulbs	Completed: <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Inspect all wiring for chafing, burning and deteriorated insulation	Completed: <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Clean internal surfaces	Completed: <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Clean external surfaces	Completed: <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Clean burner assembly	Completed: <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Clean fireside	Completed: <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Clean flue	Completed: <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Inspect refractory	Completed: <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Prepare heater for winter conditions	Completed: <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do efficiency test and record	Completed: <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Log heater condition at departure	Completed: <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

CONTROLS – TEMPERATURE, HUMIDITY, HAVAC & SENDERS

Perform programming adjustments	Completed: <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Clean	Completed: <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Check set points, make adjustments	Completed: <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Check contacts and relays, clean or tighten contact	Completed: <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Check thermostats, calibrate	Completed: <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Check sensors and adjust	Completed: <input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

NOTES:



BURNPIP-01

ESOMERS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/2/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Rose & Kiernan, Inc. 99 Troy Road East Greenbush, NY 12061	CONTACT NAME:	
	PHONE (A/C, No, Ext): (518) 244-4245	FAX (A/C, No): (518) 244-4262
INSURED BPI Mechanical Services Inc 95 Hudson River Road Waterford, NY 12188-1907	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Cincinnati Insurance Company	
	INSURER B: American Alternative Ins Co	
	INSURER C: ShelterPoint Life Insurance Company (Previously First Rehabilitation)	
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			CPP0826096	04/15/2016	04/15/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			CAA5151907	04/15/2016	04/15/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CPP0826096	04/15/2016	04/15/2017	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Excess Umbrella			60A2FF0001611-02	04/15/2016	04/15/2017	Occurrence/Aggregate 1,000,000
C	NYS Disability			D188083	07/01/2008	12/31/2029	Statutory

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

General Liability: GA233NY(02/07) Additional Insured; Primary & Non-Contributory; Waiver of Subrogation.

Auto: AA4172(09/09) Waiver of Subrogation; AA4174 Additional Insured Primary & Non-Contributory.

Umbrella: US4096(10/10) Automatic Non-Contributory Coverage Endorsement-Where Required by written contract.

Bid for HVAC Services RFP#2016-17. The City of Saratoga Springs, its officers or its employees to be named as additional insured on a primary and non-contributory basis per forms noted.

CERTIFICATE HOLDER City of Saratoga Springs 474 Broadway Saratoga Springs, NY 12866	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

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New York State Insurance Fund

Workers' Compensation & Disability Benefits Specialists Since 1914

199 CHURCH STREET, NEW YORK, N.Y. 10007-1100

Phone: (888) 997-3863

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

***** 460951581
BURNICHE PIPING INC T/A
BPI PIPING
95 HUDSON RIVER ROAD
WATERFORD NY 12188

POLICYHOLDER BPI MECHANICAL SERVICE INC. 95 HUDSON RIVER ROAD WATERFORD NY 12188	CERTIFICATE HOLDER CITY OF SARATOGA SPRINGS ATT: PURCHASING AGENT 474 BROADWAY SARATOGA SPRINGS NY 12866
--	---

POLICY NUMBER G2072 165-0	CERTIFICATE NUMBER 398971	PERIOD COVERED BY THIS CERTIFICATE 04/01/2016 TO 04/01/2017	DATE 5/2/2016
------------------------------	------------------------------	--	------------------

THIS IS TO CERTIFY THAT THE POLICYHOLDER NAMED ABOVE IS INSURED WITH THE NEW YORK STATE INSURANCE FUND UNDER POLICY NO. 2072 165-0 UNTIL 04/01/2017, COVERING THE ENTIRE OBLIGATION OF THIS POLICYHOLDER FOR WORKERS' COMPENSATION UNDER THE NEW YORK WORKERS' COMPENSATION LAW WITH RESPECT TO ALL OPERATIONS IN THE STATE OF NEW YORK, EXCEPT AS INDICATED BELOW, AND, WITH RESPECT TO OPERATIONS OUTSIDE OF NEW YORK, TO THE POLICYHOLDER'S REGULAR NEW YORK STATE EMPLOYEES ONLY.

IF SAID POLICY IS CANCELLED, OR CHANGED PRIOR TO 04/01/2017 IN SUCH MANNER AS TO AFFECT THIS CERTIFICATE, 10 DAYS WRITTEN NOTICE OF SUCH CANCELLATION WILL BE GIVEN TO THE CERTIFICATE HOLDER ABOVE. NOTICE BY REGULAR MAIL SO ADDRESSED SHALL BE SUFFICIENT COMPLIANCE WITH THIS PROVISION. THE NEW YORK STATE INSURANCE FUND DOES NOT ASSUME ANY LIABILITY IN THE EVENT OF FAILURE TO GIVE SUCH NOTICE.

THIS CERTIFICATE DOES NOT APPLY TO THOSE JOB SITES WHICH ARE COVERED BY OTHER INSURANCE AND ARE SPECIFICALLY EXCLUDED BY ENDORSEMENT.

THE POLICY INCLUDES A WAIVER OF SUBROGATION ENDORSEMENT UNDER WHICH NYSIF AGREES TO WAIVE ITS RIGHT OF SUBROGATION TO BRING AN ACTION AGAINST THE CERTIFICATE HOLDER TO RECOVER AMOUNTS WE PAID IN WORKERS' COMPENSATION AND/OR MEDICAL BENEFITS TO OR ON BEHALF OF AN EMPLOYEE OF OUR INSURED IN THE EVENT THAT, PRIOR TO THE DATE OF THE ACCIDENT, THE CERTIFICATE HOLDER HAS ENTERED INTO A WRITTEN CONTRACT WITH OUR INSURED THAT REQUIRES THAT SUCH RIGHT OF SUBROGATION BE WAIVED.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS NOR INSURANCE COVERAGE UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY.

NEW YORK STATE INSURANCE FUND

DIRECTOR, INSURANCE FUND UNDERWRITING

This certificate can be validated on our web site at <https://www.nysif.com/cert/certval.asp> or by calling (888) 875-5790
VALIDATION NUMBER: 70189712

Performance Certification Program

JOHNSON
CONTROLS

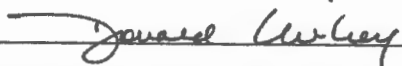
This Certifies that

Dan Keating


has successfully completed the tasks required for certification
on March 20, 2000 as:

Service Mechanic

Level 1: Test & Balance



Manager, Employee Learning & Certification



Vice President, SSNA

Performance Certification Program

JOHNSON
CONTROLS

This Certifies that

Dan Keating

has successfully completed the tasks required for certification

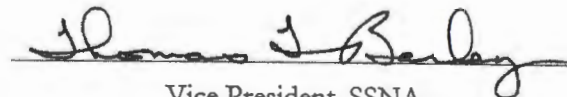
on January 17, 2002 as:

Service Mechanic

Level 2: Test & Balance



Manager, Employee Learning & Certification



Vice President, SSNA

Performance Certification Program

JOHNSON
CONTROLS

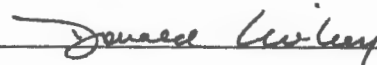
This Certifies that

Dan Keating

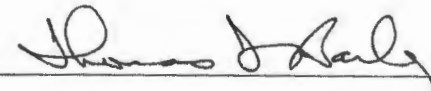
has successfully completed the tasks required for certification
on March 20, 2000 as:

Service Mechanic

Level 1: Large-Tonnage Chillers



Manager, Employee Learning & Certification



Vice President, SSNA

Performance Certification Program

JOHNSON
CONTROLS

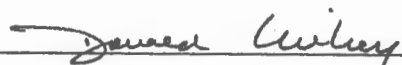
This Certifies that

Dan Keating

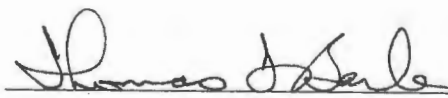
has successfully completed the tasks required for certification
on March 20, 2000 as:

Service Mechanic

Level 1: Fire-Tube Boilers



Manager, Employee Learning & Certification



Vice President, SSNA

Performance Certification Program

JOHNSON
CONTROLS

This Certifies that


Dan Keating

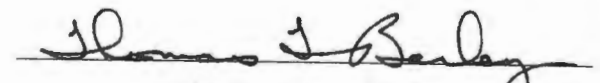
has successfully completed the tasks required for certification

on August 1, 2001 as:

Service Mechanic

Level 3: Fire-Tube Boilers


Manager, Employee Learning & Certification


Vice President, SSNA



This certifies that

DANIEL A. KEATING

Has successfully completed an educational program in:

OPTIVIEW® GRAPHIC MICRO-PROCESSOR

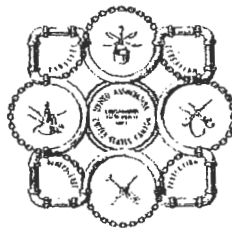
CONTROL PANEL

MARCH 11 - 14, 2003

 **YORK®** Engineered
Systems Group
YORK INTERNATIONAL

UNITED ASSOCIATION

*of Journeymen and Apprentices of the Plumbing and
Pipe Fitting Industry of the United States and Canada*



This certificate is awarded to
Daniel A. Keating

as evidence of completion of the

2003 Session of the

INSTRUCTOR TRAINING PROGRAM

August 9-15, 2003

Conducted at Washtenaw Community College, Ann Arbor, Michigan

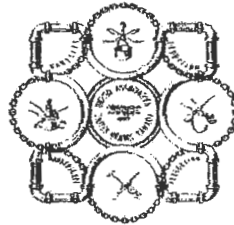
General President
United Association

Director of Training
United Association



UNITED ASSOCIATION

*of Journeymen and Apprentices of the Plumbing and
Pipe Fitting Industry of the United States and Canada*



*This certificate is awarded to
Daniel A. Keating*

*as evidence of completion of the
2004 Session of the*

INSTRUCTOR TRAINING PROGRAM

August 8-13, 2004

Conducted at Washtenaw Community College, Ann Arbor, Michigan

A handwritten signature in dark ink, reading "Martin J. Maddalon".

General President
United Association

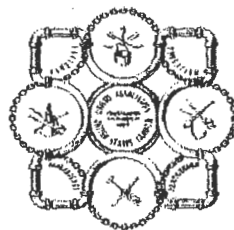
A handwritten signature in dark ink, reading "George W. Blair".

Director of Training
United Association



UNITED ASSOCIATION

*of Journeymen and Apprentices of the Plumbing and
Pipe Fitting Industry of the United States and Canada*



This certificate is awarded to

Daniel A. Keating

as evidence of completion of the

2005 Session of the

INSTRUCTOR TRAINING PROGRAM

August 7-12, 2005

Conducted at Washtenaw Community College, Ann Arbor, Michigan

General President
United Association

Director of Training
United Association





Certificate of Achievement



United Association of Journeymen and Apprentices of the
Plumbing and Pipe Fitting Industry of the United States and Canada

This certificate is awarded to

Daniel A. Keating

as evidence of successfully passing the Mastery Examination

in ***HVACR Service*** *on* ***May 8, 2004***

*in accordance with the procedures formulated and approved by the
National Inspection Testing and Certification Corporation.*



Martin J. Maddaloni

Martin J. Maddaloni
General President

George H. Bliss, III

George H. Bliss, III
Director of Training



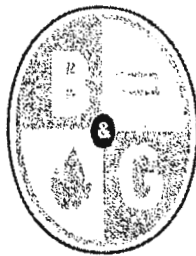
CERTIFICATE OF MERIT

*This document is proof of superior training
accomplishment by attending the seminar*

Energy Efficient Chilled Water System Design

Dan Keating
Stants Combustion

March 6, 2008



*Sponsored By:
Frank P. Langley Co., Inc.*

Little Red Schoolhouse®



ITT

This is to certify that
Dan Keating
Has Successfully Completed the
Energy Efficient Chilled Water
System Design Seminar



.7 ceu

7 Contact Hours

March 6, 2008



**Bell &
Gossett**

R. C. Allgren

Director of Training & Education

Bell & Gossett

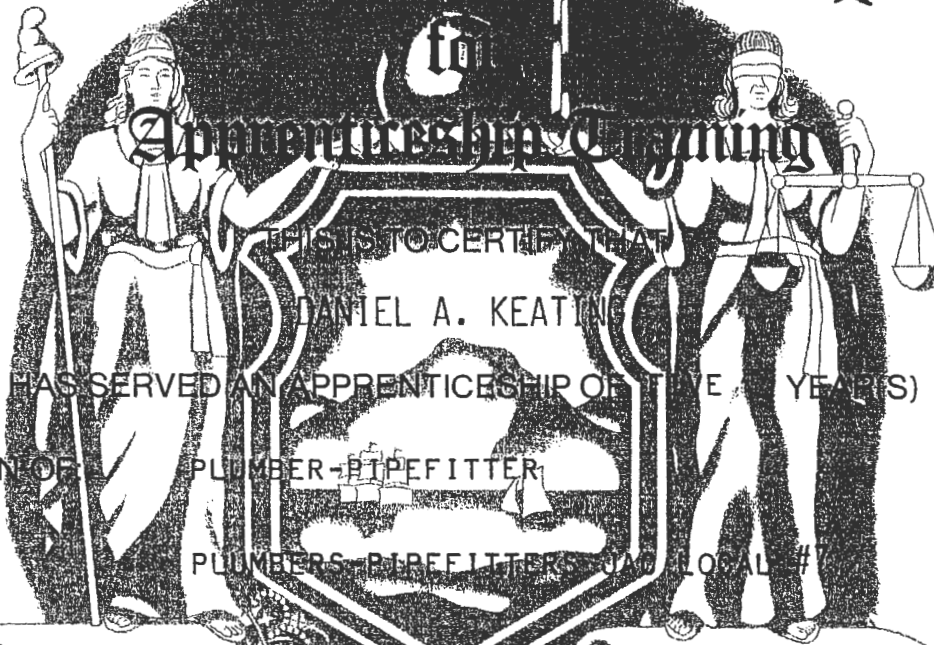
McDonnell & Miller

Domestic Pump

Hoffman

State of New York
MARIO M. CUOMO, Governor
Department of Labor

Certificate of Completion



Apprenticeship Training

THIS IS TO CERTIFY THAT

DANIEL A. KEATING

HAS SERVED AN APPRENTICESHIP OF FIVE YEAR(S)

AT THE OCCUPATION OF PLUMBER-PIPEFITTER

IN THE EMPLOY OF: PLUMBERS-PIPEFITTERS JAW LOCAL #7

UNDER STANDARDS APPROVED BY THE COMMISSIONER OF LABOR
AND IS A QUALIFIED PLUMBER-PIPEFITTER

GIVEN AT ALBANY, NEW YORK THIS 21ST DAY OF MAY, 1993




John F. Hudacs, Commissioner of Labor

The Training Network™

TOOLS FOR SUCCESS™

Certificate of Recognition

Presented to

Dan Keating

Upon successful completion of the course

Refrigerant 410A

NATE Recognition # 1289-0017 ~ 3 Credit Hours



TRAINING

Instructor

April 24, 2008

Date

Certificate of Completion

Presented to

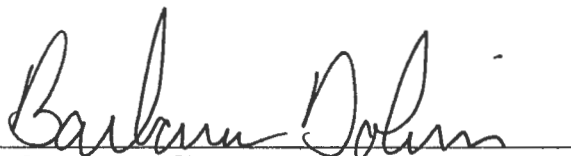
DAN KEATING

For successfully completing all training sessions and coursework and demonstrating performance excellence during

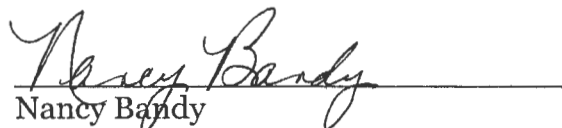
MSCA'S Service Managers Training Program

November 8-11, 2004 – Baltimore, MD

Mechanical Service Contractors of America



Barbara A. Dolim
MSCA Executive Director



Nancy Bandy
Program Leader



THIS IS TO CERTIFY THAT

Dan Keating

HAS BEEN AWARDED THIS

CERTIFICATE

FOR SUCCESSFUL

COMPLETION OF THE

**LINC SERVICE® PROFESSIONAL
GENERAL MANAGEMENT
INITIAL TRAINING**

Tougher Industries, Inc.

LINC SERVICE CONTRACTOR

June 15, 2005

DATE

A handwritten signature in black ink, appearing to read "Scott Sirothe".

PRESIDENT AND CEO
THE LINC CORPORATION



City of Saratoga Springs, NY Contract

City Project Number: RFP 2016-18 City Project Name: HVAC Services
 City Department: Department of Public Safety Department Contact Person: Karen Perrino City Ext. 2625
 Company Name: BPI Mechanical Service, Inc
 Company Address: 95 Hudson River Road, Waterford, NY 12188
 Company Telephone No.: 518-238-2383 Company Fax No.: 518-233-0123
 Vendor and/or Service Provider Primary Contact: Dan A. Keating Title: President
 Primary Contact Email: dank@bpipiping.com
 Service to be Provided: HVAC Services on an as needed basis
 Remit Name (If different from above): _____
 Remit Address: _____

1. **Scope of Agreement:** In response to a request for a pricing proposal requested by the City for HVAC Services, the Vendor and/or Service Provider submitted proposals dated 5/3/2016 (the "Proposals/Statement of Work"), which are attached hereto as Exhibit A. The Vendor and/or Service Provider shall provide to the City the products and services set forth therein. The Vendor and/or Service Provider assumes full responsibility for the provision of the products and services made available in this Agreement. The Vendor and/or Service Provider shall be so liable even when the Vendor and/or Service Provider subcontract the provision of a portion of the products and services. Subcontracting shall be permitted only with the prior written approval of the City. The Vendor and/or Service Provider assumes all risks in the performance of all its activities authorized by this Agreement.
2. **Term of Agreement:** The term of this Agreement shall commence per the date of approval of this Agreement by the City Council of the City of Saratoga Springs, through May 31, 2017. This Agreement shall continue in force from the effective date until the work provided as described herein is satisfactorily completed. Any modification of the work performed by the Vendor and/or Service Provider shall be made in writing and shall not be undertaken until the City agrees to the modification. The Vendor and/or Service Provider assume full responsibility for the provision of the products and services contracted for in this Agreement. The Vendor and/or Service Provider shall be so liable even when the Vendor and/or Service Provider subcontract the provision of a portion of the products and services. Subcontracting shall be permitted only with prior written notice and written approval of the City. The Vendor and/or Service Provider will provide his or her own equipment and materials as necessary to perform the work except as identified within the RFP/RFQ/BID Documents. The Vendor and/or Service Provider assume all risks in the performance of all its activities authorized by this Agreement.
3. **Terms of Payment:** Vendor and/or Service Provider will invoice the City on a monthly basis and the City will pay all invoices within thirty (30) days of receipt of the invoice or as practicable. The City shall pay the Vendor and/or Service Provider in accordance with the City Charter per the Purchasing Guidelines established by the City. All work performed under this agreement must be in accordance with the NYS Department of Labor Prevailing Wage Regulations. The Costs, fees, and disbursements associated with the provisions of the products and services shall be determined in accordance with the proposal submitted not to exceed the agreed hourly rate per the bid, a copy of which is annexed hereto and made a part hereof. Detailed original invoices not received within forty five (45) calendar days of the completed transaction could result in a delay of payment.
4. **Notice:** Any notices sent to the City under this Agreement will be effective five (5) business days after the postmarked date of mailing by certified mail, return receipt requested. The **Commissioner of Public Safety** is the designated Project Manager for this Agreement and shall represent the City in all matters and has the authority to affect the delivery of products and/or services. The Project Manager for the Vendor and/or Service Provider is BPI Mechanical Service, Inc. Any notice, request, demand or other communication required or provided for in this Agreement shall be in writing and shall be deemed to have been duly given if delivered in person or mailed in a sealed envelope, postage prepaid, addressed as follows:

To the City: Commissioner of Public Safety, City Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866
 With a copy to: City Attorney, City Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866
 To Vendor and/or Service Provider: BPI Mechanical Service, Inc.
5. **Conflicts of Interest:** The Vendor and/or Service Provider represents and warrants that it has no conflict, actual or perceived, that would prevent it from performing its duties and responsibilities under the Agreement.
6. **City Property:** All information and materials received hereunder by the Vendor and/or Service Provider from the City are and shall remain the sole and exclusive property of the City and the Vendor and/or Service Provider shall have no right, title, or interest in or to any such information or materials by virtue of their use or possession hereunder by the Vendor and/or Service Provider. All intellectual property, created by the Vendor and/or Service Provider hereunder as a product or as a service to the City shall be the sole and exclusive property of the City. Effective upon their creation pursuant to the terms of this Agreement, the Vendor and/or Service Provider conveys, assigns and transfers to the City the sole and exclusive rights, title and interest in all documents, electronic databases, and custom programs, whether preliminary, final or otherwise, including all trademarks and copyrights. The Vendor and/or Service Provider hereby agrees to take all necessary and appropriate steps to ensure that the custom products are protected against unauthorized copying, reproduction and marketing by or through the Vendor and/or Service Provider, its agents, employees, or subcontractors. Nothing herein shall preclude the Vendor and/or Service Provider from otherwise using the related or underlying general knowledge, skills, ideas, concepts, techniques and experience developed under this Agreement in the course of the Vendor and/or Service Provider's business. The Contractor grants to the City a perpetual, nonexclusive, royalty-free, unlimited use license to use, execute, reproduce, display, modify and distribute any pre-existing software, tools or techniques delivered by the Vendor and/or Service Provider under this Agreement. Any written reports, opinions and advice rendered by the Vendor and/or Service Provider shall become the sole and exclusive property of the City, and the Vendor and/or Service Provider shall have no right, title, or interest in or to any such information or materials by virtue of their use or possession hereunder by the Vendor and/or Service Provider.
7. **Retention of Records:** The Vendor and/or Service Provider shall make available to the City all information pertinent to the project, including reports, studies, drawings, and any other data. All original records generated as a result of the project shall be maintained by the Vendor and/or

Service Provider for a period of six (6) years after expiration of the Agreement. Upon request, copies of those records shall be provided to the City at no cost.

8. **Independent Vendor and/or Service Provider Status:** It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of copartners between the parties hereto or as constituting the Vendor and/or Service Provider's staff as the agents, representatives or employees of the City for any purpose in any manner whatsoever. The Vendor and/or Service Provider and its staff are to be and shall remain an independent Vendor and/or Service Provider with respect to all services performed under this Agreement. The Vendor and/or Service Provider represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Vendor and/or Service Provider or other persons, while engaged in the performance of any work or services required by the Vendor and/or Service Provider under this Agreement, shall not be considered employees of the City, and any and all claims that may or might arise under the Workers' Compensation Laws of the State of New York on behalf of said personnel or other persons while so engaged, and any and all claims whatsoever on behalf of any such person or personnel arising out of employment or alleged employment including, without limitation, claims of discrimination against the Vendor and/or Service Provider, its officers, agents, Vendor and/or Service Providers or employees shall in no way be the responsibility of the City; and the Vendor and/or Service Provider shall defend, indemnify and hold the City, its officers, agents and employees harmless from any and all such claims regardless of any determination of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the City, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Compensation, disability, and severance pay.
9. **Insurance:** The City of Saratoga Springs herein requires the following terms and conditions regarding the agreement for the provision of professional services as outlined above: The Vendor and/or Service Provider shall procure and maintain during the term of this Agreement, at the Vendor and/or Service Provider's expense, the insurance policies listed with limits equal to or greater than the enumerated limits. The Vendor and/or Service Provider shall be solely responsible for any self-insured retention or deductible losses under each of the required policies. Every required policy, including any required endorsements and any umbrella or excess policy, shall be primary insurance. Insurance carried by the City of Saratoga Springs, its officers, or its employees, if any, shall be excess and not contributory insurance to that provided by the Vendor and/or Service Provider. Every required coverage type shall be "occurrence basis" with the exception of Professional Errors and Omissions Coverage which may be "claims made" coverage. The Vendor and/or Service Provider may utilize umbrella/excess liability coverage to achieve the limits required hereunder; such coverage must be at least as broad as the primary coverage (follow form). The Office of Risk & Safety Management must approve all insurance certificates. The City of Saratoga Springs reserves its right to request certified copies of any policy or endorsement thereto. All insurance shall be provided by insurance carriers licensed & admitted to do business in the State of New York and must be rated "A-:VII" or better by A.M. Best (Current Rate Guide). If the Vendor and/or Service Provider fails to procure and maintain the required coverage(s) and minimum limits such failure shall constitute a material breach of contract, whereupon the City of Saratoga Springs may exercise any rights it has in law or equity, including but not limited to the following: (1) immediate termination of the Agreement; (2) withholding any/all payment(s) due under this Agreement or any other Agreement it has with the Vendor and/or Service Provider (common law set-off); OR (3) procuring or renewing any required coverage(s) or any extended reporting period thereto and paying any premiums in connection therewith. All monies so paid by the City of Saratoga Springs shall be repaid upon demand, or at the City's option, may be offset against any monies due to the Vendor and/or Service Provider.

The City of Saratoga Springs requires the Vendor and/or Service Provider name the City as a Certificate Holder for the following coverage for the work covered by this Agreement:

- A. For projects whose total value is between Zero and \$100,000:
- Commercial General Liability Including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate;
 - Commercial Automobile Insurance: One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
 - Excess Insurance: One Million Dollars per Occurrence Aggregate; AND
 - NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance: Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect.
- B. For projects whose total value is between \$100,000 and \$500,000:
- Commercial General Liability Including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate;
 - Commercial Automobile Insurance: One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
 - Excess Insurance: Three Million Dollars per Occurrence Aggregate; AND
 - NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance: Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect.
- C. For projects whose total value is between \$500,000 and \$1,000,000:
- Commercial General Liability Including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate;
 - Commercial Automobile Insurance: One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
 - Excess Insurance: Five Million Dollars per Occurrence Aggregate; AND
 - NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance: Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect.
- D. For projects involving the provision of professional services:
- Commercial General Liability Including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate;
 - Commercial Automobile Insurance: One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
 - Excess Insurance: Five Million Dollars per Occurrence Aggregate;
 - Professional Errors and Omissions: One Million Dollars per Claim with Two Million Dollars Aggregate; AND
 - NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance: Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect.
- E. If the project in question involves any form of pollution risk or exposure, environmental hazard, asbestos or special circumstances, please contact the Office of Risk and Safety for a determination of insurance limits needed for your contract.

It shall be an affirmative obligation of the Vendor and/or Service Provider to advise City's Office of Risk and Safety via mail to Office of Risk and Safety, City of Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866, within two days of the cancellation or substantive change of any insurance policy set out herein, and failure to do so shall be construed to be a breach of this Agreement. The Vendor and/or Service Provider acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the City. The Vendor and/or Service Provider is to provide the City with a Certificate of Insurance naming the City as **Additional Insured on a primary and non-contributory basis** prior to the commencement of any work or use of City facilities. The failure to object to the contents of the Certificate of Insurance or the absence of same shall not be deemed a waiver of any and all rights held by the municipality. In the event the Vendor and/or Service Provider utilizes a Subcontractor for any portion of the services outlined within the scope of its activities, the Subcontractor shall provide insurance of the same type or types and to the same extent of coverage as that provided by the Vendor and/or Service Provider. All insurance required of the Subcontractor shall name the City of Saratoga Springs as an **Additional Insured on a primary and non-contributory basis** for all those activities performed within its contracted activities for the contact as executed.

10. **Indemnification:** The Vendor and/or Service Provider, to the fullest extent provided by law, shall indemnify and save harmless the City of Saratoga Springs, its Agents and Employees (hereinafter referred to as "City"), from and against all claims, damages, losses and expense (including, but not limited to, attorneys' fees), arising out of or resulting from the performance of the work or purchase of the services, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of Vendor and/or Service Provider or its employees or anyone for whom the Vendor and/or Service Provider is legally liable or Subcontractors. Without limiting the generality of the preceding paragraphs, the following shall be included in the indemnity hereunder: any and all such claims, etc., relating to personal injury, death, damage to property, or any actual or alleged violation of any applicable statute, ordinance, administrative order, executive order, rule or regulation, or decree of any court of competent jurisdiction in connection with, or arising directly or indirectly from, errors and/or negligent acts by the Vendor and/or Service Provider, as aforesaid. The Vendor and/or Service Provider's responsibility under this section shall not be limited to the required or available insurance.
11. **Americans with Disabilities Act:** The Vendor and/or Service Provider agrees to comply with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 and not discriminate on the basis of disability in the admission or access to, or treatment of employment in its services, programs, or activities. The Vendor and/or Service Provider agrees to hold harmless and indemnify the City from costs, including but not limited to damages, attorney's fees and staff time, in any action or proceeding brought alleging a violation of ADA and/or Section 504 caused by the Vendor and/or Service Provider. Upon request accommodation will be provided to allow individuals with disabilities to participate in all services, programs and activities.
12. **Safety:** The City of Saratoga Springs specifically reserves the right to suspend or terminate all work under this Agreement whenever Vendor and/or Service Provider, and/or Vendor and/or Service Provider's employees or subcontractors, are proceeding in a manner that threatens the life, health or safety of any of Vendor and/or Service Provider's employees, subcontractor's employees, City employees or member(s) of the general public on City property. This reservation of rights by the City of Saratoga Springs in no way obligates the City of Saratoga Springs to inspect the safety practices of the Vendor and/or Service Provider. If the City of Saratoga Springs exercises its rights pursuant to this part, the Vendor and/or Service Provider shall be given three days to cure the defect, unless the City of Saratoga Springs, in its sole and absolute discretion, determines that the service cannot be suspended for three days due to the City of Saratoga Springs' legal obligation to continuously provide Vendor and/or Service Provider's service to the public or the City of Saratoga Springs' immediate need for completion of the Vendor and/or Service Provider's work. In such case, Vendor and/or Service Provider shall immediately cure the defect. If the Vendor and/or Service Provider fails to cure the identified defect(s), the City of Saratoga Springs shall have the right to immediately terminate this Agreement. In the event that the City of Saratoga Springs terminates this Agreement, any payments for work completed by the Vendor and/or Service Provider shall be reduced by the costs incurred by the City of Saratoga Springs in re-bidding the work and/or by the increase in cost that results from using a different Vendor and/or Service Provider.
13. **Vendor and/or Service Provider Code of Conduct:** The City of Saratoga Springs is committed to conduct business in a lawful and ethical manner and expects the same standards from Vendor and/or Service Providers/suppliers that the City conducts business with. The City requires that all Vendor and/or Service Providers/suppliers abide by this Code of Conduct. Failure to comply with this Code may be sufficient cause for the City to exercise its rights to terminate its business relationship with Vendor and/or Service Providers/suppliers. Vendor and/or Service Providers/suppliers agree to provide all information requested which is necessary to demonstrate compliance with this Code.

At a minimum, the City requires that all Vendor and/or Service Providers/suppliers meet the following standards:

- Legal: Vendor and/or Service Providers/suppliers and their sub-contractors agree to comply with all applicable local, state and federal laws, regulations and statutes.
- Discrimination: No person shall be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, party affiliation or social ethnic origin.
- Right to organize: Employees of the Vendor and/or Service Provider/supplier should have the right to decide whether they want collective bargaining.
- Sub-contractors: Vendor and/or Service Providers/suppliers shall ensure that sub-contractors shall operate in a manner consistent with this Code.
- Protection of the Environment: Vendor and/or Service Providers/suppliers shall comply with all applicable environmental laws and regulations. Where practicable, Vendor and/or Service Providers/suppliers are to utilize technologies that do not adversely affect the environment and when such impact is unavoidable, to ensure that it is minimized.

The undersigned Vendor and/or Service Provider/supplier hereby acknowledges that it has received the City of Saratoga Springs Vendor and/or Service Provider/Supplier Code of Conduct and agrees that any and all of its facilities and sub-contractors doing business with the City will receive the Code and will abide by each and every term therein.

Vendor and/or Service Provider/supplier acknowledges that its failure to comply with any condition, requirement, policy or procedure may result in the termination of the business relationship. Vendor and/or Service Provider/supplier reserves the right to terminate its agreement to abide by the Code of Conduct at any time for any reason upon ninety (90) days prior written notice to the City.

14. **Governing Law:** This Agreement shall be governed and construed under the laws of the State of New York, the location where this Agreement was accepted to by Vendor and/or Service Provider. The Vendor and/or Service Provider agrees to comply with all applicable local, state and federal laws, rules and regulations in the performance of the duties of this Agreement.

15. **NYS Licensure for Professional Services:** Any and all professional services performed under this Agreement shall be completed by an individual licensed by the NYS Office of Professions - Education Department as applicable to the service provided including, but not limited to accounting, actuarial, engineering and architectural services. The Vendor and/or Service Provider represents that it has all necessary governmental licenses to perform the services described herein.
16. **Non-Collusive Bidding Certification:** Where applicable, upon the submission of a bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
 - a. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 - b. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
 - c. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
17. **Iranian Energy Sector Divestment:** Where applicable, upon the submission of a bid, each Vendor and/or Service Provider and each person signing on behalf of any Vendor and/or Service Provider certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law (Iran Divestment).
18. **Venue:** The City and the Vendor and/or Service Provider hereby agree that any litigated matters shall be venued in the federal and state courts of the State of New York in the County of Saratoga.
19. **Assignment:** The Vendor and/or Service Provider is prohibited from assigning, conveying, subletting or otherwise disposing of the Vendor and/or Service Provider's right, title, or interest therein, or the Vendor and/or Service Provider's power to execute this agreement to any other person or corporation without the previous written consent of the City. If the Vendor and/or Service Provider assigns, conveys, sublets or otherwise disposes of the Vendor and/or Service Provider's right, title, or interest without prior written consent, the City shall revoke and annul this agreement, and the City shall be relieved and discharged from any and all liability growing out of this Agreement, and any person or corporation to whom the interest was assigned, transferred, conveyed, sublet or otherwise disposed of shall forfeit and lose all moneys theretofore earned under such contract, except so much as may be required to pay his or her employees.
20. **Termination:** The Vendor and/or Service Provider and the City may mutually agree, in writing, to terminate this Agreement at any time. The City may also terminate this Agreement at any time and on any reason by mailing written notice to the Vendor and/or Service Provider at least ten (10) business days prior to such termination date. The City reserves the right to cancel this Agreement at any time in event of default or violation by the Vendor and/or Service Provider of any provision of this Agreement. The City may take whatever action at law or in equity that may appear necessary or desirable to collect damages arising from a default or violation or to enforce performance of this Agreement.
21. **Default:** Vendor and/or Service Provider's failure to perform its obligations and comply with its representations under this Agreement shall constitute a default under this Agreement. Upon Vendor and/or Service Provider's default, the City may cancel this Agreement and immediately stop payment of any fees to Vendor and/or Service Provider hereunder. City shall also have any all additional rights and remedies under New York State Law as a result of Vendor and/or Service Provider's default.
22. **Force Majeure:** Neither party shall be held liable for failure to perform its part of this Agreement when such failure is due to fire, flood, or similar disaster, strikes or similar labor disturbances; industrial disturbances, war, riot, insurrection, and/or other causes beyond the control of the parties.
23. **Entire Agreement:** This Agreement sets forth the entire agreement and understanding of the parties relating to the subject matter contained herein except as to those matters or agreements expressly incorporated herein by reference. No covenant, representation or condition not expressed herein shall be effective to interpret, change or restrict the express provisions of this Agreement. This Agreement supersedes any and all prior agreements, whether written or oral, relating to the subject matter contained herein. This Agreement shall not be amended, changed or otherwise modified except in writing, signed by both parties.
24. **Severability:** In the event that any portion of this Agreement may be adjudged invalid or unenforceable for any reason, adjudication shall in no manner affect the other portions of this Agreement which will remain in full force and effect as of the portions adjudged invalid or unenforceable were not originally a part thereof.
25. **Modification:** This Agreement may be modified only by a writing signed by both parties.
26. **Execution:**

This Agreement may be executed in separate counterparts, which together shall constitute the Agreement of the parties, provided that all of the parties to this Agreement have executed their respective copy of this Agreement.

City Certification: In addition to the acceptance of this Agreement, I certify that original copies of this signature page will be attached to all other exact copies of this Agreement.

Vendor and/or Service Provider Certification: In addition to the acceptance of this Agreement, I certify that all information provided to the City with respect to New York State Finance Law Section 139-k is complete, true and accurate.

All Parties, having agreed to the terms and the recitals set forth herein, and in relying thereon, herein signs this Agreement.

Vendor and/or Service Provider Signature: _____ Date: 11/30/16

Print Name: DANIEL KEATING Title: ARCS

City of Saratoga Springs' Signature: _____ Date: _____

Print Name: Joanne Yepsen Title: Mayor City Council Approval Date: _____



95 Hudson River Rd.
Waterford, NY 12188
(518) 238-2383 Ph. (518) 233-0123 Fax

11/29/16

Karen Perrino
Department of Public Safety
City Hall
Saratoga Springs, NY 12866

Re: DPS HVAC Maintenance

Dear Karen,

Thank you for this opportunity to quote on maintenance for the above listed site.

Our base bid proposal is based on the following:

Testing:

- 1- Testing for vibrations, testing of components, fan operations, heater operations, cooling operations

Inspections:

- 1- Inspect for worn belts, dirty filters, failed and doubtful parts including mounts, drive couplings, proper operations, ignition controls, safety switches, automatic valves, burners, fans, blowers, wiring, contactors and relays, etc.

Preventive Maintenance:

- 1- Preventive Maintenance tasks include all job labor and costs required to perform the following at each visit as shown above
- 2- Clean all condenser coils once annually using power wash and cleaning agent
- 3- Clean all evaporator coils with self rinsing cleaner once per year
- 4- Alignment of fans, drives, belts, fins, etc. to aid in longevity of belts, bearings, sheaves, pulley's, etc.
- 5- Tightening of belts, screws, bolts, mounting hardware, clamps, dampers and actuators, etc.
- 6- Adjustment of belt tensions to reduce vibrations at each inspection. Replacement of belts once yearly
- 7- Lubrication of all motor and bearings, dampers, valves, actuators, vanes, etc. per manufacturers recommendation. Spray lubricant onto bearings and damper rotation points to prevent seizure of dampers
- 8- Check all operating conditions, component conditions, etc. and note on report
- 9- Filters supplied and changed at each visit by contractor utilizing pleated filters.

Above scope to be performed at the following rates:

	Labor	Materials (filters, belts, grease, etc.)
Fall PM visit (16 man hours X \$86/hr)	\$1,376	\$175
Winter PM visit (8 man hours X \$86/hr)	\$688	\$75
Spring PM visit (16 man hours X \$86/hr)	\$1,376.	\$175
Mid Summer PM visit (8 man hours X \$86/hr)	\$688	\$75

Any time required for repairs, etc will be quoted and invoiced separately

Plus any applicable tax. This proposal to be in effect for thirty (30) days.

I trust you will find this proposal meets your requirements and standards. It is our company's goal to meet your needs and provide you with the best possible service. If you should have any questions or require additional information on the above, please do not hesitate to contact us.

Very truly yours,

Daniel A. Keating
BPI Mechanical Service, Inc.

LIST OF SERVICED EQUIPMENT

The following equipment shall be serviced under this agreement:

Mechanical Equipment List Covered

EQUIPMENT	LOCATION	QTY	MODEL #	LOCATION
Fujitus Ductless Evaporator	City Hall	15	ASUA7TLAV, ASUA9TLAV, ASUA12TLAV ASUA18TLAV	3 RD FLOOR AND POLICE AREA 1 ST FLOOR
Airstage Condensing Unit	City Hall	3	AOUA72RLBV AOUA144RLBV	ROOF
Split AC Systems	City Hall	2		Hallway and Copy Room
Window AC Units	City Hall	5		Police Areas
Rooftop Unit	City Hall	1		Roof
Condensing Units	City Hall	3		Roof and Back of Building
Boiler	PS Garage	1		
DHW Heater	PS Garage	1		
Boiler	Lake Ave. Fire Station	1	GB300-S/W-14 INT	
AC Units and Furnace	West Ave Fire Station	2	TG9S120D20MP11B, CAPF1824BBCA	Mech Room
Gas Fire Unit Heaters	West Ave Fire Station	2		Garage Areas

NOTE: Filters will be changed quarterly and belts will be changed once per year.
The outside condensers will be cleaned once per year.



Phone #	Fax:
518-238-2383	518-238-2003



BPI MECHANICAL SERVICES
95 Hudson River Rd, Waterford, NY 12188

Invoice

Bill To:

City of Saratoga
474 Broadway, Rm 10
Saratoga Springs, NY 12866

Invoice #: 2981
Invoice Date: 11/7/2016
Due Date: 11/7/2016
Job# 16-12291 Lak...
P.O. Number:

Work Ticket #

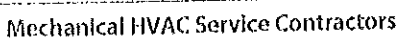
Description	Hours/Qty	Rate	Service Date	Amount
Found the low water leaking, ordered new gaskets nipples and union to repair. Also ordered a new sight glass.			10/26/2016	
Completed preventative maintenance on one steam boiler. Replaced nipples, unions, and blow down valve due to a leak. Replaced the high pressure manual reset. Left heating properly.			11/2/2016	
Sight Glass	1	22.70		22.70
Gasket	1	7.41		7.41
Pressure torol High Limit	1	194.33		194.33
4" x 1 nip	1	2.87		2.87
3 1/2" x 1 nip	2	2.81		5.62
1" Thread Ball Valve	1	41.95		41.95
4 way tee	1	9.74		9.74
1" Plug	1	3.78		3.78
1" Union	1	11.34		11.34
Tee Tape		5.00		5.00
1/4 x Close Nip brass	1	4.16		4.16
Labor- Holcomb, Jared	0.5	86.00	10/26/2016	43.00
Labor- Holcomb, Jared	4	86.00	10/31/2016	344.00
Labor- Holcomb, Jared	6	86.00	11/2/2016	516.00

Total \$1,211.90

Payments/Credits \$0.00

Balance Due \$1,211.90

Phone #	Fax:
518-238-2383	518-238-2003



HVAC

Public SAFETY USES
No P.O.'s

Job #

[illegible]



Mechanical HVAC Service Contractors

HVAC

Phone: (518) 238-2383 • Fax: 233-0123
P.O. Box 311, 95 Hudson River Road
Waterford, New York 12188

Job # _____

UNIT	MAKE	MODEL	SERIAL #	VOLTS	ENVIRONMENTAL CHECK LIST		
NAME <u>SARATOGA SPRINGS F.D.</u>					CONDENSING UNIT	QTY.	TYPE/DISPOSITION
STREET <u>LAKE</u>					<input type="checkbox"/> RECOVERED		
CITY <u>SARATOGA SPRINGS NY</u>					<input type="checkbox"/> RECYCLED		
TECHNICIAN					<input type="checkbox"/> RECLAIMED		
DESCRIPTION OF WORK PERFORMED					<input type="checkbox"/> RETURNED		
					<input type="checkbox"/> DISPOSAL		

☐ COOLING OUT ☐ HEATING OUT ☐ LEAK ☐ WARRANTY ☐ INSTALLATION

COMPLETED PREVENTIVE MAINTENANCE ON ONE
STEAM BOILER
REPLACED NIPPLES, UNIONS AND BLOW DOWN
VALVE DUE TO A LEAK
REPLACED THE HIGH PRESSURE MANUAL
RESET.

RECOMMENDATIONS LEFT HEATING PROPERLY

116 12291

QTY.	MATERIALS & SERVICES	UNIT PRICE	AMOUNT	HRS	DATE	NAME	RATE	AMOUNT
	REFRIGERANT R- LBS.	10-31	START	4	10-31	JARCO	86-	
	FILTERS X X		11:00 - 3:00					
1	SIGHT GLASS		22.70					
	GASKET MATERIAL							
	GASKET		2.41	6	11-2	JARCO	86-	
1	PRESSURE TROL HIGH LIMIT		194.33					
1	4" x 1 NIP		2.87					
2	3 1/2" x 1 NIP		2.87					
1	1" THREAD BALL VALVE		41.95					
1	4 way TEE		9.74					
1	1" PLUG		3.78					
1	1" UNION		11.34					
	TEE TAP		5.-					
1	1/4" X CLOSE NIP BRASS		4.16					
TOTAL MATERIALS				TOTAL LABOR				

[Signature]

CUSTOMER SIGNATURE

DATE

11-2-16

Thank You



BPI MECHANICAL SERVICES
95 Hudson River Rd, Waterford, NY 12188

Invoice

Bill To:

City of Saratoga
474 Broadway, Rm 10
Saratoga Springs, NY 12866

Invoice #: 3022

Invoice Date: 11/18/2016

Due Date: 12/18/2016

Job# 16-12322 Lak...

P.O. Number:

Work Ticket #

Description	Hours/Qty	Rate	Service Date	Amount
Customer Complaint. Condensate from steam boiler leaking in pit. Found a rotted out pipe on the return to the sump. Before that issue could be corrected, found that sump pump had failed. Picked up necessary parts. Replaced pump and tested. Replaced rotted out pipe nipple & ball valve. Filled boiler back up. Started checked operation & inspected for any leaks. System is back up & running properly.				
Found Condensate pipe leaking @ 3/4 ball valve by the condensate return tank. Repiped the entire lower section.				
Please see attached FW Webb for parts breakdown.		444.24		444.24
Please see attached FW Webb invoices for parts breakdown.		578.10		578.10
Labor- Kasowski, Tony	2	86.00	11/7/2016	172.00
Labor- Kasowski, Tony	2.5	121.00	11/7/2016	302.50
Labor- Holcomb, Jared	1.5	86.00	11/9/2016	129.00
Labor- Holcomb, Jared	4	86.00	11/10/2016	344.00
Labor- Holcomb, Jared	1	86.00		86.00

Total \$2,055.84

Payments/Credits \$0.00

Balance Due \$2,055.84

Phone #	Fax:
518-238-2383	518-238-2003



Mechanical HVAC Service Contractors

HVAC

Phone: (518) 238-2383 • Fax: 233-0123
P.O. Box 311, 95 Hudson River Road
Waterford, New York 12188

Job # 110-12322

UNIT					ENVIRONMENTAL CHECK LIST									
NAME	MAKE	MODEL	SERIAL #	VOLTS	CONDENSING UNIT	QTY.	TYPE/DISPOSITION							
SARATOGA City FIRE DEPT					<input type="checkbox"/> RECOVERED									
STREET LAKE AVE					<input type="checkbox"/> RECYCLED									
CITY SARATOGA SPRINGS, NY					<input type="checkbox"/> RECLAIMED									
TECHNICIAN TONY S. KASOWSKI					<input type="checkbox"/> RETURNED									
DATE 11/7/16					<input type="checkbox"/> DISPOSAL									
DESCRIPTION OF WORK PERFORMED														
<input type="checkbox"/> COOLING OUT <input type="checkbox"/> HEATING OUT <input type="checkbox"/> LEAK <input type="checkbox"/> WARRANTY <input type="checkbox"/> INSTALLATION														
CUSTOMER COMPLAINT - CONDENSATE FROM STEAM BOILER LEAKING IN PIT. FOUND A ROTTED OUT PIPE ON THE RETURN TO THE SUMP. BEFORE THAT ISSUE COULD BE CORRECTED, FOUND THAT SUMP PUMP HAD FAILED. PICKED UP NECESSARY PARTS, REPLACED PUMP & TESTED. REPLACED ROTTED OUT PIPE NIPPLE & BALL VALVE. FILLED BOILER BACK UP. STARTED & CHECKED OPERATION & INSPECTED FOR ANY LEAKS. SYSTEM IS BACK UP & RUNNING PROPERLY.														
RECOMMENDATIONS														
QTY.	MATERIALS & SERVICES			UNIT PRICE	AMOUNT	HRS	DATE	NAME	RATE	AMOUNT				
	REFRIGERANT R- LBS.					2	11/7/16	JK	86					
	FILTERS X X					2.50	11/7/16	JK	125					
1	SUMP PUMP													
1	SCHWABE 80-BLACK													
1	IRON FITTINGS/ASSORTED													
1	1" BALL VALVE													
				355.39										
				X 1.25										
				\$ 444.24										
TOTAL MATERIALS						TOTAL LABOR								
CUSTOMER SIGNATURE					DATE 11/7/16					Thank You				

SARATOGA CITY
FIRE DEPT: LAKE AVE.

F.W. Webb Company
1 Mccrea Hill Rd
Ballston Spa, NY 12020
TEL# (518-490-7500)
FAX# (518-490-7555)

Shiplist
Date 11/07/16
11:07/16
03:02pm
Number 52023055
Model J

Sold To:
BPI MECHANICAL INC

Ship To:
BPI MECHANICAL INC
1 Mccrea Hill Rd

PO BOX 311
WATERFORD NY 12186-0311

BALLSTON SPA, NY 12020
16-12322

(518-238-2303) Fax# (518-233-0123)

Cust # 173377 Purchase Ord# 16-12322 ReIn Ship Via SELF-SERVE Writer EJ Date Req 11/07/16

***** SHIPPING LIST ***** PAGE 1 OF 2

Ord	Shp	B/O Description	Location	Net Price	Exten	Ln#
1	1 *	0 SENR3BL PMP SUMP EFFLNT 1/3HP 115V L/P257	C01X20E02	158.000	158.00 (1)	
1	1 *	0 TWL WIPES PUREPRO HYD PPR 9x16" PRODISPTOWEL	C00X11E02	9.730	9.73 (2)	
1	1 *	0 HND WIPES PUREPRO TWL W/DSIHR PRO45330	C00X09E02	7.590	7.59 (3)	
1	1	0 CPLG 1" LL 201 10153618 ETT18LCO-LL	C03X22D00	39.080	39.08 (4)	
1	1 *	0 THD SLNY SFT SET 8800 1/2PT BLU/GRY 6808500	C04X22C04	18.190	18.19 (5)	
2	2 *	0 NIP 1-1/4x2 BLK STL XH TBE NIP114X2XH	C04X40E04	4.180	8.36 (6)	
3	3 *	0 NIP 1-1/4x2-1/2 BLK STL XH TBE NIP114X212XH	C04X40E06	3.680	11.04 (7)	
1	1 *	0 NIP 1-1/4x3-1/2 BLK STL XH TBE NIP114X312XH	C04X40E10	4.600	4.60 (8)	
1	1 *	0 NIP 1-1/4x4 BLK STL XH TBE NIP114X4XH	C04X40E12	4.600	4.60 (9)	

[] Lgths Filled by: EJ Customer-Received By: X
[] Boxes Date 11/07/16 (Print) X
[] Bags Date Shipped 11/07/16
[] Valves
[] Crates
[] Tub/Shower
[] Rollers
[] Wtr Htrs Blue/Yellow- Packing Slip White/Pink- Office Use

PLEASE JOIN US FOR LUNCH ON THE FIRST FRIDAY OF EVERY MONTH

MATERIALS PURCHASED HEREON ARE SUBJECT TO TERMS AND CONDITIONS ON BACK HEREOF.

OP-002-1, REV. 1

F.W. Webb Company
1 McCrea Hill Rd
Ballston Spa, NY 12020
TEL# (518-490-7500)
FAX# (518-490-7555)

ShipList
Date 11/07/16
03:02pm
Number 52023035
Mode: 1

Sold To:
BPT MECHANICAL INC

Ship To:
BPT MECHANICAL INC
1 McCrea Hill Rd

PO BOX 311
WATERFORD NY 12169-0311

BALLSTON SPA, NY 12020
16-12322

(518-238-2383) Fax# (518-233-0123)

Cust # 173377 Purchase Ord# 16-12322 Rel# Ship Via SELF-SERVE Writer EJ Date Req 11/07/16

***** SHIPPING LIST ***** PAGE 2 OF 2

Ord	Shp	E/O Description	Location	Net Price	Exten	Lnh
1	1 *	0 NIP 1-1/4x6 BLK STL XH TBE NIP114X6XH	C00440EAB	8.100	8.10 (10)	
2	2 *	0 ELL 90DEG 1-1/4" BLK CI 11490 BC111490	C00823D10	4.170	8.34 (11)	
1	1 *	0 TEE 1-1/4" BLK CU 114T BC1114T	C00824D10	7.020	7.02 (12)	
1	1 *	0 B/V 1-1/4" LF BRG FRT 2PT METFE FP AP077CLF10601	C00820E10	70.740	70.74 (13)	

Order/SubTotal: 355.39 Ship/SubTotal: 355.39
Tax: 24.80
Freight: Ship/Total: 380.17

* 15 ITEMS TOTALED 33.162 lbs, WHILE 2 ITEMS ARE NOT INCLUDED IN WEIGHT *

[] Lgths Filled by: EJ
[] Boxes
[] Bags Date 11/07/16
[] Valves
[] Crates
[] Tub/Shower
[] Boilers
[] Wtr Mtrs

Customer Received By: [Signature]
(Print) X
Date Shipped 11/07/16

Blue/Yellow- Packing Slip White/Pink- Office Use
PLEASE JOIN US FOR LUNCH ON THE FIRST FRIDAY OF EVERY MONTH

MATERIALS PURCHASED HEREON ARE SUBJECT TO TERMS AND CONDITIONS ON BACK HEREOF.

OP-002-1, REV. 1



HVAC

Phone: (518) 238-2383 • Fax: 233-0123
P.O. Box 311, 95 Hudson River Road
Waterford, New York 12188

Mechanical HVAC Service Contractors

Job # _____

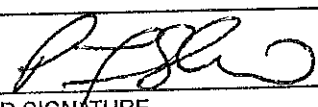
UNIT	MAKE	MODEL	SERIAL #	VOLTS	ENVIRONMENTAL CHECK LIST		
NAME	SARATOGA FIRE DEPARTMENT				CONDENSING UNIT	QTY.	TYPE/DISPOSITION
STREET	LAKE				<input type="checkbox"/> RECOVERED		
CITY	SARATOGA SPRINGS NY				<input type="checkbox"/> RECYCLED		
TECHNICIAN					<input type="checkbox"/> RECLAIMED		
DESCRIPTION OF WORK PERFORMED					<input type="checkbox"/> RETURNED		
					<input type="checkbox"/> DISPOSAL		

☐ COOLING OUT ☐ HEATING OUT ☐ LEAK ☐ WARRANTY ☐ INSTALLATION

FOUND THE CONDENSATE PIPE LEAKING @ 3/4 BALL VALVE BY THE CONDENSATE RETURN TANK REPIPED THE ENTIRE LOWER SECTION

RECOMMENDATIONS _____

QTY.	MATERIALS & SERVICES	UNIT PRICE	AMOUNT	HRS	DATE	NAME	RATE	AMOUNT
	REFRIGERANT R- LBS.			1.5	11-9	JARRO	86	
	FILTERS X X			4	11-10	JARRO	↓	
	MISCELLANEOUS NIPLES & FITTINGS			1	11-11	JARRO	↓	
2	3/4 BALL VALVES THREAD							
2	3/4 CITECK VALVES							
	TEFLON TAPE							
1	FW WEBB		107.01					
1	" "		436-					
1	" " CREDIT		80.53					
			1462.48					
			X 1.25					
			1578.10					
TOTAL MATERIALS				TOTAL LABOR				

CUSTOMER SIGNATURE  DATE _____

Thank You

F.W. Webb Company
1 Mccrea Hill Rd
Ballston Spa, NY 12020
TEL# (518-490-7500)
FAX# (518-490-7555)

Shiplist
Date 11/10/16
Number 52062031
Model I

Sold To:
BPI MECHANICAL INC

Ship To:
BPI MECHANICAL INC
1 Mccrea Hill Rd

PO BOX 311
WATERFORD NY 12188-0311

BALLSTON SPA, NY 12020
16-12322

(518-238-2383) Fax# (518-233-0123)

Just # 173377 Purchase Ord# LAKE FIRE DEPARTMENT ReIn Ship Via SELF-SERVE Writer EJ Date Req 11/10/16

***** SHIPPING LIST ***** PAGE 1 OF 3

Ord	Shp	B/O Description	Location	Net Price	Exten	Ln#
1	1 *	0 ELL 90DEG 1-1/4" BLK CI 11490 BCI11490	C08*23D10	4.170	4.17 (1)	173
1	1 *	0 ELL 90DEG 1-1/4x1 1/2" BLK CI 114X190 BCI114X190	C08*23D08	6.720	6.72 (2)	53
1	1 *	0 TEE 1-1/4x1-1/4x3/4" BLK CI 114X34T BCI114X34T	C08*28E10	7.520	7.52 (3)	73
1	1	0 CPLG 4" BLK CI 114CO BCI114CO		1.340	1.34 (4)	03
2	2 *	0 NIP 1-1/4x2 BLK STL XH TBE NIP114X2XH	C04*40E04	4.180	8.36 (5)	253
2	2 *	0 NIP 1-1/4xCLO BLK STL XH TBE NIP114XCLOXH	C04*40E02	3.900	7.80 (6)	263
2	2 *	0 NIP 1-1/4x3 BLK STL XH TBE NIP114X3XH	C04*40E08	4.600	9.20 (7)	113
1	1 *	0 NIP 1-1/4x3-1/2 BLK STL XH TBE NIP114X312XH	C04*40E10	4.600	4.60 (8)	113
1	1 *	0 NIP 1-1/4x4 BLK STL XH TBE NIP114X4XH	C04*40E12	4.600	4.60 (9)	03

1 Lgths Filled by: EJ Customer-Received By:
1 Boxes X
1 Bags Date 11/10/16 (Print) X
1 Valves Date Shipped ____/____/____
1 Crates
1 Tub/Shower
1 Boilers
1 Wtr Mtrs Blue/Yellow- Packing Slip White/Pink- Office Use

PLEASE JOIN US MATERIALS PURCHASED HEREON ARE SUBJECT TO TERMS AND CONDITIONS ON BACK HEREOF.

F.W. Webb Company
1 Macrea Hill Rd
Ballston Spa, NY 12020
TEL# (510-490-7500)
FAX# (510-490-7555)

Shiplist
Date 11/10/16
08:29am
Number 52862831
Model I

Sold To:
BPI MECHANICAL INC

Ship To:
BPI MECHANICAL INC
1 Macrea Hill Rd

PO BOX 311
WATERFORD NY 12188-0311

BALLSTON SPA, NY 12020
16-12322

(510-238-2303) Fax# (510-233-0123)

Inst # 173377 Purchase Ord# LAKE FIRE DEPARTMENT Rel# Ship Via SELF-SERVE Writer EJ Date Req 11/10/16

***** SHIPPING LIST ***** PAGE 2 OF 3

Ord	Shp	B/O Description	Location	Net Price	Exten	Ln#
1	1 *	0 NIP 1-1/4x6 BLK STL XH TBE NIP114X6XH	C04*40E20	8.100	8.10 (10)	
2	2 *	0 NIP 1-1/4x2-1/2 BLK STL XH TBE NIP114X212XH	C04*40E06	3.600	7.36 (11)	
3	3 *	0 NIP 3/4x2 BLK STL XH TBE NIP34X2XH	C04*30B06	2.150	6.45 (12)	
5	5 *	0 NIP 3/4x1-1/2 BLK STL XH TBE NIP34X112XH	C04*30B04	2.150	10.75 (13)	
1	1 *	0 NIP 3/4x2-1/2 BLK STL XH TBE NIP34X212XH	C04*30B08	2.600	2.60 (14)	
1	1 *	0 NIP 3/4x3 BLK STL XH TBE NIP34X3XH	C04*30B10	2.600	2.60 (15)	
1	1 *	0 NIP 3/4x3-1/2 BLK STL XH TBE NIP34X312XH	C04*30B12	3.070	3.07 (16)	
4	4 *	0 NIP 3/4xCLO BLK STL XH TBE NIP34XCLOXH	C04*30B02	2.150	8.60 (17)	
1	1 *	0 BU 1-1/4x1" BLK CI 114X1BU BCI114X1BU	C02*23C20	3.170	3.17 (18)	

1 Lgths Filled by: EJ Customer-Received By: X
1 Boxes Date 11/10/16 (Print) X
1 Bags Date Shipped ____/____/____
1 Valves
1 Crates
1 Tub/Shower
1 Boilers
1 Mtr Mtrs Blue/Yellow- Packing Slip White/Pink- Office Use

PLEASE JOIN US FOR MATERIALS PURCHASED HEREON ARE SUBJECT TO TERMS AND CONDITIONS ON BACK HEREOF.

OP-002-1, REV. 1

F.W. Webb Company
1 Mccrea Hill Rd
Ballston Spa, NY 12020
TEL# (518-490-7500)
FAX# (518-490-7555)

Shiplist
Date 11/10/16
08:29am
Number 52862031
Mode: I

Sold To:
BPI MECHANICAL INC

Ship To:
BPI MECHANICAL INC
1 Mccrea Hill Rd

PO BOX 311
WATERFORD NY 12188-0311

BALLSTON SPA, NY 12020
16-12322

(518-230-2383) Fax# (518-233-0123)

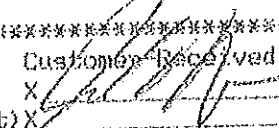
Inst# Purchase Ord# Rel# Ship Via Writer Date Req
173377 LAKE FIRE DEPARTMENT SELF-SERVE EJ 11/10/16

***** SHIPPING LIST ***** PAGE 3 OF 3

Ord	Shp	B/O Description	Location	Net Price	Exten	Ln#
-----	-----	-----------------	----------	-----------	-------	-----

1C	1C	1				
1C	1C	1				
Order/SubTotal:		107.01	Ship/SubTotal:		107.01	
Tax:		7.49	Tax:		7.49	
Freight:			Freight:			
Order/Total:		114.50	Ship/Total:		114.50	

* 30 ITEMS TOTALD 12.060 lbs, WHILE 1 ITEMS ARE NOT INCLUDED IN WEIGHT *

J Lgths Filled by: EJ Customer Received By: 
J Boxes X
J Bags Date 11/10/16 (Print) X
J Valves Date Shipped ____/____/____
J Crates
J Tub/Shower
J Boilers
J Wtr Htrs

Blue/Yellow- Packing Slip White/Pink- Office Use
PLEASE JOIN US FOR LUNCH ON THE FIRST FRIDAY OF EVERY MONTH
MATERIALS PURCHASED HEREON ARE SUBJECT TO TERMS AND CONDITIONS ON BACK HEREOF.

F.W. Webb Company
1 McCrea Hill Rd
Ballston Spa, NY 12620
TEL# (518-490-7500)
FAX# (518-490-7555)

Shiplist
Date 11/10/16
11/10/16
08:35am
Number 52062321
Mode: I
COD: OIE

Sold To:
BPI MECHANICAL INC

Ship To:
BPI MECHANICAL INC
1 McCrea Hill Rd

PO BOX 311
WATERFORD NY 12188-0311

BALLSTON SPA, NY 12620
CREDIT

(518-238-2303) Fax# (518-233-0123)

Inst # Purchase Ord# ReIn Ship Via Writer Date Req
.73377 CREDIT AVE SELF-SERVE EJ 11/10/16

***** SHIPPING LIST ***** PAGE 1 OF 2

Ord	Shp	B/O Description	Location	Net Price	Exten	Ln#
-1	-1 *	0 NIP 1-1/2xCLD BLK STL XH TBE NIP112XCLOXH	C04*40D02	4.880	-4.88 (1)	111
-1	-1 *	0 NIP 1-1/2x2 BLK STL XH TBE NIP112X2XH	C04*40D04	5.280	-5.28 (2)	141
-1	-1 *	0 NIP 1-1/2x2-1/2 BLK STL XH TBE NIP112X212XH	C04*40D08	4.560	-4.56 (3)	171
-1	-1 *	0 NIP 1-1/2x4 BLK STL XH TBE NIP112X4XH	C04*40D12	6.920	-6.99 (4)	91
-1	-1 *	0 NIP 1-1/2x6 BLK STL XH TBE NIP112X6XH	C04*40D20	9.320	-9.32 (5)	81
-2	-2 *	0 ELL 90DEG 1-1/2" BLK CI 11290 BC111290	C00*23D10	5.760	-11.52 (6)	161
-1	-1 *	0 CPLG 1-1/2" BLK MI CLS XH MAL112C0XH	C04*36A08	16.300	-16.39 (7)	101
-1	-1 *	0 TEE 1-1/2x1x3/4" BLK CI 112X1X34T BC1112X1X34T	C00*28D02	21.680	-21.68 (8)	71
IC	IC	1				
IC	IC	1				

3 Lyths Filled by: EJ Customer-Received By: X
3 Boxes Date 11/10/16 (Print) X
3 Bags Date Shipped ____/____/____
3 Valves
3 Grates
3 Tub/Shower
3 Boilers
3 Wtr Htrs Blue/Yellow- Packing Slip White/Pink- Office Use

PLEASE JOIN US MATERIALS PURCHASED HEREON ARE SUBJECT TO TERMS AND CONDITIONS ON BACK HEREOF.

OP.002.1 REV 1

F.W. Webb Company
1 McCrea Hill Rd
Ballston Spa, NY 12020
TEL# (518-490-7500)
FAX# (518-490-7553)

Shiplist
Date 11/10/16
Number 52862321
Mode: I
CCD: OIE

Sold To:
BPI MECHANICAL INC

Ship To:
BPI MECHANICAL INC
1 McCrea Hill Rd

PO BOX 311
WATERFORD NY 12188-0311

BALLSTON SPA, NY 12020
CREDIT

(518-238-2383) Fax# (518-233-0123)

Inst # Purchase Ord# ReIn Ship Via Writer Date Req
173377 CREDIT AVE SELF-SERVE EJ 11/10/16

***** SHIPPING LIST ***** PAGE 2 OF 2

Ord	Shp	B/O Description	Location	Net Price	Exten	Ln#
-----	-----	-----------------	----------	-----------	-------	-----

Order/SubTotal: -80.53
Tax: -5.64
Freight: -86.17
Order/Total: -86.17

Ship/SubTotal: -80.53
Tax: -5.64
Freight: -86.17
Ship/Total: -86.17

J Lyths Filled by: EJ Customer Received By
J Boxes X
J Bags Date 11/10/16 (Print) X
J Valves Date Shipped 11/10/16
J Crates
J Tub/Shower
J Boilers
J Wtr Htrs

Blue/Yellow- Packing Slip White/Pink- Office Use
PLEASE JOIN US FOR A BUSY DAY ON THE STREET FOR BOY SCOUTS OF AMERICA
MATERIALS PURCHASED HEREON ARE SUBJECT TO TERMS AND CONDITIONS ON BACK HEREOF.

F.W. Webb Company
1 Meecrea Hill Rd
Ballston Spa, NY 12020
TEL# (518-490-7500)
FAX# (518-490-7555)

Shiplist
Date 11/09/16
Number 52057353
Mode: 1

Sold To:
BPI MECHANICAL INC

Ship To:
BPI MECHANICAL INC
1 Meecrea Hill Rd

PO BOX 311
WATERFORD NY 12180-0311

BALLSTON SPA, NY 12020

(518-238-2383) Fax# (518-233-0123)

Cust # 173377 Purchase Ord# LAKE AVE. F.D. Bill Ship Via SELF-SERVE Writer ROSS Date Req 11/09/16

***** SHIPPING LIST ***** PAGE 1 OF 3

Ord	Shp	B/O Description	Location	Net Price	Exten	Ln#
3	3 *	0 TAPE BLE MONSTER TFE 1/2x1429" ROLL CFD70005	C05X02C00	4.870	14.61 (1)	
1	1 *	0 NIP 1-1/2xCLO BLK STL XH TBE NIP112XCLOXH	C04*40002	4.88	(2)	191
1	1 *	0 NIP 1-1/2x2 BLK STL XH TBE NIP112X2XH	C04*40004	5.28	(3)	123
1	1 *	0 NIP 1-1/2x2-1/2 BLK STL XH TBE NIP112X212XH	C04*40006	4.56	(4)	153
1	1 *	0 NIP 1-1/2x4 BLK STL XH TBE NIP112X4XH	C04*40012	6.99	(5)	103
1	1 *	0 NIP 1-1/2x6 BLK STL XH TBE NIP112X6XH	C04*40020	9.32	(6)	93
2	2 *	0 NIP 3/4xCLO BLK STL XH TBE NIP34XCLOXH	C04*38002	2.15	(7)	213
1	1 *	0 NIP 3/4x2 BLK STL XH TBE NIP34X2XH	C04*38006	2.15	(8)	343
5	5 *	0 NIP 3/4x2-1/2 BLK STL XH TBE NIP34X212XH	C04*38008	2.60	(9)	243

E 1 Lqths Filled by: ROSS Customer-Received By: _____
E 3 Boxes X _____
E 1 Bags Date : 11/09/16 (Print) X _____
E 3 Valves Date Shipped ____/____/____
E 3 Crates
E 3 Tub/Shower
E 3 Boilers
E 3 Wtr Htrs Blue/Yellow- Packing Slip White/Pink- Office Use

PLEASE JOIN US FOR LUNCH ON THE FIRST FRIDAY OF EVERY MONTH

MATERIALS PURCHASED HEREON ARE SUBJECT TO TERMS AND CONDITIONS ON BACK HEREOF.

OP.002.1 REV 1

F.W. Webb Company
1 McCrea Hill Rd
Ballston Spa, NY 12020
TEL# (518-490-7500)
FAX# (518-490-7555)

Shiplist
Date 11/09/16
Number 52857353
Model I

Sold To:
BPI MECHANICAL INC

Ship To:
BPI MECHANICAL INC
1 McCrea Hill Rd

PO BOX 311
WATERFORD NY 12188-0311

BALLSTON SPA, NY 12020

(518-238-2383) Fax# (518-233-0123)

Cust # 173377 Purchase Ord# LAKE AVE. F.D. Rel# Ship Via SELF-SERVE Writer ROSS Date Recd 11/09/16

***** SHIPPING LIST ***** PAGE 2 OF 3

Ord	Shp	R/O Description	Location	Net Price	Exten	Ln#
1	1 *	0 NIP 3/4x3-1/2 BLK STL XH TBE NIP34X312XH	C04*30B12	3.070	3.07 (10)	E 153
2	2 *	0 UN 3/4" BLK MI CLS XH 30P MAL34300UN	C04*36E02	13.530	27.06 (11)	E 43
1	1 *	0 NIP 1x2-1/2 BLK STL XH TBE NIP1X212XH	C04*38A06	3.690	3.69 (12)	E 223
1	1 *	0 TEE 1-1/2x1x3/4" BLK CI 112X1X34T BCI112X1X34T	C00*28D02	21.600	21.60 (13)	E 83
2	2 *	0 ELL 90DEG 1-1/2" BLK MI CLS XH MAL11290XH	C04*36A06	19.770	39.54 (14)	E 83
1	1 *	0 CPLG 1-1/2" BLK MI CLS XH MAL112C0XH	C04*36A08	16.300	16.30 (15)	E 113
3	3 *	0 ELL 90DEG 3/4" BLK MI CLS XH MAL3490XH	C04*36E06	9.000	27.00 (16)	E 93
1	1 *	0 ELL 90DEG ST 3/4" BLK MI CLS XH MAL34990XH	C04*36E12	15.190	15.19 (17)	E 43
1	1 *	0 TEE 1x1x3/4" BLK CI 1X34T BCI1X34T	C00*26E12	5.200	5.20 (18)	E 83
1	1 *	0 CPLG PROPRS W/STP EPDM 1/2" COP PRS	C05*26E08	1.440	1.44 (19)	

[] Lgths Filled by: ROSS Customer-Received By: X
[] Boxes Date 11/09/16 (Print) X
[] Bags Date Shipped ____/____/____
[] Valves
[] Crates
[] Tub/Shower
[] Boilers
[] Mtr Htrs Blue/Yellow- Packing Slip White/Pink- Office Use

PLEASE JOIN US FOR LUNCH ON THE FIRST FRIDAY OF EVERY MONTH

MATERIALS PURCHASED HEREON ARE SUBJECT TO TERMS AND CONDITIONS ON BACK HEREOF

CP.002.1 REV 1

F.W. Webb Company
1 Mccrea Hill Rd
Ballston Spa, NY 12020
TEL# (518-498-7500)
FAX# (518-498-7555)

Shiplist
Date 11/09/16
Number 52857353
Model I

Sold To:
BPI MECHANICAL INC

Ship To:
BPI MECHANICAL INC
1 Mccrea Hill Rd

PO BOX 311
WATERFORD NY 12188-0311

BALLSTON SPA, NY 12020

(518-238-2383) Fax# (518-233-0123)

Cust # 173377 Purchase Ord# LAKE AVE. F.D. Rel# Ship Via SELF-SERVE Writer ROSS Date Req 11/09/16

***** SHIPPING LIST ***** PAGE 3 OF 3

Ord	Shp	B/O Description	Location	Net Price	Exten	Ln#
1	1 *	VIE78047 0 BU 3/4x1/2" BLK CI 34X12BU BCI34X12BU	C00*21C20	1.130	1.13 (20)	143
2	2 *	0 B/V 3/4" BRS FBT BPC 88 BS 250 STM TRM APO7014464	C00*37E12	47.400	94.80 (21)	423
1	1 *	THIS PRODUCT CONTAINS LEAD 0 CPLG 1x3/4" LF BRS BRA1X34COLF	C05*39C04	8.190	8.19 (22)	31
2	2 *	0 CHK VLV 3/4" THD BRZ LF 200 CWP 125 STM NIB7413Y-34LF	C03*30A04	53.310	106.62 (23)	11693
						93

Order/SubTotal: 436.00 Ship/SubTotal: 436.00
Tax: 30.52 Tax: 30.52
Freight: Freight:
Order/Total: 466.52 Ship/Total: 466.52

* 26 ITEMS TOTALED 17.210 lbs, WHILE 10 ITEMS ARE NOT INCLUDED IN WEIGHT *

C 1 Lyths Filled by: ROSS Customer Received By:
C 1 Boxes X
C 1 Bags Date 11/09/16 (Print) X
C 1 Valves Date Shipped 1/1
C 1 Crates
C 1 Tub/Shower
C 1 Boilers
C 1 Wtr Htrs Blue/Yellow- Packing Slip White/Pink- Office Use

PLEASE JOIN US FOR LUNCH ON THE FIRST FRIDAY OF EVERY MONTH

MATERIALS PURCHASED HEREON ARE SUBJECT TO TERMS AND CONDITIONS ON BACK HEREOF.

OP-002-1 REV 1



BPI MECHANICAL SERVICES
95 Hudson River Rd, Waterford, NY 12188

Invoice

Bill To:

City of Saratoga
474 Broadway, Rm 10
Saratoga Springs, NY 12866

Invoice #: 3043
Invoice Date: 11/21/2016
Due Date: 12/21/2016
Job# 16-12328 We...
P.O. Number:

Work Ticket #

Description	Hours/Qty	Rate	Service Date	Amount
West Avenue Fire Department, No heat @ ambulance. First troubleshoot unit found door switch not making secured & started unit. Found that the temperature rise was above nameplate was able to keep running by removing air filter. Will return to inspect heat exchanger and evaporator coil. For any blockages. 11/16/16 Removed blower, inspected secondary heat exchanger & inspected for blockages. None found. Replaced air filter & left spare. Temp rise remains borderline.				
16 x24x1 Filters	2	6.68		13.36
Labor- Kasowski, Tony	1.5	121.00	11/9/2016	181.50
Labor- Kasowski, Tony	2	86.00	11/16/2016	172.00

Total \$366.86

Payments/Credits \$0.00

Balance Due \$366.86

Phone #	Fax:
518-238-2383	518-238-2003



Mechanical HVAC Service Contractors

HVAC

Phone: (518) 238-2383 • Fax: 233-0123
P.O. Box 311, 95 Hudson River Road
Waterford, New York 12188

Job # 16-12328


UNIT	MAKE	MODEL	SERIAL #	VOLTS	ENVIRONMENTAL CHECK LIST		
NAME: SARATOGA CITY F.A.					CONDENSING UNIT	QTY.	TYPE/DISPOSITION
STREET: WEST AVE.					<input type="checkbox"/> RECOVERED		
CITY: SARATOGA SPRINGS, NY					<input type="checkbox"/> RECYCLED		
TECHNICIAN: JAMES J. KROWICKI					<input type="checkbox"/> RECLAIMED		
DESCRIPTION OF WORK PERFORMED					<input type="checkbox"/> RETURNED		
					<input type="checkbox"/> DISPOSAL		

☐ COOLING OUT ☐ HEATING OUT ☐ LEAK ☐ WARRANTY ☐ INSTALLATION

DATE: 11/8/16

MET G9S120820MP113 / SH W1K4102191
NO HEAT - AMBULANCE FIRST TROUBLESHOOT UNIT
FOUND DOOR SWITCH NOT MAKING SECURE & STARTED
UNIT. FOUND THAT THE TEMPERATURE RISE WAS ABOVE
NAMEPLATE. WAS ABLE TO KEEP RUNNING TEMP BY
REMOVING AIR FILTER. WILL RETURN TO INSPECT
HEAT EXCHANGER & EVAPORATOR COIL FOR ANY BLOCKAGES
11/16/16 REMOVED BLOWER, INSPECTED SECONDARY HEAT
EXCHANGER & INSPECTED FOR BLOCKAGES. NONE FOUND
REPLACED AIR FILTER & LEFT SPARE. TEMP. RISE REMAINS BORDERLINE

QTY.	MATERIALS & SERVICES	UNIT PRICE	AMOUNT	HRS	DATE	NAME	RATE	AMOUNT
	REFRIGERANT R- LBS.			1.5	11/8/16	TK	121-	
2	FILTERS 16 x 24 x 1	6.68		2	11/16/16	TK	86-	
TOTAL MATERIALS				TOTAL LABOR				

CUSTOMER SIGNATURE:  DATE: 11/8/16

Thank You