



# CITY OF SARATOGA SPRINGS

## City Council Meeting



February 20, 2018

City Council Room

 [Print](#)

**7:00 PM**

**CALL TO ORDER**

**ROLL CALL**

**SALUTE TO FLAG**

**PUBLIC COMMENT PERIOD / 15 MINUTES**

**PRESENTATION(S):**

1. Presentation: 2017 West Avenue Special Assessment District Annual Report

**EXECUTIVE SESSION:**

**CONSENT AGENDA**

1. Approval of 2/1/18 State of the City Address Minutes
2. Approval of 2/5/18 Pre-Agenda Meeting Minutes
3. Approval of 2/6/18 City Council Meeting Minutes
4. Approve Use of Insurance Reserve Resolution #1 and #2
5. Approve Budget Amendment - Use of Insurance Reserve #1 and #2
6. Approve Budget Amendments - Regular (Increases)
7. Approve Budget Transfers - Regular
8. Approve Payroll 02/09/18 \$517,148.72
9. Approve Payroll 02/16/18 \$538,279.10
10. Approve Warrant - 2017 17MWDEC7 \$5,097.67
11. Approve Warrant - 2018 18MWFEB1 \$859,302.83
12. Approve Warrant 2017 - 17DEC8 \$114,008.69
13. Approve Warrant - 2018 18FEB2 \$269,980.13

**MAYOR'S DEPARTMENT**

1. Discussion and Vote: Ethics Board Member Appointment - Motion Correction
2. Discussion and Vote: City Center Authority Appointment

3. Discussion and Vote: Civil Service Commission Appointment
  4. Appointment: Recreation Commission
  5. Announcement: Recreation Programs and Leagues
  6. Discussion and Vote: Approval of Introduction to Ice Promotion
  7. Discussion and Vote: Authorization for Mayor to sign Goldberger and Kremer contract renewal
  8. Discussion and Vote: Authorization for the Mayor to sign Memorandum of Agreement to DPW contract
- 

## **ACCOUNTS DEPARTMENT**

1. Discussion and Vote: Approval of Purchasing Policy for 2018
  2. Discussion and Vote: Approval of Resolution to Appoint Marriage Officer
  3. Appointment: Clarification of Appointments to Board of Assessment Review
- 

## **FINANCE DEPARTMENT**

1. Set Public Hearing: Local Law #2 of 2018 - To establish "Energize NY PACE Finance" in the City of Saratoga Springs
  2. Discussion: 2017 Sales Tax Review
  3. Discussion and Vote: Resolution for the members of the City Council
  4. Discussion and Vote: Budget Transfers - Contingency
- 

## **PUBLIC WORKS DEPARTMENT**

1. Discussion and Vote: Authorization for the Mayor to sign agreement with SCS Field Services for the Weibel Avenue Landfill Gas Collection and Control Systems Operations, Monitoring and Maintenance Services.
  2. Set Public Hearing: 2018 Water & Sewer Rates Resolution
- 

## **PUBLIC SAFETY DEPARTMENT**

1. Discussion and Vote: Authorization for the mayor to sign a contract with Pittsfield Communications, Inc.
  2. Discussion and Vote: Authorization for the mayor to sign change orders 6, 7, & 8 for crown molding repair, hazardous material survey, and removal of asbestos in the dispatch area of the police department
  3. Discussion and Vote: A Resolution of the City Council of the City of Saratoga Springs, New York Supporting the Adirondack Aquatic Center in its Endeavors
  4. Discussion and Vote: A Resolution of the City Council of the City of Saratoga Springs, New York Condemning Organizations Condoning Hate Speech and Reaffirming the City's Commitment to Diversity
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## **SUPERVISORS**

1. Matthew Veitch
    1. Economic Development Committee
    2. STOP-DWI Grants
    3. Saratoga County Employment & Training job fair
  2. Tara Gaston
    1. Upcoming Board of Supervisors Meeting
    2. Proposed Local Law
    3. 2018 Legislative Agenda
- 

## **ADJOURN**



**CITY OF SARATOGA SPRINGS  
WEST AVENUE PROJECT  
WASAD ANNUAL ACCOUNTING  
AS OF 12.31.17**

Per resolution adopted by the City Council on 06.28.01, the Commissioner of Finance shall provide an annual statement to the City Council and WASAD Board estimating the total cost of the West Ave. project, credit paid amounts and calculate the outstanding balances. The City and the WASAD share the City construction and betterment cost equally. The WASAD pays it's share to the City over a period of 25 years at a rate of 5.125%. The 2000 Bond was issued for 15 years and was paid in full on 06/01/2014. The 2002 Bond was issued for 25 years. The 2004 Bond was issued for 30 years.

	AMOUNTS	WASAD SHARE
Original Construction Bid Amount	\$ 1,070,143.90	\$ 535,071.95
Order on Contract # 1	25,776.25	12,888.13
Order on Contract # 2	7,354.65	3,677.33
Order on Contract # 3	12,691.60	6,345.80
Order on Contract # 4	-	-
Order on Contract # 5	20,959.35	10,479.68
Order on Contract # 6	111,689.54	55,844.77
NIMO	4,167.67	2,083.84
Original Inspection Bid Amount	98,559.06	49,279.53
NYS Construction Inspection	49,940.00	24,970.00
<b>TOTAL PROJECT COST as of 12.31.17</b>	<b>\$ 1,401,282.02</b>	<b>\$ 700,641.01</b>

Less: 2002 WASAD Principal Payment	\$ (25,091.89)
Less: 2003 WASAD Principal Payment	(15,622.46)
Less: 2004 WASAD Principal Payment	(15,681.68)
Less: 2005 WASAD Principal Payment	(16,485.37)
Less: 2006 WASAD Principal Payment	(17,330.24)
Less: 2007 WASAD Principal Payment	(18,218.42)
Less: 2008 WASAD Principal Payment	(19,152.11)
Less: 2009 WASAD Principal Payment	(20,133.66)
Less: 2010 WASAD Principal Payment	(21,165.51)
Less: 2011 WASAD Principal Payment	(22,250.24)
Less: 2012 WASAD Principal Payment	(23,390.57)
Less: 2013 WASAD Principal Payment	(24,589.33)
Less: 2014 WASAD Principal Payment	(25,849.53)
Less: 2015 WASAD Principal Payment	(27,174.32)
Less: 2016 WASAD Principal Payment	(28,567.01)
Less: 2017 WASAD Principal Payment	(30,031.07)

<b>Principal Balance Outstanding as of 12/31/17</b>	<b>\$ 349,907.60</b>
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**Without further adjustments, the annual payment from WASAD necessary to amortize \$349,907.60**



**as of 12.31.17 over 9 years at 5.125% is \$49,502.92 per year.**

**CITY INFORMATION**

2000 BOND AMOUNT PRINCIPAL & INTEREST	\$	1,792,277.61	Paid in full 06/01/14
2002 BOND AMOUNT PRINCIPAL & INTEREST		162,895.00	
2004 BOND AMOUNT PRINCIPAL & INTEREST		61,326.86	

TOTAL BOND AMOUNT	\$	2,016,499.47
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2000 PAYMENTS	\$	32,133.74
2001 PAYMENTS		124,855.09
2002 PAYMENTS		124,152.97
2003 PAYMENTS		132,913.93
2004 PAYMENTS		135,887.73
2005 PAYMENTS		136,565.78
2006 PAYMENTS		136,122.08
2007 PAYMENTS		134,722.33
2008 PAYMENTS		137,632.84
2009 PAYMENTS		136,478.80
2010 PAYMENTS		135,130.98
2011 PAYMENTS		137,254.61
2012 PAYMENTS		135,317.68
2013 PAYMENTS		137,895.39
2014 PAYMENTS		139,001.04
2015 PAYMENTS		9,190.17
2016 PAYMENTS		9,076.70
2017 PAYMENTS		8,893.20

TOTAL PAYMENTS	\$	1,943,225.06
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(Principal payments recorded in general ledger account V3719716-56630 and interest payments in V3719717-57630.)

OUTSTANDING BALANCES	\$	73,274.41
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As of 12/31/17, the WASAD has \$4,974.78 in a money market.

*DATED: February 20, 2018*

*Presented to City Council: February 20, 2018*

**2000, 2002 and 2004 BOND  
WASAD SHARE AT 5.125%**

Loan Amount	\$ 349,907.60
Annual Interest Rate	5.125%
Term in Years	9
Payments Per Year	1
Next Payment Due	12.01.18
Annual Payment	\$ 49,502.92

PAYMENT NO./DATE	BEGINNING BALANCE	INTEREST	PRINCIPAL	ENDING BALANCE	CUMULATIVE INTEREST
1 12/1/2018	349,907.59	17,932.76	31,570.16	318,337.43	383,021.87
2 12/1/2019	318,337.43	16,314.79	33,188.13	285,149.30	400,954.63
3 12/1/2020	285,149.30	14,613.90	34,889.02	250,260.28	417,269.43
4 12/1/2021	250,260.28	12,825.84	36,677.08	213,583.20	431,883.33
5 12/1/2022	213,583.20	10,946.14	38,556.78	175,026.41	444,709.17
6 12/1/2023	175,026.41	8,970.10	40,532.82	134,493.59	455,655.31
7 12/1/2024	134,493.59	6,892.80	42,610.13	91,883.47	464,625.41
8 12/1/2025	91,883.47	4,709.03	44,793.90	47,089.57	471,518.21
9 12/1/2026	47,089.57	2,413.34	47,089.58	(0.01)	476,227.24

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February 1, 2018

**CITY OF SARATOGA SPRINGS**  
City Council Meeting  
State of the City Address  
City Center

**6:00 PM**

**CALL TO ORDER**

**ROLL CALL**

**SALUTE TO FLAG**

**PUBLIC COMMENT PERIOD / 15 MINUTES**

**PRESENTATION**

**MAYOR'S DEPARTMENT**

1. State of the City Address

**ACCOUNTS DEPARTMENT**

1. State of the City Address

**FINANCE DEPARTMENT**

1. State of the City Address

**PUBLIC WORKS DEPARTMENT**

1. State of the City Address

**PUBLIC SAFETY DEPARTMENT**

1. State of the City Address

**SUPERVISORS**

Matt Veitch

1. State of the City Address

Tara Gaston

1. State of the City Address

**ADJOURN**



February 1, 2018

**CITY OF SARATOGA SPRINGS**  
**City Council Meeting**  
**State of the City Address**  
**City Center**

**PRESENT:** Meg Kelly, Mayor  
Michele Madigan, Commissioner of Finance  
John Franck, Commissioner of Accounts  
Anthony Scirocco, Commissioner of DPW  
Peter Martin, Commissioner of DPS

**STAFF PRESENT:** Lisa Shields, Deputy Mayor  
Mike Sharp, Deputy Commissioner, Finance  
Maire Masterson, Deputy Commissioner, Accounts  
Joe O'Neill, Deputy Commissioner, DPW  
John Daley, Deputy Commissioner, DPS

Matthew Veitch, Supervisor  
Tara Gaston, Supervisor

**RECORDING OF PROCEEDING**

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

**CALL TO ORDER**

Mayor Kelly called the meeting to order at 6:01 p.m.

**PUBLIC COMMENT**

**Mayor Kelly said the public comment period is limited to a total of 15 minutes and individuals are limited to two minutes.**

Mayor Kelly opened the public comment period at 6:04 p.m.

No one spoke.

Mayor Kelly closed the public comment period at 6:04 p.m.

**MAYOR'S DEPARTMENT**

State of the City Address

Good evening. Welcome to the 2018 Saratoga Springs State of the City Address. As your mayor, it is my honor to give this annual address along with my fellow City Council members.

I would like to recognize several current and former elected officials who are with us this evening.

- Congressman Paul Tonko
- Assemblywoman Carrie Woerner
- Jeff Quain from the Governor's office
- Former Mayor Ken Klotz
- Commander Christopher Tejada

Also thank you Ryan McMahon & the City Center for hosting us, and thank you to the City's IT department for making our slide presentation possible.

With new administrations, come opportunities for new ideas and traditions. Tonight you will be hearing from each Commissioner for an update to the public on their departments. In the commission form of government, we all see the absolute need to work together. We must listen intently and understand each department's needs and goals. One example of a new idea is that our deputies are now meeting twice each month, and we believe this will improve communications amongst our departments and help identify new ways to work more effectively. During these past few months I have met with each of the commissioners, and we are working and making plans together for the future.

In my first month, I have met with community partners from Saratoga Hospital, NYRA, Global Foundries, Downtown Business Association, Saratoga County Chamber of Commerce, Saratoga Performing Arts Center, NY State Parks, Saratoga City Center, Saratoga Arts, Saratoga Housing Authority, the School District, the Veterans & Community Housing Coalition, Assemblywoman Carrie Woerner, Lt. Governor Kathy Hochul, the YMCA and many business and homeowners in the community. Creating relationships is critical to finding out the community's needs that are vital to our residents, visitors and economic vitality.

It's often said that Saratoga Springs is the place to live, work and visit in New York and the Northeast, and among the best in the country. I believe that the City Council and all City employees share this sentiment. So as you hear from us tonight about our City, we hope you feel our enthusiasm. And as your public servants, we look forward to improving the efficiency and increasing the quality of providing city services to all residents...doing our part to keep Saratoga Springs the #1 place to be year-round.

Now, I am pleased to begin with highlights from the Mayor's departments.

#### Recreation Department

In 2017, the Recreation Commission's Playground Initiative made significant improvements to the West Side Recreation Park and East Side Recreation Park, investing over \$260,000 in new playground equipment. The department also developed three new programs:

- Youth boxing in partnership with Saratoga Youth Boxing
- Field Hockey League
- Tiny Basketball program

Other highlights of 2017 include the following:

- Camp Saradac camp registrations have increased nearly 50% since 2016.
- The Recreation Commission selected and hired a consultant to develop a Recreation Master Plan
- The Saratoga Springs Friends of Recreation, a non-profit organization run by a group of volunteer residents, was restarted and helped to fund a few key projects

In 2018, the Commission, with support from the Friends of Recreation, will be seeking funding to renovate the Veteran's Memorial Park playground as part of the next phase of the Playground Initiative. The primary focus of the Recreation Commission in 2018 will be to complete the City's Recreation Master Plan.

### Planning and Economic Development

Saratoga Springs continues to experience robust growth. Our staff in the Planning Department manages various capital and infrastructure projects within the city, as well as provides technical assistance during the design review process to applicants and the City's Land Use Boards. Last year's highlights include:

- The final sidewalk section of "Safe Routes to School" was completed on Geyser Road, which will connect to the Geyser Road Trail
- Bikeshare was successfully launched, with hundreds of riders in Saratoga Springs, and will expand its hubs in 2018. • Additional trail connections to the very popular Spring Run Trail have been completed with private development on the corridor
- The City has been awarded \$2.7M in grant funds for projects like the Greenbelt Downtown Connector project, Electric Vehicle (EV) stations and a Natural Resource Inventory
- Land use board applications are now submitted electronically on the City's website
- Notable re-investment in our downtown include:
  - o Caffe Lena, where a private/non-profit partnership allowed for a modernized space;
  - o Multi-million dollar renovation of the Adelphi Hotel – the last grand Victorian hotel in Saratoga Springs

The City's Community Development program administered over \$500K in HUD Grant Funding, Residential Rehabilitation Loans and Economic Development Loans, which brought assistance to more than 1,000 people in our community, in the form of housing, job creation and public services.

New and continuing projects and expansions for 2018 will include:

- Notable developments on Washington Street, including Universal Preservation Hall, Rip Van Dam, Adelphi Partners Hotel-Spa and the Bethesda Church expansion, and on Church Street – Hidden Fountain Commons, enhancements to existing structures and new development and upgrades to infrastructure
- Outside of the downtown center, Excelsior Avenue continues to be actively developed: hundreds of residential units and commercial space; and the downtown connector will provide important upgrades for bike, pedestrian and vehicular traffic
- Expansion within Grande Industrial Park and other properties zoned for industrial development continues, including Greenfield Manufacturing and SKS Bottling Facility
- Development that promises to expand our urban core, like the Intrada project on West Avenue and the Link @ SoBro, will also offer much needed Workforce Housing units to the strategic locations in the City

### Building Department

The Building Department is responsible for reviewing and issuing permits, performing inspections and enforcing compliance with New York State Building Codes and local zoning regulations. In addition, the Building Department provides assistance to the city's Zoning Board of Appeals and Design Review Commission as necessary.

We've seen a steady increase in requests for building permits in recent years, and we issued a record 855 permits in 2017. This represents more than 2.5X the number of permits we issued in 2011. Revenues have increased as well, and last year we generated over \$390,000 in permit fees and fines. Naturally inspections have also increased: our inspectors performed 1,996 inspections last year, which is about 8 inspections per day.

During the last quarter of 2017, we established a new program allowing developers of large and more complex construction projects the option to have their applications reviewed by a City Designated Engineer. This has improved our capacity for reviewing smaller residential projects.

Enforcement matters have steadily increased, representing an increased workload on inspectors and the city attorney's office to bring properties and projects into compliance with city code and zoning regulations.



The Enforcement team, a multi-department group, meets regularly to move these violations towards compliance.

The “season” for construction continues to lengthen, and therefore it is critical to examine our practices for creative ways to improve our efficiency, provide consistent service and generally be more responsive to higher volumes of applications. This is our focus for 2018 in the Building Department.

#### Office of the City Attorney

The City Attorney's Office provides legal advice and guidance to the City including drafting Resolutions, Local Laws, changes to our City Code, Real Estate matters and contracts with vendors.

In 2017, in conjunction with the efforts of our Code Enforcement Officers and both the Building Department and the Department of Public Safety, the City Attorney's saw an increase in the prosecution of Building, Zoning and City Code violations as part of the efforts to achieve more consistent enforcement and greater compliance with our laws.

The City Attorney's Office also helped facilitate contract negotiations between the City and the 5 labor unions whose contracts were expired or expiring in 2017. Once again, utilizing our City Attorneys and handling labor negotiations “in-house,” resulted in additional savings to the City in legal fees and expenses on these matters which would have traditionally been handled by outside legal counsel.

The City Attorney's Office administers the FOIL requests submitted to the City. In 2017, they received and processed 247 FOIL requests. This resulted in the production of thousands of pages of documents all helping to ensure that we continue to operate in a manner that is as transparent and open as possible.

#### Human Resources

The City hired a Human Resources Administrator in the fall of 2017, and the relationship with HR in all departments has already been strengthened. Accomplishments in 2017 include:

- Implementing a new-hire orientation program
- Assisting the Finance Department in holding the annual Health and Wellness Fair and in selecting a new dental benefit program for employees
- Establishing procedures for handling employee discipline and safety matters
- Revised and published the City's Personnel Policy and Procedure Manual

Upcoming goals and objectives include:

- Providing on-site training for City departments
- Provide a Lunch and Learn Series
- Providing a Health and Wellness series
- Increase HR's effectiveness in delivering services through technology

#### Office of the City Historian

The Office of the City Historian serves as a community resource to other entities and institutions, the media, researchers and students. The topics are varied, and the requests come from all over the city, county, state and country. For example, we contributed to the Downtown Historical displays which are part of City's “Wayfinding” project, spearheaded by the Saratoga Springs Special Assessment District. The work of the City Historian is to preserve, protect, promote and present the history and heritage of our community.

#### Looking Forward

The Mayor's department is focused on many exciting initiatives this year, and I would like to acknowledge my fellow Council members, whose departments are key to the success of these efforts. Let me give you

an example. For the “mayor’s” projects, my staff relies on help with RFPs and contracts from the Accounts Department, assistance with budget appropriations and allocations from the Finance Department, and support of engineering, implementation and ongoing maintenance from Public Works and Public Safety. We are interdependent and serve all residents together. Collaboration amongst our departments is critical. And opportunities to work more efficiently are important to all of us.

We are blessed to have many volunteers in our community who give their time on various boards, commissions and committees to advise and assist us. We sincerely thank you!

We look forward to the completion of the uniform development ordinance or UDO, which will lead to improved code and zoning compliance and also encourage inner city infill that is critical to sustained economic development.

The City is partnering with community leaders to solve our downtown parking problems, to continue the Greenbelt Trail expansion and to make Saratoga Springs a cultural destination.

Saratoga Springs is home to many museums, theaters and venues like Saratoga Performing Arts Center, the Universal Preservation Hall, Caffe Lena, Skidmore College, the Saratoga Arts Fest, the Beekman Street Arts District and an exciting effort of the NYS Parks called “Park of the Arts”. So now we can tell the world, Saratoga Springs is known for Health, History, Horses and the ARTS!

## **ACCOUNTS DEPARTMENT**

### State of the City Address

Good evening fellow Sarotogians. I have had the privilege of serving as your Commissioner of Accounts since 2006. During that time, our government has experienced many challenges from the community and the economy. Deputy Commissioner Maire Masterson and I take pride in our commitment to the community and the work we do for you every day. I am pleased to present some of the global initiatives my department will be working on in 2018 in cooperation with other federal and state agencies, and departments within City Hall:

### CDTA: Taxi Consortium Legislation:

- The Accounts Department is working with Assemblyman John McDonald and the CDTA to implement uniform taxi legislation throughout the Capital District Area to provide better transportation opportunities to and from the major transportation hubs in the area.
- The legislation allows a simplification of the taxi transportation visitors to our City and utilizes and standardizes rates and services. It is anticipated that the legislation will allow for universal taxi medallion standards and increase taxi driver accountability to their passenger population as the project nears completion in 2019.
- Web based payment applications shared by Capital District communities will lead to future ride sharing opportunities for our City.

### Federal Highway Authority NYS Department of Transportation Division: ADA:

- The Office of Risk and Safety is working closely with the FHA Department of Transportation, the city attorney, Department of Public Works, and the Planning Department to continue its work with ADA programming for our community.
- Accessibility is a priority for both our residents and visitors to our area. Short and long term planning that coordinates with our Complete Streets philosophy will enable our government to better meet the needs of our aging workforce and community.

- The City Council formally adopted the ADA Program in the fall of 2017. Plans are currently underway to catalogue streets and sidewalks within our community that will ask us all to participate and get all of us involved in making our City safe and better connected.
- The ADA Work Group has retained the services of an intern from Skidmore College working under the supervision of Risk and Safety who is assisting the City in Stage Two of this effort.

#### Safety Committee Emergency Management Planning:

- The City Safety Committee hosted the Saratoga County Local Emergency Planning Committee's Table Top exercise on December 6th. Members of federal, state, county and Safety Committee members participated in a drill that gauged the resources available to our community in the event of an emergency situation.
- The Safety Committee will continue its work with emergency planning to better prepare our citizens and visitors in what services can and should be expected in a time of emergency weather or other situations that arise.
- FEMA and Homeland Security Training will be offered to employees in the community in the coming year to continue our City's safety efforts.

#### Special Event Programming:

The Accounts Department, Risk and Safety and the City Safety Committee are working on revamping the City's Special Events in cooperation with the local Saratoga Chamber of Commerce. The application process has been revamped and procedures streamlined to better serve the community as a whole. We are meeting with local community leaders to better plan for the wonderful events that will be held throughout the year encouraging our tourism and place a gem in the historic racing community.

#### Vendor Programming:

- Risk and Safety is working with the City Attorney, Departments of Public Safety and Public Works, and Accounts Department to review and update the City's vending ordinance to meet the changing needs of our community.
- Meetings will be held with the community to determine best practice strategies to address vending concerns at the Saratoga Race Track and various business districts throughout the City. It is anticipated that the new vendor ordinance will be ready for the upcoming summer season.
- The Vendor Working Group is drafting legislation to allow for an entrepreneurial program for the community's children selling water at the Track.

#### Assessment:

- The Assessment Office continues to see stabilization in the number of grievances being filed. In previous years we have had well over 100. In 2015 it dropped to 79, in 2016 to 71 and 2017 we had 75.
- In 2017 we also continued to have the lowest Senior Citizen Exemption Denial rate. This is the continued result of contact with each senior via phone calls to remind them of the date and have open communication.
- The Office continues to offer a yearly Grievance Class to help educate and inform property owners including explanation of assessment. In many instances owners find they are properly assessed and therefore do not need to file.
- The City of Saratoga Springs also just approved to amend by local law Article 10, Chapter 212 of the City Code relative to the Alternative Veterans' Exemption: Cold War Veterans Exemption to remove the 10 year time limit set forth in the New York State Real Property Tax Law, Section 458-b making this exemption permanent.
- The Saratoga Springs School District Board of Education voted to adopt a resolution for the Alternate Veterans Tax Exemption for School Taxes for the 2018-19 school taxes. It is the responsibility of the Assessment Office to apply these exemptions to each and every parcel. We have been working tirelessly

with extended work hours to get these exemptions and all required documentation needed to fulfill the March 1st deadline.

- I would like to take this opportunity to state that I will not be reassessing the City in 2018. Our annual level of assessment is in compliance with NYS guidelines and the cost far outweighs the benefits.

#### Records Retention:

- As the City's Records Management Officer, my priority has always been to increase the efficiency of information retrieval and access in order to respond accurately and quickly to customer's inquiries.
- My office continues to make strides in that direction. We are now scanning land use boards' records of decision, notices of decision, advisory and administrative opinions.
- We are working with the City's IT department to establish a public portal of Laserfiche. It will enable the public to access City Council minutes in a text searchable format.
- This year we received permission from the NYS Archives to utilize grant monies to renovate a downstairs room of the Finance Department into a secure storage area for the City's documents. Improvements include HVAC, lighting and additional shelving that will increase storage capacity by 68%.

In conclusion, the Accounts Department Team is composed of a special group of professionals who manage a variety of tasks. It is important that my charge to them is leadership, based upon transparency. We are driven by the needs of the community, and together we are committed to excellent service.

I try to make every dollar count that is important to you as a family and as a taxpayer. My Accounts Team makes every dollar you earn and pay as taxes a working "number" for you. Streamlining government to make it as efficient as possible helps us all as government mandates increase and our collective dollars continue to shrink. I'm always open to your suggestions and your concerns. You're important to each of us as elected officials because we try our very best given the resources we have to serve you and your family's needs each and every day.

## **FINANCE DEPARTMENT**

### State of the City Address

Thank you Mayor for giving City Council members the opportunity to participate in this year's State of the City Address. 2017 was a very productive year for the Finance Department, and we have entered 2018 with several goals and projects, all of which will contribute to the success of the City and our residents.

The 2018 General Fund Operating Budget increased 1.3% to account for additional services to residents and rising personnel costs, while the tax rate has again remained stable. There have been virtually no increases in the tax rate for six straight years, which coincides with my time as Commissioner of Finance. This is in line with the "exceptional and affordable" budgetary mantra I mentioned during the 2018 budget presentation, whereby the City has and will continue to offer stellar services to our residents and businesses, all at a cost that they can bear. In 2017 the City retained its strong bond rating, received another positive audit report, and continued to maintain healthy fund balance and reserves, all of which positions the City well to handle any future projects and unforeseen expenses. The state of our city finances is strong!

As Finance Commissioner I oversee the City's IT Department, whose team continues to make improvements that positively impact City processes, such as streamlining how departments interact with residents, increasing user functionality on the City website, and adding resources to help City employees get things done. These improvements don't just make your visits to City Hall easier; they also contribute to the City's bottom line.

As I discussed during the 2018 Budget presentation in October, Finance is currently focusing on three budget and IT-related projects: healthcare expenses, short-term rentals, and parking.

- Healthcare is one of the City's largest expenses; this year I will do everything I can to keep this burden manageable, including reviewing the healthcare options available to City employees and pursuing possible IT solutions;
- Saratoga Springs has a long history of rentals, particularly during the summer season as visitors flock to the area for various events, but as rental trends and technologies have changed the City Council has become aware of several rental-related problems now facing the area. Safety and quality-of-life issues are among the paramount concerns of all City Council members. That said, I would note that there are notable financial concerns with short-term rentals as well, such as fiscal fairness. City hotels and other lodgings go through a lengthy review process, are regularly inspected, and pay their fair share of occupancy tax. In 2018 we as a Council will look to ensure short-term rental units meet a similar threshold, so that the City can provide visitors of Saratoga Springs with a safe, enjoyable experience, while also maintaining a level playing-field among providers of lodging options;
- Finally, parking has been alluded to by City Council members for some time, and while we have yet to finalize our plans, I am happy to report that there are ongoing discussions across City Hall to come up with a solution that modernizes the City's parking with a tech-driven management system, which will result in an improved parking experience for City residents and guests. I would hope that any system provide preferential parking allowances for City residents and employees.

Before I get to those Finance Department 2017 accomplishments and future goals that are more public facing, I'd like to highlight a recent IT improvement within City Hall which illustrates how we are utilizing technology effectively. In 2017 the Department of Public Works and the Police Department went live with NOVATIME, an updated time and attendance system that allows the use of biometric fingerprint terminals like the one you see on screen. NOVATIME seamlessly integrates with the City's payroll system and allows users to more effectively manage their schedule. This results in improved efficiencies, accountability, and provides for a better personnel audit trail. We are very pleased with the progress we have made to date, and look forward to the continued roll out of NOVATIME in 2018.

One area I have focused a lot of my time on is energy, both for the City's budget and on behalf of residents. On August 22nd all 7,992 solar panels installed at the Spa Solar Park were energized, and in roughly four months the facility generated nearly 917,000 kWh of electricity, saving the City thousands of dollars in utility expenses.

On September 5th the City Council unanimously approved a resolution authorizing the exploration of a Community Choice Aggregation (or "CCA") Program. CCAs, which are recommended by New York State and National Grid, aim to provide improved energy sourcing for residents, including better pricing and the ability to decide their overall energy mix. Our partner MEGA is currently working with nearby municipalities to join us, and we hope to begin formally educating City residents directly about the benefits of CCAs in the near future.

Another energy-related initiative I have been working on is Energize NY PACE Finance. This program is funded by State and Federal funds, and underwrites, finances, and oversees clean energy upgrades to commercial and not-for-profit buildings. A representative from Energize NY will be presenting at the February 6th City Council meeting and I invite anyone interested in learning more about the program to attend.

Lastly, Community Solar was previously identified as being Phase II of the City's Solar Program. With the Spa Solar Park now up and running smoothly, I have started looking into community solar public/private partnership options, and I hope to update you all on my progress in the near future.

In February 2016 I created the Smart City Commission to help set Saratoga Springs on a path to becoming a smarter, more tech-driven city, and in October 2016 I presented our initial vision, dubbed Smart City Roadmap 1.0. Since that time we have made progress on many of the 1.0 initiatives, so much so that a 2.0 version is in the works. One project I'm happy to update everyone on today is public Wi-Fi in Congress Park, which is now operational through the network "Saratoga Free Public." The City is also applying what we learn through the Smart City process to ensure we use the best, most secure technology we can.

One potential project that wasn't in the 1.0 Roadmap but that would materially alter the City's technological capabilities would be gigabyte fiber access to every home and business in the City. We are currently in the midst of the RFP process; should things work out as anticipated, there would be increased broadband competition City-wide, which would provide internet access at a speed exponentially better than what's currently available, at a more affordable price. This would improve residents' online experience, allow existing businesses to use technology previously thought unavailable, and would be a huge economic driver, as new businesses would be enticed to relocate to Saratoga Springs.

Speaking of Economic Development, I'd like to congratulate the City Center on a fantastic 2017, including the increase in both number of events held and days in use. The City Center is one of the pillars of the City's economy, and I look forward to working together and continuing our strong relationship, as success for the City Center translates to success for the whole City.

The City will also continue to work on public-private partnerships, whereby the City can partner with an expert in a given field, to the benefit of everyone involved, including Saratoga Springs residents. Two recent examples of this are the South Broadway project known as the Link@SoBro, and the renovation of Universal Preservation Hall. These two projects will address needs previously identified, specifically housing and off-peak season attractions, both of which will drive millions of dollars into the City's economy.

Finally, I'd be remiss not to discuss the impact of the City's arts and culture community on our financial ecosystem. I'm happy to say that City Council members have recently had productive meetings with Saratoga Performing Arts Center leadership, and the City will continue to assist SPAC as they become a more year-round attraction. Like the City Center, SPAC is a pillar of the Saratoga Springs economy, and I personally look forward to strengthening our bond and leveraging the appreciation for the arts that exists throughout the City. This pre-existing appreciation will drive one of my major goals for this term, which is to foster the City's creative economy. I believe promoting this creative economy will allow new businesses to grow, providing jobs and opportunity for City residents, while also driving guests to the City to experience our world-class facilities and experiences.

Thank you all for your time, and I look forward to a happy, healthy, and successful 2018.

## **PUBLIC WORKS DEPARTMENT**

### State of the City Address

The Department of Public Works is in a strong position to provide the services and resources required by residents, businesses, and our fellow city departments as we begin 2018. DPW is responsible for the maintenance of 146 miles of city streets, over 250 miles of water, sanitary and storm lines, 43 city owned buildings, 4 recreational fields and spray parks, 3 public parks, 2 water treatment facilities, 2 trails, and one household hazardous waste day. DPW provides these, and many additional services, twenty-four seven, 365 days a year.

A textbook example of the services provided by the department occurred on the day before Thanksgiving. It was discovered that a 20-inch main coming from the water treatment plant, dating back to 1896, sprung a leak.

The DPW workforce was quickly dispatched in an effort to repair the leak; our employees jettisoned their personal plans and worked late into the day to repair the leak so that the City had water on this all-important family holiday.

Furthermore the utilities department, engineering, and the water treatment plant employees worked together to replace that section of pipe over the course of the following weeks. A new shut-off valve and fire hydrant were installed so that if such a problem ever occurs again, that area of water infrastructure can be isolated and managed.

I also want to recognize the City of Troy; they provided an emergency repair flange and 20-inch valve to speed up the process of making the repair.

That's your DPW at work.

DPW has excelled in historic preservation. The principal capital investment for our historic buildings has been in the Canfield Casino. The Casino is on the National Register of Historic Places and is a U.S. Historic Landmark. I've been blessed with stewardship over this building, and with the support of the council we have safeguarded this building for future generation's enjoyment.

In 2017 we worked on restoring the ballroom. Hundreds of cherubs and decorative leafing were restored, and the ceiling repainted. In Addition, the stained-glass lay lights were cleaned and LED backlighting was added so that even at night, the glass can be lit. I'm proud to say this has earned the project of the year award in the Historic Preservation category from the New York Chapter of the American Public Works Association. Special thanks to everyone who worked on this project, especially Assistant City Engineer Deb LaBreche.

Heading into 2018 we have two great projects planned, the restoration of the Katrina Trask Gateway in Congress Park and the rejuvenation of Deer Spring.

For Katrina Trask we plan to restore the Iron Gate, replace stairs and landings, install more lighting, and clear the east and west hills in the park of overgrowth.

For the Deer Spring, the plan is to fix plumbing and draining issues and restore the fountain façade to its original beauty. Work has already begun on both to keep things on schedule.

Our historic resources, especially those in Congress Park, are a treasure for our residents and visitors. Our responsibility to the public is to preserve and protect these resources today and in the future.

Each year DPW implements a paving program for the repair and maintenance of city streets. In 2017 we paved twenty-two streets or street sections including the major intersection at Broadway, Lake Avenue, and Church Street. DPW utilized \$744,750 in CHIPs funding to complete this work.

Looking forward to 2018, DPW purchased a new Hamm HD Roller with CHIPs funding. This investment will increase the number of paving jobs scheduled by DPW, eliminating the need to rent a roller from private companies.

I look forward to working with my Deputy Joe O'Neill on the 2018 paving program. In our planning, we will work on ways to include complete streets concepts along with ADA accessibility, walking, biking, and driving mobility improvements.

An accomplishment that the City can be proud of is our designation from the Arbor Day Foundation as a Tree City USA. In collaboration with Tom Denny and Sustainable Saratoga, DPW applied to become a tree city in 2017 and was given the designation last year. We're planning a celebration this spring.

The master forestry plan provides a great framework for our urban forest. It includes a full-time city arborist, which I created in my department and is a requirement of Tree City designation. This position has demonstrated our commitment to the urban forest, and we will continue to ensure that Saratoga Springs is a Tree City USA in the future.

DPW is committed to utilizing 21st century technology in our operation. This year, two important advances are being made with Network Fleet Manager, and a Digital Work Order system.

After researching many options, DPW selected Network Fleet Manager system provided by Verizon. With this new technology, we will be able to digitally monitor the DPW fleet, identify diagnostic trouble codes, receive vehicle maintenance notifications, and locate vehicles to ensure services are being provided. A

digital footprint will assist us in snowstorms to ensure each street has been plowed, and during emergencies to quickly dispatch the workforce. There are important safety features that provide notifications in case a vehicle has been in an accident. I want to recognize the DPW Business Manager Mike Veitch for implementing this solution into our workforce.

Another important development is a Digital Work Order System. DPW has been working with the Finance Department on a system to provide services to the public, track work orders, and ensure work is completed in a timely fashion. We are close to a final product, and I want to thank IT Systems Manager Kevin Kling, Deputy Finance Commissioner Mike Sharp, and Mike Veitch for their work on this solution.

Heading into 2018 DPW will continue to focus on infrastructure and teamwork, and will add new technology to our operation. I'm confident that by year's end you will see a more collaborative and effective Department of Public Works, thank you.

## **PUBLIC SAFETY DEPARTMENT**

### State of the City Address

Thank you Mayor Kelly, and thanks to all of my fellow commissioners.

The Department of Public Safety provides world class police, fire, code enforcement, and traffic maintenance & enforcement services to the people of the City of Saratoga Springs. The Department of Public Safety employs 157 full-time and 34 part-time employees. Saratoga Springs is the fifth largest city, by area, in the State of New York. Although the physical size of the city does not grow in the summer, our population effectively more than doubles, creating significant demands on those who provide essential public services.

This is no easy task. I would like to thank Police Chief Greg Veitch, Fire Chief Bob Williams, and their Assistant Chiefs Catone and Shaw, Code Administrator Jack Donnelly, Traffic Administrator Mark Benaquista, Danielle Willard, Deputy Commissioner John Daley and all the members of our department for everything they do day in and day out on behalf of the city.

### Police

In 2017 the City of Saratoga Springs continued to see low levels of property and violent crime. One focus of our department continues to be the opioid epidemic that is plaguing our state and nation. Another focus has been planning for safety during high volume tourist events throughout the year.

Saratoga Springs became the first city in New York State, outside New York City, to equip all of its police officers with body cameras. Our state of the art program has been a resounding success. Since its implementation, complaints brought against police personnel concerning use of force have almost disappeared. This past year, the department further improved the body camera program with an agreement for full replacement every two years, unlimited storage space, digital sharing and a new Prosecutor Portal, which will be on line this month. This new software saves significant manpower and hours.

We've also made serious upgrades to our dispatch capabilities. We are in the final stages of a significant remodel of the old and antiquated dispatch area and radio equipment. This remodel will bring our dispatch services into the 21st century. The radio and 911 equipment will provide state of the art communication equipment and combined with the radio tower project will tie Saratoga Springs directly to the core of the County Radio System. This project represents just one piece of the shared municipal services that our city needs for efficiency.



Saratoga County, along with Albany and Rensselaer Counties, are building a state of the art Computer Aided Dispatch (CAD) Mobile 911 system, referred to as TriTech. It will connect over 100 Police, Fire and EMS agencies across these three Counties. The TriTech system allows for real-time information sharing. We expect that the enhanced radio, 911 and Computer Aided Dispatch systems will be fully functioning by May 1.

The dispatch and 911 systems serve both our Police and Fire/EMS departments.

#### Fire & EMS

The Saratoga Springs Fire Department employs 62 firefighters, of whom 49 are paramedics. The department responded to 87 fires and a total of 5,164 fire and EMS calls overall in 2017.

The city provides its own ambulance services, supplemented by an outside contract with Empire Ambulance. In 2017, 3,731 EMS calls were answered in the City of Saratoga Springs, the majority of which were handled by our fire department. This is a significant – and growing – driver of department revenue. In 2017, EMS services brought in over \$1,000,000 in revenue.

Response times have remained steady over the past five years. Please note, however, that response times to district 3 – the Eastern portion of our city – are consistently higher than those to districts 1 and 2. This demonstrates the critical need for a third fire house to service those living on the eastern plateau and near Saratoga Lake.

#### Code Enforcement

Code Enforcement undertook a number of major initiatives last year. The Department of Public Safety obtained a \$150,000 grant to combat the problem of vacant and abandoned properties. The city hired a third code professional, tasked with tracking vacant structures, and requiring owners to register these structures for the purpose of identifying those that must be renovated or demolished and assigning responsibility for the upkeep of all.

This year, we will hire a part-time special prosecutor, specifically dedicated to combating the problems created by vacant structures and other housing-related code violations. This will generate some revenues and significant cost savings to the city by reducing the need for outside counsel.

Finally, through another grant opportunity, the Department of Public Safety was granted a two-year license for a computer program that easily tracks and displays city data including vacant properties, tax delinquencies, and utility bills.

#### Traffic Maintenance & Enforcement

Our Traffic Maintenance and Enforcement Department faces the challenge of handling and preparing for heavy traffic inflows, both today and in the future, in a destination city whose downtown streets were laid out in the early 18th century. Transportation is more than just getting cars and trucks from one place to another. It is about moving people and goods of all kinds efficiently and safely. We will take a comprehensive approach to our streets and sidewalks.

Last year we added bike lanes and crosswalks to our city's inventory. We are continuing to seek new grant funding to improve our pedestrian safety and alternative transportation infrastructure.

#### Department Initiatives

Our Department has a number of major initiatives under way.

A key component of a 21st century traffic and transportation plan is a complete streets initiative. Our goal is simple: to create a better experience for all types of transportation and travelers. We look forward to

working cooperatively with the City Council to adopt and implement a revised Complete Streets Policy. This policy will be instrumental in dealing with traffic and parking challenges today and in the future.

Interagency cooperation is essential to providing affordable government for our citizens. We will continue to look for new shared service programs with Saratoga County, like the Computer Aided Dispatch program and the Prosecutor Portal. A few years ago we began coordinating safety and traffic preparations for Travers weekend with Federal, State and County agencies, including the FBI, State Police and County Sheriff. This year, for the first time, we are using this model for preparations for Chowderfest. I hope to expand these cooperative programs to both save our city taxpayers money and provide a safer environment for all residents and visitors.

During the past year, we made great progress in addressing the problems created by vacant and abandoned structures, but there is much more to do. We want to ensure problem properties are moving through the legal process in an efficient and cost effective manner. To that end, we are working across multiple departments, and soon with our new special prosecutor, we hope to streamline the legal process for code cases. This will save taxpayer dollars and reduce the number of eyesores and unsafe properties in our city. We also hope to address the public safety concerns generated by those who abuse short term rental arrangements. While respecting the history of Saratoga's Track Season, we hope to place the new arrangements on an even footing, in terms of safety, neighborhood respect and economic fairness, with other short term accommodations.

I remain committed to the construction of a third fire station to serve our eastern plateau. We owe it to our residents to ensure efficient response times to emergencies, no matter what part of this city they choose to call home. We will work collaboratively with partners in the community and at all levels of government to see this long overdue project through to completion.

#### Conclusion

I am honored to serve as this City's 18th Commissioner of Public Safety. I understand the trust that has been given me by the citizens of Saratoga Springs where, by charter, I have been given supervision and control of the operation of the Police and Fire Departments and all of their officers. I will work diligently to earn this trust every day.

#### **SUPERVISORS**

##### **Matt Veitch**

#### State of the City Address

I am proud to discuss my 2017 accomplishments today and to discuss my plans for 2018. There were many things that were done for both the City and County in 2017. First off, I was proud to have continued in my role as Open Space Committee chairman for the City, and in 2017 we worked hard to preserve areas in the greenbelt. We reviewed and signed off on the Conservation Easement for the Pitney Meadows Community Farm. We were able to have the city purchase a parcel on Loughberry Lake, which protects our watershed, and protects a parcel in our gateway area from development. Lastly, we put forward a plan to have a natural resources inventory done, and we received a CFA grant for \$15,000 for 2018 to get that done. I was proud to represent Saratoga Springs and Saratoga County at both the State and National Association of Counties, and to meet individually with our State and Federal representatives to discuss with them our priorities as a County. I continued to serve on several different committees at the County and served as Chair of the Racing & Gaming committee, and worked on the Equalization and Assessment Committee, and Law & Finance Committees and Trails Committee. I was happy to have been elected the President of the Saratoga Springs Preservation Foundation, and worked to advocate for our historic architectural past, while looking toward productive and appropriate future development of our City. I attended and participated many community events and was glad to be involved in hearing from our citizens on issues that concern them.

For 2018, I have been selected to Chair the County's Economic Development Committee. The committee has supervision over all County planning matters and activities. It has general oversight of all matters relating to the preservation and improvement of the environment. We deal with all matters regarding transportation and are the liaison with CDTA. The committee consults with industrial and business firms regarding matters of mutual interest and concern; we assist local efforts to attract new business and industry to the County. The Committee oversees the operations of the County's Office of Employment and Training; we are the liaison with County economic development organizations. The Committee is involved with matters relating to preservation and improvement of agriculture, propagation of fish and game birds, reforestation projects and care of trees, and soil conservation. We also connect with the County Fair. As you may have read or seen, the County has two economic development agencies that work toward attracting business to our County. I was a large part of the creation of the County's economic organization, the Prosperity Partnership, and it was an honor serving on their board of directors for the past three years. The truth is, we need a true partnership with the other economic development agency SEDC, and my goal this year is to work to find a way to get the two organizations to come together and work with one purpose for the economic growth and health of our County. Together we are stronger, and the benefits to our City and County are greater when everyone works cooperatively toward the same goal.

I have also been appointed to the Racing & Gaming Committee, Vice-Chairman of the Legislative & Research Committee, and Trails Committee. I will remain as vice-Chairman of the NYSAC Public Safety Committee, and a new member of the National Association of Counties Community, Economic & Workforce Development Steering Committee. I will also remain as President of the Preservation Foundation. It looks to be a busy year and I look forward to great successes in 2018. As always, I welcome any comments or suggestions citizens may have regarding both City and County issues and I hope to hear from you this year.

## **Tara Gaston**

### State of the City Address

All transitions bring with them both uncertainty and hope, and as a newly seated representative of Saratoga Springs I feel these deeply. Over the course of the past year, I met with leaders of government and business, those concerned with economic development, and those focused on arts and environment. Since taking office as Supervisor, these discussions have continued in order to move forward the needs of the City in the course of County government, to continue the goals of former Supervisor Martin and current fellow Supervisor Veitch - who have provided unique perspective and assistance - where appropriate, and to bring new ideas and outlook where I feel it best represents the needs of the City.

Over the next year, I look forward to my work and have set forth a number of objectives. I will continue to make it easier for Saratoga Springs residents to participate in County government, by improving Board transparency and providing increased opportunities for resident access, to ask questions and share concerns. I will be using my position on the Health & Social Services Committee to put County resources to work, including in support of a permanent Code Blue site and securing continuing public health services within the City. I will also be engaged, through the Legislative & Research Committee, in making sure that the confusion of federal and state government do not lead to confusion at the County and local level, and to develop local policies and legislation that best represent the needs and wants of my constituents. All of my work, including on the Board as a whole, will be done with the values of economic security for all, fiscal responsibility, equality, justice, stewardship, and fairness at the forefront.

It is an honor to serve my community, and I am excited and humbled by the task ahead of me, and of us all, over the next year.

**ADJOURNMENT**

There being no further business, Mayor Kelly adjourned the meeting at 7:11 p.m.

Respectfully submitted,

Margaret LoPresti  
Clerk

Approved:  
Vote:

DRAFT



February 5, 2018

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

**PRESENT:** Meg Kelly, Mayor  
Michele Madigan, Commissioner of Finance  
John Franck, Commissioner of Accounts  
Peter Martin, Commissioner of DPS

**STAFF PRESENT:** Lisa Shields, Deputy Mayor  
Mike Sharp, Deputy Commissioner, Finance  
John Daley, Deputy Commissioner, DPS  
  
Vince DeLeonardis, City Attorney

**EXCUSED:** Anthony Scirocco, Commissioner of DPW  
  
Maire Masterson, Deputy Commissioner, Accounts  
Joe O'Neill, Deputy Commissioner, DPW  
  
Matthew Veitch, Supervisor  
Tara Gaston, Supervisor

**CALL TO ORDER**

Mayor Kelly called the meeting to order at 9:38 a.m.

**PRESENTATION**

1. Energize NY PACE Finance – Commissioner Madigan advised the executive director of Energize NY will be here to present to the Council. This is a state and federally funded program that aims to increase clean energy adoption across New York State. Close to 50 municipalities have signed on to Energize New York. To join this program the City will need to pass a local law, sign an agreement, and formally request membership through a letter to the program's board. There are no fees to join or membership fees going forward. This is for commercial and not-for-profit organizations.

**EXECUTIVE SESSION**

1. Pending Litigation: City of Saratoga Springs v. East Side Group and Performing Asset Strategies, LLC
2. Proposed Litigation

Mayor Kelly advised they will hold an executive session on these issues at the end of this meeting.

**CONSENT AGENDA**

1. Approval of 1/16/18 City Council Meeting Minutes
2. Approval of 1/16/18 Pre-Agenda Meeting Minutes
3. Approve Budget Amendments – Regular (Increases)
4. Approve Payroll 1/19/18 \$511,230.51
5. Approve Payroll 1/26/18 \$840,102.98

6. Approve Payroll 2/2/18 \$493,838.61
7. Approve Warrant 2017 – 17MWDEC4 \$16,781.01
8. Approve Warrant 2018 – 18MWJAN2 \$74,196.83
9. Approve Warrant 2017 – 17MWDEC5 \$10,696.03
10. Approve Warrant 2018 – 18MWJAN4 \$3,254.80
11. Approve Warrant 2017 – 17MWDEC6 \$100.45
12. Approve Warrant 2018 – 18MWJAN3 \$26,431.13
13. Approve Warrant 2017 – 17DEC7 \$789,712.99
14. Approve Warrant 2018 – 18FEB1 \$400,477.80

No comments.

## **MAYOR'S DEPARTMENT**

### Appointment: Open Space Advisory Committee Members

Mayor Kelly advised she will be appointing 4 members.

### Appointment: Planning Board Members

Mayor Kelly advised she will be appointing 1 full time person and 1 alternate.

### Appointment: Zoning Board of Appeals Member

No comments.

### Discussion and Vote: Ethics Board Member

No comments.

### Discussion and Vote: City Center Authority Members

Mayor Kelly advised she will be appointing 2 members.

### Discussion and Vote: Approval of the Saratoga Springs Recreation Facility Rules

John Hirliman of the Recreation Department advised they are making sure everything is consistent and added a section for playgrounds, open gym, public skating, and park rules. Once this is approved they will make signs.

Commissioner Martin asked for clarification of what parks this included.

John advised the park rules are for the north, south, east, and west side parks, and the Veteran's Park. The Waterfront Park has its own rules.

Commissioner Martin asked if it would be easier to make all park rules the same and add on the different rules for a specific park.

Mayor Kelly agreed to remove this item and bring it back after this has been re-worked.

### Discussion and Vote: Approval to Pay Invoice – Lifetime Seamless Gutters, Inc.

John Hirliman explained they had a mix up with purchase orders and realized they did not have one for this. The amount of the invoice is \$8,540.

Mayor Kelly advised she will be moving this to the Consent Agenda.

Discussion and Vote: To Establish the Civil Service Title Recreation Account Specialist at Grade 10 Effective January 27, 2018 in the CSEA City Hall Unit Contract

Mayor Kelly advised this is being brought back to the Council to clarify the motion previously made.

Discussion and Vote: Approval of Position Upgrade to Recreation Account Specialist Grade 10 Step 7 Effective January 27, 2018

Mayor Kelly advised this is being brought back to the Council to clarify the motion previously made.

Discussion and Vote: Approval of Position Upgrade to Recreation Account Specialist Grade 10 Step 7 Effective January 27, 2018

Mayor Kelly advised this is being brought back to the Council to clarify the motion previously made.

Announcement: Recreation Programs and Leagues

No comments.

Discussion and Vote: Approval for the Mayor to Sign Easement Agreement Between Excelsior East LLC and the City of Saratoga Springs

Vince DeLeonardis, city attorney, advised this is for the property at the corner of East Avenue and Excelsior Avenue. The balconies are intruding upon the City's air rights.

Announcement: City of Saratoga Springs Designated a Clean Energy Community

Tina Carton, sustainability coordinator advised the City has earned the Clean Energy Community designation for its commitment to cut costs and reduce energy consumption. This was done by adopting the unified solar permit, adopting a benchmark resolution which is annually tracking and reporting energy usage of the City's municipal buildings, lead a solarize Saratoga campaign, and installation of the new electrical vehicle charging stations.

**ACCOUNTS DEPARTMENT**

Appointment: Board of Assessment Review Member

No comments.

Announcement: Purchase of ID Equipment for Human Resources

Marilyn Rivers advised the Safety Committee will be purchasing new ID equipment to replace the existing equipment. The new equipment will be housed in the Human Resources Department.

Award of Bid: Weibel Avenue Landfill Gas Collection & Controls System Operations, Monitoring and Maintenance Services to SCS Field Services

No comments.

Commissioner Franck advised an additional item will be added for Discussion and Vote: Authorization for Mayor to Sign Agreement with Adirondack Cable and Security.

## **FINANCE DEPARTMENT**

### Discussion and Vote: 2018 Bond Resolution

Commissioner Madigan advised the amount of the bond is \$6,955,000 for projects included in the 2018 capital budget. These projects include equipment purchases, trail construction, park improvements, radio tower construction, and dam improvements.

### Discussion and Vote: Authorization for the Mayor to Sign Addendum Three with Time Warner Cable for Improved DPS Garage Internet Service

No comments.

### Discussion and Vote: Budget Amendment - Benefits Increase

No comments.

### Discussion and Vote: Budget Transfers – Payroll

No comments.

Commissioner Madigan advised she is adding an item: Announcement: Public WiFi in Congress Park.

## **PUBLIC WORKS DEPARTMENT**

### Discussion and Vote: Authorization for the Mayor to Sign Agreement with C.T. Male for 2018 Post-Closure Landfill Monitoring Services

No comments.

### Discussion and Vote: Approval to Pay Invoice – Milton Cat

No comments.

## **PUBLIC SAFETY DEPARTMENT**

### Discussion and Vote: Authorization for Mayor to Sign Contract with North Country Snow & Ice Management

Commissioner Martin advised this contract is for grass cutting, boarding buildings, etc.

### Discussion and Vote: Approval to Transfer 99 Days of Sick Time to a Police Officer

Commissioner Martin advised he will be moving this to the Consent Agenda.

### Discussion and Vote: Authorization for Mayor to Sign Change Orders #3, #4, and #5 with Bonacio for the Dispatch Project

Commissioner Martin advised this is for a new subfloor and wall.

### Discussion and Vote: Change Pay Rates for Part Time Police Cleaner

Commissioner Martin advised in order to be able to hire someone and keep them they need to increase the pay. They will have 1 person at 20 hours per week and 1 at 10 hours per week.



## **SUPERVISORS**

### **MATTHEW VEITCH**

1. NYSAC Legislative Conference Report
2. Racing & Gaming Committee
3. Economic Development Committee

### **TARA GASTON**

## **EXECUTIVE SESSION**

**Mayor Kelly moved and Commissioner Franck seconded to enter into executive session at 10:04 a.m.**

**Ayes - All**

Council returned from Executive Session at 10:53 a.m.

Vince DeLeonardis advised there will be an item added to the Department of Public Work's agenda regarding the acceptance of an employee's resignation.

## **ADJOURN**

Mayor Kelly adjourned the meeting at 10:53 a.m.

Respectfully submitted,

Lisa Ribis  
Clerk

Approved:  
Vote:



February 6, 2018

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

**7:00 PM**

**CALL TO ORDER**

**ROLL CALL**

**SALUTE TO FLAG**

**PUBLIC COMMENT PERIOD / 15 MINUTES**

**PRESENTATION**

1. Energize NY PACE Finance

**CONSENT AGENDA**

1. Approval of 1/16/18 City Council Meeting Minutes
2. Approval of 1/16/18 Pre-Agenda Meeting Minutes
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4. Approve Budget Amendments – Regular (Increases)
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13. Approve Warrant 2018 – 18 MWJAN3 \$26,431.13
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15. Approve Warrant 2018 – 18FEB1 \$400,477.80
16. Discussion and Vote: Approval to Pay Invoice – Lifetime Seamless Gutters, Inc.

**MAYOR'S DEPARTMENT**

1. Appointment: Open Space Advisory Committee Members
2. Appointment: Planning Board Members
3. Appointment: Zoning Board of Appeals Member
4. Discussion and Vote: Ethics Board Member
5. Discussion and Vote: City Center Authority Members
6. Discussion and Vote: To Establish the Civil Service Title Recreation Account Specialist at Grade 10 Effective January 27, 2018 in the CSEA City Hall Unit Contract
7. Discussion and Vote: Approval of Position Upgrade to Recreation Account Specialist Grade 10 Step 7 Effective January 27, 2018
8. Discussion and Vote: Approval of Position Upgrade to Recreation Account Specialist Grade 10 Step 7 Effective January 27, 2018

9. Discussion and Vote: Approval of Position Upgrades for Both Program Coordinators, Effective Date January 27, 2018
10. Announcement: Recreation Programs and Leagues
11. Discussion and Vote: Approval for the Mayor to Sign Easement Agreement Between Excelsior East LLC and the City of Saratoga Springs
12. Announcement: City of Saratoga Springs Designated a Clean Energy Community

#### **ACCOUNTS DEPARTMENT**

1. Discussion and Vote: Adirondack Cabling and Security
2. Appointment: Board of Assessment Review Member
3. Announcement: Purchase of ID Equipment for Human Resources
4. Award of Bid: Weibel Avenue Landfill Gas Collection & Controls System Operations, Monitoring, and Maintenance Services to SCS Field Services

#### **FINANCE DEPARTMENT**

1. Discussion and Vote: 2018 Bond Resolution
2. Announcement: Public WiFi in Congress Park
3. Discussion and Vote: Authorization for the Mayor to Sign Addendum Three with Time Warner Cable for Improved DPS Garage Internet Service
4. Discussion and Vote: Budget Amendment – Benefits Increase
5. Discussion and Vote: Budget Transfers – Payroll

#### **PUBLIC WORKS DEPARTMENT**

1. Discussion and Vote: Authorization for the Mayor to Sign Agreement with C.T. Male for 2018 Post-Closure Landfill Monitoring Services
2. Discussion and Vote: Approval to Pay Invoice - Milton Cat
3. Discussion and Vote: Authorization to Accept Resignation and Execute Settlement Agreement for Employee #2177

#### **PUBLIC SAFETY DEPARTMENT**

1. Discussion and Vote: Authorization for Mayor to Sign Contract with North Country Snow & Ice Management/North Country Facilities Management
2. Discussion and Vote: Authorization for Mayor to Sign Change Orders #3, #4, and #5 with Bonacio for the Dispatch Project
3. Discussion and Vote: Change Pay Rates for Part Time Police Cleaner

#### **SUPERVISORS**

Matt Veitch

1. NYSAC Legislative Conference Report
2. Racing & Gaming Committee
3. Economic Development Committee

Tara Gaston

1. NYSAC Conference

#### **ADJOURN**



February 6, 2018

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

**PRESENT:** Meg Kelly, Mayor  
Michele Madigan, Commissioner of Finance  
John Franck, Commissioner of Accounts  
Anthony Scirocco, Commissioner of DPW  
Peter Martin, Commissioner of DPS

**STAFF PRESENT:** Lisa Shields, Deputy Mayor  
Mike Sharp, Deputy Commissioner, Finance  
Maire Masterson, Deputy Commissioner, Accounts  
Joe O'Neill, Deputy Commissioner, DPW  
John Daley, Deputy Commissioner, DPS

Vincent DeLeonardis

Matthew Veitch, Supervisor  
Tara Gaston, Supervisor

**RECORDING OF PROCEEDING**

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

**CALL TO ORDER**

Mayor Kelly called the meeting to order at 7:00 p.m.

**PUBLIC COMMENT**

**Mayor Kelly said the public comment period is limited to a total of 15 minutes and individuals are limited to two minutes.**

Mayor Kelly opened the public comment period at 7:01 p.m.

Bonnie Sellers of Saratoga Springs recognized Charlie Morrison of the Open Space Committee and Matt Veitch of the Open Space Committee. They both were very knowledgeable and fun to work with.

Marketa Wolfe of Saratoga Springs stated she is here about the 'No sledding' sign located in Congress Park. The Mayor's Department advised the sign will be removed stating the sign will be removed on January 26, 2018. To date the sign has not been removed. The hill ends in a large flat area. The parents feel it is safe and would like to continue to allow their kids to sled there.

Darlene McGraw of Saratoga Springs stated we do want to make sure our kids have a safe place to play outside. The area by Jefferson/Vanderbilt/Wirth needs to be one-way or alternate side parking. There are too many cars that go to the Recreation Center.

Commissioner Scirocco stated the sledding signs are there because some of the slopes are steep in the park and there are a lot of trees. There are still stumps in there and the area has not been groomed for sledding.

Commissioner Franck stated years ago there was a bad accident there and there are also insurance issues for the City.

Commissioner Martin advised they are looking at the issue concerning Wirth Street between Jefferson & Vanderbilt. It is in the City Code for the property owners to shovel their sidewalks. If people are not complying people should call the code officers.

Mayor Kelly closed the public comment period at 7:11 p.m.

## **PRESENTATION**

### Energize NY PACE Finance

Commissioner Madigan introduced Mark Thielking, Executive Director of Energize New York.

Mr. Thielking stated he will be talking about Energize NY PACE, Energize NY Commercial, and Energize NY Residential. They are controlled by the local governments of the municipalities that wish to offer this to their property owners. Energize New York will provide the assistance through their members. The charge is an 'opt' in charge that will be applied to the property tax bill. The charge will automatically transfer from property owner to property owner until the charge is paid off. Properties that are eligible are commercially owned buildings and not for profits. To enable PACE in the City, a local law will need to be passed; a municipal agreement between the City and Energize NY needs to be signed, and request membership through Energize NY's board. There are financial criteria that must be met. They have trained 321 contractors to install. There is no cost to join EIC and no membership fees.

Commissioner Madigan advised the city attorney is reviewing the local law. They are looking at how this may interact with our Charter and they are working with the County to be sure how they can have the tax bills printed.

Commissioner Martin advised when he was a supervisor for the City he learned there would be a separate fund to deal with recouping loses due to foreclosures. He sees they have a second fund would have to be paid for by a fee paid for by the municipality. He asked if the fee has been set and if the fee could be passed to the entity that is borrowing the funds rather than having the municipality be stuck with the second fee?

Mr. Thielking advised the fee is based upon how much collection amount you want to protect - \$30/\$1,000 of collection you want to protect. If there is no delinquency that year you will have that rebate back to the City. It can be added as a fee.

## **CONSENT AGENDA**

**Mayor Kelly moved and Commissioner Franck seconded to accept the consent agenda as follows:**

1. Approval of 1/16/18 City Council Meeting Minutes
2. Approval of 1/16/18 Pre-Agenda Meeting Minutes
3. Approval to Transfer 99 Days of Sick Time to a Police Officer

4. Approve Budget Amendments – Regular (Increases)
5. Approve Payroll 1/19/18 \$511,230.51
6. Approve Payroll 1/26/18 \$840,102.98
7. Approve Payroll 2/2/18 \$493,833.61
8. Approve Warrant 2017 – 17MWDEC4 \$16,781.01
9. Approve Warrant 2018 – 18MWJAN2 \$74,196.83
10. Approve Warrant 2017 – 17MWDEC5 \$10,696.03
11. Approve Warrant 2018 – 18MWJAN4 \$3,254.80
12. Approve Warrant 2017 – 17MWDEC6 \$100.45
13. Approve Warrant 2018 – 18 MWJAN3 \$26,431.13
14. Approve Warrant 2017 – 17DEC7 \$789,712.99
15. Approve Warrant 2018 – 18FEB1 \$400,477.80
16. Discussion and Vote: Approval to Pay Invoice – Lifetime Seamless Gutters, Inc.

**Ayes - All**

#### **MAYOR'S DEPARTMENT**

##### Appointment: Open Space Advisory Committee Members

Mayor Kelly appointed Maureen Roberts to the Open Space Advisory Committee effective today through 12/31/22.

Mayor Kelly appointed Tom Denny to the Open Space Advisory Committee effective today through 11/30/22.

Mayor Kelly appointed Erica Gifford to the Open Space Advisory Committee.

Mayor Kelly appointed Beth Wurthmann to the Open Space Advisory Committee effective today through 7/31/22.

##### Appointment: Planning Board Members

Mayor Kelly appointed Ruth Horton as a full member to the Planning Board effective today through 12/31/20.

Mayor Kelly appointed Amy Ryan to the Planning Board as an alternate effective today through 12/31/20.

##### Appointment: Zoning Board of Appeals Member

Mayor Kelly appointed Rebecca Kern to the Zoning Board of Appeals effective today through 12/31/18. She is completing Brad Gallagher's term as an alternate.

##### Discussion and Vote: Ethics Board Member (18-033)

**Mayor Kelly moved and Commissioner Martin seconded to approve Eileen Venn as a member of the Ethics Board to complete the term vacated by Courtney DeLeonardis effective 12/6/18 and expiring 12/31/18.**

**Ayes – All**

##### Discussion and Vote: City Center Authority Members (18-034)

**Mayor Kelly moved and Commissioner Madigan seconded to approve Shaun Wiggins as a member of the City Center Authority effective 2/13/18 expiring 2/12/24.**

**Ayes – All**

**Mayor Kelly moved and Commissioner Madigan seconded to approve Dorothy Rogers Bullis as a member of the City Center Authority effective 2/13/18 expiring 2/12/24.**

**Ayes – All**

Discussion and Vote: To Establish the Civil Service Title Recreation Account Specialist at Grade 10 Effective January 27, 2018 in the CSEA City Hall Unit Contract (18-035)

**Mayor Kelly moved and Commissioner Madigan seconded that the City Council approve to establish the Recreation Account Specialist position at Grade 10 effective January 27, 2018 in the CSEA City Hall Unit contract.**

**Ayes – All**

Discussion and Vote: Approval of Position Upgrade to Recreation Account Specialist Grade 10 Step 7 Effective January 27, 2018 (18-036)

**Mayor Kelly moved and Commissioner Madigan that the City Council approve the upgrade of Deborah "Prior" Rehm by reclassifying her from a Senior Account Clerk Grade 7 Step 10 working 35 hours a week to Recreation Account Specialist Grade 10 Step 7 working 35 hours per week effective January 27, 2018.**

**Ayes – All**

Discussion and Vote: Approval of Position Upgrade to Recreation Account Specialist Grade 10 Step 7 Effective January 27, 2018 (18-037)

**Mayor Kelly moved and Commissioner Franck seconded that the City Council approve the upgrade of Douglas June by reclassifying him from a Senior Account Clerk Grade 7 Step 10 working 35 hours a week to Recreation Account Specialist Grade 10 Step 7 working 35 hours per week effective January 27, 2018.**

**Ayes – All**

Discussion and Vote: Approval of Position Upgrades for Both Program Coordinators, Effective Date January 27, 2018 (18-038)

**Mayor Kelly moved and Commissioner Franck seconded City Council approve the position upgrades effective date January 27, 2018 for both program coordinators. This is a correction of the effective dates described in the motion from January 16, 2018 City Council Agenda.**

**Ayes – All**

Announcement: Recreation Programs and Leagues

Mayor Kelly announced the Recreation Department is registering for spring programs and additional information can be found on the web page.

Discussion and Vote: Approval for the Mayor to Sign Easement Agreement Between Excelsior East LLC and the City of Saratoga Springs (18-039)

**Mayor Kelly moved and Commissioner Martin seconded to approve the mayor to sign an easement agreement between Excelsior East LLC and the City of Saratoga Springs as attached to this agenda.**

**Ayes – All**

Announcement: City of Saratoga Springs Designated a Clean Energy Community

Mayor Kelly announced the City of Saratoga Springs has been designated as a Clean Energy Community.

Tina Carton, sustainability coordinator, advised the City has been designated as a Clean Energy Community. This designation was received after completing 4 of the 10 high impact clean energy actions. The City can now apply for up to an additional \$50,000 for additional clean energy projects with no cost share.

**ACCOUNTS DEPARTMENT**

Discussion and Vote: Adirondack Cabling and Security (18-040)

Commissioner Franck advised this vendor provides a comprehensive approach to the City's security entry, panic buttons and security camera programming. They are a local vendor that will be readily available.

**Commissioner Franck moved and Commissioner Martin seconded to authorize the mayor to sign the agreement with Adirondack Cabling and Security as distributed with the agenda.**

**Ayes – All**

Appointment: Board of Assessment Review Member

Commissioner Franck appointed Joseph Ribis to a 5 year term effective immediately and ending September 2023.

Announcement: Purchase of ID Equipment for Human Resources

Commissioner Franck announced the Risk and Safety Committee will be purchasing a new employee identification card system to be housed in the Human Resources Department. The amount of the equipment is \$8,334.86 and will replace the system purchased in 2008.

Award of Bid: Weibel Avenue Landfill Gas Collection & Controls System Operations, Monitoring, and Maintenance Services to SCS Field Services (18-051)

**Commissioner Franck moved and Commissioner Scirocco seconded the award of bid for the Weibel Avenue Landfill Gas Collection & Controls System Operations, Monitoring, and Maintenance Services to SCS Field Services for an amount not to exceed \$23,600 for 2018.**

**Ayes – All**

**FINANCE DEPARTMENT**

Discussion and Vote: 2018 Bond Resolution (18-041)

Commissioner Madigan stated this will authorize the issuance of \$6,955,983 in bonds to finance various capital budget projects.

**Commissioner Madigan moved and Commissioner Franck seconded to approve the 2018 bond resolution by a roll call vote.**



**Roll Call:**

**Commissioner Franck – Aye**  
**Commissioner Madigan – Aye**  
**Commissioner Scirocco – Aye**  
**Commissioner Martin – Aye**  
**Mayor Kelly - Aye**

Announcement: Public WiFi in Congress Park

Commissioner Madigan announced public WiFi in Congress Park is now available through the network. It is called Saratoga Free Public.

Discussion and Vote: Authorization for the Mayor to Sign Addendum Three with Time Warner Cable for Improved DPS Garage Internet Service (18-042)

Commissioner Madigan advised the public safety garage on Excelsior Avenue required upgrading.

**Commissioner Madigan moved and Commissioner Martin seconded to approve addendum three with Time Warner Cable as previously distributed with the agenda and authorize the mayor to sign it.**

**Ayes – All**

Discussion and Vote: Budget Amendment – Benefits Increase (18-043)

**Commissioner Madigan moved and Commissioner Franck seconded to approve the budget amendment – benefits increase as previously submitted with the agenda.**

**Ayes – All**

Discussion and Vote: Budget Transfers – Payroll (18-044)

**Commissioner Madigan moved and Commissioner Franck seconded to approve the budget transfers – payroll as previously submitted with the agenda.**

**Ayes - All**

**PUBLIC WORKS DEPARTMENT**

Discussion and Vote: Authorization for the Mayor to Sign Agreement with C.T. Male for 2018 Post-Closure Landfill Monitoring Services (18-045)

**Commissioner Scirocco moved and Commissioner Franck seconded to authorize the mayor to sign the agreement with CT Male for the post closure monitoring at the Weibel Avenue Landfill in the amount of \$11,217.75.**

**Ayes – All**

Discussion and Vote: Approval to Pay Invoice - Milton Cat (18-046)

Commission Scirocco advised repair parts were ordered prior to having a purchase order in place.

**Commissioner Scirocco moved and Commissioner Madigan seconded to approve payment of invoices to Milton Cat for repair parts for the equipment in the amount totaling \$2,205.63.**

**Ayes – All**

Discussion and Vote: Authorization to Accept Resignation and Execute Settlement Agreement for Employee #2177 (18-047)

**Commissioner Scirocco moved and Commissioner Franck seconded to accept resignation and execute a settlement agreement for employee #2177.**

**Ayes - All**

**PUBLIC SAFETY DEPARTMENT**

Discussion and Vote: Authorization for Mayor to Sign Contract with North Country Snow & Ice Management/North Country Facilities Management (18-048)

**Commissioner Martin moved and Commissioner Madigan seconded to authorize the mayor to sign a contract with North Country Snow and Ice Management/North Country Facilities Management in the form that was distributed with the agenda.**

**Ayes – All**

Discussion and Vote: Authorization for Mayor to Sign Change Orders #3, #4, and #5 with Bonacio for the Dispatch Project (18-049)

**Commissioner Martin moved and Commissioner Scirocco seconded to authorize the mayor to sign 3 change orders with Bonacio Construction, Inc. These are change order #s3, 4, and 5 for the dispatch construction project in City Hall in the total amount of \$3,851.73.**

**Ayes – All**

Discussion and Vote: Change Pay Rates for Part Time Police Cleaner (18-050)

**Commissioner Martin moved and Commissioner Franck seconded to change the pay rates for part time police cleaners effective February 24, 2018. Rates for cleaners in their first year of hire will be \$15 per hour; the rates for cleaners from their first anniversary through the next year is \$15.25 per hour; for the next 2 years the rates would be \$15.50 per hour; three years would be \$15.75 per hour; 4 years is \$16 per hour; and 5 years is \$16.25 per hour.**

**Ayes - All**

**SUPERVISORS**

**Matt Veitch**

NYSAC Legislative Conference Report

Supervisor Veitch reported they passed 4 resolutions: calling on the governor to provide funding for the state mandate regarding inmate supervision and drug overdose precaution; a resolution in support of efforts to improve probation and alternatives to incarceration in New York State; a resolution calling on the state to reimburse counties for the temporary detainment of parole violators at local correctional facilities; and resolution calling on the governor and homeland security and emergency services to release funds authorized. They also had a discussion regarding volunteer ambulance services. He also attended a seminar on shared services.

Racing & Gaming Committee

Supervisor Veitch reported they met last week. The Committee voted to support bills in the Assembly and Senate to promote night racing at Belmont Park. This bill has a provision to coordinate with Yonkers Raceway so that they don't compete.

Economic Development Committee

Supervisor Veitch reported they voted to move forward extensions to the Agricultural District 2 in Saratoga County. This includes the Pitney Farm and land on Ruggles Road.

**Tara Gaston**

NYSAC Conference

Supervisor Gaston reported she attended the piece for newly elected officials and found it very helpful.

**ADJOURNMENT**

There being no further business, Mayor Kelly adjourned the meeting at 8:17 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 Bill Number 534075 – Claims E7C1566 and E4P8873 – the Travelers insurance deductible payments for these claims from following accounts:

A3011474-54775	E7C1566	\$ 160.50
A3011934-54775	E4P8873	\$ 172.00

NOW, THEREFORE, BE IT RESOLVED, that payment of the above-mentioned expenditures totaling \$332.50 are hereby approved as authorized as in accordance with the INSURANCE Reserve Fund to be placed in following account as listed:

A3011474-54775	E7C1566	\$ 160.50
A3011934-54775	E4P8873	\$ 172.00

Ayes: \_\_\_\_ Nays: \_\_\_\_

Dated: *February 20, 2018*

Director Risk and Safety Request/Date:

Commissioner of Accounts John P Franck Approval/Date:

City Attorney Approval/Date:

*WFO* 2/6/18  
*[Signature]* 2/6/18  
*[Signature]* 2/6/18

RECEIVED  
FEB - 8 2018  
COMMISSIONER OF FINANCE

**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 a automobile property damage claims not to exceed the amount of \$10,000 for the Department of Public Safety.

NOW, THEREFORE, BE IT RESOLVED, that payment of the above-mentioned expenditures not to exceed the amount of \$10,000 is hereby approved as authorized as in accordance with the INSURANCE Reserve Fund to be placed in A3041934-54775.

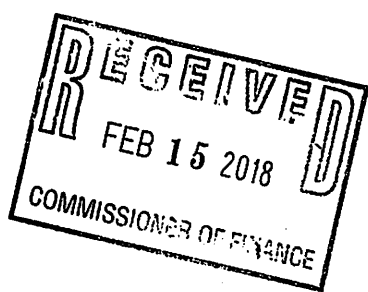
Ayes: \_\_\_\_ Nays: \_\_\_\_

Dated: *February 20, 2018*

Director Risk and Safety Request/Date: *Uho 2/15/18*

Commissioner of Accounts John P Franck Approval/Date: *[Signature] 2/15/18*

City Attorney Approval/Date: *[Signature] 2/15/18*



02/16/2018 08:26  
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CITY OF SARATOGA SPRINGS LIVE  
BUDGET AMENDMENTS JOURNAL ENTRY PROOF

P 1  
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LN	ORG ACCOUNT	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	PREV	BUDGET	AMENDED	
					LINE DESCRIPTION	EFF DATE	BUDGET	CHANGE	BUDGET ERR
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND		
2018	02	183	02/20/2018	022018	022018BAIR	BUA	022018BAIR	1	2
1	A012	40511		PROPERTY TAX	USE OF RESTRICTED FUND BALANCE		-982,800.00	-172.00	-982,972.00
	A	-01-2-0000-0-40511	-		E7C1566 AND E4P8873 TRAVELERS	02/20/2018			
2	A3011934	54775		MEDICAL AND CASUALTY INSURANCE	SELF INSURANCE		.00	172.00	172.00
	A	-30-1-1930-4-54775	-		E7C1566 AND E4P8873 TRAVELERS	02/20/2018			
3	A012	40511		PROPERTY TAX	USE OF RESTRICTED FUND BALANCE		-982,800.00	-160.50	-982,960.50
	A	-01-2-0000-0-40511	-		E7C1566 AND E4P8873 TRAVELERS	02/20/2018			
4	A3011474	54775		CIVIL SERVICE CONTRACTED SERVICE	SELF INSURANCE		.00	160.50	160.50
	A	-30-1-1431-4-54775	-		E7C1566 AND E4P8873 TRAVELERS	02/20/2018			
5	A012	40511		PROPERTY TAX	USE OF RESTRICTED FUND BALANCE		-982,800.00	-10,000.00	-992,800.00
	A	-01-2-0000-0-40511	-		AUTO CLAIM WITHIN DEDUCTIBLE	02/20/2018			
6	A3041934	54775		MEDICAL AND CASUALTY INSURANCE	SELF INSURANCE		4,000.00	10,000.00	14,000.00
	A	-30-4-1930-4-54775	-		AUTO CLAIM WITHIN DEDUCTIBLE	02/20/2018			
					** JOURNAL TOTAL			0.00	



02/16/2018 08:26 | CITY OF SARATOGA SPRINGS LIVE  
u05 | BUDGET AMENDMENT JOURNAL ENTRY PROOF

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CLERK: u05

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2018	2	183									
BUA	A012-40511		02/20/2018	022018BAIR	022018	022018BAIR		USE OF RESTRICTED FUND BALANCE	5		172.00
								E7C1566 AND E4P8873 TRAVELERS			
BUA	A3011934-54775		02/20/2018	022018BAIR	022018	022018BAIR		SELF INSURANCE	5	172.00	
								E7C1566 AND E4P8873 TRAVELERS			
BUA	A012-40511		02/20/2018	022018BAIR	022018	022018BAIR		USE OF RESTRICTED FUND BALANCE	5		160.50
								E7C1566 AND E4P8873 TRAVELERS			
BUA	A3011474-54775		02/20/2018	022018BAIR	022018	022018BAIR		SELF INSURANCE	5	160.50	
								E7C1566 AND E4P8873 TRAVELERS			
BUA	A012-40511		02/20/2018	022018BAIR	022018	022018BAIR		USE OF RESTRICTED FUND BALANCE	5		10,000.00
								AUTO CLAIM WITHIN DEDUCTIBLE			
BUA	A3041934-54775		02/20/2018	022018BAIR	022018	022018BAIR		SELF INSURANCE	5	10,000.00	
								AUTO CLAIM WITHIN DEDUCTIBLE			
										.00	.00
BUA	A-2960		02/20/2018	022018BAIR	022018	022018BAIR		APPROPRIATIONS			10,332.50
BUA	A-1510		02/20/2018	022018BAIR	022018	022018BAIR		ESTIMATED REVENUES		10,332.50	
										10,332.50	10,332.50
SYSTEM GENERATED ENTRIES TOTAL										10,332.50	10,332.50
JOURNAL 2018/02/183 TOTAL										10,332.50	10,332.50

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CITY OF SARATOGA SPRINGS LIVE  
BUDGET AMENDMENT JOURNAL ENTRY PROOF

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FUND	YEAR	PER	JNL	EFF	DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT								
A GENERAL FUND	2018	2	183	02/20/2018				
A-1510					ESTIMATED REVENUES	10,332.50		
A-2960					APPROPRIATIONS			10,332.50
					FUND TOTAL	10,332.50		10,332.50

\*\* END OF REPORT - Generated by Christine Gillmett-Brown \*\*

02/16/2018 08:32  
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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
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY AMEND			
2018	02	184 02/20/2018	022018	022018BARG	BUA 022018BARG	1 2			
1	A041	42103	MAYOR DEPARTMENTAL INCOME	BUILDING INSPECTION SERVICES		.00	-1,650.00	-1,650.00	
	A	-04-1-0000-0-42103	-	SKIDMORE COLLEGE GREENHOUSE	PJ 02/20/2018				
2	A3113624	54725	BUILDING DEPARTMENT CONTRACTS	SERVICE CONTRACTS ENGINEERING		.00	1,650.00	1,650.00	
	A	-31-1-3620-4-54725	-	SKIDMORE COLLEGE GREENHOUSE	PJ 02/20/2018				
3	A022	41031	PROPERTY TAX ITEMS	MORGAN STREET BIRCH RUN SAD		-96,600.00	-1,400.00	-98,000.00	
	A	-02-2-0000-0-41031	-	HAVE BUDGET MATCH SPECIAL	DIST 02/20/2018				
4	A3021384	54720	MORGAN ST BIRCH RUN	MORGAN ST PROF SERV		96,600.00	1,400.00	98,000.00	
	A	-30-2-1391-4-54720	-	HAVE BUDGET MATCH SPECIAL	DIST 02/20/2018				
5	A093	42680	DPW SALE OF PROPERTY & COMP FOR	INSURANCE RECOVERY		.00	-3,751.15	-3,751.15	
	A	-09-3-0000-0-42680	-	0486253973 ALLSATE CLAIM	02/20/2018				
6	A3031934	54775	MEDICAL AND CASUALTY INSURANCE	SELF INSURANCE		.00	3,751.15	3,751.15	
	A	-30-3-1930-4-54775	-	0486253973 ALLSATE CLAIM	02/20/2018				
7	A094	42680	DPS SALE OF PROP & COMP FOR	INSURANCE RECOVERY		-10,636.00	-2,732.39	-13,368.39	
	A	-09-4-0000-0-42680	-	E9Q9084 TRAVELERS CLAIM	02/20/2018				
8	A3041934	54775	MEDICAL AND CASUALTY INSURANCE	SELF INSURANCE		4,000.00	2,732.39	6,732.39	
	A	-30-4-1930-4-54775	-	E9Q9084 TRAVELERS CLAIM	02/20/2018				
				** JOURNAL TOTAL			0.00		

02/16/2018 08:32 | CITY OF SARATOGA SPRINGS LIVE  
u05 | 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
2018 2 184	BUA A041-42103	02/20/2018	022018BARG	022018	022018BARG		BUILDING INSPECTION SERVICES	5		1,650.00
							SKIDMORE COLLEGE GREENHOUSE PJ			
BUA A3113624-54725		02/20/2018	022018BARG	022018	022018BARG		SERVICE CONTRACTS ENGINEERING	5	1,650.00	
							SKIDMORE COLLEGE GREENHOUSE PJ			
BUA A022-41031		02/20/2018	022018BARG	022018	022018BARG		MORGAN STREET BIRCH RUN SAD	5		1,400.00
							HAVE BUDGET MATCH SPECIAL DIST			
BUA A3021384-54720		02/20/2018	022018BARG	022018	022018BARG		MORGAN ST PROF SERV	5	1,400.00	
							HAVE BUDGET MATCH SPECIAL DIST			
BUA A093-42680		02/20/2018	022018BARG	022018	022018BARG		INSURANCE RECOVERY	5		3,751.15
							0486253973 ALLSATE CLAIN			
BUA A3031934-54775		02/20/2018	022018BARG	022018	022018BARG		SELF INSURANCE	5	3,751.15	
							0486253973 ALLSATE CLAIN			
BUA A094-42680		02/20/2018	022018BARG	022018	022018BARG		INSURANCE RECOVERY	5		2,732.39
							E9Q9084 TRAVELERS CLAIM			
BUA A3041934-54775		02/20/2018	022018BARG	022018	022018BARG		SELF INSURANCE	5	2,732.39	
							E9Q9084 TRAVELERS CLAIM			
									.00	.00
BUA A-2960		02/20/2018	022018BARG	022018	022018BARG		APPROPRIATIONS			9,533.54
BUA A-1510		02/20/2018	022018BARG	022018	022018BARG		ESTIMATED REVENUES		9,533.54	
									9,533.54	9,533.54
SYSTEM GENERATED ENTRIES TOTAL									9,533.54	9,533.54
JOURNAL 2018/02/184 TOTAL									9,533.54	9,533.54

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CITY OF SARATOGA SPRINGS LIVE  
BUDGET AMENDMENT JOURNAL ENTRY PROOF

P 3  
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FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
A	GENERAL FUND	2018	2	184	02/20/2018			
	A-1510					ESTIMATED REVENUES	9,533.54	
	A-2960					APPROPRIATIONS		9,533.54
FUND TOTAL							9,533.54	9,533.54

\*\* END OF REPORT - Generated by Christine Gillmett-Brown \*\*

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CITY OF SARATOGA SPRINGS LIVE  
BUDGET AMENDMENTS JOURNAL ENTRY PROOF

P 1  
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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			
2018	02	185 02/20/2018	022018	022018BTRG	BUA 022018BTRG	1 1			
1	A3011214 54540			MAYOR CONTRACTED SERVICES	TRAVEL		250.00	500.00	750.00
	A -30-1-1210-4-54540			-		COVER ANTICIPATED EXPENSES	02/20/2018		
2	A3011654 54330			CITY PHONE SYSTEM CONTRACT	REPAIRS & MAINTENANCE EQUIPMEN		1,200.00	-500.00	700.00
	A -30-1-1650-4-54330			-		COVER ANTICIPATED EXPENSES	02/20/2018		
3	A3011214 54233			MAYOR CONTRACTED SERVICES	DOWNTOWN BUSINESS ASSOC DUES		500.00	25.00	525.00
	A -30-1-1210-4-54233			-		COVER ANTICIPATED EXPENSES	02/20/2018		
4	A3011652 52600			CITY PHONE SYSTEM EQUIPMENT	SOFTWARE		10,157.00	-25.00	10,132.00
	A -30-1-1650-2-52600			-		COVER ANTICIPATED EXPENSES	02/20/2018		
5	A3021314 54650			COMM FINANCE CONTRACTED SERVICE	UTILITIES		.00	11,135.77	11,135.77
	A -30-2-1310-4-54650			-		COVER ANTICIPATED EXPENSES	02/20/2018		
6	A3031624 54650			CITY HALL CS	UTILITIES		55,000.00	-1,623.97	53,376.03
	A -30-3-1620-4-54650			-		COVER ANTICIPATED EXPENSES	02/20/2018		
7	A3031634 54650			DRINK HALL CS	UTILITIES		9,000.00	-116.00	8,884.00
	A -30-3-1621-4-54650			-		COVER ANTICIPATED EXPENSES	02/20/2018		
8	A3143314 54650			TRAFFIC CONTROL CS	UTILITIES		6,200.00	-116.00	6,084.00
	A -31-4-3310-4-54650			-		COVER ANTICIPATED EXPENSES	02/20/2018		
9	A3143414 54650			FIRE DEPARTMENT CS	UTILITIES		30,000.00	-695.98	29,304.02
	A -31-4-3410-4-54650			-		COVER ANTICIPATED EXPENSES	02/20/2018		
10	A3335654 54650			OFF STREET PARKING CS	UTILITIES		18,000.00	-1,043.97	16,956.03
	A -33-3-5650-4-54650			-		COVER ANTICIPATED EXPENSES	02/20/2018		
11	A3537114 54650			PARK & CASINO CS	UTILITIES		52,000.00	-1,043.99	50,956.01
	A -35-3-7110-4-54650			-		COVER ANTICIPATED EXPENSES	02/20/2018		
12	A3567144 54650	3000		RECREATION EXPENSES CS	UTILITIES		15,500.00	-116.01	15,383.99
	A -35-6-7140-4-54650			-3000		COVER ANTICIPATED EXPENSES	02/20/2018		
13	A3567174 54650	3000		INDOOR RECREATION FACILITY CS	UTILITIES		35,000.00	-1,159.98	33,840.02
	A -35-6-7171-4-54650			-3000		COVER ANTICIPATED EXPENSES	02/20/2018		
14	A3567194 54650	3000		WEIBEL ICE RINK CS	UTILITIES		150,000.00	-5,219.87	144,780.13
	A -35-6-7181-4-54650			-3000		COVER ANTICIPATED EXPENSES	02/20/2018		
** JOURNAL TOTAL							0.00		

JOURNAL 2018/02/185	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 Christine Gillmett-Brown \*\*



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u101 | 17MWDEC7

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CLERK: u101 BATCH: 2801

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

319	00001 NATIONAL GRID	161949 161949	162866	17MWDEC7	5,097.67	.00	.00		
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CASH A	2017/13	INV 02/12/2018	SEP-CHK: N	DISC: .00	A3143314	54751	68.15	1099:
ACCT 1200	DEPT 4000	DUE 02/14/2018	DESC:DPS		A3143124	54650	88.00	1099:
P.O. BOX 4706	SYRACUSE NY 13221-4706				A3143314	54751	106.57	1099:
					A3143314	54751	115.84	1099:
					A3143314	54751	146.36	1099:
					A3143314	54751	153.08	1099:
					A3143314	54751	186.49	1099:
					A3143314	54751	204.41	1099:
					A3143314	54751	210.97	1099:
					A3143314	54751	216.50	1099:
					A3143314	54751	258.95	1099:
					A3143314	54650	731.15	1099:
					A3143414	54720	2,611.20	1099:

1 APPROVED UNPAID INVOICES	TOTAL	5,097.67
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1 INVOICE(S)	REPORT POST TOTAL	5,097.67
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CITY OF SARATOGA SPRINGS LIVE  
17MWDEC7

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# ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
2017 13	A3143124 A	-31-4-3120-4-54650 -	UTILITIES	88.00	1,358.69
	A3143314 A	-31-4-3310-4-54650 -	UTILITIES	731.15	2,075.29
	A3143314 A	-31-4-3310-4-54751 -	UTILITIES TRAFF	1,667.32	7,989.81
	A3143414 A	-31-4-3410-4-54720 -	SERVICE CONTRAC	2,611.20	2,765.21
REPORT TOTALS				5,097.67	

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CITY OF SARATOGA SPRINGS LIVE  
17MWDEC7

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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
2017 13 141								
API A3143314-54751					UTILITIES TRAFFIC LIGHTS		68.15	
12/31/2017 W	17MWDEC7 000319			161949	DPS			
API A3143124-54650					UTILITIES		88.00	
12/31/2017 W	17MWDEC7 000319			161949	DPS			
API A3143314-54751					UTILITIES TRAFFIC LIGHTS		106.57	
12/31/2017 W	17MWDEC7 000319			161949	DPS			
API A3143314-54751					UTILITIES TRAFFIC LIGHTS		115.84	
12/31/2017 W	17MWDEC7 000319			161949	DPS			
API A3143314-54751					UTILITIES TRAFFIC LIGHTS		146.36	
12/31/2017 W	17MWDEC7 000319			161949	DPS			
API A3143314-54751					UTILITIES TRAFFIC LIGHTS		153.08	
12/31/2017 W	17MWDEC7 000319			161949	DPS			
API A3143314-54751					UTILITIES TRAFFIC LIGHTS		186.49	
12/31/2017 W	17MWDEC7 000319			161949	DPS			
API A3143314-54751					UTILITIES TRAFFIC LIGHTS		204.41	
12/31/2017 W	17MWDEC7 000319			161949	DPS			
API A3143314-54751					UTILITIES TRAFFIC LIGHTS		210.97	
12/31/2017 W	17MWDEC7 000319			161949	DPS			
API A3143314-54751					UTILITIES TRAFFIC LIGHTS		216.50	
12/31/2017 W	17MWDEC7 000319			161949	DPS			
API A3143314-54751					UTILITIES TRAFFIC LIGHTS		258.95	
12/31/2017 W	17MWDEC7 000319			161949	DPS			
API A3143314-54650					UTILITIES		731.15	
12/31/2017 W	17MWDEC7 000319			161949	DPS			
API A3143414-54720					SERVICE CONTRACTS - PROF SERV		2,611.20	
12/31/2017 W	17MWDEC7 000319			161949	DPS			
GENERAL LEDGER TOTAL							5,097.67	.00
ACCOUNTS PAYABLE								5,097.67
SYSTEM GENERATED ENTRIES TOTAL							.00	5,097.67
JOURNAL 2017/13/141 TOTAL							5,097.67	5,097.67
2017 13 141								
API A-1522					EXPENDITURES		5,097.67	
12/31/2017 W	17MWDEC7 B 2801							

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CITY OF SARATOGA SPRINGS LIVE  
17MWDEC7

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FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
A	GENERAL FUND	2017	13	141	12/31/2017			
	A-1522					EXPENDITURES	5,097.67	
	A-2600					ACCOUNTS PAYABLE		5,097.67
FUND TOTAL							5,097.67	5,097.67

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u101 | 18MWFEB1

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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

6950	00000 AMSURE	161975 84679		162893	18MWFEB1	718,198.64		.00	.00		
CASH A	2018/02	INV 02/12/2018	SEP-CHK: N	DISC: .00		A3011478	58010		2,468.92	1099:	
ACCT 1200	DEPT 2000	DUE 02/14/2018	DESC:84681			A3719068	58010		30,069.18	1099:	
PO BOX 15044	ALBANY NY 12212					A3729068	58010		25,004.18	1099:	
						A3739068	58010		154,428.07	1099:	
						A3749068	58010		411,145.03	1099:	
						A3759068	58010		16,751.82	1099:	
						A3769068	58010		8,213.62	1099:	
						A3769068	58010	3000	15,846.50	1099:	
						E3577168	58010		1,234.46	1099:	
						F3739068	58010		36,044.47	1099:	
						G3739068	58010		16,992.39	1099:	
3	00002 CSEA-EBF	161976 JAN 2018		162894	18MWFEB1	1,981.44		.00	.00		
CASH A	2018/02	INV 02/12/2018	SEP-CHK: Y	DISC: .00		A3739068	58011		1,470.30	1099:	
ACCT 1200	DEPT 2000	DUE 02/14/2018	DESC:DPW 268			A3769068	58011	3000	243.40	1099:	
ONE LEAR JET	LANE SUITE ONE LATHAM NY 12110					F3739068	58011		121.70	1099:	
						G3739068	58011		146.04	1099:	
3	00002 CSEA-EBF	161977 FEB 2018		162895	18MWFEB1	2,020.22		.00	.00		
CASH A	2018/02	INV 02/12/2018	SEP-CHK: N	DISC: .00		A3739068	58011		1,484.74	1099:	
ACCT 1200	DEPT 2000	DUE 02/14/2018	DESC:DPW 268			A3769068	58011	3000	267.74	1099:	
ONE LEAR JET	LANE SUITE ONE LATHAM NY 12110					F3739068	58011		121.70	1099:	
						G3739068	58011		146.04	1099:	
3	00001 CSEA-EBF	161978 JAN 18		162896	18MWFEB1	2,701.74		.00	.00		
CASH A	2018/02	INV 02/12/2018	SEP-CHK: Y	DISC: .00		A3011478	58011		48.68	1099:	
ACCT 1200	DEPT 2000	DUE 02/14/2018	DESC:CITY HALL NB365			A3719068	58011		462.46	1099:	
ONE LEAR JET	LANE SUITE ONE LATHAM NY 12110					A3729068	58011		243.40	1099:	
						A3739068	58011		312.36	1099:	
						A3749068	58011		754.54	1099:	
						A3759068	58011		219.06	1099:	
						A3769068	58011		121.70	1099:	
						F3739068	58011		403.62	1099:	
						G3739068	58011		135.92	1099:	

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u101 | 18MWFEB1

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NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
3	00001 CSEA-EBF	161979 FEB 18		162897	18MWFEB1	2,847.78	.00	.00		
CASH A	2018/02	INV 02/12/2018	SEP-CHK: Y	DISC: .00		A3011478 58011		48.68	1099:	
ACCT 1200	DEPT 2000	DUE 02/14/2018	DESC:CITY HALL NB365			A3719068 58011		486.80	1099:	
ONE LEAR JET	LANE SUITE ONE	LATHAM NY 12110				A3729068 58011		267.74	1099:	
						A3739068 58011		336.70	1099:	
						A3749068 58011		827.56	1099:	
						A3759068 58011		219.06	1099:	
						A3769068 58011		121.70	1099:	
						F3739068 58011		403.62	1099:	
						G3739068 58011		135.92	1099:	
4947	00002 MAGNA5	161980 4675126		162898	18MWFEB1	57.44	.00	.00		
CASH A	2018/02	INV 02/12/2018	SEP-CHK: N	DISC: .00		A3143124 54670		57.44	1099:	
ACCT 1200	DEPT 4000	DUE 02/14/2018	DESC:1639							
P O BOX 780410	PHILADELPHIA	PA 19178-0410								
4947	00002 MAGNA5	161981 4685736		162899	18MWFEB1	334.84	.00	.00		
CASH A	2018/02	INV 02/12/2018	SEP-CHK: Y	DISC: .00		E3577164 54670		334.84	1099:	
ACCT 1200	DEPT 7000	DUE 02/14/2018	DESC:50000394							
P O BOX 780410	PHILADELPHIA	PA 19178-0410								
7508	00000 MEG KELLY	161982 161982		162900	18MWFEB1	220.29	.00	.00		
CASH A	2018/02	INV 02/12/2018	SEP-CHK: N	DISC: .00		A3011214 54540		220.29	1099:	
ACCT 1200	DEPT 1000	DUE 02/14/2018	DESC:MILEAGE							
PAYROLL										
1418	00000 MORGAN STREET BI	161983 161983		162901	18MWFEB1	24,500.00	.00	.00		
CASH A	2018/02	INV 02/12/2018	SEP-CHK: N	DISC: .00		A3021384 54720		24,500.00	1099:	
ACCT 1200	DEPT 2000	DUE 02/14/2018	DESC:2018 BUDGET QUARTERLY							
	DISTRICT 1999	P O BOX 4602	SARATOGA SPRINGS NY 12866							

NEW INVOICES

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u101 | 18MWFEB1

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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	161989 161989		162907	18MWFEB1	35.74		.00	.00		
CASH A	2018/02	INV 02/12/2018	SEP-CHK: N	DISC: .00			A3143124	54670	35.74	1099:	
ACCT 1200	DEPT 4000	DUE 02/14/2018	DESC:5185846400685246								
P O BOX 15124	ALBANY NY 12212-5124										
1927	00001 VERIZON	161990 161990		162908	18MWFEB1	35.55		.00	.00		
CASH A	2018/02	INV 02/12/2018	SEP-CHK: N	DISC: .00			A3143124	54670	35.55	1099:	
ACCT 1200	DEPT 4000	DUE 02/14/2018	DESC:5185840661828249								
P O BOX 15124	ALBANY NY 12212-5124										
1927	00001 VERIZON	161991 161991		162909	18MWFEB1	51.32		.00	.00		
CASH A	2018/02	INV 02/12/2018	SEP-CHK: N	DISC: .00			A3143124	54670	51.32	1099:	
ACCT 1200	DEPT 4000	DUE 02/14/2018	DESC:5185818707789245								
P O BOX 15124	ALBANY NY 12212-5124										
1927	00001 VERIZON	161992 161992		162910	18MWFEB1	319.09		.00	.00		
CASH A	2018/02	INV 02/12/2018	SEP-CHK: N	DISC: .00			A3143124	54670	319.09	1099:	
ACCT 1200	DEPT 4000	DUE 02/14/2018	DESC:5185843042705243								
P O BOX 15124	ALBANY NY 12212-5124										
1831	00001 VERIZON WIRELESS	161993 9800449721		162911	18MWFEB1	290.49		.00	.00		
CASH A	2018/02	INV 02/12/2018	SEP-CHK: Y	DISC: .00			E3577164	54670	290.49	1099:	
ACCT 1200	DEPT 7000	DUE 02/14/2018	DESC:480169107-00001								
P O BOX 408	NEWARK NJ 07101-0408										
1831	00001 VERIZON WIRELESS	161994 9800470831		162912	18MWFEB1	604.59		.00	.00		
CASH A	2018/02	INV 02/12/2018	SEP-CHK: N	DISC: .00			A3031444	54670	105.66	1099:	
ACCT 1200	DEPT 3000	DUE 02/14/2018	DESC:642000522-00001				A3031494	54670	108.80	1099:	
P O BOX 408	NEWARK NJ 07101-0408						A3031654	54670	32.46	1099:	
							A3335014	54670	214.48	1099:	
							A3537114	54670	18.41	1099:	
							A3567144	54670	18.41	1099:	
							A3638194	54670	18.41	1099:	
							F3638314	54670	32.73	1099:	
							F3638334	54670	18.41	1099:	
							F3638344	54670	18.41	1099:	
							G3638124	54670	18.41	1099:	



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u101 | 18MWFEB1

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CLERK: u101 BATCH: 2804

NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
1831	00001 VERIZON WIRELESS	161995 98004518383		162913	18MWFEB1	817.89	.00	.00		
CASH A	2018/02	INV 02/12/2018	SEP-CHK: N	DISC: .00			A3143414 54670	817.89	1099:	
ACCT 1200	DEPT 4000	DUE 02/14/2018	DESC:486851008-00001							
P O BOX 408	NEWARK NJ 07101-0408									
1831	00001 VERIZON WIRELESS	161996 9800408706		162914	18MWFEB1	1,075.40	.00	.00		
CASH A	2018/02	INV 02/12/2018	SEP-CHK: N	DISC: .00			A3143124 54670	1,075.40	1099:	
ACCT 1200	DEPT 4000	DUE 02/14/2018	DESC:242016471-00001							
P O BOX 408	NEWARK NJ 07101-0408									
1831	00001 VERIZON WIRELESS	161997 9800356367		162915	18MWFEB1	1,473.28	.00	.00		
CASH A	2018/02	INV 02/12/2018	SEP-CHK: N	DISC: .00			A3143124 54670	1,473.28	1099:	
ACCT 1200	DEPT 4000	DUE 02/14/2018	DESC:386851082-00001							
P O BOX 408	NEWARK NJ 07101-0408									
23 APPROVED UNPAID INVOICES				TOTAL		859,302.83				
23 INVOICE(S)				REPORT POST TOTAL		859,302.83				

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CITY OF SARATOGA SPRINGS LIVE  
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ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
2018 02	A3011214 A	-30-1-1210-4-54540 -	TRAVEL	220.29	29.71
	A3011474 A	-30-1-1431-4-54671 -	PHONES & FAX	29.57	317.85
	A3011478 A	-30-1-1431-8-58010 -	HOSPITALIZATION	2,468.92	43,994.48
	A3011478 A	-30-1-1431-8-58011 -	VISION INSURANC	97.36	778.88
	A3021384 A	-30-2-1391-4-54720 -	MORGAN ST PROF	24,500.00	72,100.00
	A3021694 A	-30-2-1681-4-54740 -	SERVICE CONTRAC	304.84	36,805.06
	A3031444 A	-30-3-1440-4-54670 -	PHONES	105.66	1,235.46
	A3031494 A	-30-3-1490-4-54670 -	PHONES	108.80	2,260.92
	A3031624 A	-30-3-1620-4-54650 -	UTILITIES	4,651.60	50,348.40
	A3031634 A	-30-3-1621-4-54650 -	UTILITIES	957.10	8,042.90
	A3031654 A	-30-3-1623-4-54650 -	UTILITIES	3,287.92	29,712.08
	A3031654 A	-30-3-1623-4-54670 -	PHONES	32.46	3,235.98
	A3143124 A	-31-4-3120-4-54670 -	PHONES	3,047.82	38,953.99
	A3143124 A	-31-4-3120-4-54740 -	SERVICE CONTRAC	74.95	80,533.82
	A3143414 A	-31-4-3410-4-54670 -	PHONES	817.89	19,789.52
	A3335014 A	-33-3-5010-4-54670 -	PHONES	214.48	3,485.52
	A3335184 A	-33-3-5182-4-54750 -	STREET LIGHTING	42,824.06	432,175.94
	A3335654 A	-33-3-5650-4-54650 -	UTILITIES	1,207.24	16,792.76
	A3416314 A	-34-1-6310-4-54650 -	UTILITIES	478.31	3,521.69
	A3537114 A	-35-3-7110-4-54650 -	UTILITIES	4,521.54	47,478.46
	A3537114 A	-35-3-7110-4-54670 -	PHONES	18.41	430.56
	A3567144 A	-35-6-7140-4-54650 -3000	UTILITIES	993.68	14,506.32
	A3567144 A	-35-6-7140-4-54670 -3000	PHONES	18.41	281.59
	A3567174 A	-35-6-7171-4-54650 -3000	UTILITIES	1,211.82	33,788.18
	A3567194 A	-35-6-7181-4-54650 -3000	UTILITIES	4,229.58	145,770.42
	A3638194 A	-36-3-8185-4-54650 -	UTILITIES	739.04	2,260.96
	A3638194 A	-36-3-8185-4-54670 -	PHONES	18.41	281.59
	A3719068 A	-37-1-9060-8-58010 -	HOSPITALIZATION	30,069.18	320,563.30
	A3719068 A	-37-1-9060-8-58011 -	VISION INSURANC	949.26	4,600.74
	A3729068 A	-37-2-9060-8-58010 -	HOSPITALIZATION	25,004.18	222,861.96
	A3729068 A	-37-2-9060-8-58011 -	VISION INSURANC	511.14	2,677.86
	A3739068 A	-37-3-9060-8-58010 -	HOSPITALIZATION	154,428.07	1,551,373.25
	A3739068 A	-37-3-9060-8-58011 -	VISION INSURANC	3,604.10	19,238.90
	A3749068 A	-37-4-9060-8-58010 -	HOSPITALIZATION	411,145.03	4,242,745.22
	A3749068 A	-37-4-9060-8-58011 -	VISION INSURANC	1,582.10	20,781.90
	A3759068 A	-37-5-9060-8-58010 -	HOSPITALIZATION	16,751.82	167,447.36
	A3759068 A	-37-5-9060-8-58011 -	VISION INSURANC	438.12	2,190.88
	A3769068 A	-37-6-9060-8-58010 -	HOSPITALIZATION	8,213.62	82,099.67
	A3769068 A	-37-6-9060-8-58010 -3000	HOSPITALIZATION	15,846.50	160,590.39
	A3769068 A	-37-6-9060-8-58011 -	VISION INSURANC	243.40	1,217.00
	A3769068 A	-37-6-9060-8-58011 -3000	VISION INSURANC	511.14	2,047.86
	E3577164 E	-35-7-7160-4-54650 -	UTILITIES	12,904.11	147,095.89
	E3577164 E	-35-7-7160-4-54670 -	PHONES	625.33	6,887.26
	E3577168 E	-35-7-7160-8-58010 -	HOSPITALIZATION	1,234.46	194,525.36
	F3638314 F	-36-3-8310-4-54670 -	PHONES	32.73	1,267.27
	F3638324 F	-36-3-8320-4-54650 -	UTILITIES	2,099.96	37,900.04
	F3638334 F	-36-3-8330-4-54650 -	UTILITIES	18,209.37	381,790.63
	F3638334 F	-36-3-8330-4-54670 -	PHONES	18.41	3,817.25
	F3638344 F	-36-3-8340-4-54670 -	PHONES	18.41	481.59
	F3739068 F	-37-3-9060-8-58010 -	HOSPITALIZATION	36,044.47	354,565.18
	F3739068 F	-37-3-9060-8-58011 -	VISION INSURANC	1,050.64	5,702.36

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# ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
G3638124	G	-36-3-8120-4-54650 -	UTILITIES	3,012.40	46,987.60
G3638124	G	-36-3-8120-4-54670 -	PHONES	18.41	481.59
G3739068	G	-37-3-9060-8-58010 -	HOSPITALIZATION	16,992.39	168,038.22
G3739068	G	-37-3-9060-8-58011 -	VISION INSURANC	563.92	2,917.08
REPORT TOTALS				859,302.83	

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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					
2018 2 102										
API A3011478-58010							HOSPITALIZATION		2,468.92	
02/14/2018 W	18MWFEB1	006950			161975		84681			
API A3719068-58010							HOSPITALIZATION		30,069.18	
02/14/2018 W	18MWFEB1	006950			161975		84681			
API A3729068-58010							HOSPITALIZATION		25,004.18	
02/14/2018 W	18MWFEB1	006950			161975		84681			
API A3739068-58010							HOSPITALIZATION		154,428.07	
02/14/2018 W	18MWFEB1	006950			161975		84681			
API A3749068-58010							HOSPITALIZATION		411,145.03	
02/14/2018 W	18MWFEB1	006950			161975		84681			
API A3759068-58010							HOSPITALIZATION		16,751.82	
02/14/2018 W	18MWFEB1	006950			161975		84681			
API A3769068-58010							HOSPITALIZATION		8,213.62	
02/14/2018 W	18MWFEB1	006950			161975		84681			
API A3769068-58010-3000							HOSPITALIZATION		15,846.50	
02/14/2018 W	18MWFEB1	006950			161975		84681			
API E3577168-58010							HOSPITALIZATION		1,234.46	
02/14/2018 W	18MWFEB1	006950			161975		84681			
API F3739068-58010							HOSPITALIZATION		36,044.47	
02/14/2018 W	18MWFEB1	006950			161975		84681			
API G3739068-58010							HOSPITALIZATION		16,992.39	
02/14/2018 W	18MWFEB1	006950			161975		84681			
API A3739068-58011							VISION INSURANCE		1,470.30	
02/14/2018 W	18MWFEB1	000003			161976		DPW 268			
API A3769068-58011-3000							VISION INSURANCE		243.40	
02/14/2018 W	18MWFEB1	000003			161976		DPW 268			
API F3739068-58011							VISION INSURANCE		121.70	
02/14/2018 W	18MWFEB1	000003			161976		DPW 268			
API G3739068-58011							VISION INSURANCE		146.04	
02/14/2018 W	18MWFEB1	000003			161976		DPW 268			
API A3739068-58011							VISION INSURANCE		1,484.74	
02/14/2018 W	18MWFEB1	000003			161977		DPW 268			
API A3769068-58011-3000							VISION INSURANCE		267.74	
02/14/2018 W	18MWFEB1	000003			161977		DPW 268			
API F3739068-58011							VISION INSURANCE		121.70	
02/14/2018 W	18MWFEB1	000003			161977		DPW 268			
API G3739068-58011							VISION INSURANCE		146.04	
02/14/2018 W	18MWFEB1	000003			161977		DPW 268			
API A3011478-58011							VISION INSURANCE		48.68	
02/14/2018 W	18MWFEB1	000003			161978		CITY HALL NB365			
API A3719068-58011							VISION INSURANCE		462.46	
02/14/2018 W	18MWFEB1	000003			161978		CITY HALL NB365			
API A3729068-58011							VISION INSURANCE		243.40	
02/14/2018 W	18MWFEB1	000003			161978		CITY HALL NB365			
API A3739068-58011							VISION INSURANCE		312.36	
02/14/2018 W	18MWFEB1	000003			161978		CITY HALL NB365			
API A3749068-58011							VISION INSURANCE		754.54	

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YEAR PER JNL							T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC			
API A3759068-58011	02/14/2018 W	18MWFE	B1	000003		CITY HALL NB365 VISION INSURANCE		219.06	
API A3769068-58011	02/14/2018 W	18MWFE	B1	000003		CITY HALL NB365 VISION INSURANCE		121.70	
API F3739068-58011	02/14/2018 W	18MWFE	B1	000003		CITY HALL NB365 VISION INSURANCE		403.62	
API G3739068-58011	02/14/2018 W	18MWFE	B1	000003		CITY HALL NB365 VISION INSURANCE		135.92	
API A3011478-58011	02/14/2018 W	18MWFE	B1	000003		CITY HALL NB365 VISION INSURANCE		48.68	
API A3719068-58011	02/14/2018 W	18MWFE	B1	000003		CITY HALL NB365 VISION INSURANCE		486.80	
API A3729068-58011	02/14/2018 W	18MWFE	B1	000003		CITY HALL NB365 VISION INSURANCE		267.74	
API A3739068-58011	02/14/2018 W	18MWFE	B1	000003		CITY HALL NB365 VISION INSURANCE		336.70	
API A3749068-58011	02/14/2018 W	18MWFE	B1	000003		CITY HALL NB365 VISION INSURANCE		827.56	
API A3759068-58011	02/14/2018 W	18MWFE	B1	000003		CITY HALL NB365 VISION INSURANCE		219.06	
API A3769068-58011	02/14/2018 W	18MWFE	B1	000003		CITY HALL NB365 VISION INSURANCE		121.70	
API F3739068-58011	02/14/2018 W	18MWFE	B1	000003		CITY HALL NB365 VISION INSURANCE		403.62	
API G3739068-58011	02/14/2018 W	18MWFE	B1	000003		CITY HALL NB365 VISION INSURANCE		135.92	
API A3143124-54670	02/14/2018 W	18MWFE	B1	004947		PHONES 1639		57.44	
API E3577164-54670	02/14/2018 W	18MWFE	B1	004947		PHONES 50000394		334.84	
API A3011214-54540	02/14/2018 W	18MWFE	B1	007508		TRAVEL MILEAGE		220.29	
API A3021384-54720	02/14/2018 W	18MWFE	B1	001418		MORGAN ST PROF SERV 2018 BUDGET QUARTERLY		24,500.00	
API A3416314-54650	02/14/2018 W	18MWFE	B1	000319		UTILITIES DPW		478.31	
API A3638194-54650	02/14/2018 W	18MWFE	B1	000319		UTILITIES DPW		739.04	
API A3031634-54650	02/14/2018 W	18MWFE	B1	000319		UTILITIES DPW		957.10	
API A3567144-54650-3000	02/14/2018 W	18MWFE	B1	000319		UTILITIES DPW		993.68	
API G3638124-54650	02/14/2018 W	18MWFE	B1	000319		UTILITIES DPW		1,036.77	
API A3335654-54650	02/14/2018 W	18MWFE	B1	000319		UTILITIES DPW		1,207.24	
API A3567174-54650-3000	02/14/2018 W	18MWFE	B1	000319		UTILITIES DPW		1,211.82	

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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	G3638124-54650						UTILITIES		1,975.63	
	02/14/2018 W	18MWFEB1	000319			161984	DPW			
API	F3638324-54650						UTILITIES		2,099.96	
	02/14/2018 W	18MWFEB1	000319			161984	DPW			
API	A3031654-54650						UTILITIES		3,287.92	
	02/14/2018 W	18MWFEB1	000319			161984	DPW			
API	A3567194-54650-3000						UTILITIES		4,229.58	
	02/14/2018 W	18MWFEB1	000319			161984	DPW			
API	A3537114-54650						UTILITIES		4,521.54	
	02/14/2018 W	18MWFEB1	000319			161984	DPW			
API	A3031624-54650						UTILITIES		4,651.60	
	02/14/2018 W	18MWFEB1	000319			161984	DPW			
API	F3638334-54650						UTILITIES		18,209.37	
	02/14/2018 W	18MWFEB1	000319			161984	DPW			
API	A3335184-54750						STREET LIGHTING		42,824.06	
	02/14/2018 W	18MWFEB1	000319			161984	DPW			
API	E3577164-54650						UTILITIES		12,904.11	
	02/14/2018 W	18MWFEB1	000319			161985	CITY CENTER			
API	A3143124-54740						SERVICE CONTRACTS - EQUIPMENT		74.95	
	02/14/2018 W	18MWFEB1	001699			161986	202-866296301-001			
API	A3021694-54740						SERVICE CONTRACTS - EQUIPMENT		304.84	
	02/14/2018 W	18MWFEB1	007001			161987	020946201			
API	A3011474-54671						PHONES & FAX		29.57	
	02/14/2018 W	18MWFEB1	001927			161988	5185873968839247			
API	A3143124-54670						PHONES		35.74	
	02/14/2018 W	18MWFEB1	001927			161989	5185846400685246			
API	A3143124-54670						PHONES		35.55	
	02/14/2018 W	18MWFEB1	001927			161990	5185840661828249			
API	A3143124-54670						PHONES		51.32	
	02/14/2018 W	18MWFEB1	001927			161991	5185818707789245			
API	A3143124-54670						PHONES		319.09	
	02/14/2018 W	18MWFEB1	001927			161992	5185843042705243			
API	E3577164-54670						PHONES		290.49	
	02/14/2018 W	18MWFEB1	001831			161993	480169107-00001			
API	A3031444-54670						PHONES		105.66	
	02/14/2018 W	18MWFEB1	001831			161994	642000522-00001			
API	A3031494-54670						PHONES		108.80	
	02/14/2018 W	18MWFEB1	001831			161994	642000522-00001			
API	A3031654-54670						PHONES		32.46	
	02/14/2018 W	18MWFEB1	001831			161994	642000522-00001			
API	A3335014-54670						PHONES		214.48	
	02/14/2018 W	18MWFEB1	001831			161994	642000522-00001			
API	A3537114-54670						PHONES		18.41	
	02/14/2018 W	18MWFEB1	001831			161994	642000522-00001			
API	A3567144-54670-3000						PHONES		18.41	
	02/14/2018 W	18MWFEB1	001831			161994	642000522-00001			
API	A3638194-54670						PHONES		18.41	
	02/14/2018 W	18MWFEB1	001831			161994	642000522-00001			
API	F3638314-54670						PHONES		32.73	

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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
		02/14/2018	W 18MWFEB1	001831		161994	642000522-00001			
API	F3638334-54670						PHONES		18.41	
		02/14/2018	W 18MWFEB1	001831		161994	642000522-00001			
API	F3638344-54670						PHONES		18.41	
		02/14/2018	W 18MWFEB1	001831		161994	642000522-00001			
API	G3638124-54670						PHONES		18.41	
		02/14/2018	W 18MWFEB1	001831		161994	642000522-00001			
API	A3143414-54670						PHONES		817.89	
		02/14/2018	W 18MWFEB1	001831		161995	486851008-00001			
API	A3143124-54670						PHONES		1,075.40	
		02/14/2018	W 18MWFEB1	001831		161996	242016471-00001			
API	A3143124-54670						PHONES		1,473.28	
		02/14/2018	W 18MWFEB1	001831		161997	386851082-00001			
GENERAL LEDGER TOTAL									859,302.83	.00
API	A-2600						ACCOUNTS PAYABLE			766,477.82
		02/14/2018	W 18MWFEB1	B 2804						
API	E-2600						ACCOUNTS PAYABLE			14,763.90
		02/14/2018	W 18MWFEB1	B 2804						
API	F-2600						ACCOUNTS PAYABLE			57,473.99
		02/14/2018	W 18MWFEB1	B 2804						
API	G-2600						ACCOUNTS PAYABLE			20,587.12
		02/14/2018	W 18MWFEB1	B 2804						
SYSTEM GENERATED ENTRIES TOTAL									.00	859,302.83
JOURNAL 2018/02/102 TOTAL									859,302.83	859,302.83
2018	2	102								
API	A-1522						EXPENDITURES		766,477.82	
		02/14/2018	W 18MWFEB1	B 2804						
API	E-1522						EXPENDITURES		14,763.90	
		02/14/2018	W 18MWFEB1	B 2804						
API	F-1522						EXPENDITURES		57,473.99	
		02/14/2018	W 18MWFEB1	B 2804						
API	G-1522						EXPENDITURES		20,587.12	
		02/14/2018	W 18MWFEB1	B 2804						

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FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
A	GENERAL FUND	2018	2	102	02/14/2018			
	A-1522					EXPENDITURES	766,477.82	
	A-2600					ACCOUNTS PAYABLE		766,477.82
						FUND TOTAL	766,477.82	766,477.82
E	CITY CENTER AUTHORITY	2018	2	102	02/14/2018			
	E-1522					EXPENDITURES	14,763.90	
	E-2600					ACCOUNTS PAYABLE		14,763.90
						FUND TOTAL	14,763.90	14,763.90
F	WATER FUND	2018	2	102	02/14/2018			
	F-1522					EXPENDITURES	57,473.99	
	F-2600					ACCOUNTS PAYABLE		57,473.99
						FUND TOTAL	57,473.99	57,473.99
G	SEWER FUND	2018	2	102	02/14/2018			
	G-1522					EXPENDITURES	20,587.12	
	G-2600					ACCOUNTS PAYABLE		20,587.12
						FUND TOTAL	20,587.12	20,587.12

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



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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
	171165	001 MULTIMED BILLING SER	1.00	0.00	1.00	0.00	0	2017 AMBULANCE BILLING SERVICE CCA
	171195	001 MATTS SERVICE CENTER	12.00	0.00	0.00	12.00	8	VEHICLES (2) LEASE 2/22/17-2/21/18
	171515	001 CREIGHTON MANNING EN	1.00	0.00	1.00	0.00	0	SUPPLEMENTAL PROPOSAL FOR WATER MAIN
	171554	001 CHAZEN COMPANIES	1.00	0.00	0.00	1.00	8	146 SOUTH BROADWAY PLANNING BD. PRO
	171651	001 GENESEE VALLEY FORD	1.00	0.00	1.00	0.00	0	2018 FORD F-250 9' SNOW PLOW NYS P
	171677	001 ATLANTA LIGHT BULBS,	1.00	0.00	1.00	0.00	0	AS FOLLOWS:
	171720	001 MORTON SALT, INC	1.00	0.00	0.00	1.00	8	SALT FOR ICE CONTROL SARATOGA COUNT
	171722	001 SOUTHWORTH-MILTON IN	1.00	0.00	1.00	0.00	0	AS FOLLOWS:
	171732	001 TRACTOR SUPPLY CREDI	1.00	0.00	1.00	0.00	0	PANTS POLICY RHONDA MCGOURTY NOT T
	171779	001 MOHAWK ARMY & NAVY	1.00	0.00	1.00	0.00	0	PANTS POLICY JOSPEH SANKOVICH NOT
	171820	001 ASR SYSTEM GROUP INC	1.00	0.00	1.00	0.00	0	SHELVING SYSTEM PER QUOTE 13499
	171823	001 LA ROSA'S AUTOMOTIVE	1.00	0.00	1.00	0.00	0	STRIPE PACKAGE FOR NEW HORSE TRAILER
	171825	001 GALLS, LLC	1.00	0.00	0.00	1.00	8	PER QUOTE 9527703 FOR AARON BENWARE
	171831	001 SPORTS SUPPLY GROUP	1.00	0.00	1.00	0.00	0	AS FOLLOWS:
	171834	001 GALLS, LLC	1.00	0.00	1.00	0.00	0	PER QUOTE 9546436
	171865	001 GALLS, LLC	1.00	0.00	1.00	0.00	0	PER QUOTE 09561509
	171867	001 GALLS, LLC	1.00	0.00	1.00	0.00	0	PER QUOTE 09585221
	171872	001 GALLS, LLC	1.00	0.00	0.00	1.00	8	PER QUOTE 09574471
		001 GALLS, LLC	1.00	0.00	0.00	1.00		PER QUOTE 09574471
	171934	001 GALLS, LLC	1.00	0.00	1.00	0.00	0	PER QUOTE 09602079
	171952	001 NORTH COUNTRY AUTO R	1.00	0.00	1.00	0.00	0	55 GAL K100 DIESEL TREATAMNT 55 GALL
	171962	001 MILLER, MANNIX , SCH	1.00	0.00	0.00	1.00	8	ADDENDUM 3 CCA 12/28/17

NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
APPROVED UNPAID INVOICES TO BE POSTED											
198	00000 GALLS, LLC	162282 007803793-2		162282	17DEC8	167.20		.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3143122	52620		152.05	1099:	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:1001581618			A3143122	52206		15.15	1099:	
P.O. BOX 71628 CHICAGO IL 60694-1628											
31	00001 ALLERDICE BUILD	161998 161998		162916	17DEC8	39.98		.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3143414	54200		39.98	1099:	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:220028								
BLUE TARP FINANCIAL PO BOX 105525 ATLANTA GA 30348-5525											
31	00001 ALLERDICE BUILD	161999 161999		162917	17DEC8	59.99		.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00		F3638334	54510		12.54	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:271			F3638334	54520		47.45	1099:	
BLUE TARP FINANCIAL PO BOX 105525 ATLANTA GA 30348-5525											
31	00001 ALLERDICE BUILD	162000 162000		162918	17DEC8	239.28		.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3031624	54610		13.28	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:271			A3031654	54610		42.17	1099:	
BLUE TARP FINANCIAL PO BOX 105525 ATLANTA GA 30348-5525											
						A3031654	54610		52.76	1099:	
						A3031654	54610		47.28	1099:	
						A3335014	54180		71.80	1099:	
						F3638334	54650		11.99	1099:	
31	00001 ALLERDICE BUILD	162001 1712-071263		162919	17DEC8	1,371.02		.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3335014	54180		685.51	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:1712-061555			A3335014	54400		345.00	1099:	
BLUE TARP FINANCIAL PO BOX 105525 ATLANTA GA 30348-5525											
						A3335124	54180		340.51	1099:	
31	00001 ALLERDICE BUILD	162002 1712-061553		162920	17DEC8	1,371.02		.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3335014	54180		1,371.02	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:271								
BLUE TARP FINANCIAL PO BOX 105525 ATLANTA GA 30348-5525											

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VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
31	00001 ALLERDICE BUILDI	162003 1712-061556		162921	17DEC8	1,371.02	.00	.00		
	CASH A 2017/13 INV 02/14/2018 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 3000 DUE 02/20/2018 DESC:1712-061607 BLUE TARP FINANCIAL PO BOX 105525 ATLANTA GA 30348-5525						A3335014 54180	1,371.02	1099:	
4482	00001 ASR SYSTEM GROUP	162004 23538	171820	162922	17DEC8	2,525.00	.00	.00		
	CASH A 2017/13 INV 02/14/2018 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 7000 DUE 02/20/2018 DESC:1/26/18 100 COMMERCE BLDV. PO BOX 728 LIVERPOOL NY 13088						E3571462 52100	2,525.00	1099:	
7532	00000 ATLANTA LIGHT BU	162005 3264541	171677	162923	17DEC8	1,000.00	.00	.00		
	CASH A 2017/13 INV 02/14/2018 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 7000 DUE 02/20/2018 DESC:130073 2109 MOUNTAIN INDUSTRIAL BLVD. TUCKER GA 30084						E3577164 54140	1,000.00	1099:	
764	00001 SPORTS SUPPLY GR	162006 901501581	171831	162924	17DEC8	884.40	.00	.00		
	CASH A 2017/13 INV 02/14/2018 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 6000 DUE 02/20/2018 DESC:1015209 P O BOX 660176 DALLAS TX 75266-0176						A3567324 54170 A3567344 54170	350.16 534.24	1099: 1099:	
825	00001 CHAZEN COMPANIES	162007 0103858	171554	162925	17DEC8	852.00	.00	1,384.00		
	CASH A 2017/13 INV 02/14/2018 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 3000 DUE 02/20/2018 DESC:31704.09 21 FOX STREET POUGHKEEPSIE NY 12601						A3031444 54725	852.00	1099:	
152	00000 CREIGHTON MANNIN	162008 115205#19-R	171515	162926	17DEC8	1,198.60	.00	.00		
	CASH A 2017/13 INV 02/14/2018 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 3000 DUE 02/20/2018 DESC:9/26/17 2 WINNERS CIRCLE ALBANY NY 12205						H3638332 52000 1167	1,198.60	1099:7	
3203	00001 CRYSTAL ROCK LLC	162009 162009		162927	17DEC8	44.90	.00	.00		
	CASH A 2017/13 INV 02/14/2018 SEP-CHK: Y DISC: .00 ACCT 1200 DEPT 7000 DUE 02/20/2018 DESC:76010074 P O BOX 10028 WATERBURY CT 06725-0028						E3577164 54792	44.90	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
198	00000 GALLS, LLC	162017 162017	171865	162935	17DEC8	698.00	.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3143124	54160	698.00	1099:	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:1001581618							
P.O. BOX 71628	CHICAGO IL 60694-1628									
7707	00000 GENESEE VALLEY F	162018 G1079	171651	162936	17DEC8	31,913.54	.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3638562	52400	31,913.54	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:1/31/18							
1675	INTERSTATE DRIVE	AVON NY 14414								
2439	00006 HOME DEPOT/MAINT	162019 162019		162937	17DEC8	231.12	.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3031634	54610	90.88	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:6035322504016258			A3031654	54210	140.24	1099:	
DEPT. 32-2504016258	PO BOX 78047	PHOENIX AZ 85062-8047								
2439	00006 HOME DEPOT/MAINT	162020 162020		162938	17DEC8	698.00	.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3031964	54779	698.00	1099:	
ACCT 1200	DEPT 5000	DUE 02/20/2018	DESC:6035322504016258							
DEPT. 32-2504016258	PO BOX 78047	PHOENIX AZ 85062-8047								
2439	00006 HOME DEPOT/MAINT	162021 162021		162939	17DEC8	1,189.52	.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3335014	54180	71.97	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:6035322504016258			A3567194	54180	74.55	1099:	
DEPT. 32-2504016258	PO BOX 78047	PHOENIX AZ 85062-8047				G3638124	54180	1,043.00	1099:	
2439	00006 HOME DEPOT/MAINT	162022 162022		162940	17DEC8	1,480.33	.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3031964	54779	1,480.33	1099:	
ACCT 1200	DEPT 5000	DUE 02/20/2018	DESC:6035322504016258							
DEPT. 32-2504016258	PO BOX 78047	PHOENIX AZ 85062-8047								
7024	00000 LA ROSA'S AUTOMO	162023 34056	171823	162941	17DEC8	2,525.00	.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3143124	54979	2,525.00	1099:	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:10/30/17							
1100	ALTAMONT AVEUNE	SCHENECTADY NY 12303								

## NEW INVOICES

VENDOR	REMIT NAME		DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
6695	00000 LIFETIME SEAMLES		162024 162024		162942	17DEC8	8,540.00		.00	.00		
CASH A	2017/13	INV	02/14/2018	SEP-CHK: N	DISC:	.00		H3517114	54720 1069		8,540.00	1099:
ACCT 1200	DEPT 6000	DUE	02/20/2018	DESC:REC CENTER								
3 MERCHANT ROAD GANSEVOORT NY 12831												
271	00000 MATTS SERVICE CE		162025 17RRR475-M1	171195	162943	17DEC8	950.00		.00	475.00		
CASH A	2017/13	INV	02/14/2018	SEP-CHK: N	DISC:	.00		A3143124	54720		950.00	1099:
ACCT 1200	DEPT 4000	DUE	02/20/2018	DESC:17RRR475-M1								
300 MAPLE AVENUE SARATOGA SPRINGS NY 12866												
4204	00001 MILLER, MANNIX ,		162026 10,79,121	171962	162944	17DEC8	2,341.50		.00	658.50		
CASH A	2017/13	INV	02/14/2018	SEP-CHK: N	DISC:	.00		A3618684	54720 8020		2,341.50	1099:7
ACCT 1200	DEPT 1000	DUE	02/20/2018	DESC:ADDENDUM 3								
HAFNER, LLC 15 NOTRE DAME STREET GLENS FALLS NY 12801												
386	00001 SOUTHWORTH-MILTO		162027 162027		162945	17DEC8	252.58		.00	.00		
CASH A	2017/13	INV	02/14/2018	SEP-CHK: N	DISC:	.00		A3335014	54510		252.58	1099:
ACCT 1200	DEPT 3000	DUE	02/20/2018	DESC:6017550								
P O BOX 3851 BOSTON MA 02241-3851												
386	00001 SOUTHWORTH-MILTO		162028 162028		162946	17DEC8	1,607.93		.00	.00		
CASH A	2017/13	INV	02/14/2018	SEP-CHK: N	DISC:	.00		A3335014	54510		1,607.93	1099:
ACCT 1200	DEPT 3000	DUE	02/20/2018	DESC:6017550								
P O BOX 3851 BOSTON MA 02241-3851												
386	00001 SOUTHWORTH-MILTO		162029 162029	171722	162947	17DEC8	5,154.54		.00	.00		
CASH A	2017/13	INV	02/14/2018	SEP-CHK: N	DISC:	.00		A3335012	52300		5,075.05	1099:
ACCT 1200	DEPT 3000	DUE	02/20/2018	DESC:6017550				A3335122	52300		79.49	1099:
P O BOX 3851 BOSTON MA 02241-3851												
4678	00001 MOHAWK ARMY & NA		162030 3-043269	171779	162948	17DEC8	188.94		.00	.00		
CASH A	2017/13	INV	02/14/2018	SEP-CHK: N	DISC:	.00		A3567184	54160 3000		188.94	1099:
ACCT 1200	DEPT 3000	DUE	02/20/2018	DESC:PANTS/SANKOVICH								
3057 RT. 50 #2 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
6960	00001 MORTON SALT, INC	162031 5401440134	171720	162949	17DEC8	2,042.67	.00	2,915.31		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3335124	54400	2,042.67	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:3715535							
DEPT. CH 19973	PALATINE IL	60055-9973								
6306	00000 MULTIMED BILLING	162033 DEC 2017	171165	162951	17DEC8	8,445.95	.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3143424	54180	4,834.57	1099:	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:BILLING SERVICE			A3143634	54747	3,611.38	1099:	
P.O. BOX 535	BALDWINVILLE NY	13027								
6731	00000 NEMER CDJR OF SA	162034 21679		162952	17DEC8	109.95	.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00		F3638334	54520	109.95	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:2021195							
617 MAPLE AVE	RT 9	SARATOGA SPRINGS NY	12866							
313	00000 NORTH COUNTRY AU	162035 8293B	171952	162953	17DEC8	2,075.00	.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3335014	54510	2,075.00	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:DIESEL TREATMENT							
950 ROUTE 9	QUEENSBURY NY	12804								
578	00003 NYS DEPARTMENT O	162036 162036		162954	17DEC8	1,847.00	.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00		A051	42220	1,847.00	1099:	
ACCT 1200	DEPT 1000	DUE 02/20/2018	DESC:2017 EXAM FEES							
APPLICATION AND FEE PROCESSING	NEW YORK	STATE DEPARTMENT OF ALBANY NY	12239							
6851	00000 SARATOGA AUTO SU	162037 162037		162955	17DEC8	275.42	.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3031654	54210	275.42	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:4305							
11 ALETTA STREET	SARATOGA SPRINGS NY	12866								
371	00002 SARATOGA QUALITY	162038 162038		162956	17DEC8	59.88	.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3143414	54510	59.88	1099:	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:209150							
BLUETARP CREDIT SERVICES	PO BOX 105525	ATLANTA GA	30348-5525							

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NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
374	00007 SARATOGIAN LLC	162039 1477946-2		162957	17DEC8	220.40	.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3021364	54420	220.40	1099:	
ACCT 1200	DEPT 2000	DUE 02/20/2018	DESC:19268							
PO BOX 780154	PHILADELPHIA PA	19178-0154								
2787	00001 SCHINDLER ELEVAT	162040 162040		162958	17DEC8	5,042.26	.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3335014	54180	227.07	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:5000201476			A3335014	54180	2,706.19	1099:	
P O BOX 93050	CHICAGO IL	60673-3050				A3335654	54180	609.00	1099:	
						A3335654	54320	500.00	1099:	
						A3335654	54720	1,000.00	1099:	
514	00001 SHELTERS OF SARA	162041 162041		162959	17DEC8	9,670.00	.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00		Y3618654	54495 438	9,670.00	1099:	
ACCT 1200	DEPT 1000	DUE 02/20/2018	DESC:7/17-1/18							
P O BOX 3089	SARATOGA SPRINGS NY	12866								
6261	00000 SHERRILL TREE IN	162042 INV-399110		162960	17DEC8	1,009.44	.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3638564	54720	1,009.44	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:CU-10023514							
496 GALLIMORE	DAIRY RD., STE D	GREENSBORO NC	27409							
407	00000 STANLEY PAPER CO	162043 557553		162961	17DEC8	850.75	.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3537114	54140	850.75	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:11/15/17							
1 TERMINAL STREET	ALBANY NY	12206-1014								
2237	00001 STAPLES BUSINESS	162044 162044		162962	17DEC8	664.56	.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3051414	54110	664.56	1099:	
ACCT 1200	DEPT 5000	DUE 02/20/2018	DESC:RCH1016990							
DEPT. ROC P O	BOX 415256	BOSTON MA	02241-5256							
2237	00001 STAPLES BUSINESS	162045 162045		162963	17DEC8	766.36	.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3143124	54110	57.54	1099:	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:DPS			A3143124	54110	128.25	1099:	
DEPT. ROC P O	BOX 415256	BOSTON MA	02241-5256			A3143124	54110	2.98	1099:	



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VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
							A3143624	54110		577.59	1099:
806	00000 STONE INDUSTRIES	162046 162046		162964	17DEC8	164.57		.00	.00		
	CASH A 2017/13 INV 02/14/2018 ACCT 1200 DEPT 3000 DUE 02/20/2018 4305 ROUTE 50 SARATOGA SPRINGS NY 12866				SEP-CHK: N DISC: .00 DESC:28		A3567144	54510 3000		164.57	1099:
806	00000 STONE INDUSTRIES	162047 162047		162965	17DEC8	432.00		.00	.00		
	CASH A 2017/13 INV 02/14/2018 ACCT 1200 DEPT 3000 DUE 02/20/2018 4305 ROUTE 50 SARATOGA SPRINGS NY 12866				SEP-CHK: N DISC: .00 DESC:28		A3567144	54720 3000		432.00	1099:
806	00000 STONE INDUSTRIES	162048 162048		162966	17DEC8	1,296.00		.00	.00		
	CASH A 2017/13 INV 02/14/2018 ACCT 1200 DEPT 3000 DUE 02/20/2018 4305 ROUTE 50 SARATOGA SPRINGS NY 12866				SEP-CHK: N DISC: .00 DESC:28		A3567144	54720 3000		288.00	1099:
							A3567144	54720 3000		144.00	1099:
							A3567144	54720 3000		288.00	1099:
							A3567144	54720 3000		144.00	1099:
							A3638184	54720		144.00	1099:
							A3638184	54720		144.00	1099:
							A3638184	54720		144.00	1099:
403	00000 SUNNYSIDE GARDEN	162049 162049		162967	17DEC8	2,254.20		.00	.00		
	CASH A 2017/13 INV 02/14/2018 ACCT 1200 DEPT 3000 DUE 02/20/2018 345A CHURCH STREET SARATOGA SPRINGS NY 12866				SEP-CHK: N DISC: .00 DESC:100040		A3036424	54180		300.00	1099:
							A3036424	54181		1,500.00	1099:
							A3335014	54180		706.00	1099:
							A3335014	54180		179.92	1099:
							A3335014	54180		-431.72	1099:
420	00000 T & T SALES INC	162050 35979		162968	17DEC8	307.53		.00	.00		
	CASH A 2017/13 INV 02/14/2018 ACCT 1200 DEPT 3000 DUE 02/20/2018 411 OLD NISKAYUNA ROAD LATHAM NY 12110				SEP-CHK: N DISC: .00 DESC:12/21/17		A3335124	54510		307.53	1099:
4108	00002 TRACTOR SUPPLY C	162051 162051	171732	162969	17DEC8	82.37		.00	.00		
	CASH A 2017/13 INV 02/14/2018 ACCT 1200 DEPT 3000 DUE 02/20/2018 DEPT. 30-1202723100 PO BOX 78004 PHOENIX AZ 85062-8004				SEP-CHK: N DISC: .00 DESC:6035301202723100		A3031654	54160		82.37	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
1739	00000 TROY BELTING & S	162052 0138252-IN		162970	17DEC8	900.00	.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00						
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:SARS	SPR						
70 COHOES ROAD	WATERVLIET NY	12189								
465	00001 ZEP MANUFACTURIN	162053 9003135939		162971	17DEC8	147.92	.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00						
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:31022762							
P O BOX 3338	BOSTON MA	02241-3338								
198	00000 GALLS, LLC	162271 009008794		163194	17DEC8	20.50	.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00						
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:1001581618							
P.O. BOX 71628	CHICAGO IL	60694-1628								
198	00000 GALLS, LLC	162272 009029281		163195	17DEC8	43.00	.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00						
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:1001581618							
P.O. BOX 71628	CHICAGO IL	60694-1628								
198	00000 GALLS, LLC	162273 162273		163196	17DEC8	102.50	.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00						
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:1001581618							
P.O. BOX 71628	CHICAGO IL	60694-1628								
198	00000 GALLS, LLC	162274 008992498	171867	163197	17DEC8	533.49	.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00						
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:1001581618							
P.O. BOX 71628	CHICAGO IL	60694-1628								
198	00000 GALLS, LLC	162275 009018781		163198	17DEC8	559.50	.00	.00		
CASH A	2017/13	INV 02/14/2018	SEP-CHK: N	DISC: .00						
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:1001581618							
P.O. BOX 71628	CHICAGO IL	60694-1628								

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NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
198	00000 GALLS, LLC	162281 007648660-2		163205	17DEC8	79.99	.00	.00		
	CASH A 2017/13 INV 02/14/2018 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 4000 DUE 02/20/2018 DESC:1001581618 P.O. BOX 71628 CHICAGO IL 60694-1628						A3143124 54160		79.99	1099:
2948	00001 CDW GOVERNMENT I	162283 LGN2817		163207	17DEC8	1,472.21	.00	.00		
	CASH A 2017/13 INV 02/14/2018 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 2000 DUE 02/20/2018 DESC:LGC7553 75 REMITTANCE DRIVE STE.1515 CHICAGO IL 60675-1515						A3021692 52230 A3021694 54110		936.72 535.49	1099: 1099:
129	00000 CATHOLIC CHARITI	162284 162284		163208	17DEC8	836.88	.00	.00		
	CASH A 2017/13 INV 02/14/2018 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 1000 DUE 02/20/2018 DESC:2017 CDBG 142 REGENT STREET SARATOGA SPRINGS NY 12866						Y3618654 54931 439		836.88	1099:
64 APPROVED UNPAID INVOICES				TOTAL		114,008.69				
64 INVOICE(S)				REPORT POST TOTAL		114,008.69				

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# ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
2017 13	A051	A	-05-1-0000-0-42220 -	CIVIL SERVICE F	1,847.00 REV .00
	A3021364	A	-30-2-1362-4-54420 -	ADVERTISING	220.40 188.86
	A3021692	A	-30-2-1681-2-52230 -	HARDWARE	936.72 .00
	A3021694	A	-30-2-1681-4-54110 -	OFFICE SUPPLIES	535.49 967.26
	A3031444	A	-30-3-1440-4-54725 -	SERVICE CONTRAC	852.00 6,600.00
	A3031624	A	-30-3-1620-4-54610 -	REPAIRS & MAINT	13.28 741.92
	A3031634	A	-30-3-1621-4-54610 -	REPAIRS & MAINT	90.88 1,417.98
	A3031654	A	-30-3-1623-4-54160 -	UNIFORMS	82.37 589.40
	A3031654	A	-30-3-1623-4-54210 -	GARAGE SUPPLIES	563.58 132.32
	A3031654	A	-30-3-1623-4-54610 -	REPAIRS & MAINT	142.21 1,621.83
	A3031964	A	-30-3-1932-4-54779 -	PROPERTY LOSS C	2,178.33 .00
	A3036424	A	-30-3-6420-4-54180 -	OTHER SUPPLIES	300.00 422.50
	A3036424	A	-30-3-6420-4-54181 -	SNOW PLOWING &	1,500.00 51.26
	A3051414	A	-30-5-1410-4-54110 -	OFFICE SUPPLIES	664.56 54.55
	A3143122	A	-31-4-3120-2-52206 -	WEAPONS	15.15 109.60
	A3143122	A	-31-4-3120-2-52620 -	POLICE EQUIPMEN	152.05 .00
	A3143124	A	-31-4-3120-4-54110 -	OFFICE SUPPLIES	188.77 140.63
	A3143124	A	-31-4-3120-4-54160 -	UNIFORMS	4,837.96 15,975.49
	A3143124	A	-31-4-3120-4-54720 -	SERVICE CONTRAC	950.00 29,491.68
	A3143124	A	-31-4-3120-4-54979 -	HORSE CARE	2,525.00 889.00
	A3143414	A	-31-4-3410-4-54200 -	HOUSE SUPPLIES	39.98 696.32
	A3143414	A	-31-4-3410-4-54510 -	REPAIRS & MAINT	59.88 1,010.02
	A3143414	A	-31-4-3410-4-54740 -	SERVICE CONTRAC	900.00 8,847.90
	A3143424	A	-31-4-3412-4-54180 -	OTHER SUPPLIES	4,834.57 3,850.16
	A3143624	A	-31-4-3620-4-54110 -	OFFICE SUPPLIES	577.59 480.36
	A3143634	A	-31-4-3625-4-54747 -	AMBULANCE BILLI	3,611.38 .00
	A3335012	A	-33-3-5010-2-52300 -	MISCELLANEOUS E	5,075.05 770.11
	A3335014	A	-33-3-5010-4-54180 -	OTHER SUPPLIES	6,958.78 39,222.83
	A3335014	A	-33-3-5010-4-54400 -	SALT & SAND	345.00 .64
	A3335014	A	-33-3-5010-4-54510 -	REPAIRS & MAINT	3,935.51 6,761.74
	A3335122	A	-33-3-5111-2-52300 -	MISCELLANEOUS E	79.49 2,763.41
	A3335124	A	-33-3-5111-4-54180 -	OTHER SUPPLIES	340.51 3,056.69
	A3335124	A	-33-3-5111-4-54400 -	SALT & SAND	2,042.67 16.85
	A3335124	A	-33-3-5111-4-54510 -	REPAIRS & MAINT	307.53 2,592.37
	A3335654	A	-33-3-5650-4-54180 -	OTHER SUPPLIES	609.00 .09
	A3335654	A	-33-3-5650-4-54320 -	TOOLS	500.00 .00
	A3335654	A	-33-3-5650-4-54720 -	SERVICE CONTRAC	1,000.00 .00
	A3537114	A	-35-3-7110-4-54140 -	JANITORIAL SUPP	850.75 2,580.06
	A3567144	A	-35-6-7140-4-54510 -3000	REPAIRS & MAINT	164.57 2,437.56
	A3567144	A	-35-6-7140-4-54720 -3000	SERVICE CONTRAC	1,296.00 942.85
	A3567184	A	-35-6-7180-4-54160 -3000	UNIFORMS	188.94 111.07
	A3567194	A	-35-6-7181-4-54180 -3000	OTHER SUPPLIES	74.55 376.34
	A3567324	A	-35-6-7320-4-54170 -	SPORTS SUPPLIES	350.16 3,941.37
	A3567344	A	-35-6-7340-4-54170 -	SPORTS SUPPLIES	534.24 522.79
	A3618684	A	-36-1-8687-4-54720 -8020	SERVICE CONTRAC	2,341.50 .00
	A3638184	A	-36-3-8180-4-54720 -	SERVICE CONTRAC	432.00 1,183.67
	A3638562	A	-36-3-8560-2-52400 -	VEHICLES	31,913.54 .00
	A3638564	A	-36-3-8560-4-54720 -	SERVICE CONTRAC	1,009.44 740.56
	E3571462	E	-35-7-1411-2-52100 -	EQUIPMENT	2,525.00 .00
	E3577164	E	-35-7-7160-4-54140 -	JANITORIAL SUPP	1,000.00 771.11
	E3577164	E	-35-7-7160-4-54792 -	MISCELLANEOUS	44.90 865.75

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ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
		F3638334 F -36-3-8330-4-54510 -	REPAIRS & MAINT	12.54	.00
		F3638334 F -36-3-8330-4-54520 -	GAS & OIL	157.40	16.51
		F3638334 F -36-3-8330-4-54650 -	UTILITIES	11.99	128,615.09
		G3638124 G -36-3-8120-4-54180 -	OTHER SUPPLIES	1,043.00	1,947.54
		H3517114 H -35-1-7110-4-54720 -1069	REC FACILITY DE	8,540.00	.00
		H3638332 H -36-3-8330-2-52000 -1167	CAPITAL PROJECT	1,198.60	.00
		Y3618654 Y -36-1-8676-4-54495 -438	SHELTERS OF SAR	9,670.00	-9,670.00
		Y3618654 Y -36-1-8676-4-54931 -439	CATHOLIC FAMILY	836.88	-4,184.44
REPORT TOTALS				114,008.69	

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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
2017 13	162									
API A3143122-52620		12/31/2017 W	17DEC8	000198		162282	POLICE EQUIPMENT	Y	152.05	
API A3143122-52206		12/31/2017 W	17DEC8	000198		162282	1001581618 WEAPONS		15.15	
API A3143414-54200		12/31/2017 W	17DEC8	000031		161998	1001581618 HOUSE SUPPLIES		39.98	
API F3638334-54510		12/31/2017 W	17DEC8	000031		161999	220028 REPAIRS & MAINTENANCE VEHICLE	Y	12.54	
API F3638334-54520		12/31/2017 W	17DEC8	000031		161999	271 GAS & OIL		47.45	
API A3031624-54610		12/31/2017 W	17DEC8	000031		162000	271 REPAIRS & MAINTENANCE BUILDING		13.28	
API A3031654-54610		12/31/2017 W	17DEC8	000031		162000	271 REPAIRS & MAINTENANCE BUILDING		42.17	
API A3031654-54610		12/31/2017 W	17DEC8	000031		162000	271 REPAIRS & MAINTENANCE BUILDING		52.76	
API A3031654-54610		12/31/2017 W	17DEC8	000031		162000	271 REPAIRS & MAINTENANCE BUILDING		47.28	
API A3335014-54180		12/31/2017 W	17DEC8	000031		162000	271 OTHER SUPPLIES		71.80	
API F3638334-54650		12/31/2017 W	17DEC8	000031		162000	271 UTILITIES		11.99	
API A3335014-54180		12/31/2017 W	17DEC8	000031		162001	271 OTHER SUPPLIES		685.51	
API A3335014-54400		12/31/2017 W	17DEC8	000031		162001	1712-061555 SALT & SAND		345.00	
API A3335124-54180		12/31/2017 W	17DEC8	000031		162001	1712-061555 OTHER SUPPLIES		340.51	
API A3335014-54180		12/31/2017 W	17DEC8	000031		162002	1712-061555 OTHER SUPPLIES		1,371.02	
API A3335014-54180		12/31/2017 W	17DEC8	000031		162003	271 OTHER SUPPLIES		1,371.02	
API E3571462-52100		12/31/2017 W	17DEC8	004482	171820	162004	1712-061607 EQUIPMENT		2,525.00	
POL E3571462-52100		12/31/2017 LIQ/INV		004482	171820	162004	1/26/18 EQUIPMENT	4 2017		2,525.00
API E3577164-54140		12/31/2017 W	17DEC8	007532	171677	162005	1/26/18 JANITORIAL SUPPLIES		1,000.00	
POL E3577164-54140		12/31/2017 LIQ/INV		007532	171677	162005	130073 JANITORIAL SUPPLIES	4 2017		1,000.00
API A3567324-54170		12/31/2017 W	17DEC8	000764	171831	162006	130073 SPORTS SUPPLIES		350.16	
API A3567344-54170		12/31/2017 W	17DEC8	000764	171831	162006	1015209 SPORTS SUPPLIES		534.24	
POL A3567324-54170		12/31/2017 LIQ/INV		000764	171831	162006	1015209 SPORTS SUPPLIES	4 2017		350.16
POL A3567344-54170							1015209 SPORTS SUPPLIES	4		534.24

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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
		12/31/2017	LIQ/INV	000764	171831	162006	1015209	2017		
API	A3031444-54725						SERVICE CONTRACTS ENGINEERING		852.00	
		12/31/2017 W	17DEC8	000825	171554	162007	31704.09			
POL	A3031444-54725						SERVICE CONTRACTS ENGINEERING	4		852.00
		12/31/2017	LIQ/INV	000825	171554	162007	31704.09	2017		
API	H3638332-52000-1167						CAPITAL PROJECT OUTLAY		1,198.60	
		12/31/2017 W	17DEC8	000152	171515	162008	9/26/17			
POL	H3638332-52000-1167						CAPITAL PROJECT OUTLAY	4		1,198.60
		12/31/2017	LIQ/INV	000152	171515	162008	9/26/17	2017		
API	E3577164-54792						MISCELLANEOUS		44.90	
		12/31/2017 W	17DEC8	003203		162009	76010074			
API	A3143124-54160						UNIFORMS		20.50	
		12/31/2017 W	17DEC8	000198		162010	1001581618			
API	A3143124-54160						UNIFORMS		239.97	
		12/31/2017 W	17DEC8	000198	171872	162011	100151618			
POL	A3143124-54160						UNIFORMS	4		239.97
		12/31/2017	LIQ/INV	000198	171872	162011	100151618	2017		
API	A3143124-54160						UNIFORMS		295.00	
		12/31/2017 W	17DEC8	000198		162012	1001581618			
API	A3143124-54160						UNIFORMS		449.25	
		12/31/2017 W	17DEC8	000198	171872	162013	1001581618			
POL	A3143124-54160						UNIFORMS	4		449.25
		12/31/2017	LIQ/INV	000198	171872	162013	1001581618	2017		
API	A3143124-54160						UNIFORMS		558.81	
		12/31/2017 W	17DEC8	000198	171934	162014	1001581618			
POL	A3143124-54160						UNIFORMS	4		558.81
		12/31/2017	LIQ/INV	000198	171934	162014	1001581618	2017		
API	A3143124-54160						UNIFORMS		608.45	
		12/31/2017 W	17DEC8	000198	171834	162015	1001581618			
POL	A3143124-54160						UNIFORMS	4		608.45
		12/31/2017	LIQ/INV	000198	171834	162015	1001581618	2017		
API	A3143124-54160						UNIFORMS		629.00	
		12/31/2017 W	17DEC8	000198	171825	162016	1001581618			
POL	A3143124-54160						UNIFORMS	4		629.00
		12/31/2017	LIQ/INV	000198	171825	162016	1001581618	2017		
API	A3143124-54160						UNIFORMS		698.00	
		12/31/2017 W	17DEC8	000198	171865	162017	1001581618			
POL	A3143124-54160						UNIFORMS	4		698.00
		12/31/2017	LIQ/INV	000198	171865	162017	1001581618	2017		
API	A3638562-52400						VEHICLES		31,913.54	
		12/31/2017 W	17DEC8	007707	171651	162018	1/31/18			
POL	A3638562-52400						VEHICLES	4		31,913.54
		12/31/2017	LIQ/INV	007707	171651	162018	1/31/18	2017		
API	A3031634-54610						REPAIRS & MAINTENANCE BUILDING		90.88	
		12/31/2017 W	17DEC8	002439		162019	6035322504016258			
API	A3031654-54210						GARAGE SUPPLIES		140.24	
		12/31/2017 W	17DEC8	002439		162019	6035322504016258			
API	A3031964-54779						PROPERTY LOSS CITY GARAGE	Y	698.00	
		12/31/2017 W	17DEC8	002439		162020	6035322504016258			

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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	A3335014-54180	12/31/2017 W	17DEC8	002439		162021	OTHER SUPPLIES 6035322504016258		71.97	
API	A3567194-54180-3000	12/31/2017 W	17DEC8	002439		162021	OTHER SUPPLIES 6035322504016258		74.55	
API	G3638124-54180	12/31/2017 W	17DEC8	002439		162021	OTHER SUPPLIES 6035322504016258		1,043.00	
API	A3031964-54779	12/31/2017 W	17DEC8	002439		162022	PROPERTY LOSS CITY GARAGE 6035322504016258		1,480.33	
API	A3143124-54979	12/31/2017 W	17DEC8	007024	171823	162023	HORSE CARE 10/30/17		2,525.00	
POL	A3143124-54979	12/31/2017 LIQ/INV		007024	171823	162023	HORSE CARE 10/30/17	4 2017		2,525.00
API	H3517114-54720-1069	12/31/2017 W	17DEC8	006695		162024	REC FACILITY DESIGN AND CONST REC CENTER		8,540.00	
API	A3143124-54720	12/31/2017 W	17DEC8	000271	171195	162025	SERVICE CONTRACTS - PROF SERV 17RRR475-M1		950.00	
POL	A3143124-54720	12/31/2017 LIQ/INV		000271	171195	162025	SERVICE CONTRACTS - PROF SERV 17RRR475-M1	4 2017		950.00
API	A3618684-54720-8020	12/31/2017 W	17DEC8	004204	171962	162026	SERVICE CONTRACTS - PROF SERV ADDENDUM 3		2,341.50	
POL	A3618684-54720-8020	12/31/2017 LIQ/INV		004204	171962	162026	SERVICE CONTRACTS - PROF SERV ADDENDUM 3	4 2017		2,341.50
API	A3335014-54510	12/31/2017 W	17DEC8	000386		162027	REPAIRS & MAINTENANCE VEHICLE 6017550		252.58	
API	A3335014-54510	12/31/2017 W	17DEC8	000386		162028	REPAIRS & MAINTENANCE VEHICLE 6017550		1,607.93	
API	A3335012-52300	12/31/2017 W	17DEC8	000386	171722	162029	MISCELLANEOUS EQUIPMENT 6017550		5,075.05	
API	A3335122-52300	12/31/2017 W	17DEC8	000386	171722	162029	MISCELLANEOUS EQUIPMENT 6017550		79.49	
POL	A3335012-52300	12/31/2017 LIQ/INV		000386	171722	162029	MISCELLANEOUS EQUIPMENT 6017550	4 2017		5,075.05
POL	A3335122-52300	12/31/2017 LIQ/INV		000386	171722	162029	MISCELLANEOUS EQUIPMENT 6017550	4 2017		79.49
API	A3567184-54160-3000	12/31/2017 W	17DEC8	004678	171779	162030	UNIFORMS PANTS/SANKOVICH		188.94	
POL	A3567184-54160-3000	12/31/2017 LIQ/INV		004678	171779	162030	UNIFORMS PANTS/SANKOVICH	4 2017		200.00
API	A3335124-54400	12/31/2017 W	17DEC8	006960	171720	162031	SALT & SAND 3715535		2,042.67	
POL	A3335124-54400	12/31/2017 LIQ/INV		006960	171720	162031	SALT & SAND 3715535	4 2017		2,042.67
API	A3143424-54180	12/31/2017 W	17DEC8	006306	171165	162033	OTHER SUPPLIES BILLING SERVICE		4,834.57	
API	A3143634-54747	12/31/2017 W	17DEC8	006306	171165	162033	AMBULANCE BILLING CONTRACTED S BILLING SERVICE		3,611.38	
POL	A3143424-54180	12/31/2017 LIQ/INV		006306	171165	162033	OTHER SUPPLIES BILLING SERVICE	4 2017		4,834.57
POL	A3143634-54747						AMBULANCE BILLING CONTRACTED S	4		3,611.38



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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
		12/31/2017	LIQ/INV	006306	171165	162033	BILLING SERVICE	2017		
API	F3638334-54520						GAS & OIL		109.95	
		12/31/2017	W 17DEC8	006731		162034	2021195			
API	A3335014-54510						REPAIRS & MAINTENANCE VEHICLE		2,075.00	
		12/31/2017	W 17DEC8	000313	171952	162035	DIESEL TREATMENT			
POL	A3335014-54510						REPAIRS & MAINTENANCE VEHICLE	4		2,075.00
		12/31/2017	LIQ/INV	000313	171952	162035	DIESEL TREATMENT	2017		
API	A051-42220						CIVIL SERVICE FEES		1,847.00	
		12/31/2017	W 17DEC8	000578		162036	2017 EXAM FEES			
API	A3031654-54210						GARAGE SUPPLIES		275.42	
		12/31/2017	W 17DEC8	006851		162037	4305			
API	A3143414-54510						REPAIRS & MAINTENANCE VEHICLE		59.88	
		12/31/2017	W 17DEC8	000371		162038	209150			
API	A3021364-54420						ADVERTISING		220.40	
		12/31/2017	W 17DEC8	000374		162039	19268			
API	A3335014-54180						OTHER SUPPLIES		227.07	
		12/31/2017	W 17DEC8	002787		162040	5000201476			
API	A3335014-54180						OTHER SUPPLIES		2,706.19	
		12/31/2017	W 17DEC8	002787		162040	5000201476			
API	A3335654-54180						OTHER SUPPLIES		609.00	
		12/31/2017	W 17DEC8	002787		162040	5000201476			
API	A3335654-54320						TOOLS		500.00	
		12/31/2017	W 17DEC8	002787		162040	5000201476			
API	A3335654-54720						SERVICE CONTRACTS - PROF SERV		1,000.00	
		12/31/2017	W 17DEC8	002787		162040	5000201476			
API	Y3618654-54495-438						SHELTERS OF SARATOGA	Y	9,670.00	
		12/31/2017	W 17DEC8	000514		162041	7/17-1/18			
API	A3638564-54720						SERVICE CONTRACTS - PROF SERV		1,009.44	
		12/31/2017	W 17DEC8	006261		162042	CU-10023514			
API	A3537114-54140						JANITORIAL SUPPLIES		850.75	
		12/31/2017	W 17DEC8	000407		162043	11/15/17			
API	A3051414-54110						OFFICE SUPPLIES		664.56	
		12/31/2017	W 17DEC8	002237		162044	RCH1016990			
API	A3143124-54110						OFFICE SUPPLIES		57.54	
		12/31/2017	W 17DEC8	002237		162045	DPS			
API	A3143124-54110						OFFICE SUPPLIES		128.25	
		12/31/2017	W 17DEC8	002237		162045	DPS			
API	A3143124-54110						OFFICE SUPPLIES		2.98	
		12/31/2017	W 17DEC8	002237		162045	DPS			
API	A3143624-54110						OFFICE SUPPLIES		577.59	
		12/31/2017	W 17DEC8	002237		162045	DPS			
API	A3567144-54510-3000						REPAIRS & MAINTENANCE VEHICLE		164.57	
		12/31/2017	W 17DEC8	000806		162046	28			
API	A3567144-54720-3000						SERVICE CONTRACTS - PROF SERV		432.00	
		12/31/2017	W 17DEC8	000806		162047	28			
API	A3567144-54720-3000						SERVICE CONTRACTS - PROF SERV		288.00	
		12/31/2017	W 17DEC8	000806		162048	28			
API	A3567144-54720-3000						SERVICE CONTRACTS - PROF SERV		144.00	
		12/31/2017	W 17DEC8	000806		162048	28			

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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	A3567144-54720-3000	12/31/2017 W	17DEC8	000806		162048	SERVICE CONTRACTS - PROF SERV 28		288.00	
API	A3567144-54720-3000	12/31/2017 W	17DEC8	000806		162048	SERVICE CONTRACTS - PROF SERV 28		144.00	
API	A3638184-54720	12/31/2017 W	17DEC8	000806		162048	SERVICE CONTRACTS - PROF SERV 28		144.00	
API	A3638184-54720	12/31/2017 W	17DEC8	000806		162048	SERVICE CONTRACTS - PROF SERV 28		144.00	
API	A3638184-54720	12/31/2017 W	17DEC8	000806		162048	SERVICE CONTRACTS - PROF SERV 28		144.00	
API	A3036424-54180	12/31/2017 W	17DEC8	000403		162049	OTHER SUPPLIES 100040		300.00	
API	A3036424-54181	12/31/2017 W	17DEC8	000403		162049	SNOW PLOWING & FLOWERS 100040		1,500.00	
API	A3335014-54180	12/31/2017 W	17DEC8	000403		162049	OTHER SUPPLIES 100040		706.00	
API	A3335014-54180	12/31/2017 W	17DEC8	000403		162049	OTHER SUPPLIES 100040		179.92	
API	A3335014-54180	12/31/2017 W	17DEC8	000403		162049	OTHER SUPPLIES 100040			431.72
API	A3335124-54510	12/31/2017 W	17DEC8	000420		162050	REPAIRS & MAINTENANCE VEHICLE 12/21/17		307.53	
API	A3031654-54160	12/31/2017 W	17DEC8	004108	171732	162051	UNIFORMS 6035301202723100		82.37	
POL	A3031654-54160	12/31/2017 LIQ/INV	004108	171732	162051	162051	UNIFORMS 6035301202723100	4 2017		200.00
API	A3143414-54740	12/31/2017 W	17DEC8	001739		162052	SERVICE CONTRACTS - EQUIPMENT SARSPR		900.00	
API	A3031654-54210	12/31/2017 W	17DEC8	000465		162053	GARAGE SUPPLIES 31022762		147.92	
API	A3143124-54160	12/31/2017 W	17DEC8	000198		162271	UNIFORMS 1001581618		20.50	
API	A3143124-54160	12/31/2017 W	17DEC8	000198		162272	UNIFORMS 1001581618		43.00	
API	A3143124-54160	12/31/2017 W	17DEC8	000198		162273	UNIFORMS 1001581618		102.50	
API	A3143124-54160	12/31/2017 W	17DEC8	000198		162274	UNIFORMS 1001581618		533.49	
POL	A3143124-54160	12/31/2017 LIQ/INV	000198	171867	162274	162274	UNIFORMS 1001581618	4 2017		533.49
API	A3143124-54160	12/31/2017 W	17DEC8	000198		162275	UNIFORMS 1001581618		559.50	
API	A3143124-54160	12/31/2017 W	17DEC8	000198		162281	UNIFORMS 1001581618		79.99	
API	A3021692-52230	12/31/2017 W	17DEC8	002948		162283	HARDWARE LGC7553		936.72	
API	A3021694-54110	12/31/2017 W	17DEC8	002948		162283	OFFICE SUPPLIES LGC7553		535.49	
API	Y3618654-54931-439						CATHOLIC FAMILY SERVICES	Y	836.88	

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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
		12/31/2017	W 17DEC8	000129		162284	2017 CDBG			
							GENERAL LEDGER TOTAL		114,440.41	431.72
API A-2600							ACCOUNTS PAYABLE			88,968.38
API E-2600		12/31/2017	W 17DEC8	B 2805			ACCOUNTS PAYABLE			3,569.90
API F-2600		12/31/2017	W 17DEC8	B 2805			ACCOUNTS PAYABLE			181.93
API G-2600		12/31/2017	W 17DEC8	B 2805			ACCOUNTS PAYABLE			1,043.00
API H-2600		12/31/2017	W 17DEC8	B 2805			ACCOUNTS PAYABLE			9,738.60
API Y-2600		12/31/2017	W 17DEC8	B 2805			ACCOUNTS PAYABLE			10,506.88
POL A-1521		12/31/2017	W 17DEC8	B 2805			ENCUMBRANCES			61,301.57
POL E-1521		12/31/2017	W 17DEC8	B 2805			ENCUMBRANCES			3,525.00
POL H-1521		12/31/2017	W 17DEC8	B 2805			ENCUMBRANCES			1,198.60
POL A-2963		12/31/2017	W 17DEC8	B 2805			BUDGETARY FUND BALANCE RES ENC		61,301.57	
POL E-2963		12/31/2017	W 17DEC8	B 2805			BUDGETARY FUND BALANCE RES ENC		3,525.00	
POL H-2963		12/31/2017	W 17DEC8	B 2805			BUDGETARY FUND BALANCE RES ENC		1,198.60	
		12/31/2017	W 17DEC8	B 2805						
							SYSTEM GENERATED ENTRIES TOTAL		66,025.17	180,033.86
							JOURNAL 2017/13/162 TOTAL		180,465.58	180,465.58
2017 13 162										
API A-1522							EXPENDITURES		87,121.38	
API E-1522		12/31/2017	W 17DEC8	B 2805			EXPENDITURES		3,569.90	
API F-1522		12/31/2017	W 17DEC8	B 2805			EXPENDITURES		181.93	
API G-1522		12/31/2017	W 17DEC8	B 2805			EXPENDITURES		1,043.00	
API H-1522		12/31/2017	W 17DEC8	B 2805			EXPENDITURES		9,738.60	
API Y-1522		12/31/2017	W 17DEC8	B 2805			EXPENDITURES		10,506.88	
API A-2980		12/31/2017	W 17DEC8	B 2805			REVENUES		1,847.00	

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YEAR PER	JNL				ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC ACCOUNT		REF 1	REF 2	REF 3	LINE DESC				
EFF DATE	JNL DESC								
12/31/2017	W 17DEC8	B	2805						

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FUND	ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
A	GENERAL FUND	2017 13	162	12/31/2017			
	A-1521				ENCUMBRANCES		61,301.57
	A-1522				EXPENDITURES	87,121.38	
	A-2600				ACCOUNTS PAYABLE		88,968.38
	A-2963				BUDGETARY FUND BALANCE RES ENC	61,301.57	
	A-2980				REVENUES	1,847.00	
					FUND TOTAL	150,269.95	150,269.95
E	CITY CENTER AUTHORITY	2017 13	162	12/31/2017			
	E-1521				ENCUMBRANCES		3,525.00
	E-1522				EXPENDITURES	3,569.90	
	E-2600				ACCOUNTS PAYABLE		3,569.90
	E-2963				BUDGETARY FUND BALANCE RES ENC	3,525.00	
					FUND TOTAL	7,094.90	7,094.90
F	WATER FUND	2017 13	162	12/31/2017			
	F-1522				EXPENDITURES	181.93	
	F-2600				ACCOUNTS PAYABLE		181.93
					FUND TOTAL	181.93	181.93
G	SEWER FUND	2017 13	162	12/31/2017			
	G-1522				EXPENDITURES	1,043.00	
	G-2600				ACCOUNTS PAYABLE		1,043.00
					FUND TOTAL	1,043.00	1,043.00
H	CAPITAL PROJECTS FUND	2017 13	162	12/31/2017			
	H-1521				ENCUMBRANCES		1,198.60
	H-1522				EXPENDITURES	9,738.60	
	H-2600				ACCOUNTS PAYABLE		9,738.60
	H-2963				BUDGETARY FUND BALANCE RES ENC	1,198.60	
					FUND TOTAL	10,937.20	10,937.20
Y	COMMUNITY DEVELOPMENT FUND	2017 13	162	12/31/2017			
	Y-1522				EXPENDITURES	10,506.88	
	Y-2600				ACCOUNTS PAYABLE		10,506.88
					FUND TOTAL	10,506.88	10,506.88

\*\* 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
	171161	001 BOUND TREE MEDICAL L	1.00	0.00	0.00	1.00	8	MEDICAL SUPPLIES CCA 3/1/16 IFB 201
	171164	001 COMPLUS DATA INNOVAT	1.00	0.00	1.00	0.00	0	2017 PARKING TICKET MAINTENANCE SYST
	171195	001 MATTS SERVICE CENTER	12.00	0.00	0.00	12.00	8	VEHICLES (2) LEASE 2/22/17-2/21/18
	171238	001 UPSTATE NY PLOW AND	1.00	0.00	0.00	1.00	8	APPARATUS MAINTENANCE AND SERVICE TH
	171246	001 ELLIOTT ENTERPRISES	1.00	0.00	1.00	0.00	0	PER ESTIMATE #2016-015 PPE REPAIR AN
	171276	001 GOLDBERGER AND KREME	1.00	0.00	0.00	1.00	8	LABOR AND EMPLOYMENT LEGAL SERVICES
	171279	001 FITZGERALD MORRIS BA	1.00	0.00	0.00	1.00	8	ADDENDUM TO AGREEMENT FOR EMINENT DO
	171309	001 PALLETTE STONE CORP	1.00	0.00	0.00	1.00	8	RUBBLE/BLACKTOP SARATOGA COUNTY 17-
		001 PALLETTE STONE CORP	1.00	0.00	0.00	1.00		RUBBLE/BLACKTOP SARATOGA COUNTY 17-
	171532	001 WILLIAMS SCOTSMAN, I	1.00	0.00	0.00	1.00	8	ONE YEAR TRAILER LEASE 8/8/17-7/8/18
	171577	001 CONFIDATA	1.00	0.00	0.00	1.00	8	USE OF 96 GALLON TOTE FOR DISPOSING
	171581	001 UNGERBOECK SYSTEMS I	1.00	0.00	0.00	1.00	8	WEBSITE DESIGN AND SIGNAGE INTEGRATI
	180009	001 NATIONAL INDUSTRIES	100.00	0.00	100.00	0.00	0	40X48 2ML 492.41 CLEAR GARBAGE BAGS
	180014	001 MORTON SALT, INC	1.00	0.00	0.00	1.00	8	SALT FOR ICE CONTROL SARATOGA COUNT
	180021	001 FIBER TECHNOLOGIES N	12.00	0.00	0.00	12.00	8	MONTHLY FIBER LEASE
	180030	001 S & J ENTERPRISES	1.00	0.00	0.00	1.00	8	AS FOLLOWS:
	180105	001 M C ENVIRONMENTAL SE	1.00	0.00	0.00	1.00	8	EMPTY OIL/ WATER SEPARATOR PER QUOTE
	180108	001 GRAINGER	1.00	0.00	1.00	0.00	0	AS FOLLOWS:
	180109	001 EXCELLENT SUPPLY, IN	1.00	0.00	1.00	0.00	0	AS FOLLOWS:
	180111	001 ZONE 5 REGIONAL LAW	6.00	0.00	6.00	0.00	0	REQUIRED CLOTHING/BOOKS FOR ACADEMY
	180118	001 S & J ENTERPRISES	1.00	0.00	0.00	1.00	0	AS FOLLOWS:
	180193	001 FORESTRY SUPPLIERS I	3.00	0.00	3.00	0.00	0	ITEM 2398 STREAMLITE E-SPOT LIEBOX
	180196	001 ESI ERGONOMIC SOLUTI	1.00	0.00	1.00	0.00	0	SIT TO STAND DESKTOP WORKSTATION ITE
	180202	001 SHELTER LOGIC	1.00	0.00	1.00	0.00	0	SHELTER COVER FOR SHELTER LOGIC TEN
	180203	001 RAY ALLEN MANUFACTUR	1.00	0.00	1.00	0.00	0	AS FOLLOWS:
	180208	001 STOP STICK LTD	1.00	0.00	1.00	0.00	0	ASSORTED STOP STICK ACCESSORIES AND

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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
180211	001	MULTIMED BILLING SER	1.00	0.00	0.00	1.00	8	2018 AMBULANCE BILLING SERVICE
180212	001	COMPLUS DATA INNOVAT	1.00	0.00	0.00	1.00	8	2018 PARKING TICKET MAINTENANCE SYST
180225	001	US SECURITY ASSOCIAT	1.00	0.00	0.00	1.00	8	2018 SECURITY SERVICES
	001	US SECURITY ASSOCIAT	1.00	0.00	0.00	1.00		2018 SECURITY SERVICES
180232	001	MOORE MEDICAL LLC	1.00	0.00	0.00	1.00	8	EMERGENCY MEDICAL SUPPLIES VALID TI
180236	001	MOTOROLA SOLUTIONS I	12.00	0.00	0.00	12.00	8	SERVICE AND REPAIR OF RADIOS TILL 3

6971	00001	OPENGOV, INC	162279 INV-001184	162279	18FEB2	6,500.00	.00	.00	
CASH A 2018/02 INV 02/14/2018 SEP-CHK: N DISC: .00 A3021694 54720 6,500.00 1099:									
ACCT 1200 DEPT 2000 DUE 02/20/2018 DESC:12/31/17-12/30/18									
955 CHARTER STREET REDWOOD CITY CA 94063									
7734	00000	ADIRONDACK EXHAU	162054 9731	162972	18FEB2	700.00	.00	.00	
CASH A 2018/02 INV 02/14/2018 SEP-CHK: N DISC: .00 A3031634 54610 700.00 1099:									
ACCT 1200 DEPT 3000 DUE 02/20/2018 DESC:1/31/18									
PO BOX 575 GLENS FALLS NY 12801									
7534	00000	ADIRONDACK SECUR	162055 47366	162973	18FEB2	788.65	.00	.00	
CASH A 2018/02 INV 02/14/2018 SEP-CHK: N DISC: .00 H3141622 52000 1230 788.65 1099:									
ACCT 1200 DEPT 5000 DUE 02/20/2018 DESC:1/29/18									
10 PETRA LANE ALBANY NY 12205									
2785	00001	ADIRONDACK TIRE	162056 162056	162974	18FEB2	1,006.79	.00	.00	
CASH A 2018/02 INV 02/14/2018 SEP-CHK: N DISC: .00 A3335014 54510 1,006.79 1099:									
ACCT 1200 DEPT 3000 DUE 02/20/2018 DESC:S1100									
240 WASHINGTON STREET SARATOGA SPRINGS NY 12866									
23	00000	ADIRONDACK TWO W	162057 169404	162975	18FEB2	95.00	.00	.00	
CASH A 2018/02 INV 02/14/2018 SEP-CHK: N DISC: .00 A3335014 54510 95.00 1099:									
ACCT 1200 DEPT 3000 DUE 02/20/2018 DESC:1/3/18									
P O BOX 1366 SOUTH GLENS FALLS NY 12803									
23	00000	ADIRONDACK TWO W	162058 169272	162976	18FEB2	433.75	.00	.00	
CASH A 2018/02 INV 02/14/2018 SEP-CHK: N DISC: .00 A3335014 54510 433.75 1099:									
ACCT 1200 DEPT 3000 DUE 02/20/2018 DESC:169405									
P O BOX 1366 SOUTH GLENS FALLS NY 12803									
57	00000	ADVANCED TELECOM	162059 20542	162977	18FEB2	142.50	.00	.00	
CASH A 2018/02 INV 02/14/2018 SEP-CHK: N DISC: .00 A3031654 54670 142.50 1099:									
ACCT 1200 DEPT 3000 DUE 02/20/2018 DESC:SARATOGA CITY OF									
P O BOX 501 WEST SAND LAKE NY 12196-0501									



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NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
70	00000 ADVANTAGE PRESS	162060 41847		162978	18FEB2	65.00	.00	.00		
	CASH A 2018/02 INV 02/14/2018 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 1000 DUE 02/20/2018 DESC:1/19/18 74 WARREN STREET SARATOGA SPRINGS NY 12866						A3618684 54110 8040		65.00	1099:
70	00000 ADVANTAGE PRESS	162061 41873		162979	18FEB2	255.00	.00	.00		
	CASH A 2018/02 INV 02/14/2018 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 4000 DUE 02/20/2018 DESC:1/30/18 74 WARREN STREET SARATOGA SPRINGS NY 12866						A3143124 54110		255.00	1099:
5400	00001 AIRGAS EAST	162062 9950692818		162980	18FEB2	33.85	.00	.00		
	CASH A 2018/02 INV 02/14/2018 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 4000 DUE 02/20/2018 DESC:2581569 P O BOX 802576 CHICAGO IL 60680-2576						A3143314 54390		33.85	1099:
5044	00000 ALL SEASONS TEXT	162063 770640		162981	18FEB2	132.00	.00	.00		
	CASH A 2018/02 INV 02/14/2018 SEP-CHK: Y DISC: .00 ACCT 1200 DEPT 7000 DUE 02/20/2018 DESC:772380 9 TAYLOR AVENUE P O BOX 222 CLINTON NY 13323						E3577164 54720		132.00	1099:
31	00001 ALLERDICE BUILDI	162064 162064		162982	18FEB2	138.09	.00	.00		
	CASH A 2018/02 INV 02/14/2018 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 4000 DUE 02/20/2018 DESC:220028 BLUE TARP FINANCIAL PO BOX 105525 ATLANTA GA 30348-5525						A3143414 54510 A3143414 54610 A3143414 54200		8.96 19.99 109.14	1099: 1099: 1099:
2048	00001 ALLERDICE DOOR,G	162065 1802-101713		162983	18FEB2	80.00	.00	.00		
	CASH A 2018/02 INV 02/14/2018 SEP-CHK: Y DISC: .00 ACCT 1200 DEPT 7000 DUE 02/20/2018 DESC:662 BLUE TARP FINANCIAL PO BOX 105525 ATLANTA GA 30348-5525						E3577164 54610		80.00	1099:
31	00001 ALLERDICE BUILDI	162066 1801-094533		162984	18FEB2	33.87	.00	.00		
	CASH A 2018/02 INV 02/14/2018 SEP-CHK: Y DISC: .00 ACCT 1200 DEPT 7000 DUE 02/20/2018 DESC:662 BLUE TARP FINANCIAL PO BOX 105525 ATLANTA GA 30348-5525						E3577164 54140		33.87	1099:

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NEW INVOICES

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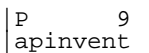
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NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
5027	00000 COMPLUS DATA INN	162087 INV-036966	171164	163005	18FEB2	1,686.70	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3143014	54802	1,686.70	1099:	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:TICKET SYSTEM							
120 WHITE PLAINS ROAD	TARRYTOWN NY 10591									
5027	00000 COMPLUS DATA INN	162088 036966	180212	163006	18FEB2	2,854.35	.00	58,145.65		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3143014	54802	2,854.35	1099:	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:2018 PARKING TICKET MAINT							
120 WHITE PLAINS ROAD	TARRYTOWN NY 10591									
3203	00001 CRYSTAL ROCK LLC	162089 162089		163007	18FEB2	8.98	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3011474	54110	8.98	1099:	
ACCT 1200	DEPT 1000	DUE 02/20/2018	DESC:51284314							
P O BOX 10028	WATERBURY CT 06725-0028									
3203	00001 CRYSTAL ROCK LLC	162090 162090		163008	18FEB2	11.97	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3011214	54110	11.97	1099:	
ACCT 1200	DEPT 1000	DUE 02/20/2018	DESC:51284316							
P O BOX 10028	WATERBURY CT 06725-0028									
3203	00001 CRYSTAL ROCK LLC	162091 162091		163009	18FEB2	31.43	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3021314	54110	31.43	1099:	
ACCT 1200	DEPT 2000	DUE 02/20/2018	DESC:51284318							
P O BOX 10028	WATERBURY CT 06725-0028									
3203	00001 CRYSTAL ROCK LLC	162092 162092		163010	18FEB2	40.41	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3051414	54110	40.41	1099:	
ACCT 1200	DEPT 5000	DUE 02/20/2018	DESC:51284317							
P O BOX 10028	WATERBURY CT 06725-0028									
3203	00001 CRYSTAL ROCK LLC	162093 162093		163011	18FEB2	53.88	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3031444	54110	13.47	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:51284315			A3113624	54110	13.47	1099:	
P O BOX 10028	WATERBURY CT 06725-0028					A3618684	54110	13.47	1099:	
						Y3618684	54110 451	13.47	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
6207	00001 GLOBAL MONTELLO	162121 18045491		163040	18FEB2	5,960.95		.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3051354	54520		11.80	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:8097			A3143124	54520		5,064.66	1099:	
P.O. BOX 3372	BOSTON MA 02241					A3335014	54520		69.18	1099:	
						A3537114	54520		6.82	1099:	
						A3638194	54520		68.19	1099:	
						E3577164	54520		62.88	1099:	
						F3638344	54520		476.81	1099:	
						F3638354	54520		11.02	1099:	
						G3638124	54520		189.59	1099:	
6207	00001 GLOBAL MONTELLO	162122 18020882		163041	18FEB2	7,133.80		.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3031444	54520		305.15	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:8097			A3113624	54520		92.81	1099:	
P.O. BOX 3372	BOSTON MA 02241					A3143414	54520		902.94	1099:	
						A3335014	54520		3,740.59	1099:	
						A3335124	54520		1,158.94	1099:	
						A3567144	54520	3000	602.21	1099:	
						F3638334	54520		331.16	1099:	
7562	00000 GOLDBERGER AND K	162123 JAN 2018	171276	163042	18FEB2	1,395.00		.00	1,868.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3011424	54720		1,395.00	1099:	
ACCT 1200	DEPT 1000	DUE 02/20/2018	DESC:LABOR AND EMPLOYMENT								
39 NORTH PEARL ST., STE. 201	ALBANY NY 12207										
189	00001 GRAINGER	162124 9678269169		163043	18FEB2	129.00		.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3143124	54510		129.00	1099:	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:845177179								
DEPT 800013294	PALATINE IL 60038-0001										
189	00001 GRAINGER	162125 9666044277		163044	18FEB2	218.28		.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3567174	54140	3000	218.28	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:800013294								
DEPT 800013294	PALATINE IL 60038-0001										
189	00001 GRAINGER	162126 96822502163		163045	18FEB2	240.29		.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3031624	54610		240.29	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:800013294								

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VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
DEPT 800013294	PALATINE IL	60038-0001								
189	00001 GRAINGER	162127 9681162880		163046	18FEB2	307.42	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3031624	54610	307.42	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:800013294							
DEPT 800013294	PALATINE IL	60038-0001								
189	00001 GRAINGER	162128 9674747366	180108	163047	18FEB2	318.44	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: Y	DISC: .00		E3577164	54140	318.44	1099:	
ACCT 1200	DEPT 7000	DUE 02/20/2018	DESC:812909570							
DEPT 800013294	PALATINE IL	60038-0001								
7831	00000 H L GAGE SALES I	162129 T584039		163048	18FEB2	30.72	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3335014	54510	15.35	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:1289			A3335124	54510	15.37	1099:	
PO BOX 5170	ALBANY NY	12205-0170								
7831	00000 H L GAGE SALES I	162130 T584038		163050	18FEB2	184.83	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3335014	54510	61.61	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:T584551			A3335124	54510	123.22	1099:	
PO BOX 5170	ALBANY NY	12205-0170								
7831	00000 H L GAGE SALES I	162131 T584851		163051	18FEB2	1,393.45	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3335014	54510	1,393.45	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:1289							
PO BOX 5170	ALBANY NY	12205-0170								
212	00000 HANLEY PLUMBING	162133 14723		163053	18FEB2	708.01	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3143414	54610	708.01	1099:	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:1/29/18							
2 PINWOOD AVENUE	SARATOGA SPRINGS NY	12866-2606								

NEW INVOICES

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VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
6004	00000 INTERSTATE BATTE	162141 10101484		163061	18FEB2	765.86		.00	.00		
CASH A	2018/02 INV 02/14/2018	SEP-CHK: N	DISC: .00				A3335014	54510		382.93	1099:
ACCT 1200	DEPT 3000 DUE 02/20/2018	DESC:1188					A3335124	54510		382.93	1099:
2 INTERSTATE AVENUE ALBANY NY 12205											
7845	00000 KEVIN JACKSON	162142 162142		163062	18FEB2	190.00		.00	.00		
CASH A	2018/02 INV 02/14/2018	SEP-CHK: N	DISC: .00				A046	42025		190.00	1099:
ACCT 1200	DEPT 6000 DUE 02/20/2018	DESC:REFUND INTRO TO ICE									
12 WOODMINT PL. MALTA NY 12020											
2333	00001 J J KELLER & ASS	162144 91023694780		163065	18FEB2	491.43		.00	.00		
CASH A	2018/02 INV 02/14/2018	SEP-CHK: N	DISC: .00				A3051414	54573		491.43	1099:
ACCT 1200	DEPT 5000 DUE 02/20/2018	DESC:200219421									
P O BOX 548 NEENAH WI 54957-0547											
5966	00000 JOE JOHNSON EQUI	162145 P25298		163066	18FEB2	867.71		.00	.00		
CASH A	2018/02 INV 02/14/2018	SEP-CHK: N	DISC: .00				G3638124	54510		867.71	1099:
ACCT 1200	DEPT 3000 DUE 02/20/2018	DESC:SARAT001									
62 LAGRANGE AVENUE ROCHESTER NY 14613											
5966	00000 JOE JOHNSON EQUI	162146 P25271		163067	18FEB2	1,440.86		.00	.00		
CASH A	2018/02 INV 02/14/2018	SEP-CHK: N	DISC: .00				G3638124	54510		1,440.86	1099:
ACCT 1200	DEPT 3000 DUE 02/20/2018	DESC:SARAT001									
62 LAGRANGE AVENUE ROCHESTER NY 14613											
7508	00000 MEG KELLY	162147 162147		163068	18FEB2	57.56		.00	.00		
CASH A	2018/02 INV 02/14/2018	SEP-CHK: N	DISC: .00				A3011214	54540		57.56	1099:
ACCT 1200	DEPT 1000 DUE 02/20/2018	DESC:MILEAGE									
PAYROLL											
7508	00000 MEG KELLY	162148 162148		163069	18FEB2	59.02		.00	.00		
CASH A	2018/02 INV 02/14/2018	SEP-CHK: N	DISC: .00				A3011214	54540		59.02	1099:
ACCT 1200	DEPT 1000 DUE 02/20/2018	DESC:MILEAGE									
PAYROLL											

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VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
7024	00000 LA ROSA'S AUTOMO	162150 34055		163071	18FEB2	488.62	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3143124 54979		488.62	1099:	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:1/30/18							
1100	ALTAMONT AVEUNE	SCHENECTADY NY 12303								
4311	00000 DEBORAH LABRECHE	162151 162151		163072	18FEB2	150.00	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3031444 54250		150.00	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:NYSSPE REIMB							
6073	JOCKEY STREET	GALWAY NY 12074								
3228	00000 LEMERY GREISLER	162152 20180071		163073	18FEB2	100.00	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A071 42555		100.00	1099:7	
ACCT 1200	DEPT 1000	DUE 02/20/2018	DESC:REFUND							
60	RAILROAD PLACE SUITE 502	SARATOGA SPRINGS NY 12866								
290	00001 JOSEPH P MANGION	162153 162153		163074	18FEB2	92.61	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3031624 54610		53.72	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:COS101			A3031624 54610		15.39	1099:	
187-189	FOURTH STREET	TROY NY 12180				A3031654 54610		11.35	1099:	
						G3638124 54610		12.15	1099:	
290	00001 JOSEPH P MANGION	162154 1-227451		163075	18FEB2	125.00	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3567194 54110		125.00	1099:	
ACCT 1200	DEPT 6000	DUE 02/20/2018	DESC:COS100							
187-189	FOURTH STREET	TROY NY 12180								
290	00001 JOSEPH P MANGION	162155 1-226841		163076	18FEB2	194.00	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3143314 54610		185.00	1099:	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:1-226879			A3143414 54610		9.00	1099:	
187-189	FOURTH STREET	TROY NY 12180								

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## 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
271	00000 MATTS SERVICE CE	162162 17RRR475-M2	171195	163083	18FEB2	475.00		.00	475.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3143124	54720		475.00	1099:	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:LEASE								
300 MAPLE AVENUE SARATOGA SPRINGS NY 12866											
1792	00000 M C ENVIRONMENTA	162163 45540	180105	163084	18FEB2	3,740.30		.00	159.70		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3143314	54610		3,740.30	1099:	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:1/31/18								
526 QUEENSBURY AVENUE QUEENSBURY NY 12804											
7261	00000 MCNEIL & COMPANY	162164 162164		163085	18FEB2	56,009.00		.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3041914	54773		56,009.00	1099:	
ACCT 1200	DEPT 5000	DUE 02/20/2018	DESC:SSFD								
PO BOX 292 CANAJOHARIE NY 13317											
4407	00001 MUNICIPAL EMERGE	162165 IN1198371		163086	18FEB2	347.35		.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3143412	52610		347.35	1099:	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:C35875								
DEPOSITORY ACCOUNT 75 REMITTANCE DR STE.3135 CHICAGO IL 60675											
4369	00000 MINOGUE INC	162166 5875441		163087	18FEB2	156.00		.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3143414	54200		156.00	1099:	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:2/2/18								
16 WEST AVENUE SARATOGA SPRINGS NY 12866											
288	00001 MOORE MEDICAL LL	162167 83467121	180232	163088	18FEB2	153.40		.00	4,846.60		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3143414	54150		153.40	1099:	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:2035867								
P O BOX 99718 CHICAGO IL 60696											
6960	00001 MORTON SALT, INC	162168 5401510799	180014	163089	18FEB2	16,946.26		.00	48,919.08		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3335014	54400		16,946.26	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:5401512238								
DEPT. CH 19973 PALATINE IL 60055-9973											





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NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
1152	00001 NEW COUNTRY FORD	162176 186316F		163097	18FEB2	123.05	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00			A3335014 54510	123.05	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:5873550							
358 BROADWAY, SUITE 304		SARATOGA SPRINGS NY 12866								
1152	00001 NEW COUNTRY FORD	162177 186182F		163098	18FEB2	130.50	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00			A3335014 54510	130.50	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:5873550							
358 BROADWAY, SUITE 304		SARATOGA SPRINGS NY 12866								
1152	00001 NEW COUNTRY FORD	162178 186307F		163099	18FEB2	177.03	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00			A3638564 54510	177.03	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:5873550							
358 BROADWAY, SUITE 304		SARATOGA SPRINGS NY 12866								
1152	00001 NEW COUNTRY FORD	162179 186393F		163100	18FEB2	179.60	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00			A3335014 54510	179.60	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:5873550							
358 BROADWAY, SUITE 304		SARATOGA SPRINGS NY 12866								
1152	00001 NEW COUNTRY FORD	162180 186250F		163101	18FEB2	336.13	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00			A3335014 54510	336.13	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:5873550							
358 BROADWAY, SUITE 304		SARATOGA SPRINGS NY 12866								
1152	00001 NEW COUNTRY FORD	162181 348016		163102	18FEB2	368.38	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00			A3143124 54510	368.38	1099:	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:5841800							
358 BROADWAY, SUITE 304		SARATOGA SPRINGS NY 12866								
1152	00001 NEW COUNTRY FORD	162182 186249F		163103	18FEB2	416.49	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00			A3335014 54510	208.24	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:5873550				A3335124 54510	208.25	1099:	
358 BROADWAY, SUITE 304		SARATOGA SPRINGS NY 12866								

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
1152	00001 NEW COUNTRY FORD	162183 186251F		163104	18FEB2	444.77		.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3335014	54510		444.77	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:5873550								
358 BROADWAY, SUITE 304 SARATOGA SPRINGS NY 12866											
1152	00001 NEW COUNTRY FORD	162184 347439		163105	18FEB2	1,396.43		.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3335014	54510		698.21	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:5843356			A3335124	54510		698.22	1099:	
358 BROADWAY, SUITE 304 SARATOGA SPRINGS NY 12866											
309	00001 NEWMAN SIGNS	162185 TI-0318045		163106	18FEB2	125.56		.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3143314	54961		125.56	1099:	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:SAR050								
P O BOX 1728 JAMESTOWN ND 58402-1728											
313	00000 NORTH COUNTRY AU	162186 82420B		163107	18FEB2	1,138.75		.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3335014	54510		1,138.75	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:1/8/18								
950 ROUTE 9 QUEENSBURY NY 12804											
117	00001 NORTRAX EQUIPMEN	162187 1827133		163108	18FEB2	131.17		.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3638184	54510		65.58	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:39419			A3638194	54510		65.59	1099:	
POWER PLAN 21310 NETWORK PLACE CHICAGO IL 60673-1213											
321	00000 OVERHEAD DOOR CO	162188 47422		163109	18FEB2	1,206.80		.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3143414	54610		1,206.80	1099:	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:1/23/18								
P O BOX 834 GLENS FALLS NY 12801											
327	00001 PALLETTE STONE C	162189 162189	171309	163110	18FEB2	1,092.00		.00	4,636.77		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3335014	54100		1,092.00	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:19018								
269 BALLARD ROAD WILTON NY 12831											

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
327	00001 PALLETTE STONE C	162190 183386	171309	163111	18FEB2	1,329.58		.00	4,636.77		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00			A3335014	54100	1,329.58	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:19018								
269 BALLARD ROAD WILTON NY 12831											
3602	00002 PEOPLEFACTS LLC	162191 2018010210		163112	18FEB2	59.92		.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00			A3143124	54720	59.92	1099:7	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:61295								
PO BOX 740303 LOS ANGELES CA 90074-0303											
6294	00001 MOTOROLA SOLUTIO	162192 60012	180236	163113	18FEB2	665.00		.00	7,315.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00			A3143124	54740	665.00	1099:	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:SARAT,SP								
C/O PITTSFIELD COMMUNICATIONS 1502 W HOUSATONIC ST PITTSFIELD MA 01201											
7753	00000 STEPHEN PORTO	162193 162193		163114	18FEB2	38.40		.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00			A3567174	54631	38.40	1099:	
ACCT 1200	DEPT 6000	DUE 02/20/2018	DESC:REIMB								
665 SARATOGA ROAD APT. 207 GANSEVOORT NY 12831											
3333	00000 ANDREW PRESTIGIA	162194 162194		163115	18FEB2	24.99		.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00			A3143124	54160	24.99	1099:	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:CLOTHING REIMB								
SSPD SARATOGA SPRINGS NY 12866											
125	00000 R H CROWN CO INC	162195 056288		163117	18FEB2	973.56		.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00			A3335014	54510	194.71	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:CITYSAO				A3335124	54510	194.71	1099:	
100 NORTH MARKET STREET JOHNSTOWN NY 12095											
							A3537114	54510	194.72	1099:	
							A3567144	54510	194.71	1099:	
							A3638564	54510	194.71	1099:	
873	00000 R M DALRYMPLE CO	162196 173705		163118	18FEB2	784.58		.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00			A3031654	54330	784.58	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:173498								
15 GRACE MOORE ROAD 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
1479	00001 RAY ALLEN MANUFA	162197 RINV057155	180203	163119	18FEB2	95.57	.00	.00		
	CASH A 2018/02 INV 02/14/2018 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 4000 DUE 02/20/2018 DESC:RA000901 975 FORD STREET COLORADO SPRINGS CO 80915						A3143124 54970	95.57	1099:	
223	00001 RICOH USA, INC	162198 5052319054		163121	18FEB2	8.20	.00	.00		
	CASH A 2018/02 INV 02/14/2018 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 4000 DUE 02/20/2018 DESC:4659857 P O BOX 827577 PHILADELPHIA PA 19182-7577						A3143124 54740	8.20	1099:	
223	00001 RICOH USA, INC	162199 5052254928		163122	18FEB2	17.60	.00	.00		
	CASH A 2018/02 INV 02/14/2018 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 4000 DUE 02/20/2018 DESC:4659857 P O BOX 827577 PHILADELPHIA PA 19182-7577						A3143014 54110	17.60	1099:	
223	00001 RICOH USA, INC	162200 5052319102		163123	18FEB2	40.60	.00	.00		
	CASH A 2018/02 INV 02/14/2018 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 4000 DUE 02/20/2018 DESC:4659857 P O BOX 827577 PHILADELPHIA PA 19182-7577						A3143124 54740	40.60	1099:	
223	00002 RICOH USA, INC	162201 100096347		163124	18FEB2	125.12	.00	.00		
	CASH A 2018/02 INV 02/14/2018 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 4000 DUE 02/20/2018 DESC:323252-1023244A3 P O BOX 41564 PHILADELPHIA PA 19101-1564						A3143124 54740	125.12	1099:	
3270	00000 MARILYN RIVERS	162202 162202		163125	18FEB2	654.60	.00	.00		
	CASH A 2018/02 INV 02/14/2018 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 5000 DUE 02/20/2018 DESC:CONF REIMB 62 HELEN DRIVE QUEENSBURY NY 12804						A3051414 54573	654.60	1099:	
409	00001 S & J ENTERPRISE	162203 73785	180030	163126	18FEB2	82.20	.00	169.25		
	CASH A 2018/02 INV 02/14/2018 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 7000 DUE 02/20/2018 DESC:1/9/18 PO BOX 266 MAYFIELD NY 12117						E3577164 54140	82.20	1099:	

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VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
409	00000 S & J ENTERPRISE	162205 73784	180118	163128	18FEB2	82.20	.00	.00		
	CASH A 2018/02 INV 02/14/2018 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 7000 DUE 02/20/2018 DESC:1/9/18 24 W. MAIN ST. MAYFIELD NY 12117						E3577164 54140	82.20	1099:	
2149	00001 SANDERS FIRE & S	162206 48968		163129	18FEB2	585.00	.00	.00		
	CASH A 2018/02 INV 02/14/2018 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 5000 DUE 02/20/2018 DESC:1/25/18 26 VIALI AVENUE MECHANICVILLE NY 12118						A3051414 54740	585.00	1099:	
6943	00000 SARATOGA CLEANER	162207 162207		163130	18FEB2	170.20	.00	.00		
	CASH A 2018/02 INV 02/14/2018 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 4000 DUE 02/20/2018 DESC:SSPD 228 WASHINGTON STREET SARATOGA SPRINGS NY 12866						A3143124 54180	170.20	1099:	
16	00006 SARATOGA COUNTY	162208 162208		163131	18FEB2	160.00	.00	.00		
	CASH A 2018/02 INV 02/14/2018 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 1000 DUE 02/20/2018 DESC:2 DRC MEMBERS COUNTY PLANNING/M.VALENTINE 50 WEST HIGH STREET BALLSTON SPA NY 12020						A3618684 54250	160.00	1099:	
371	00002 SARATOGA QUALITY	162209 162209		163132	18FEB2	95.56	.00	.00		
	CASH A 2018/02 INV 02/14/2018 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 4000 DUE 02/20/2018 DESC:209150 BLUETARP CREDIT SERVICES PO BOX 105525 ATLANTA GA 30348-5525						A3143124 54510 A3143124 54510 A3143414 54510 A3143314 54510	39.98 50.02 1.98 3.58	1099: 1099: 1099: 1099:	
14	00001 SARATOGA SPRINGS	162210 162210		163133	18FEB2	13,745.40	.00	.00		
	CASH A 2018/02 INV 02/14/2018 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 2000 DUE 02/20/2018 DESC:2018 VISION LOCAL 343 P O BOX 559 SARATOGA SPRINGS NY 12866						A3749068 58011	13,745.40	1099:	
370	00000 SARATOGA SPRINGS	162211 162211		163134	18FEB2	250.00	.00	.00		
	CASH A 2018/02 INV 02/14/2018 SEP-CHK: Y DISC: .00 ACCT 1200 DEPT 7000 DUE 02/20/2018 DESC:2018 MEMBERSHIP FOUNDATION 112 SPRING STREET SARATOGA SPRINGS NY 12866						E3577164 54230	250.00	1099:	

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VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
407	00000 STANLEY PAPER CO	162225 558495		163148	18FEB2	260.54	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3031654	54140	260.54	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:1/19/18							
1	TERMINAL STREET	ALBANY NY 12206-1014								
407	00000 STANLEY PAPER CO	162226 558788		163149	18FEB2	811.87	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3031624	54140	811.87	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:558572							
1	TERMINAL STREET	ALBANY NY 12206-1014								
3492	00000 STOP STICK LTD	162227 0010973-IN	180208	163150	18FEB2	858.00	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3143122	52620	858.00	1099:	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:2/2/18							
365	INDIUSTRIAL DRIVE	HARRISON OH 45030-1483								
7061	00000 SUPPLY WORKS, IN	162228 427915285		163151	18FEB2	5.98	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3143314	54961	5.98	1099:	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:886609							
PO BOX 415133	BOSTON MA 02241-5133									
7061	00000 SUPPLY WORKS, IN	162229 426585683		163152	18FEB2	9.96	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3143312	52802	9.96	1099:	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:886609							
PO BOX 415133	BOSTON MA 02241-5133									
7061	00000 SUPPLY WORKS, IN	162230 426448593		163153	18FEB2	78.00	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3143124	54140	78.00	1099:	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:712642							
PO BOX 415133	BOSTON MA 02241-5133									
420	00000 T & T SALES INC	162231 26485		163154	18FEB2	1,375.02	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3335014	54510	505.46	1099:	
ACCT 1200	DEPT 3000	DUE 02/20/2018	DESC:36309			A3335014	54510	266.28	1099:	
411	OLD NISKAYUNA ROAD	LATHAM NY 12110				A3335124	54510	168.50	1099:	
						A3335124	54510	266.28	1099:	
						A3567144	54510 3000	168.50	1099:	

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VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
424	00000 TAYLOR WELDING S	162232 00751551		163155	18FEB2	352.55	.00	.00		
CASH A	2018/02 INV 02/14/2018	SEP-CHK: N	DISC: .00			A3031654 54210		131.78	1099:	
ACCT 1200	DEPT 3000 DUE 02/20/2018	DESC:00751124				A3335014 54180		220.77	1099:	
P O BOX 741 22	LOWER WARREN STREET GLENS FALLS NY 12801									
7001	00000 TIME WARNER CABL	162233 162233		163156	18FEB2	74.95	.00	.00		
CASH A	2018/02 INV 02/14/2018	SEP-CHK: N	DISC: .00			A3143314 54740		74.95	1099:	
ACCT 1200	DEPT 4000 DUE 02/20/2018	DESC:013887001								
PO BOX 223085	PITTSBURGH PA 15251-2085									
1803	00001 TRACEY FREIGHTLI	162234 X106003556:01		163157	18FEB2	62.71	.00	.00		
CASH A	2018/02 INV 02/14/2018	SEP-CHK: N	DISC: .00			A3335014 54510		62.71	1099:	
ACCT 1200	DEPT 3000 DUE 02/20/2018	DESC:1/10/18								
6803 MANLIUS	CENTER ROAD EAST SYRACUSE NY 13057									
3723	00001 TRAVELERS	162235 000534075		163158	18FEB2	332.50	.00	.00		
CASH A	2018/02 INV 02/14/2018	SEP-CHK: N	DISC: .00			A3011934 54775		172.00	1099:	
ACCT 1200	DEPT 5000 DUE 02/20/2018	DESC:9874G9083				A3011474 54775		160.50	1099:	
13607	COLLECTIONS CENTER DR CHICAGO IL 60693									
7007	00000 UNGERBOECK SYSTE	162236 68900	171581	163159	18FEB2	9,012.50	.00	32,975.00		
CASH A	2018/02 INV 02/14/2018	SEP-CHK: N	DISC: .00			E3577164 54870		9,012.50	1099:	
ACCT 1200	DEPT 7000 DUE 02/20/2018	DESC:3085								
PO BOX 78429	ST. LOUIS MO 63178-8429									
7007	00000 UNGERBOECK SYSTE	162237 68547		163160	18FEB2	11,520.00	.00	.00		
CASH A	2018/02 INV 02/14/2018	SEP-CHK: Y	DISC: .00			E3577164 54720		11,520.00	1099:	
ACCT 1200	DEPT 7000 DUE 02/20/2018	DESC:3085								
PO BOX 78429	ST. LOUIS MO 63178-8429									
3256	00000 UNIFIRST CORPORA	162238 162238		163161	18FEB2	203.84	.00	.00		
CASH A	2018/02 INV 02/14/2018	SEP-CHK: N	DISC: .00			A3031624 54610		60.80	1099:	
ACCT 1200	DEPT 3000 DUE 02/20/2018	DESC:1269237				A3537114 54610		50.98	1099:	
157 TROY SCHENECTADY ROAD	WATERVLIET NY 12189					A3567174 54610 3000		46.03	1099:	
						A3567174 54610 3000		46.03	1099:	

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VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
5331	00000 UPS	162239 00007R8441038		163162	18FEB2	14.76		.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00			A3143022	52230		14.76	1099:
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:7R8441								
P O BOX 7247-0244 PHILADELPHIA PA 19170-0001											
7223	00000 UPSTATE NY PLOW	162241 201032	171238	163164	18FEB2	1,090.65		.00	4,765.33		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00			A3143414	54510		1,090.65	1099:
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:49891								
339 OLD LOUDEN RD. LATHAM NY 12110											
440	00002 US POSTAL SERVIC	162242 FEB 2018		163165	18FEB2	300.00		.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: Y	DISC: .00			E3577164	54120		300.00	1099:
ACCT 1200	DEPT 7000	DUE 02/20/2018	DESC:105000054251								
CMRS-FP P O BOX 7247-0119 PHILADELPHIA PA 19170-0119											
7684	00002 US RGC LLC	162243 SSPD-180130		163166	18FEB2	171.00		.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00			A3143124	54189		171.00	1099:
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:1/30/18								
787 PRINCETON AVE. PALMERTON PA 18071											
7272	00001 US SECURITY ASSO	162244 2019290	180225	163167	18FEB2	459.38		.00	32,682.03		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00			E3577164	54720		459.38	1099:
ACCT 1200	DEPT 7000	DUE 02/20/2018	DESC:36656								
3 COMPUTER DRIVE WEST ALBANY NY 12205											
7272	00001 US SECURITY ASSO	162245 2034931	180225	163168	18FEB2	2,858.59		.00	32,682.03		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: Y	DISC: .00			E3577164	54720		2,858.59	1099:
ACCT 1200	DEPT 7000	DUE 02/20/2018	DESC:2027160								
3 COMPUTER DRIVE WEST ALBANY NY 12205											
2560	00000 GREGORY VEITCH	162246 162246		163169	18FEB2	120.00		.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00			A3143124	54230		120.00	1099:
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:MEMBERSHIP REIMB								
S S P D 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
3096	00000 PAUL VEITCH	162247 162247		163170	18FEB2	109.99	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00			A3143124 54160	109.99	1099:	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:CLOTHING REIMB							
S S P D	SARATOGA SPRINGS NY	12866								
1927	00001 VERIZON	162248 162248		163171	18FEB2	25.14	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00			A3143314 54751	25.14	1099:	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:5185837350095247							
P O BOX 15124	ALBANY NY	12212-5124								
1927	00001 VERIZON	162249 162249		163172	18FEB2	25.64	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00			A3021694 54670	25.64	1099:	
ACCT 1200	DEPT 2000	DUE 02/20/2018	DESC:5185800781394241							
P O BOX 15124	ALBANY NY	12212-5124								
1927	00001 VERIZON	162250 162250		163173	18FEB2	44.05	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00			A3567144 54671	44.05	1099:	
ACCT 1200	DEPT 6000	DUE 02/20/2018	DESC:5185842462445249							
P O BOX 15124	ALBANY NY	12212-5124								
1831	00001 VERIZON WIRELESS	162251 9800914087		163174	18FEB2	56.26	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00			A3113624 54670	56.26	1099:	
ACCT 1200	DEPT 1000	DUE 02/20/2018	DESC:942014876-00001							
P O BOX 408	NEWARK NJ	07101-0408								
1831	00001 VERIZON WIRELESS	162252 9800470832		163175	18FEB2	114.53	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00			A3011434 54671	114.53	1099:	
ACCT 1200	DEPT 1000	DUE 02/20/2018	DESC:642000522-00002							
P O BOX 408	NEWARK NJ	07101-0408								
7528	00000 VISA	162253 162253		163176	18FEB2	14.98	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: Y	DISC: .00			E3577164 54140	14.98	1099:	
ACCT 1200	DEPT 7000	DUE 02/20/2018	DESC:4121265990220290							
PO BOX 30131	TAMPA FL	30131								

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VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
5853	00000 CONFIDATA	162268 54288	171577	163191	18FEB2	50.00	.00	50.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3051354	54110	50.00	1099:	
ACCT 1200	DEPT 5000	DUE 02/20/2018	DESC:1/9/18							
N GENESEE & LEE STREET P.O. BOX 353 UTICA NY 13503-0353										
6331	00000 H & V COLLISION	162269 R01006298		163192	18FEB2	4,737.27	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3041934	54775	4,737.27	1099:	
ACCT 1200	DEPT 5000	DUE 02/20/2018	DESC:1/2/18							
2202 ROUTE 50 S SARATOGA SPRINGS NY 12866										
2747	00000 HOMETOWN AUTO GL	162270 WO I0032097		163193	18FEB2	330.00	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3041934	54775	330.00	1099:	
ACCT 1200	DEPT 5000	DUE 02/20/2018	DESC:3762884							
P O BOX 288 BURNT HILLS NY 12027										
796	00000 ELLIOTT ENTERPRI	162278 2108-19	171246	163202	18FEB2	2,587.27	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3143414	54330	2,587.27	1099:	
ACCT 1200	DEPT 4000	DUE 02/20/2018	DESC:REPAIR/INSPECTION							
P O BOX 188 NEWFIELD ME 04056										
2237	00001 STAPLES BUSINESS	162280 162280		163204	18FEB2	191.13	.00	.00		
CASH A	2018/02	INV 02/14/2018	SEP-CHK: N	DISC: .00		A3051414	54110	191.13	1099:	
ACCT 1200	DEPT 5000	DUE 02/20/2018	DESC:RCH1016990							
DEPT. ROC P O BOX 415256 BOSTON MA 02241-5256										
214 APPROVED UNPAID INVOICES				TOTAL		269,980.13				
214 INVOICE(S)				REPORT POST TOTAL		269,980.13				

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# ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
2018 02	A046	A	-04-6-0000-0-42025 -	RENTAL ICE RINK	190.00 REV .00
	A071	A	-07-1-0000-0-42555 -	BUILDING PERMIT	100.00 REV .00
	A102	A	-10-2-0000-0-42701 -	REFUND CURRENT	75.00 REV .00
	A3011214	A	-30-1-1210-4-54110 -	OFFICE SUPPLIES	51.96 633.03
	A3011214	A	-30-1-1210-4-54540 -	TRAVEL	116.58 -86.87
	A3011424	A	-30-1-1420-4-54110 -	OFFICE SUPPLIES	39.25 396.16
	A3011424	A	-30-1-1420-4-54671 -	PHONES & FAX	3.83 293.17
	A3011424	A	-30-1-1420-4-54720 -	SERVICE CONTRAC	1,820.50 38,148.00
	A3011434	A	-30-1-1430-4-54671 -	PHONES & FAX	114.53 60.47
	A3011474	A	-30-1-1431-4-54110 -	OFFICE SUPPLIES	52.24 747.76
	A3011474	A	-30-1-1431-4-54671 -	PHONES & FAX	3.41 314.44
	A3011474	A	-30-1-1431-4-54774 -	LIFE INSURANCE	8.00 128.00
	A3011474	A	-30-1-1431-4-54775 -	SELF INSURANCE	160.50 -160.50
	A3011654	A	-30-1-1650-4-54330 -	REPAIRS & MAINT	95.00 1,105.00
	A3011654	A	-30-1-1650-4-54670 -	PHONES	4.44 10,557.64
	A3011934	A	-30-1-1930-4-54775 -	SELF INSURANCE	172.00 -172.00
	A3021312	A	-30-2-1310-2-52200 -	OFFICE EQUIPMEN	944.98 2,055.02
	A3021314	A	-30-2-1310-4-54110 -	OFFICE SUPPLIES	39.39 9,956.27
	A3021694	A	-30-2-1681-4-54110 -	OFFICE SUPPLIES	196.57 2,817.07
	A3021694	A	-30-2-1681-4-54330 -	REPAIRS & MAINT	282.91 1,608.30
	A3021694	A	-30-2-1681-4-54670 -	PHONES	29.46 861.82
	A3021694	A	-30-2-1681-4-54720 -	SERVICE CONTRAC	6,515.99 56,083.70
	A3021694	A	-30-2-1681-4-54740 -	SERVICE CONTRAC	3,024.24 36,805.06
	A3031444	A	-30-3-1440-4-54110 -	OFFICE SUPPLIES	454.65 980.35
	A3031444	A	-30-3-1440-4-54190 -	DRAFTING SUPPLI	626.09 373.91
	A3031444	A	-30-3-1440-4-54250 -	CONFERENCE REGI	350.00 607.00
	A3031444	A	-30-3-1440-4-54520 -	GAS & OIL	305.15 1,694.85
	A3031444	A	-30-3-1440-4-54670 -	PHONES	3.54 1,231.92
	A3031494	A	-30-3-1490-4-54110 -	OFFICE SUPPLIES	980.80 3,019.20
	A3031494	A	-30-3-1490-4-54120 -	POSTAGE	11.05 488.95
	A3031624	A	-30-3-1620-4-54140 -	JANITORIAL SUPP	811.87 7,188.13
	A3031624	A	-30-3-1620-4-54610 -	REPAIRS & MAINT	715.59 28,378.32
	A3031634	A	-30-3-1621-4-54610 -	REPAIRS & MAINT	834.00 4,284.58
	A3031654	A	-30-3-1623-4-54140 -	JANITORIAL SUPP	260.54 1,739.46
	A3031654	A	-30-3-1623-4-54210 -	GARAGE SUPPLIES	131.78 4,825.21
	A3031654	A	-30-3-1623-4-54330 -	REPAIRS & MAINT	784.58 3,715.42
	A3031654	A	-30-3-1623-4-54610 -	REPAIRS & MAINT	474.25 9,525.75
	A3031654	A	-30-3-1623-4-54670 -	PHONES	149.03 3,086.95
	A3031964	A	-30-3-1932-4-54779 -	PROPERTY LOSS C	1,053.00 83,970.12
	A3041914	A	-30-4-1910-4-54773 -	LIABILITY INSUR	56,009.00 220,383.50
	A3041934	A	-30-4-1930-4-54775 -	SELF INSURANCE	5,067.27 -1,067.27
	A3051354	A	-30-5-1355-4-54110 -	OFFICE SUPPLIES	50.00 290.00
	A3051354	A	-30-5-1355-4-54520 -	GAS & OIL	11.80 188.20
	A3051414	A	-30-5-1410-4-54110 -	OFFICE SUPPLIES	231.54 4,545.96
	A3051414	A	-30-5-1410-4-54120 -	POSTAGE	8.04 4,491.96
	A3051414	A	-30-5-1410-4-54490 -	GENERAL ADVERTI	281.19 7,682.68
	A3051414	A	-30-5-1410-4-54573 -	RISK-SAFETY PRO	1,226.03 30,311.02
	A3051414	A	-30-5-1410-4-54671 -	PHONES & FAX	4.84 1,929.05
	A3051414	A	-30-5-1410-4-54740 -	SERVICE CONTRAC	585.00 1,145.00
	A3113624	A	-31-1-3620-4-54110 -	OFFICE SUPPLIES	140.79 1,821.25
	A3113624	A	-31-1-3620-4-54520 -	GAS & OIL	92.81 907.19



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# ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
		A3113624 A	-31-1-3620-4-54670 -	PHONES 56.26	237.61
		A3143014 A	-31-4-3010-4-54110 -	OFFICE SUPPLIES 101.17	2,199.84
		A3143014 A	-31-4-3010-4-54802 -	COMPLUS PARK TI 4,541.05	24,000.00
		A3143022 A	-31-4-3020-2-52230 -	HARDWARE 14.76	36,447.88
		A3143122 A	-31-4-3120-2-52620 -	POLICE EQUIPMEN 1,135.55	43,050.40
		A3143124 A	-31-4-3120-4-54110 -	OFFICE SUPPLIES 344.80	7,278.39
		A3143124 A	-31-4-3120-4-54140 -	JANITORIAL SUPP 78.00	2,773.26
		A3143124 A	-31-4-3120-4-54160 -	UNIFORMS 1,023.28	71,423.16
		A3143124 A	-31-4-3120-4-54180 -	OTHER SUPPLIES 170.20	12,544.39
		A3143124 A	-31-4-3120-4-54189 -	AMMUNITION 171.00	19,179.00
		A3143124 A	-31-4-3120-4-54230 -	DUES 170.00	835.00
		A3143124 A	-31-4-3120-4-54440 -	BOOKS PUBLICATI 29.95	470.05
		A3143124 A	-31-4-3120-4-54510 -	REPAIRS & MAINT 685.21	56,880.73
		A3143124 A	-31-4-3120-4-54520 -	GAS & OIL 5,132.20	64,867.80
		A3143124 A	-31-4-3120-4-54570 -	TRAINING 1,290.00	13,930.00
		A3143124 A	-31-4-3120-4-54610 -	REPAIRS & MAINT 468.00	5,827.00
		A3143124 A	-31-4-3120-4-54720 -	SERVICE CONTRAC 534.92	62,597.91
		A3143124 A	-31-4-3120-4-54740 -	SERVICE CONTRAC 838.92	72,379.90
		A3143124 A	-31-4-3120-4-54970 -	K-9 CARE 95.57	24,904.43
		A3143124 A	-31-4-3120-4-54979 -	HORSE CARE 488.62	6,511.38
		A3143312 A	-31-4-3310-2-52802 -	TOOLS & EQUIPME 9.96	7,952.10
		A3143314 A	-31-4-3310-4-54390 -	MAINTENANCE SUP 104.33	6,229.52
		A3143314 A	-31-4-3310-4-54510 -	REPAIRS & MAINT 3.58	5,375.25
		A3143314 A	-31-4-3310-4-54610 -	REPAIRS & MAINT 3,925.30	1,692.60
		A3143314 A	-31-4-3310-4-54713 -	PAVEMENT MARKIN 593.00	49,407.00
		A3143314 A	-31-4-3310-4-54740 -	SERVICE CONTRAC 74.95	950.10
		A3143314 A	-31-4-3310-4-54751 -	UTILITIES TRAFF 25.14	23,925.47
		A3143314 A	-31-4-3310-4-54961 -	SIGNS & POSTS 131.54	24,868.46
		A3143412 A	-31-4-3410-2-52610 -	FIREFIGHTERS EQ 347.35	49,652.65
		A3143414 A	-31-4-3410-4-54110 -	OFFICE SUPPLIES 87.99	3,412.01
		A3143414 A	-31-4-3410-4-54150 -	EMS SUPPLIES 153.40	19,671.46
		A3143414 A	-31-4-3410-4-54200 -	HOUSE SUPPLIES 467.19	6,032.81
		A3143414 A	-31-4-3410-4-54330 -	REPAIRS & MAINT 2,587.27	11,286.73
		A3143414 A	-31-4-3410-4-54471 -	EMS TRAINING 1,350.00	6,885.00
		A3143414 A	-31-4-3410-4-54510 -	REPAIRS & MAINT 1,101.59	47,136.60
		A3143414 A	-31-4-3410-4-54520 -	GAS & OIL 3,356.34	16,643.66
		A3143414 A	-31-4-3410-4-54610 -	REPAIRS & MAINT 1,943.80	13,963.20
		A3143414 A	-31-4-3410-4-54670 -	PHONES 4.09	19,785.43
		A3143424 A	-31-4-3412-4-54180 -	OTHER SUPPLIES 110.90	10,000.00
		A3143634 A	-31-4-3625-4-54747 -	AMBULANCE BILLI 10,252.67	7,000.00
		A3335014 A	-33-3-5010-4-54100 -	RUBBLE BLACKTOP 2,421.58	70,000.00
		A3335014 A	-33-3-5010-4-54180 -	OTHER SUPPLIES 2,297.15	46,024.50
		A3335014 A	-33-3-5010-4-54400 -	SALT & SAND 16,946.26	.00
		A3335014 A	-33-3-5010-4-54510 -	REPAIRS & MAINT 9,761.83	155,959.81
		A3335014 A	-33-3-5010-4-54520 -	GAS & OIL 6,731.45	83,268.55
		A3335124 A	-33-3-5111-4-54180 -	OTHER SUPPLIES 1,892.00	1,108.00
		A3335124 A	-33-3-5111-4-54510 -	REPAIRS & MAINT 2,193.48	37,806.52
		A3335124 A	-33-3-5111-4-54520 -	GAS & OIL 4,515.96	20,484.04
		A3416314 A	-34-1-6310-4-54610 -	REPAIRS & MAINT 27.50	1,972.50
		A3517514 A	-35-1-7510-4-54670 -	PHONES 3.60	683.66
		A3537114 A	-35-3-7110-4-54110 -	OFFICE SUPPLIES 156.99	243.01

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# ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
	A3537114	A -35-3-7110-4-54510 -	REPAIRS & MAINT	194.72	1,805.28
	A3537114	A -35-3-7110-4-54520 -	GAS & OIL	6.82	1,993.18
	A3537114	A -35-3-7110-4-54610 -	REPAIRS & MAINT	413.14	15,811.86
	A3537214	A -35-3-7200-4-54610 -	REPAIRS & MAINT	77.00	4,923.00
	A3567144	A -35-6-7140-4-54160 -	UNIFORMS	249.00	51.00
	A3567144	A -35-6-7140-4-54170 -	SPORTS SUPPLIES	30.00	1,970.00
	A3567144	A -35-6-7140-4-54510 -3000	REPAIRS & MAINT	363.21	5,636.79
	A3567144	A -35-6-7140-4-54520 -3000	GAS & OIL	874.81	8,125.19
	A3567144	A -35-6-7140-4-54671 -	PHONES & FAX	47.87	610.28
	A3567174	A -35-6-7171-4-54140 -3000	JANITORIAL SUPP	218.28	7,281.72
	A3567174	A -35-6-7171-4-54610 -3000	REPAIRS & MAINT	92.06	14,835.48
	A3567174	A -35-6-7171-4-54631 -	CONCESSION EXPE	38.40	686.73
	A3567184	A -35-6-7180-4-54610 -3000	REPAIRS & MAINT	75.77	14,924.23
	A3567194	A -35-6-7181-4-54110 -	OFFICE SUPPLIES	125.00	375.00
	A3567194	A -35-6-7181-4-54510 -3000	REPAIRS & MAINT	100.40	4,899.60
	A3567194	A -35-6-7181-4-54610 -3000	REPAIRS & MAINT	565.15	19,434.85
	A3618684	A -36-1-8687-4-54110 -	OFFICE SUPPLIES	42.70	1,457.30
	A3618684	A -36-1-8687-4-54110 -8040	OFFICE SUPPLIES	65.00	85.00
	A3618684	A -36-1-8687-4-54230 -	DUES	720.00	315.00
	A3618684	A -36-1-8687-4-54250 -	CONFERENCE REGI	160.00	2,410.00
	A3638184	A -36-3-8180-4-54510 -	REPAIRS & MAINT	65.58	934.42
	A3638194	A -36-3-8185-4-54510 -	REPAIRS & MAINT	65.59	4,934.41
	A3638194	A -36-3-8185-4-54520 -	GAS & OIL	68.19	11,431.81
	A3638194	A -36-3-8185-4-54530 -	EQUIPMENT & VEH	350.00	650.00
	A3638564	A -36-3-8560-4-54510 -	REPAIRS & MAINT	1,225.43	167.05
	A3638564	A -36-3-8560-4-54520 -	GAS & OIL	535.54	6,464.46
	A3719044	A -37-1-9045-4-54774 -	LIFE INSURANCE	76.00	856.00
	A3719068	A -37-1-9060-8-58013 -	HRA ADMINISTRAT	65.45	719.95
	A3729044	A -37-2-9045-4-54774 -	LIFE INSURANCE	48.00	480.00
	A3729068	A -37-2-9060-8-58013 -	HRA ADMINISTRAT	11.90	133.10
	A3739044	A -37-3-9045-4-54774 -	LIFE INSUARNCE	308.53	2,989.94
	A3739068	A -37-3-9060-8-58013 -	HRA ADMINISTRAT	410.55	4,587.45
	A3749044	A -37-4-9045-4-54774 -	LIFE INSURANCE	348.80	3,753.80
	A3749068	A -37-4-9060-8-58011 -	VISION INSURANC	13,745.40	7,036.50
	A3749068	A -37-4-9060-8-58013 -	HRA ADMINISTRAT	779.45	8,502.55
	A3749098	A -37-4-9090-8-58015 -	FSA ADMINISTRAT	225.00	875.00
	A3759044	A -37-5-9045-4-54774 -	LIFE INSURANCE	36.00	360.00
	A3759068	A -37-5-9060-8-58013 -	HRA ADMINISTRAT	47.60	523.60
	A3769044	A -37-6-9045-4-54774 -	LIFE INSURANCE	24.00	240.00
	A3769044	A -37-6-9045-4-54774 -3000	LIFE INSURANCE	40.00	448.00
	A3769068	A -37-6-9060-8-58013 -	HRA ADMINISTRAT	5.95	65.45
	A3929999	A -39-2-9980-9-59901 -	TRANSFERS TO OT	33,488.78	141,511.22
	E3577164	E -35-7-7160-4-54120 -	POSTAGE	300.00	300.00
	E3577164	E -35-7-7160-4-54140 -	JANITORIAL SUPP	816.00	31,921.33
	E3577164	E -35-7-7160-4-54201 -	BUSINESS EXPENS	294.69	13,541.84
	E3577164	E -35-7-7160-4-54230 -	DUES	720.00	2,750.00
	E3577164	E -35-7-7160-4-54520 -	GAS & OIL	62.88	637.12
	E3577164	E -35-7-7160-4-54610 -	REPAIRS & MAINT	2,245.00	30,884.46
	E3577164	E -35-7-7160-4-54720 -	SERVICE CONTRAC	17,595.50	47,957.69
	E3577164	E -35-7-7160-4-54778 -	INSURANCE WC,DI	42.79	7,862.21
	E3577164	E -35-7-7160-4-54870 -	WEBSITE DESIGN	9,012.50	10,000.00

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# ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
F3638334	F	-36-3-8330-4-54520 -	GAS & OIL	331.16	3,668.84
F3638344	F	-36-3-8340-4-54510 -	REPAIRS & MAINT	158.22	4,841.78
F3638344	F	-36-3-8340-4-54520 -	GAS & OIL	476.81	8,023.19
F3638354	F	-36-3-8341-4-54160 -	UNIFORMS	58.36	441.64
F3638354	F	-36-3-8341-4-54520 -	GAS & OIL	11.02	19,988.98
F3739044	F	-37-3-9045-4-54774 -	LIFE INSURANCE	72.53	837.26
F3739068	F	-37-3-9060-8-58013 -	HRA ADMINISTRAT	41.65	458.15
G3638114	G	-36-3-8110-4-54520 -	GAS & OIL	744.46	255.54
G3638124	G	-36-3-8120-4-54510 -	REPAIRS & MAINT	2,308.57	12,691.43
G3638124	G	-36-3-8120-4-54520 -	GAS & OIL	503.49	6,496.51
G3638124	G	-36-3-8120-4-54610 -	REPAIRS & MAINT	12.15	1,487.85
G3739044	G	-37-3-9045-4-54774 -	LIFE INSURANCE	44.54	461.48
H3141622	H	-31-4-1620-2-52000 -1230	SECURITY PROJEC	788.65	30,631.38
Y3618684	Y	-36-1-8686-4-54110 -451	OFFICE SUPPLIES	13.47	-13.47
Y3618684	Y	-36-1-8686-4-54420 -451	ADVERTISING	251.96	-251.96
REPORT TOTALS				269,980.13	

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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				
2018 2 187										
API A3021694-54720	02/20/2018 W	18FEB2	006971		162279	SERVICE CONTRACTS - PROF SERV			6,500.00	
API A3031634-54610	02/20/2018 W	18FEB2	007734		162054	REPAIRS & MAINTENANCE BUILDING			700.00	
API H3141622-52000-1230	02/20/2018 W	18FEB2	007534		162055	SECURITY PROJECT CITY HALL			788.65	
API A3335014-54510	02/20/2018 W	18FEB2	002785		162056	REPAIRS & MAINTENANCE VEHICLE			1,006.79	
API A3335014-54510	02/20/2018 W	18FEB2	000023		162057	REPAIRS & MAINTENANCE VEHICLE			95.00	
API A3335014-54510	02/20/2018 W	18FEB2	000023		162058	REPAIRS & MAINTENANCE VEHICLE			433.75	
API A3031654-54670	02/20/2018 W	18FEB2	000057		162059	PHONES			142.50	
API A3618684-54110-8040	02/20/2018 W	18FEB2	000070		162060	SARATOGA CITY OF OFFICE SUPPLIES			65.00	
API A3143124-54110	02/20/2018 W	18FEB2	000070		162061	OFFICE SUPPLIES			255.00	
API A3143314-54390	02/20/2018 W	18FEB2	005400		162062	MAINTENANCE SUPPLIES			33.85	
API E3577164-54720	02/20/2018 W	18FEB2	005044		162063	SERVICE CONTRACTS - PROF SERV			132.00	
API A3143414-54510	02/20/2018 W	18FEB2	000031		162064	REPAIRS & MAINTENANCE VEHICLE			8.96	
API A3143414-54610	02/20/2018 W	18FEB2	000031		162064	REPAIRS & MAINTENANCE BUILDING			19.99	
API A3143414-54200	02/20/2018 W	18FEB2	000031		162064	HOUSE SUPPLIES			109.14	
API E3577164-54610	02/20/2018 W	18FEB2	002048		162065	REPAIRS & MAINTENANCE BUILDING			80.00	
API E3577164-54140	02/20/2018 W	18FEB2	000031		162066	JANITORIAL SUPPLIES			33.87	
API A3021694-54330	02/20/2018 W	18FEB2	007550		162067	REPAIRS & MAINTENANCE EQUIPMEN			82.05	
API A3618684-54230	02/20/2018 W	18FEB2	000046		162068	1YXG-FYRG-79JT			720.00	
API E3577164-54610	02/20/2018 W	18FEB2	007263		162069	DUES			90.00	
API A3011654-54670	02/20/2018 W	18FEB2	000050		162070	MAYNARD,BARDEN			4.44	
API A3031444-54670	02/20/2018 W	18FEB2	000050		162070	REPAIRS & MAINTENANCE BUILDING			3.54	
API A3143414-54670	02/20/2018 W	18FEB2	000050		162070	PHONES			4.09	
API A3567144-54671	02/20/2018 W	18FEB2	000050		162070	PHONES & FAX			3.82	
API A3031654-54670	02/20/2018 W	18FEB2				1000-810-2104			6.53	

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API	A3011424-54671	02/20/2018 W	18FEB2	000050		162070	1000-810-2104 PHONES & FAX		3.83	
API	A3517514-54670	02/20/2018 W	18FEB2	000050		162070	1000-810-2104 PHONES		3.60	
API	A3011474-54671	02/20/2018 W	18FEB2	000050		162070	1000-810-2104 PHONES & FAX		3.41	
API	A3051414-54671	02/20/2018 W	18FEB2	000050		162070	1000-810-2104 PHONES & FAX		4.84	
API	A3021694-54670	02/20/2018 W	18FEB2	000050		162070	1000-810-2104 PHONES		3.82	
API	E3577164-54201	02/20/2018 W	18FEB2	000050		162070	1000-810-2104 BUSINESS EXPENSE/SALES		44.69	
API	A3638194-54530	02/20/2018 W	18FEB2	007337		162071	MILEAGE EQUIPMENT & VEHICLE RENTAL		350.00	
API	A3335014-54510	02/20/2018 W	18FEB2	003152		162072	SARAT031 REPAIRS & MAINTENANCE VEHICLE		914.97	
API	A3051414-54573	02/20/2018 W	18FEB2	003152		162073	PO4260 RISK-SAFETY PROGRAMMING		80.00	
API	A3143424-54180	02/20/2018 W	18FEB2	000110		162074	RIVERS,MASTERSON OTHER SUPPLIES		110.90	
POL	A3143424-54180	02/20/2018 W	18FEB2	004542	171161	162075	205698 OTHER SUPPLIES			110.90
API	A3143124-54610	02/20/2018 LIQ/INV		004542	171161	162075	205698 REPAIRS & MAINTENANCE BUILDING	4 2017	468.00	
API	A3335014-54510	02/20/2018 W	18FEB2	007426		162076	CITSAR REPAIRS & MAINTENANCE VEHICLE		185.00	
API	E3577164-54610	02/20/2018 W	18FEB2	006770		162077	CSS REPAIRS & MAINTENANCE BUILDING		2,075.00	
API	A3031444-54250	02/20/2018 W	18FEB2	001855		162078	1/17/18 CONFERENCE REGISTRATION		200.00	
API	A3031624-54610	02/20/2018 W	18FEB2	003735		162079	DPW, LUNCHEON REPAIRS & MAINTENANCE BUILDING		37.97	
API	A3567184-54610-3000	02/20/2018 W	18FEB2	000139		162080	3691 REPAIRS & MAINTENANCE BUILDING		38.57	
API	A3567184-54610-3000	02/20/2018 W	18FEB2	000139		162080	3691 REPAIRS & MAINTENANCE BUILDING		37.20	
API	A3011654-54330	02/20/2018 W	18FEB2	000139		162080	3691 REPAIRS & MAINTENANCE EQUIPMEN		95.00	
API	A3021694-54110	02/20/2018 W	18FEB2	005555		162081	55229 OFFICE SUPPLIES		143.79	
API	A3021694-54110	02/20/2018 W	18FEB2	002948		162082	6731216 OFFICE SUPPLIES		52.78	
API	A3021694-54330	02/20/2018 W	18FEB2	002948		162082	6731216 REPAIRS & MAINTENANCE EQUIPMEN		200.86	
API	A3021312-52200	02/20/2018 W	18FEB2	002948		162082	6731216 OFFICE EQUIPMENT		944.98	
API	A3929999-59901	02/20/2018 W	18FEB2	002948		162083	6731216 TRANSFERS TO OTHER FUNDS		33,488.78	
		02/20/2018 W	18FEB2	000138		162084	INSTALLMENT			

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API	A3335014-54510	02/20/2018 W	18FEB2	004904		162085	REPAIRS & MAINTENANCE VEHICLE 287902		96.08	
API	A102-42701	02/20/2018 W	18FEB2	007849		162086	REFUND CURRENT YEAR EXPENSE REFUND CARE LN		75.00	
API	A3143014-54802	02/20/2018 W	18FEB2	005027	171164	162087	COMPLUS PARK TICKET COLL FEE TICKET SYSTEM		1,686.70	
POL	A3143014-54802	02/20/2018 LIQ/INV		005027	171164	162087	COMPLUS PARK TICKET COLL FEE TICKET SYSTEM	4 2017		1,686.70
API	A3143014-54802	02/20/2018 W	18FEB2	005027	180212	162088	COMPLUS PARK TICKET COLL FEE 2018 PARKING TICKET MAINT		2,854.35	
POL	A3143014-54802	02/20/2018 LIQ/INV		005027	180212	162088	COMPLUS PARK TICKET COLL FEE 2018 PARKING TICKET MAINT 2018	4		2,854.35
API	A3011474-54110	02/20/2018 W	18FEB2	003203		162089	OFFICE SUPPLIES 51284314		8.98	
API	A3011214-54110	02/20/2018 W	18FEB2	003203		162090	OFFICE SUPPLIES 51284316		11.97	
API	A3021314-54110	02/20/2018 W	18FEB2	003203		162091	OFFICE SUPPLIES 51284318		31.43	
API	A3051414-54110	02/20/2018 W	18FEB2	003203		162092	OFFICE SUPPLIES 51284317		40.41	
API	A3031444-54110	02/20/2018 W	18FEB2	003203		162093	OFFICE SUPPLIES 51284315		13.47	
API	A3113624-54110	02/20/2018 W	18FEB2	003203		162093	OFFICE SUPPLIES 51284315		13.47	
API	A3618684-54110	02/20/2018 W	18FEB2	003203		162093	OFFICE SUPPLIES 51284315		13.47	
API	Y3618684-54110-451	02/20/2018 W	18FEB2	003203		162093	OFFICE SUPPLIES 51284315	Y	13.47	
API	A3143014-54110	02/20/2018 W	18FEB2	003203		162094	OFFICE SUPPLIES 51284309		17.96	
API	A3143014-54110	02/20/2018 W	18FEB2	003203		162094	OFFICE SUPPLIES 51284309		13.47	
API	A3143124-54110	02/20/2018 W	18FEB2	003203		162094	OFFICE SUPPLIES 51284309		49.39	
API	A3143124-54110	02/20/2018 W	18FEB2	003203		162094	OFFICE SUPPLIES 51284309		40.41	
API	A3143414-54200	02/20/2018 W	18FEB2	003203		162094	HOUSE SUPPLIES 51284309		67.35	
API	A3143414-54200	02/20/2018 W	18FEB2	003203		162094	HOUSE SUPPLIES 51284309		53.88	
API	A3143414-54200	02/20/2018 W	18FEB2	003203		162094	HOUSE SUPPLIES 51284309		80.82	
API	A3143314-54390	02/20/2018 W	18FEB2	002858		162095	MAINTENANCE SUPPLIES 1/31/18		70.48	
API	A3567194-54510-3000	02/20/2018 W	18FEB2	007264		162096	REPAIRS & MAINTENANCE VEHICLE 1/18/18		100.40	
API	A3143124-54440	02/20/2018 W	18FEB2	004285		162097	BOOKS PUBLICATIONS & SUBSCRITI 95565		29.95	
API	A3031444-54110						OFFICE SUPPLIES		70.00	

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API	A3143122-52620	02/20/2018 W	18FEB2	000172		162098	SSCI05			
							POLICE EQUIPMENT		277.55	
POL	A3143122-52620	02/20/2018 W	18FEB2	007633	180196	162099	NYS-HOUSE			
							POLICE EQUIPMENT	4		277.55
API	E3577164-54140	02/20/2018 LIQ/INV		007633	180196	162099	NYS-HOUSE	2018		
							JANITORIAL SUPPLIES		284.31	
POL	E3577164-54140	02/20/2018 W	18FEB2	007260	180109	162100	1/19/18			
							JANITORIAL SUPPLIES	4		284.31
API	A3416314-54610	02/20/2018 LIQ/INV		007260	180109	162100	1/19/18	2018		
							REPAIRS & MAINTENANCE BUILDING		27.50	
API	A3143124-54230	02/20/2018 W	18FEB2	003084		162101	57289			
							DUES		50.00	
API	A3021694-54740	02/20/2018 W	18FEB2	006981		162102	LT. BRISCOE			
							SERVICE CONTRACTS - EQUIPMENT		3,024.24	
POL	A3021694-54740	02/20/2018 W	18FEB2	005574	180021	162103	FIBER LEASE			
							SERVICE CONTRACTS - EQUIPMENT	4		3,024.24
API	A3021314-54110	02/20/2018 LIQ/INV		005574	180021	162103	FIBER LEASE	2018		
							OFFICE SUPPLIES		7.96	
API	A3051414-54120	02/20/2018 W	18FEB2	000001		162104	C. GILLMETT-BROWN			
							POSTAGE		8.04	
API	A3031494-54120	02/20/2018 W	18FEB2	000001		162105	N. WAGNER			
							POSTAGE		11.05	
API	A3021694-54720	02/20/2018 W	18FEB2	000001		162106	K. MORAN			
							SERVICE CONTRACTS - PROF SERV		15.99	
API	A3011424-54720	02/20/2018 W	18FEB2	000001		162107	K. KLING			
							SERVICE CONTRACTS - PROF SERV		425.50	
POL	A3011424-54720	02/20/2018 W	18FEB2	004899	171279	162108	JAN. 2018			
							SERVICE CONTRACTS - PROF SERV	4		425.50
API	A3031444-54190	02/20/2018 LIQ/INV		004899	171279	162108	JAN. 2018	2017		
							DRAFTING SUPPLIES		626.09	
POL	A3031444-54190	02/20/2018 W	18FEB2	000680	180193	162109	3789367			
							DRAFTING SUPPLIES	4		622.08
API	A3335014-54510	02/20/2018 LIQ/INV		000680	180193	162109	3789367	2018		
							REPAIRS & MAINTENANCE VEHICLE		136.00	
API	A3335124-54510	02/20/2018 W	18FEB2	007279		162110	5528			
							REPAIRS & MAINTENANCE VEHICLE		136.00	
API	A3638564-54520	02/20/2018 W	18FEB2	007279		162110	5528			
							GAS & OIL		142.29	
API	A3143124-54160	02/20/2018 W	18FEB2	002421		162111	1/9/18			
							UNIFORMS		39.00	
API	A3143124-54160	02/20/2018 W	18FEB2	000198		162112	1001581618			
							UNIFORMS		41.00	
API	A3143124-54160	02/20/2018 W	18FEB2	000198		162113	1001581618			
							UNIFORMS		79.99	
API	A3143124-54160	02/20/2018 W	18FEB2	000198		162114	1001581618			
							UNIFORMS		103.50	
API	A3143124-54160	02/20/2018 W	18FEB2	000198		162115	1001581618			
							UNIFORMS		123.00	
API	A3143124-54160	02/20/2018 W	18FEB2	000198		162116	1001581618			



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API	A3143124-54160	02/20/2018 W	18FEB2	000198		162117	UNIFORMS 1001581618		295.45	
API	A3051414-54490	02/20/2018 W	18FEB2	000376		162118	GENERAL ADVERTISING 90122		43.10	
API	A3051414-54490	02/20/2018 W	18FEB2	000376		162119	GENERAL ADVERTISING 90122		44.20	
API	A3051414-54490	02/20/2018 W	18FEB2	000376		162120	GENERAL ADVERTISING 90122		110.58	
API	A3051354-54520	02/20/2018 W	18FEB2	006207		162121	GAS & OIL 8097		11.80	
API	A3143124-54520	02/20/2018 W	18FEB2	006207		162121	GAS & OIL 8097		5,064.66	
API	A3335014-54520	02/20/2018 W	18FEB2	006207		162121	GAS & OIL 8097		69.18	
API	A3537114-54520	02/20/2018 W	18FEB2	006207		162121	GAS & OIL 8097		6.82	
API	A3638194-54520	02/20/2018 W	18FEB2	006207		162121	GAS & OIL 8097		68.19	
API	E3577164-54520	02/20/2018 W	18FEB2	006207		162121	GAS & OIL 8097		62.88	
API	F3638344-54520	02/20/2018 W	18FEB2	006207		162121	GAS & OIL 8097		476.81	
API	F3638354-54520	02/20/2018 W	18FEB2	006207		162121	GAS & OIL 8097		11.02	
API	G3638124-54520	02/20/2018 W	18FEB2	006207		162121	GAS & OIL 8097		189.59	
API	A3031444-54520	02/20/2018 W	18FEB2	006207		162122	GAS & OIL 8097		305.15	
API	A3113624-54520	02/20/2018 W	18FEB2	006207		162122	GAS & OIL 8097		92.81	
API	A3143414-54520	02/20/2018 W	18FEB2	006207		162122	GAS & OIL 8097		902.94	
API	A3335014-54520	02/20/2018 W	18FEB2	006207		162122	GAS & OIL 8097		3,740.59	
API	A3335124-54520	02/20/2018 W	18FEB2	006207		162122	GAS & OIL 8097		1,158.94	
API	A3567144-54520-3000	02/20/2018 W	18FEB2	006207		162122	GAS & OIL 8097		602.21	
API	F3638334-54520	02/20/2018 W	18FEB2	006207		162122	GAS & OIL 8097		331.16	
API	A3011424-54720	02/20/2018 W	18FEB2	007562	171276	162123	SERVICE CONTRACTS - PROF SERV LABOR AND EMPLOYMENT		1,395.00	
POL	A3011424-54720	02/20/2018 LIQ/INV		007562	171276	162123	SERVICE CONTRACTS - PROF SERV 4 LABOR AND EMPLOYMENT 2017			1,395.00
API	A3143124-54510	02/20/2018 W	18FEB2	000189		162124	REPAIRS & MAINTENANCE VEHICLE 845177179		129.00	
API	A3567174-54140-3000	02/20/2018 W	18FEB2	000189		162125	JANITORIAL SUPPLIES 800013294		218.28	
API	A3031624-54610						REPAIRS & MAINTENANCE BUILDING		240.29	



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		02/20/2018 W	18FEB2	000189		162126	800013294			
API	A3031624-54610	02/20/2018 W	18FEB2	000189		162127	REPAIRS & MAINTENANCE BUILDING		307.42	
API	E3577164-54140	02/20/2018 W	18FEB2	000189	180108	162128	800013294		318.44	
POL	E3577164-54140	02/20/2018 W	18FEB2	000189	180108	162128	JANITORIAL SUPPLIES			
API	A3335014-54510	02/20/2018 LIQ/INV	000189	180108	162128	812909570	JANITORIAL SUPPLIES	4		318.44
API	A3335014-54510	02/20/2018 W	18FEB2	007831		162129	812909570	2018	15.35	
API	A3335124-54510	02/20/2018 W	18FEB2	007831		162129	REPAIRS & MAINTENANCE VEHICLE		15.37	
API	A3335014-54510	02/20/2018 W	18FEB2	007831		162129	1289		15.37	
API	A3335124-54510	02/20/2018 W	18FEB2	007831		162130	REPAIRS & MAINTENANCE VEHICLE		61.61	
API	A3335124-54510	02/20/2018 W	18FEB2	007831		162130	T584551		123.22	
API	A3335014-54510	02/20/2018 W	18FEB2	007831		162130	REPAIRS & MAINTENANCE VEHICLE		1,393.45	
API	A3143414-54610	02/20/2018 W	18FEB2	007831		162131	T584551			
API	A3011474-54774	02/20/2018 W	18FEB2	000212		162133	REPAIRS & MAINTENANCE VEHICLE		708.01	
API	A3719044-54774	02/20/2018 W	18FEB2	000200		162134	REPAIRS & MAINTENANCE BUILDING			
API	A3729044-54774	02/20/2018 W	18FEB2	000200		162134	1/29/18		8.00	
API	A3739044-54774	02/20/2018 W	18FEB2	000200		162134	LIFE INSURANCE		76.00	
API	F3739044-54774	02/20/2018 W	18FEB2	000200		162134	000040370001-6		48.00	
API	G3739044-54774	02/20/2018 W	18FEB2	000200		162134	LIFE INSURANCE		308.53	
API	A3749044-54774	02/20/2018 W	18FEB2	000200		162134	000040370001-6		72.53	
API	A3759044-54774	02/20/2018 W	18FEB2	000200		162134	LIFE INSURANCE		44.54	
API	A3769044-54774	02/20/2018 W	18FEB2	000200		162134	000040370001-6		348.80	
API	A3779044-54774	02/20/2018 W	18FEB2	000200		162134	LIFE INSURANCE		36.00	
API	A3789044-54774	02/20/2018 W	18FEB2	000200		162134	000040370001-6		24.00	
API	A3799044-54774	02/20/2018 W	18FEB2	000200		162134	LIFE INSURANCE		40.00	
API	A3809044-54774	02/20/2018 W	18FEB2	000200		162134	000040370001-6		40.00	
API	A3031654-54610	02/20/2018 W	18FEB2	006154		162135	REPAIRS & MAINTENANCE BUILDING		40.00	
API	A3031654-54610	02/20/2018 W	18FEB2	000205		162136	167151		30.00	
API	A3143124-54160	02/20/2018 W	18FEB2	006931		162138	REPAIRS & MAINTENANCE BUILDING		206.36	
API	E3577164-54230	02/20/2018 W	18FEB2	000221		162139	90-00047 2		470.00	
API	E3577164-54720	02/20/2018 W	18FEB2	002736		162140	UNIFORMS		153.00	
		02/20/2018 W	18FEB2				CLOTHING REIMB			
		02/20/2018 W	18FEB2				DUES			
		02/20/2018 W	18FEB2				#00318932			
		02/20/2018 W	18FEB2				SERVICE CONTRACTS - PROF SERV			
		02/20/2018 W	18FEB2				ST-16311			

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API	A3335014-54510	02/20/2018 W	18FEB2	006004		162141	REPAIRS & MAINTENANCE VEHICLE 1188		382.93	
API	A3335124-54510	02/20/2018 W	18FEB2	006004		162141	REPAIRS & MAINTENANCE VEHICLE 1188		382.93	
API	A046-42025	02/20/2018 W	18FEB2	007845		162142	RENTAL ICE RINK WEIBEL REFUND INTRO TO ICE		190.00	
API	A3051414-54573	02/20/2018 W	18FEB2	002333		162144	RISK-SAFETY PROGRAMMING 200219421		491.43	
API	G3638124-54510	02/20/2018 W	18FEB2	005966		162145	REPAIRS & MAINTENANCE VEHICLE SARAT001		867.71	
API	G3638124-54510	02/20/2018 W	18FEB2	005966		162146	REPAIRS & MAINTENANCE VEHICLE SARAT001		1,440.86	
API	A3011214-54540	02/20/2018 W	18FEB2	007508		162147	TRAVEL MILEAGE	Y	57.56	
API	A3011214-54540	02/20/2018 W	18FEB2	007508		162148	TRAVEL MILEAGE	Y	59.02	
API	A3143124-54979	02/20/2018 W	18FEB2	007024		162150	HORSE CARE 1/30/18		488.62	
API	A3031444-54250	02/20/2018 W	18FEB2	004311		162151	CONFERENCE REGISTRATION NYSSPE REIMB		150.00	
API	A071-42555	02/20/2018 W	18FEB2	003228		162152	BUILDING PERMITS REFUND		100.00	
API	A3031624-54610	02/20/2018 W	18FEB2	000290		162153	REPAIRS & MAINTENANCE BUILDING COS101		53.72	
API	A3031624-54610	02/20/2018 W	18FEB2	000290		162153	REPAIRS & MAINTENANCE BUILDING COS101		15.39	
API	A3031654-54610	02/20/2018 W	18FEB2	000290		162153	REPAIRS & MAINTENANCE BUILDING COS101		11.35	
API	G3638124-54610	02/20/2018 W	18FEB2	000290		162153	REPAIRS & MAINTENANCE BUILDING COS101		12.15	
API	A3567194-54110	02/20/2018 W	18FEB2	000290		162154	OFFICE SUPPLIES COS100		125.00	
API	A3143314-54610	02/20/2018 W	18FEB2	000290		162155	REPAIRS & MAINTENANCE BUILDING 1-226879		185.00	
API	A3143414-54610	02/20/2018 W	18FEB2	000290		162155	REPAIRS & MAINTENANCE BUILDING 1-226879		9.00	
API	A3031634-54610	02/20/2018 W	18FEB2	000270		162156	REPAIRS & MAINTENANCE BUILDING 0019185		28.50	
API	A3031634-54610	02/20/2018 W	18FEB2	000270		162156	REPAIRS & MAINTENANCE BUILDING 0019185		38.50	
API	A3031634-54610	02/20/2018 W	18FEB2	000270		162156	REPAIRS & MAINTENANCE BUILDING 0019185		28.50	
API	A3031634-54610	02/20/2018 W	18FEB2	000270		162156	REPAIRS & MAINTENANCE BUILDING 0019185		38.50	
API	A3537214-54610	02/20/2018 W	18FEB2	000270		162156	REPAIRS & MAINTENANCE BUILDING 0019185		38.50	
API	A3537214-54610	02/20/2018 W	18FEB2	000270		162156	REPAIRS & MAINTENANCE BUILDING 0019185		38.50	
API	A3567194-54610-3000						REPAIRS & MAINTENANCE BUILDING		217.15	

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		02/20/2018 W	18FEB2	000270		162157	0019117			
API	A3567194-54610-3000	02/20/2018 W	18FEB2	000270		162158	REPAIRS & MAINTENANCE BUILDING		348.00	
		02/20/2018 W	18FEB2	000270		162158	0019117			
API	A3143124-54520	02/20/2018 W	18FEB2	001733		162159	GAS & OIL		67.54	
		02/20/2018 W	18FEB2	001733		162159	7003317			
API	A3143414-54520	02/20/2018 W	18FEB2	001733		162159	GAS & OIL		2,453.40	
		02/20/2018 W	18FEB2	001733		162159	7003317			
API	A3335014-54520	02/20/2018 W	18FEB2	001733		162159	GAS & OIL		2,921.68	
		02/20/2018 W	18FEB2	001733		162159	7003317			
API	A3335124-54520	02/20/2018 W	18FEB2	001733		162159	GAS & OIL		3,357.02	
		02/20/2018 W	18FEB2	001733		162159	7003317			
API	A3567144-54520-3000	02/20/2018 W	18FEB2	001733		162159	GAS & OIL		272.60	
		02/20/2018 W	18FEB2	001733		162159	7003317			
API	A3638564-54520	02/20/2018 W	18FEB2	001733		162159	GAS & OIL		393.25	
		02/20/2018 W	18FEB2	001733		162159	7003317			
API	G3638114-54520	02/20/2018 W	18FEB2	001733		162159	GAS & OIL		744.46	
		02/20/2018 W	18FEB2	001733		162159	7003317			
API	G3638124-54520	02/20/2018 W	18FEB2	001733		162159	GAS & OIL		313.90	
		02/20/2018 W	18FEB2	001733		162159	7003317			
API	F3638354-54160	02/20/2018 W	18FEB2	003272		162160	UNIFORMS		58.36	
		02/20/2018 W	18FEB2	003272		162160	96797			
API	F3638344-54510	02/20/2018 W	18FEB2	000271		162161	REPAIRS & MAINTENANCE VEHICLE		125.00	
		02/20/2018 W	18FEB2	000271		162161	1/17/18			
API	A3143124-54720	02/20/2018 W	18FEB2	000271	171195	162162	SERVICE CONTRACTS - PROF SERV		475.00	
		02/20/2018 W	18FEB2	000271	171195	162162	LEASE			
POL	A3143124-54720	02/20/2018 LIQ/INV		000271	171195	162162	SERVICE CONTRACTS - PROF SERV	4		475.00
		02/20/2018 LIQ/INV		000271	171195	162162	LEASE	2017		
API	A3143314-54610	02/20/2018 W	18FEB2	001792	180105	162163	REPAIRS & MAINTENANCE BUILDING		3,740.30	
		02/20/2018 W	18FEB2	001792	180105	162163	1/31/18			
POL	A3143314-54610	02/20/2018 LIQ/INV		001792	180105	162163	REPAIRS & MAINTENANCE BUILDING	4		3,740.30
		02/20/2018 LIQ/INV		001792	180105	162163	1/31/18	2018		
API	A3041914-54773	02/20/2018 W	18FEB2	007261		162164	LIABILITY INSURANCE		56,009.00	
		02/20/2018 W	18FEB2	007261		162164	SSFD			
API	A3143412-52610	02/20/2018 W	18FEB2	004407		162165	FIREFIGHTERS EQUIPMENT		347.35	
		02/20/2018 W	18FEB2	004407		162165	C35875			
API	A3143414-54200	02/20/2018 W	18FEB2	004369		162166	HOUSE SUPPLIES		156.00	
		02/20/2018 W	18FEB2	004369		162166	2/2/18			
API	A3143414-54150	02/20/2018 W	18FEB2	000288	180232	162167	EMS SUPPLIES		153.40	
		02/20/2018 W	18FEB2	000288	180232	162167	2035867			
POL	A3143414-54150	02/20/2018 LIQ/INV		000288	180232	162167	EMS SUPPLIES	4		153.40
		02/20/2018 LIQ/INV		000288	180232	162167	2035867	2018		
API	A3335014-54400	02/20/2018 W	18FEB2	006960	180014	162168	SALT & SAND		16,946.26	
		02/20/2018 W	18FEB2	006960	180014	162168	5401512238			
POL	A3335014-54400	02/20/2018 LIQ/INV		006960	180014	162168	SALT & SAND	4		16,946.26
		02/20/2018 LIQ/INV		006960	180014	162168	5401512238	2018		
API	A3143634-54747	02/20/2018 W	18FEB2	006306	180211	162169	AMBULANCE BILLING CONTRACTED S		10,252.67	
		02/20/2018 W	18FEB2	006306	180211	162169	2018 AMBULANCE BILLING			
POL	A3143634-54747	02/20/2018 LIQ/INV		006306	180211	162169	AMBULANCE BILLING CONTRACTED S	4		10,252.67
		02/20/2018 LIQ/INV		006306	180211	162169	2018 AMBULANCE BILLING	2018		

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API	A3335014-54180	02/20/2018 W	18FEB2	006523	180009	162170	OTHER SUPPLIES 36795		1,892.00	
API	A3335124-54180	02/20/2018 W	18FEB2	006523	180009	162170	OTHER SUPPLIES 36795		1,892.00	
POL	A3335014-54180	02/20/2018 LIQ/INV		006523	180009	162170	OTHER SUPPLIES 36795	4 2018		1,892.00
POL	A3335124-54180	02/20/2018 LIQ/INV		006523	180009	162170	OTHER SUPPLIES 36795	4 2018		1,892.00
API	F3638344-54510	02/20/2018 W	18FEB2	006731		162171	REPAIRS & MAINTENANCE VEHICLE 2008		33.22	
API	A3335014-54510	02/20/2018 W	18FEB2	006731		162172	REPAIRS & MAINTENANCE VEHICLE 2054932		565.59	
API	A3335014-54510	02/20/2018 W	18FEB2	001152		162173	REPAIRS & MAINTENANCE VEHICLE 5873550		49.15	
API	A3335014-54510	02/20/2018 W	18FEB2	001152		162174	REPAIRS & MAINTENANCE VEHICLE 5873550		94.80	
API	A3143124-54510	02/20/2018 W	18FEB2	001152		162175	REPAIRS & MAINTENANCE VEHICLE 5841800		97.83	
API	A3335014-54510	02/20/2018 W	18FEB2	001152		162176	REPAIRS & MAINTENANCE VEHICLE 5873550		123.05	
API	A3335014-54510	02/20/2018 W	18FEB2	001152		162177	REPAIRS & MAINTENANCE VEHICLE 5873550		130.50	
API	A3638564-54510	02/20/2018 W	18FEB2	001152		162178	REPAIRS & MAINTENANCE VEHICLE 5873550		177.03	
API	A3335014-54510	02/20/2018 W	18FEB2	001152		162179	REPAIRS & MAINTENANCE VEHICLE 5873550		179.60	
API	A3335014-54510	02/20/2018 W	18FEB2	001152		162180	REPAIRS & MAINTENANCE VEHICLE 5873550		336.13	
API	A3143124-54510	02/20/2018 W	18FEB2	001152		162181	REPAIRS & MAINTENANCE VEHICLE 5841800		368.38	
API	A3335014-54510	02/20/2018 W	18FEB2	001152		162182	REPAIRS & MAINTENANCE VEHICLE 5873550		208.24	
API	A3335124-54510	02/20/2018 W	18FEB2	001152		162182	REPAIRS & MAINTENANCE VEHICLE 5873550		208.25	
API	A3335014-54510	02/20/2018 W	18FEB2	001152		162183	REPAIRS & MAINTENANCE VEHICLE 5873550		444.77	
API	A3335014-54510	02/20/2018 W	18FEB2	001152		162184	REPAIRS & MAINTENANCE VEHICLE 5843356		698.21	
API	A3335124-54510	02/20/2018 W	18FEB2	001152		162184	REPAIRS & MAINTENANCE VEHICLE 5843356		698.22	
API	A3143314-54961	02/20/2018 W	18FEB2	000309		162185	SIGNS & POSTS SAR050		125.56	
API	A3335014-54510	02/20/2018 W	18FEB2	000313		162186	REPAIRS & MAINTENANCE VEHICLE 1/8/18		1,138.75	
API	A3638184-54510	02/20/2018 W	18FEB2	000117		162187	REPAIRS & MAINTENANCE VEHICLE 39419		65.58	
API	A3638194-54510	02/20/2018 W	18FEB2	000117		162187	REPAIRS & MAINTENANCE VEHICLE 39419		65.59	
API	A3143414-54610						REPAIRS & MAINTENANCE BUILDING		1,206.80	

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		02/20/2018 W	18FEB2	000321		162188	1/23/18			
API	A3335014-54100						RUBBLE BLACKTOP STONE OIL		1,092.00	
		02/20/2018 W	18FEB2	000327	171309	162189	19018			
POL	A3335014-54100						RUBBLE BLACKTOP STONE OIL	4		1,092.00
		02/20/2018 LIQ/INV		000327	171309	162189	19018	2017		
API	A3335014-54100						RUBBLE BLACKTOP STONE OIL		1,329.58	
		02/20/2018 W	18FEB2	000327	171309	162190	19018			
POL	A3335014-54100						RUBBLE BLACKTOP STONE OIL	4		1,329.58
		02/20/2018 LIQ/INV		000327	171309	162190	19018	2017		
API	A3143124-54720						SERVICE CONTRACTS - PROF SERV		59.92	
		02/20/2018 W	18FEB2	003602		162191	61295			
API	A3143124-54740						SERVICE CONTRACTS - EQUIPMENT		665.00	
		02/20/2018 W	18FEB2	006294	180236	162192	SARAT,SP			
POL	A3143124-54740						SERVICE CONTRACTS - EQUIPMENT	4		665.00
		02/20/2018 LIQ/INV		006294	180236	162192	SARAT,SP	2018		
API	A3567174-54631						CONCESSION EXPENSE		38.40	
		02/20/2018 W	18FEB2	007753		162193	REIMB			
API	A3143124-54160						UNIFORMS		24.99	
		02/20/2018 W	18FEB2	003333		162194	CLOTHING REIMB			
API	A3335014-54510						REPAIRS & MAINTENANCE VEHICLE		194.71	
		02/20/2018 W	18FEB2	000125		162195	CITYSA0			
API	A3335124-54510						REPAIRS & MAINTENANCE VEHICLE		194.71	
		02/20/2018 W	18FEB2	000125		162195	CITYSA0			
API	A3537114-54510						REPAIRS & MAINTENANCE VEHICLE		194.72	
		02/20/2018 W	18FEB2	000125		162195	CITYSA0			
API	A3567144-54510-3000						REPAIRS & MAINTENANCE VEHICLE		194.71	
		02/20/2018 W	18FEB2	000125		162195	CITYSA0			
API	A3638564-54510						REPAIRS & MAINTENANCE VEHICLE		194.71	
		02/20/2018 W	18FEB2	000125		162195	CITYSA0			
API	A3031654-54330						REPAIRS & MAINTENANCE EQUIPMEN		784.58	
		02/20/2018 W	18FEB2	000873		162196	173498			
API	A3143124-54970						K-9 CARE		95.57	
		02/20/2018 W	18FEB2	001479	180203	162197	RA000901			
POL	A3143124-54970						K-9 CARE	4		95.57
		02/20/2018 LIQ/INV		001479	180203	162197	RA000901	2018		
API	A3143124-54740						SERVICE CONTRACTS - EQUIPMENT		8.20	
		02/20/2018 W	18FEB2	000223		162198	4659857			
API	A3143014-54110						OFFICE SUPPLIES		17.60	
		02/20/2018 W	18FEB2	000223		162199	4659857			
API	A3143124-54740						SERVICE CONTRACTS - EQUIPMENT		40.60	
		02/20/2018 W	18FEB2	000223		162200	4659857			
API	A3143124-54740						SERVICE CONTRACTS - EQUIPMENT		125.12	
		02/20/2018 W	18FEB2	000223		162201	323252-1023244A3			
API	A3051414-54573						RISK-SAFETY PROGRAMMING		654.60	
		02/20/2018 W	18FEB2	003270		162202	CONF REIMB			
API	E3577164-54140						JANITORIAL SUPPLIES		82.20	
		02/20/2018 W	18FEB2	000409	180030	162203	1/9/18			
POL	E3577164-54140						JANITORIAL SUPPLIES	4		82.20
		02/20/2018 LIQ/INV		000409	180030	162203	1/9/18	2018		

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API	E3577164-54140	02/20/2018 W	18FEB2	000409	180118	162205	JANITORIAL SUPPLIES 1/9/18		82.20	
POL	E3577164-54140	02/20/2018 LIQ/INV	18FEB2	000409	180118	162205	JANITORIAL SUPPLIES 1/9/18	4 2018		82.20
API	A3051414-54740	02/20/2018 W	18FEB2	002149		162206	SERVICE CONTRACTS - EQUIPMENT 1/25/18		585.00	
API	A3143124-54180	02/20/2018 W	18FEB2	006943		162207	OTHER SUPPLIES SSPD		170.20	
API	A3618684-54250	02/20/2018 W	18FEB2	000016		162208	CONFERENCE REGISTRATION 2 DRC MEMBERS		160.00	
API	A3143124-54510	02/20/2018 W	18FEB2	000371		162209	REPAIRS & MAINTENANCE VEHICLE 209150		39.98	
API	A3143124-54510	02/20/2018 W	18FEB2	000371		162209	REPAIRS & MAINTENANCE VEHICLE 209150		50.02	
API	A3143414-54510	02/20/2018 W	18FEB2	000371		162209	REPAIRS & MAINTENANCE VEHICLE 209150		1.98	
API	A3143314-54510	02/20/2018 W	18FEB2	000371		162209	REPAIRS & MAINTENANCE VEHICLE 209150		3.58	
API	A3749068-58011	02/20/2018 W	18FEB2	000014		162210	VISION INSURANCE 2018 VISION		13,745.40	
API	E3577164-54230	02/20/2018 W	18FEB2	000370		162211	DUES 2018 MEMBERSHIP		250.00	
API	E3577164-54201	02/20/2018 W	18FEB2	003147		162212	BUSINESS EXPENSE/SALES 2018 FLAG DAY PARADE		250.00	
API	A3051414-54490	02/20/2018 W	18FEB2	000374		162213	GENERAL ADVERTISING 19397		83.31	
API	Y3618684-54420-451	02/20/2018 W	18FEB2	000374		162214	ADVERTISING 19399	Y	251.96	
API	E3577164-54720	02/20/2018 W	18FEB2	002787		162215	SERVICE CONTRACTS - PROF SERV 1039997		2,092.53	
API	A3011424-54110	02/20/2018 W	18FEB2	000552		162216	OFFICE SUPPLIES 90482F		39.25	
API	A3537114-54610	02/20/2018 W	18FEB2	003430		162217	REPAIRS & MAINTENANCE BUILDING 23329		362.16	
API	A3113624-54110	02/20/2018 W	18FEB2	007453		162218	OFFICE SUPPLIES REIMB		29.24	
API	A3618684-54110	02/20/2018 W	18FEB2	007453		162218	OFFICE SUPPLIES REIMB		29.23	
API	A3143314-54713	02/20/2018 W	18FEB2	007837	180202	162219	PAVEMENT MARKING MATERIALS 1/30/18		593.00	
POL	A3143314-54713	02/20/2018 LIQ/INV	18FEB2	007837	180202	162219	PAVEMENT MARKING MATERIALS 1/30/18	4 2018		593.00
API	E3577164-54778	02/20/2018 W	18FEB2	000184		162220	INSURANCE WC,DISAB, DO LIAB D74162		42.79	
API	A3719068-58013	02/20/2018 W	18FEB2	006205		162221	HRA ADMINISTRATIVE FEE 1/31/18		65.45	
API	A3729068-58013	02/20/2018 W	18FEB2	006205		162221	HRA ADMINISTRATIVE FEE 1/31/18		11.90	
API	A3739068-58013						HRA ADMINISTRATIVE FEE		410.55	

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API	F3739068-58013	02/20/2018 W	18FEB2	006205		162221	1/31/18 HRA ADMINISTRATIVE FEE		41.65	
API	A3749068-58013	02/20/2018 W	18FEB2	006205		162221	1/31/18 HRA ADMINISTRATIVE FEE		779.45	
API	A3759068-58013	02/20/2018 W	18FEB2	006205		162221	1/31/18 HRA ADMINISTRATIVE FEE		47.60	
API	A3769068-58013	02/20/2018 W	18FEB2	006205		162221	1/31/18 HRA ADMINISTRATIVE FEE		5.95	
API	A3749098-58015	02/20/2018 W	18FEB2	006205		162221	1/31/18 FSA ADMINISTRATIVE FEE		75.00	
API	A3749098-58015	02/20/2018 W	18FEB2	006205		162221	1/31/18 FSA ADMINISTRATIVE FEE		150.00	
API	E3577164-54720	02/20/2018 W	18FEB2	006205		162221	1/31/18 SERVICE CONTRACTS - PROF SERV		380.00	
API	A3567144-54170	02/20/2018 W	18FEB2	001336		162222	83942,89341 SPORTS SUPPLIES		30.00	
API	A3335014-54510	02/20/2018 W	18FEB2	006972		162223	2/2/18 REPAIRS & MAINTENANCE VEHICLE		42.95	
API	A3031654-54140	02/20/2018 W	18FEB2	000391		162224	7-3350 JANITORIAL SUPPLIES		260.54	
API	A3031624-54140	02/20/2018 W	18FEB2	000407		162225	1/19/18 JANITORIAL SUPPLIES		811.87	
API	A3143122-52620	02/20/2018 W	18FEB2	000407		162226	558572 POLICE EQUIPMENT		858.00	
POL	A3143122-52620	02/20/2018 W	18FEB2	003492	180208	162227	2/2/18 POLICE EQUIPMENT	4		858.00
API	A3143314-54961	02/20/2018 LIQ/INV		003492	180208	162227	2/2/18 SIGNS & POSTS	2018	5.98	
API	A3143312-52802	02/20/2018 W	18FEB2	007061		162228	886609 TOOLS & EQUIPMENT		9.96	
API	A3143124-54140	02/20/2018 W	18FEB2	007061		162229	886609 JANITORIAL SUPPLIES		78.00	
API	A3335014-54510	02/20/2018 W	18FEB2	007061		162230	712642 REPAIRS & MAINTENANCE VEHICLE		505.46	
API	A3335014-54510	02/20/2018 W	18FEB2	000420		162231	36309 REPAIRS & MAINTENANCE VEHICLE		266.28	
API	A3335124-54510	02/20/2018 W	18FEB2	000420		162231	36309 REPAIRS & MAINTENANCE VEHICLE		168.50	
API	A3335124-54510	02/20/2018 W	18FEB2	000420		162231	36309 REPAIRS & MAINTENANCE VEHICLE		266.28	
API	A3567144-54510-3000	02/20/2018 W	18FEB2	000420		162231	36309 REPAIRS & MAINTENANCE VEHICLE		168.50	
API	A3031654-54210	02/20/2018 W	18FEB2	000424		162232	00751124 GARAGE SUPPLIES		131.78	
API	A3335014-54180	02/20/2018 W	18FEB2	000424		162232	00751124 OTHER SUPPLIES		220.77	
API	A3143314-54740	02/20/2018 W	18FEB2	007001		162233	013887001 SERVICE CONTRACTS - EQUIPMENT		74.95	



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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	A3335014-54510	02/20/2018 W	18FEB2	001803		162234	REPAIRS & MAINTENANCE VEHICLE 1/10/18		62.71	
API	A3011934-54775	02/20/2018 W	18FEB2	003723		162235	SELF INSURANCE 9874G9083	Y	172.00	
API	A3011474-54775	02/20/2018 W	18FEB2	003723		162235	SELF INSURANCE 9874G9083	Y	160.50	
API	E3577164-54870	02/20/2018 W	18FEB2	007007	171581	162236	WEBSITE DESIGN 3085		9,012.50	
POL	E3577164-54870	02/20/2018 LIQ/INV		007007	171581	162236	WEBSITE DESIGN 3085	4 2017		9,012.50
API	E3577164-54720	02/20/2018 W	18FEB2	007007		162237	SERVICE CONTRACTS - PROF SERV 3085		11,520.00	
API	A3031624-54610	02/20/2018 W	18FEB2	003256		162238	REPAIRS & MAINTENANCE BUILDING 1269237		60.80	
API	A3537114-54610	02/20/2018 W	18FEB2	003256		162238	REPAIRS & MAINTENANCE BUILDING 1269237		50.98	
API	A3567174-54610-3000	02/20/2018 W	18FEB2	003256		162238	REPAIRS & MAINTENANCE BUILDING 1269237		46.03	
API	A3567174-54610-3000	02/20/2018 W	18FEB2	003256		162238	REPAIRS & MAINTENANCE BUILDING 1269237		46.03	
API	A3143022-52230	02/20/2018 W	18FEB2	005331		162239	HARDWARE 7R8441		14.76	
API	A3143414-54510	02/20/2018 W	18FEB2	007223	171238	162241	REPAIRS & MAINTENANCE VEHICLE 49891		1,090.65	
POL	A3143414-54510	02/20/2018 LIQ/INV		007223	171238	162241	REPAIRS & MAINTENANCE VEHICLE 49891	4 2017		1,090.65
API	E3577164-54120	02/20/2018 W	18FEB2	000440		162242	POSTAGE 105000054251		300.00	
API	A3143124-54189	02/20/2018 W	18FEB2	007684		162243	AMMUNITION 1/30/18		171.00	
API	E3577164-54720	02/20/2018 W	18FEB2	007272	180225	162244	SERVICE CONTRACTS - PROF SERV 36656		459.38	
POL	E3577164-54720	02/20/2018 LIQ/INV		007272	180225	162244	SERVICE CONTRACTS - PROF SERV 36656	4 2018		459.38
API	E3577164-54720	02/20/2018 W	18FEB2	007272	180225	162245	SERVICE CONTRACTS - PROF SERV 2027160		2,858.59	
POL	E3577164-54720	02/20/2018 LIQ/INV		007272	180225	162245	SERVICE CONTRACTS - PROF SERV 2027160	4 2018		2,858.59
API	A3143124-54230	02/20/2018 W	18FEB2	002560		162246	DUES MEMBERSHIP REIMB		120.00	
API	A3143124-54160	02/20/2018 W	18FEB2	003096		162247	UNIFORMS CLOTHING REIMB		109.99	
API	A3143314-54751	02/20/2018 W	18FEB2	001927		162248	UTILITIES TRAFFIC LIGHTS 5185837350095247		25.14	
API	A3021694-54670	02/20/2018 W	18FEB2	001927		162249	PHONES 5185800781394241		25.64	
API	A3567144-54671	02/20/2018 W	18FEB2	001927		162250	PHONES & FAX 5185842462445249		44.05	
API	A3113624-54670						PHONES		56.26	



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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
		02/20/2018 W	18FEB2	001831		162251	942014876-00001			
API	A3011434-54671						PHONES & FAX		114.53	
		02/20/2018 W	18FEB2	001831		162252	642000522-00002			
API	E3577164-54140						JANITORIAL SUPPLIES		14.98	
		02/20/2018 W	18FEB2	007528		162253	4121265990220290			
API	A3011214-54110						OFFICE SUPPLIES		39.99	
		02/20/2018 W	18FEB2	003346		162254	C1067550			
API	A3011474-54110						OFFICE SUPPLIES		43.26	
		02/20/2018 W	18FEB2	003346		162255	C1067550			
API	A3143014-54110						OFFICE SUPPLIES		52.14	
		02/20/2018 W	18FEB2	003346		162256	C1067550			
API	A3143414-54110						OFFICE SUPPLIES		87.99	
		02/20/2018 W	18FEB2	003346		162257	C1067550			
API	A3113624-54110						OFFICE SUPPLIES		98.08	
		02/20/2018 W	18FEB2	003346		162258	C1067550			
API	A3335014-54180						OTHER SUPPLIES		184.38	
		02/20/2018 W	18FEB2	003346		162259	C1067550			
API	A3567144-54160						UNIFORMS		249.00	
		02/20/2018 W	18FEB2	000454		162260	1/19/18			
API	A3031444-54110						OFFICE SUPPLIES		371.18	
		02/20/2018 W	18FEB2	003346		162261	C1067550			
API	A3537114-54110						OFFICE SUPPLIES		156.99	
		02/20/2018 W	18FEB2	003346		162262	C1067550			
API	A3031494-54110						OFFICE SUPPLIES		980.80	
		02/20/2018 W	18FEB2	003346		162262	C1067550			
API	A3638564-54510						REPAIRS & MAINTENANCE VEHICLE		853.69	
		02/20/2018 W	18FEB2	000943		162263	1/12/18			
API	A3031964-54779						PROPERTY LOSS CITY GARAGE		1,053.00	
		02/20/2018 W	18FEB2	005776	171532	162264	13785783			
POL	A3031964-54779						PROPERTY LOSS CITY GARAGE	4		1,053.00
		02/20/2018 LIQ/INV		005776	171532	162264	13785783	2017		
API	A3143414-54471						EMS TRAINING		1,350.00	
		02/20/2018 W	18FEB2	005290		162265	2/8/18			
API	A3031654-54610						REPAIRS & MAINTENANCE BUILDING		392.90	
		02/20/2018 W	18FEB2	000458		162266	1/25/18			
API	A3143124-54570						TRAINING		1,290.00	
		02/20/2018 W	18FEB2	000467	180111	162267	1/4/18			
POL	A3143124-54570						TRAINING	4		1,290.00
		02/20/2018 LIQ/INV		000467	180111	162267	1/4/18	2018		
API	A3051354-54110						OFFICE SUPPLIES		50.00	
		02/20/2018 W	18FEB2	005853	171577	162268	1/9/18			
POL	A3051354-54110						OFFICE SUPPLIES	4		50.00
		02/20/2018 LIQ/INV		005853	171577	162268	1/9/18	2017		
API	A3041934-54775						SELF INSURANCE	Y	4,737.27	
		02/20/2018 W	18FEB2	006331		162269	1/2/18			
API	A3041934-54775						SELF INSURANCE	Y	330.00	
		02/20/2018 W	18FEB2	002747		162270	3762884			
API	A3143414-54330						REPAIRS & MAINTENANCE EQUIPMEN		2,587.27	
		02/20/2018 W	18FEB2	000796	171246	162278	REPAIR/INSPECTION			

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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
POL	A3143414-54330	02/20/2018	LIQ/INV	000796	171246	162278	REPAIRS & MAINTENANCE EQUIPMEN 4 REPAIR/INSPECTION 2017			2,874.00
API	A3051414-54110	02/20/2018	W 18FEB2	002237		162280	OFFICE SUPPLIES RCH1016990		191.13	
GENERAL LEDGER TOTAL									269,980.13	.00
API	A-2600	02/20/2018	W 18FEB2	B 2806			ACCOUNTS PAYABLE			233,073.73
API	E-2600	02/20/2018	W 18FEB2	B 2806			ACCOUNTS PAYABLE			31,089.36
API	F-2600	02/20/2018	W 18FEB2	B 2806			ACCOUNTS PAYABLE			1,149.75
API	G-2600	02/20/2018	W 18FEB2	B 2806			ACCOUNTS PAYABLE			3,613.21
API	H-2600	02/20/2018	W 18FEB2	B 2806			ACCOUNTS PAYABLE			788.65
API	Y-2600	02/20/2018	W 18FEB2	B 2806			ACCOUNTS PAYABLE			265.43
POL	A-1521	02/20/2018	W 18FEB2	B 2806			ENCUMBRANCES			56,738.75
POL	E-1521	02/20/2018	W 18FEB2	B 2806			ENCUMBRANCES			13,097.62
POL	A-2963	02/20/2018	W 18FEB2	B 2806			BUDGETARY FUND BALANCE RES ENC		56,738.75	
POL	E-2963	02/20/2018	W 18FEB2	B 2806			BUDGETARY FUND BALANCE RES ENC		13,097.62	
SYSTEM GENERATED ENTRIES TOTAL									69,836.37	339,816.50
JOURNAL 2018/02/187 TOTAL									339,816.50	339,816.50
2018 2 187	API	A-1522	02/20/2018	W 18FEB2	B 2806		EXPENDITURES		232,708.73	
API	E-1522	02/20/2018	W 18FEB2	B 2806			EXPENDITURES		31,089.36	
API	F-1522	02/20/2018	W 18FEB2	B 2806			EXPENDITURES		1,149.75	
API	G-1522	02/20/2018	W 18FEB2	B 2806			EXPENDITURES		3,613.21	
API	H-1522	02/20/2018	W 18FEB2	B 2806			EXPENDITURES		788.65	
API	Y-1522	02/20/2018	W 18FEB2	B 2806			EXPENDITURES		265.43	
API	A-2980	02/20/2018	W 18FEB2	B 2806			REVENUES		365.00	

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YEAR	PER	JNL					ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC	ACCOUNT		JNL	DESC	REF 1	REF 2	REF 3	LINE DESC			
A	GENERAL FUND					2018	2	187	02/20/2018		
	A-1521								ENCUMBRANCES		56,738.75
	A-1522								EXPENDITURES	232,708.73	
	A-2600								ACCOUNTS PAYABLE		233,073.73
	A-2963								BUDGETARY FUND BALANCE RES ENC	56,738.75	
	A-2980								REVENUES	365.00	
									FUND TOTAL	289,812.48	289,812.48
E	CITY CENTER AUTHORITY					2018	2	187	02/20/2018		
	E-1521								ENCUMBRANCES		13,097.62
	E-1522								EXPENDITURES	31,089.36	
	E-2600								ACCOUNTS PAYABLE		31,089.36
	E-2963								BUDGETARY FUND BALANCE RES ENC	13,097.62	
									FUND TOTAL	44,186.98	44,186.98
F	WATER FUND					2018	2	187	02/20/2018		
	F-1522								EXPENDITURES	1,149.75	
	F-2600								ACCOUNTS PAYABLE		1,149.75
									FUND TOTAL	1,149.75	1,149.75
G	SEWER FUND					2018	2	187	02/20/2018		
	G-1522								EXPENDITURES	3,613.21	
	G-2600								ACCOUNTS PAYABLE		3,613.21
									FUND TOTAL	3,613.21	3,613.21
H	CAPITAL PROJECTS FUND					2018	2	187	02/20/2018		
	H-1522								EXPENDITURES	788.65	
	H-2600								ACCOUNTS PAYABLE		788.65
									FUND TOTAL	788.65	788.65
Y	COMMUNITY DEVELOPMENT FUND					2018	2	187	02/20/2018		
	Y-1522								EXPENDITURES	265.43	
	Y-2600								ACCOUNTS PAYABLE		265.43
									FUND TOTAL	265.43	265.43

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



Saratoga Springs Recreation Department

# 2018 Camp Saradac Registration

## Early Bird Registration Dates

**City Residents: February 26-May 14 / All Residents: March 19-May 14**

Registration hours at the Rec Center: Mon-Sat 9:00am-7:00pm / Sundays 12:00pm-5:00pm

**Camp Dates:** Monday-Friday, June 25-August 17 *Closed July 4*

**Camp Hours:** Regular 9:00am-4:30pm *Drop off: 8:45-9:00am Pick Up: 4:30-4:45pm*

*Before Care 7:30am-9:00am / After Care 4:30pm-6:00pm*

**THIS PROGRAM IS FIRST COME, FIRST SERVED.**

## Sorry No Exceptions:

Registration forms will not be accepted without shot records.

To receive the City Rate:

You must have a Rec Card or show proof of residency with registration.

Registration Fees	Early Bird Fee		After Early Bird	
	City Resident	Non City Resident	City Resident	Non City Resident
Weekly*	\$ 175	\$ 240	\$ 200	\$ 265
Full Program**	\$ 820	\$ 1115	\$ 845	\$ 1140
Before Care Weekly	\$ 35	\$ 45	\$ 35	\$ 45
After Care Weekly	\$ 35	\$ 45	\$ 35	\$ 45

*Before and after care reservations must be made in advance*

*\*Weekly registration must be paid in full at time of registration.*

*\*\*Camp is an 8 week program. Closed July 4, 2018*

## PAYMENT DUE DATES (if registered for full summer)

**1ST PAYMENT DUE (1/2)—At Registration**

**2ND PAYMENT DUE (1/4)—May 21**

**3RD PAYMENT DUE (1/4)—June 4**

## Limited Scholarship Available!

To apply for a scholarship please complete and submit the scholarship application along with a registration form. **Verification of family-household income is required and must be attached.** The following are acceptable forms for verification.

1. Federal or State Income Tax Returns
2. Proof of residency i.e. property tax bill or renter's agreement- If relevant
3. Child support papers- if relevant
4. Social Services required paper work- if relevant
5. Housing Authority Letter- if relevant

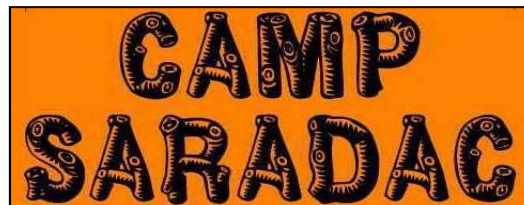


**Saratoga Springs Recreation Center**  
15 Vanderbilt Ave  
Saratoga Springs, NY 12866  
518-587-3550 ext. 2300

recreservations@saratoga-springs.org  
www.SaratogaRec.com



Join our  
mailing  
list!



## About our Day Camp

**Camp Saradac**, located at the Saratoga Springs Recreation Center, is a NYSDOH licensed full day summer camp for children ages 5-15. Our camp offers exciting weekly field trips, creative recreational and educational programs, arts & crafts, weekly swimming, and themed weeks. Camp activities are designed to promote fun and fitness while providing opportunities for campers to grow. The Camper's favorites: **the Saratoga County Fair, the Fun Spot, the Great Escape, Tri-City Valley Cats** and of course our weekly visits to the **Peerless Pool** will all be a part of our 2018 field trip line-up. Check our website for a complete schedule of all of our field trips and our Parent Handbook. All campers must bring a towel, swimsuit, lunch, beverage, and snacks each day, rain or shine. Campers will receive one shirt with registration.

## In order to register, parents MUST bring:

1. Child's immunization records- with out these we can not sign your child up for camp.
2. Registration and payment to the Recreation Center.
3. Proof of residency: (Property Tax Bill, S/B/L#, Lease Agreement, Water bill, or Rec Card).

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**2018 Camp Saradac Registration - Form 1 of 3**

Print Clearly

**\*MUST SUBMIT IMMUNIZATION RECORDS TO REGISTER\***

CHILD'S INFORMATION					
Child's Last Name	First	Middle	Male Female	School	Birth Date
Street Address	City	State	Zip	Select Age Group: 5/6   7/8   9/10   11/12   13/15	
Email			Primary Phone (   )		
<b>*Listing your demographics is optional however the City is required to report demographics in order to receive federal/state/county funding:</b> <input type="checkbox"/> White Hispanic <input type="checkbox"/> White Non Hispanic <input type="checkbox"/> Black Hispanic <input type="checkbox"/> Black Non Hispanic <input type="checkbox"/> Other Hispanic <input type="checkbox"/> Other Non Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/other Pacific Islander <input type="checkbox"/> Two or More races (2+)					

PARENT/GUARDIAN INFORMATION			
1	Parent/Guardian Last Name	First	Work (   )
	Street Address (if different)	City	State   Zip Cell (   )
	Email (if different)	Home (   )	
2	Parent/Guardian Last Name	First	Work (   )
	Street Address (if different)	City	State   Zip Cell (   )
	Email (if different)	Home (   )	

In addition to the guardians listed above, I give permission to the following people to pick up my camper from camp.

**The individual shall be required to provide identification every time.**

EMERGENCY CONTACTS / AUTHORIZED FOR PICKUP				
1	Last Name	First	Relationship to Child	Primary Phone (   )   Secondary Phone (   )
2	Last Name	First	Relationship to Child	Primary Phone (   )   Secondary Phone (   )
3	Last Name	First	Relationship to Child	Primary Phone (   )   Secondary Phone (   )
4	Last Name	First	Relationship to Child	Primary Phone (   )   Secondary Phone (   )
My Camper has permission to ride his/her bike to & from camp ____ My Camper has permission to walk to & from camp ____				

MEDICAL INFORMATION (use additional pages if necessary)		
Pertinent Medical Information: Please list any allergies/medical problems, including those requiring maintenance medications.		
Allergies/Medical Diagnosis/ (mark NONE, if none)	Medication (If Any)	Dosage and Frequency of Dosage
Special Needs/Disabilities: (Please indicate any issues the camp may need to address)		
Date/Provider of Last Tetanus Toxoid Booster :		

Any minor injuries that occur at camp are routinely treated with over the counter remedies such things as you might find in your medicine cabinet at home. Enclosed is a list of items approved by our camp physician for treating injuries including scrapes, bug bites, bumps, and bruises and other minor injuries. Any medication other than those listed below will not be dispensed without a written doctor's order.

- |  |                              |                             |             |                              |
|--|------------------------------|-----------------------------|-------------|------------------------------|
| • Sun Screen: Sun X SPF 30+Cold Packs            | • First Aid Antiseptic Spray | • Sterile Isotonic Eye Wash | • Ace Wraps | • Instant Cold Packs         |
| • Sting Relief Antiseptic and Pain Reliever Pads | • Hydrocortisone Cream 1%    | • BZK Antiseptic Towelettes | • Caladryl  | • Triple Antibiotic Ointment |



# Saratoga Springs Recreation Department 15 Vanderbilt, Saratoga Springs, NY 12866

## 2018 Camp Saradac Registration - Form 2 of 3

CHILD'S NAME:

PARENT NAME:

PHONE:

\*\*\*BE SURE TO SIGN & DATE ALL 3 BOXES\*\*\*

### RECREATION AGREEMENT

Each child will be requested and required to adhere to the following rules of play:

1. Keep hands, feet and objects to themselves.
2. Respect themselves, fellow campers, and camp staff.
3. Follow directions the first time they are given
4. Stay with their playgroup at all times.
5. Use appropriate language when working with other children and camp staff.

There will be no refund of monies for camp suspensions due to behavior issues. Should your child break a rule contained within the Handbook, the following disciplinary procedure will be followed:

First Offense: Verbal warning to your child with a written note home indicating the next disciplinary step will be the loss of a full day at camp.

Second Offense: Call home to Parent/Guardian with written notification at time of pickup that the child is suspended from camp the immediate following day for a total of one (1) camp day.

Third Offense: Call home to Parent/Guardian with written notification at time of pickup that the child is suspended from camp the immediate following day for a total of three (3) camp days.

Fourth Offense: Call home to Parent/Guardian with written notification at time of pickup that the child is suspended from camp the immediate following day for a total of ten (10) camp days.

Fifth Offense: Call home to Parent/Guardian with written notification at time of pickup that the child is suspended from camp the immediate following day for the entire camp season.

Please consult your and/or your child's physician prior to you and/or your child's participation in any City of Saratoga Springs Recreation Program. If there are questions as to whether or not you or your child may be capable of participating in any activity sponsored by the City of Saratoga Springs Recreation Commission, please contact the City's Recreation Department at (518) 587-3550 extension 2300. In that you and/or your child have expressed a desire to participate in a City sponsored Recreation Program/Facilities, it is important that you and/or your child understand the goals and rules established for the Program. Each participant will have Rules of Conduct explained to him/her prior to the start of any activity. He/she must observe the rules as explained and accept the consequences of behavior modification if needed as outlined in the Recreation Handouts.

In signing this agreement, I acknowledge that I fully understand there are inherent risks and dangers associated with my and/or my child's participation in Recreation sponsored activities. I also understand and acknowledge my and my Child's participation in these activities and use of any equipment related to such activities may result in injury, illness or death and damage to personal property. I understand other participants, accidents, forces of nature or other causes may cause these risks and dangers and hereby accept those risks. I understand that my child and/or I may be photographed or videoed and my and my child's name may be used for publicity purposes for the Saratoga Springs Recreation Program and its sponsors/donors.

I hereby agree that my child and I will participate in City sponsored Recreation Program activities in accordance with the City's rules and regulations and acknowledge no physical or emotional issue which would prohibit me or my child from participation. I will notify the Staff of the Saratoga Springs Recreation Department twenty four hours in advance of any changes in my child's physical condition that may impact his/her ability to participate in the Camp Activities. I agree to indemnify and save harmless the City of Saratoga Springs from and against all claims, damages, losses and expense (including, but not limited to, attorneys' fees), arising out of my child and my participation in Recreation Commission sponsored events 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 negligent act or omission of the City, its agents or employees.

\*\*\*Parent / Guardian Signature:

Date:

### MEDICAL AGREEMENT

I fully understand and acknowledge that there are inherent risks and dangers in my participation and/or my child's participation in the city's recreational activities and that my participation and/or my child's participation in said activities and use of any equipment related to said activities may result in injury, illness or death and damage to personal property. I understand other participants, accidents, forces of nature or any other causes may result in risks and dangers and I hereby accept those risks. In the event of an emergency, I hereby authorize treatment by Certified Emergency Personnel (i.e. EMT, First Responder, and/or Emergency Department Physician) and that I shall be responsible for the costs associated with that care. It is understood that reasonable efforts shall be made to contact the undersigned prior to rendering treatment, but that any treatments will not be withheld if the undersigned cannot be reached. I assume full responsibility for any medical treatment rendered.

\*\*\*Parent / Guardian Signature:

Date:

### FIELD TRIP PERMISSION

I understand that my child may be attending off site trips and the City will be transporting my child via a school bus. The following are examples of locations the camp may attend: *Million Dollar Beach, NYS Albany Museum, Lake George Fun Spot, Moreau State Park, Spa State Park (peerless pool), Saratoga County Fair, Tri City Valley Cats Game, The Great Escape, SS Public Library, Sluggers Den, Adirondack Animal Land, Prospect Mountain, Huck Finns Play Land, City of Saratoga Springs Recreation Parks and Facilities, Ben & Jerry's, Congress Park, Movie Theaters, Fun Plex, miSci Museum of Innovation & Science, Flight Trampoline Park, & Via Aquarium.*

Please note your child should not attend camp on days you do not want them to attend a field trip. There will be no staff person available to stay on site with your child.

I Hereby agree to give permission for my child to attend the City Summer Camp off-site Field Trips to any of the locations.

\*\*\*Parent / Guardian Signature:

Date:



**2018 Camp Saradac Registration - Form 3 of 3**

\*To receive the City Rate: You must have a City Rec Card or show proof of residency with registration\*

<b>CHILD'S NAME:</b>		<b>PARENT NAME:</b>		<b>PHONE:</b>	
Street Address		City	State	Zip	Select Age Group: 5/6 7/8 9/10 11/12 13/15

**ENROLLMENT DATES & FEES**

**REGISTERING FULL 8 WEEKS: Circle FEES**

Full 8 Weeks Camp Fee	Early Bird Registration (ends May 14)				After Early Bird Registration (after May 14)				Total
	City 6CS7CC	Non City 6CS7CN	City* Before/After 6CBACR 6CAACR	Non City* Before/After 6CBACR 6CAACR	City 6CS7CC	Non City 6CS7CN	City * Before/After 6CBACR 6CAACR	Non City* Before/After 6CBACR 6CAACR	
	\$ 820	\$ 1115	\$280 / \$280	\$360 / \$360	\$ 845	\$ 1400	\$280 / \$280	\$360 / \$360	

\*No after care on last day of camp

OR

**REGISTERING WEEKLY: Circle specific DATES and FEES**

Weekly Dates	Early Bird Registration (ends May 14)				After Early Bird Registration (after May 14)				Total
	City 6CS1CC	Non City 6CS1CN	City Before/ After 6CBACR 6CAACR	Non City Before/ After 6CBACR 6CAACR	City 6CS1CC	Non City 6CS1CN	City Before/ After 6CBACR 6CAACR	Non City Before/ After 6CBACR 6CAACR	
<b>June 25-29</b>	\$175	\$240	\$35 / \$35	\$45 / \$45	\$200	\$265	\$35 / \$35	\$45 / \$45	\$
<b>July 2-6</b> Closed July 4	\$175	\$240	\$35 / \$35	\$45 / \$45	\$200	\$265	\$35 / \$35	\$45 / \$45	\$
<b>July 9-13</b>	\$175	\$240	\$35 / \$35	\$45 / \$45	\$200	\$265	\$35 / \$35	\$45 / \$45	\$
<b>July 16-20</b>	\$175	\$240	\$35 / \$35	\$45 / \$45	\$200	\$265	\$35 / \$35	\$45 / \$45	\$
<b>July 23-27</b>	\$175	\$240	\$35 / \$35	\$45 / \$45	\$200	\$265	\$35 / \$35	\$45 / \$45	\$
<b>July 30-Aug 3</b>	\$175	\$240	\$35 / \$35	\$45 / \$45	\$200	\$265	\$35 / \$35	\$45 / \$45	\$
<b>Aug 6-10</b>	\$175	\$240	\$35 / \$35	\$45 / \$45	\$200	\$265	\$35 / \$35	\$45 / \$45	\$
<b>Aug 13-17</b>	\$175	\$240	\$35 / \$35**	\$45 / \$45**	\$200	\$265	\$35 / \$35**	\$45 / \$45**	\$

Weekly registration must be paid in full at time of registration \*\*No after care on last day of camp

**Shirt Size:** Youth: **Sm Med Lg** Adult: **Sm Med Lg XL** Each camper receives 1 free shirt on 1st day of camp.  
**Extra Shirts:** Only fill in quantity if you wish to pay for additional shirts Quantity \_\_\_\_\_ Price: \$5 per shirt (6CTSHR)  
 If requesting a scholarship do not request or pay for extra shirts until scholarship is approved.

**\*CANNOT COMPLETE REGISTRATION WITHOUT IMMUNIZATION RECORDS- NO EXCEPTIONS\*** **Total Cost: \$**

**OFFICE USE ONLY**

City Proof (tax bill, s/b/1 number, lease agreement, state/fed tax, Rec Card) :

• Full Camp may use payment plan 1/2 of total cost is due • Weekly must pay in full, no payment plan	<b>TOTAL COST</b>	\$					
	<b>AMOUNT PAID</b>	\$	Date:	Batch #:	Cash or Check#	Staff Initials:	Entered Max Y N
	<b>BALANCE</b>	\$					

There will be no reminder phone calls about Camp, please keep the calendar of dates! Make checks payable to: **Commissioner of Finance.**

**THIS IS YOUR BILL. THIS WILL SERVE AS YOUR ONLY RECEIPT FOR TAX PURPOSES.**

**FEDERAL I.D. #14-6002423 STATE I.D.#69-0211590**





## Saratoga Springs Recreation Department

# 2018 Spring Youth Soccer

**Early Bird Registration:**  
**Jan 29 -Mar 26**



### Little Kickers: Pre-K

**Plays Saturday or Sunday**

**Times:** 9am-10am

**Early Bird Fees:** C \$35 S \$60 N \$85

**After 3/26/18:** C \$60 S \$85 N \$110

Little Kickers is a **Parent/Child introductory program** that teaches basic soccer fundamentals through games and activities.

### Big Kickers: Grade K

**Plays Saturday or Sunday**

**Times:** 10am-11am

**Early Bird Fees:** C \$35 S \$60 N \$85

**After 3/26/18:** C \$60 S \$85 N \$110

Big Kickers is a program that has teams and coaches. Teams will practice skills with the coordinator for half of the session and will play games the other half.

***This program's success depends on Volunteer Coaches!***

**Kickers Coordinator:** Liam Rice, NCAA Soccer D2 player

### Youth Soccer League: Grades 1-12

**Grade 1-2:** Tue & Sat or Sun

**Grade 3-4:** Tue & Sat or Sun

**Grade 5-6:** Wed & Sat or Sun

**Grade 7-12:** T/W/Th & Sat or Sun

**Times:** Wk 5:30-7:30pm/Wknd 9-1pm

**Early Bird Fees:** C \$50, S \$75, N \$100

**After 3/26/18:** C \$75, S \$100, N \$125

Our soccer program is divided into grade appropriate divisions to expose players to skills based on level of play. All divisions play once during the week and once on the weekend. Divisions and schedules may change depending on registrations. Coaches may hold additional practices on off nights.

**League Coordinator:** Jeff Geller, FTFA Soccer Coach

### **General Information** \* Applies to all \*

**Program Coordinator:** Wes Clark

**Season Dates:** April 21-June 16

**Wkends:** Sat 4/21, 4/28, 5/12, 6/2, 6/16

**Sun** 5/6, 5/20, 6/10

**Fees:** Includes Team Tee Shirt/Jersey

**Location:** The Saratoga Casino and Hotel  
(342 Jefferson St.)

**Need:** water, sneakers/cleats, shin guards

**\*No Jewelry\***

All players will be contacted by their coach after the coaches meeting held on April 12th. If you are not contacted by April 19th, please email us.

We try our best to accommodate requests, however, after 3/26/18 we may not be able to honor your request.



### **Volunteer Coaching**

Can't get enough soccer? Become a volunteer Coach! Two Volunteer Coaches are needed per team.

**Coaches Meeting:** Thursday, April 12th

**Times:** Kickers at 6:30pm / League at 7:30pm

**Location:** Recreation Center

All Coaches must complete the volunteer packet. The Early Bird Registration Fee is waived on or before 3/26/2018 for the *child you coach*. A \$25 Registration fee for the child you are coaching will apply after 3/26/2018.



### **Paid Refereeing**

Interested in becoming a paid soccer referee? We try our best to have referees at our games to ensure safety, and to provide instruction of soccer rules and fundamentals. Email us to learn more or download the ref packet at [www.saratogarec.com](http://www.saratogarec.com).

**Ref Meeting:** Wed, April 18th at 6:30pm

**Location:** Recreation Center

**Register or mail forms to:**

**Saratoga Springs Recreation Department**

15 Vanderbilt Ave Saratoga Springs, NY 12866

Cash or Check only

518-587-3550 ext 2300 [recreservations@saratoga-springs.org](mailto:recreservations@saratoga-springs.org)

**Find Schedule, Information and Forms at: [SaratogaRec.com](http://SaratogaRec.com)**



Join our  
mailing  
list!





## Saratoga Springs Recreation Department

Early Bird Registration:  
Jan 29 - Feb. 26  
Register Early and Save!

### 2018 Spring Programs

Early Bird Fees: C \$50 S \$50 N \$70 Fees after Feb. 26th: C \$75 S \$75 N \$95

Above Fees do not apply to Intro to Ice Skating or Spring Soccer

T-shirt included in fee (except Intro to Ice Skating)

From the diamond to the field to the ice rink, there's plenty of action awaiting you with the Saratoga Springs Recreation Department!

Sign up for one of our exciting fun filled programs today!

#### Tiny T-Ball

**Ages:** 3/4 & 4/5

**Dates:** March 7-April 11

**Times:** Wednesdays

**3/4 years:** 4-4:30pm

**4/5 years:** 4:30-5:15pm

**Location:** Recreation Center

**Need:** Water, sneakers, glove

**Coordinator:** Wesley Clark

This parent/child activity will separate players into 3-4 year and 4-5 year old divisions. Basic hitting, fielding, throwing, and base running skills will be taught.



#### Intro to Ice Skating



Please refer to separate Intro to Ice Skating registration packet for complete information.

#### Jr. Sluggers Baseball

**Grades:** K-7

**Dates:** March 6-April 10

**Time:** Tuesdays

**K-3rd:** 5:30-6:30pm

**4-7th:** 6:30-8:00pm

**Location:** Recreation Center

**Need:** Water, sneakers, glove

**Coordinator:** Wesley Clark

Jr. Sluggers baseball will help teach skill and fundamentals in order to get ready for the upcoming baseball season.



*Volunteers are needed for this program*

#### Youth Boxing

**Ages:** 8-15

**Dates:** March 5-April 9

**Times:** Mondays 6-8pm

**Location:** Youth Boxing Gym  
30 Weibel Avenue

**Need:** Water, sneakers, towel

**Coordinator:** Saratoga Youth Boxing Assoc.

Our co-sponsored Boxing program is non contact and geared towards proper boxing techniques and conditioning. Light contact (safety equipment provided) available for those wishing to take it to the next level.



#### Spring Soccer



Please refer to separate Spring Soccer registration packet for complete information.



Join our  
mailing  
list!

Saratoga Springs Recreation Department  
15 Vanderbilt Ave Saratoga Springs, NY 12866  
518-587-3550 ext 2300 recreservations@saratoga-springs.org  
Find additional information and download forms at [SaratogaRec.com](http://SaratogaRec.com)





**City of Saratoga Springs' Recreation Department**  
**Rec Card Application and Permission Agreement**

Youngest Year of Birth

New Primary Resident \_\_\_\_\_  
Renewal \_\_\_\_\_

PRIMARY RESIDENT			
Last Name First		Male Female	D.O.B / /
Street Address		City	State Zip
Email		School District	
Cell ( )	Home ( )	Work ( )	

Office Use Only
Card Number

ADDITIONAL RESIDENTS (must reside in same household as primary resident)				
Last Name (indicate if different last name) First	M/F	D.O.B	Grade	School
1.		/ /		
2.		/ /		
3.		/ /		
4.		/ /		
5.		/ /		
6.		/ /		

Office Use Only
Card Number

EMERGENCY CONTACTS			
Last Name First	Relationship	Cell Phone ( )	Home Phone ( )

MEDICAL AGREEMENT	
I fully understand and acknowledge that there are inherent risks and dangers in my participation and/or my child's participation in the city's recreational activities and that my participation and/or my child's participation in said activities and use of any equipment related to said activities may result in injury, illness or death and damage to personal property. I understand other participants, accidents, forces of nature or any other causes may result in risks and dangers and I hereby accept those risks. In the event of an emergency, I hereby authorize treatment by Certified Emergency Personnel (i.e. EMT, First Responder, and/or Emergency Department Physician) and that I shall be responsible for the costs associated with that care. It is understood that reasonable efforts shall be made to contact the undersigned prior to rendering treatment, but that any treatments will not be withheld if the undersigned cannot be reached. I assume full responsibility for any medical treatment rendered.	
Primary Signature	Date
Secondary Signature (All additional residents 18 and Over must sign)	Date

RECREATION AGREEMENT	
Please consult your and/or your child's physician prior to you and/or your child's participation in any City of Saratoga Springs Recreation Program. If there are questions as to whether or not you or your child may be capable of participating in any activity sponsored by the City of Saratoga Springs Recreation Commission, please contact the City's Recreation Department at (518) 587-3550 extension 2300. In that you and/or your child have expressed a desire to participate in a City sponsored Recreation Program/Facilities, it is important that you and/or your child understand the goals and rules established for the Program. Each participant will have Rules of Conduct explained to him/her prior to the start of any activity. He/she must observe the rules as explained and accept the consequences of behavior modification if needed as outlined in the Recreation Handouts.	
In signing this agreement, I acknowledge that I fully understand there are inherent risks and dangers associated with my and/or my child's participation in Recreation sponsored activities. I also understand and acknowledge my and my Child's participation in these activities and use of any equipment related to such activities may result in injury, illness or death and damage to personal property. I understand other participants, accidents, forces of nature or other causes may cause these risks and dangers and hereby accept those risks. I understand that my child and/or I may be photographed or videoed and my and my child's name may be used for publicity purposes for the Saratoga Springs Recreation Program and its sponsors/donors.	
I hereby agree that my child and I will participate in City sponsored Recreation Program activities in accordance with the City's rules and regulations and acknowledge no physical or emotional issue which would prohibit me or my child from participation. I agree to indemnify and save harmless the City of Saratoga Springs from and against all claims, damages, losses and expense (including, but not limited to, attorneys' fees), arising out of my child and my participation in Recreation Commission sponsored events 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 negligent act or omission of the City, its agents or employees.	
Primary Signature	Date
Secondary Signature (18 and Over)	Date

OFFICE USE ONLY				
Circle Residency: City    School    Non School	List type of proof _____ (tax bill, s/b/l number, lease agreement*, water/sewer bill) *page number in city street book      City/School ONLY	Circle Max Entered: Y    N	Date:	Staff Initials



## City of Saratoga Springs' Recreation Department **Rec Card Application and Permission Agreement**

The **REC CARD** is a two year agreement that allows participation in the City of Saratoga Springs Recreation Department programs. Regardless of your residency, if you are registering for a program or participating in one of our daily programs, the **Rec Card** can benefit you!

### **Why get a Rec Card?**

1. Program discounts for City and School district residents. Without a **REC CARD** or proof of residency at the time of registering or paying for a program you will be charged the highest rate.
2. Simpler registration and less paperwork for you. The **REC CARD** is good for two years and serves as your permission agreement for any recreation program. Simply include your **REC CARD** number on the registration form or show your **REC CARD** at the time of registration. This eliminates the necessity of completing permission agreement forms for every program you register for or are participating in.
3. Free Open Gym. **REC CARD** holders can participate in Free open gym. Non **REC CARD** holders must complete additional paperwork.

*All individuals who want to participate in Recreation Department programs, regardless of residency, should apply for a **REC CARD**.*

### **How do I get a Rec Card?**

Bring your proof of residency, such as City or School tax bill, sewer/water bill, lease agreement, or any document with your section/block/lot number included on it, to the Recreation Center, 15 Vanderbilt Ave. Complete the **REC CARD** application at the front desk. Your picture will be taken and you will be given your new **REC CARD**. All individuals on the application will need to have a picture taken.

*If you live outside the School District, proof of residency is not needed but you should still obtain a **REC CARD** to participate in programming so you do not need to complete the additional paperwork each time you participate.*

### **Where to use your Rec Card?**

1. **Programs-** When registering for a program (soccer, basketball, clinics) include your **Rec Card #** or show your card at the time of registration. You will not be required to complete the permission agreement forms and you will receive the appropriate discount. Participants without a **Rec Card** or proof of residency will be charged the highest rate.
2. **Daily Programs** (Adult Basketball, Racquetball, Drop-In Zumba, Pickleball)- All participants will be required to have a **Rec Card** to participate. All visitors and non **Rec Card** holders will be required to complete a permission agreement each visit and will be charged the highest rate unless proof of residency is provided each time.
3. **Ice Rink Programs** – Show your **Rec Card** at the window to receive the discount. All visitors and non **Rec Card** holders will be required to complete a permission agreement each time and will be charged the highest rate unless proof of residency is provided each time.
4. **Free Open Gym-** All participants will be required to have a **Rec Card** to participate. All visitors and non **Rec Card** holders will be required to complete a permission agreement each visit.

### **How do I renew my Rec Card?**

All Rec Cards will expire two years after you receive your initial **Rec Card**. To renew your **Rec Card**, you will have to again show your proof of residency at the Recreation Center and complete the **Rec Card** application and permission agreement Form.

Saratoga Springs Recreation Department  
15 Vanderbilt Avenue, Saratoga Springs, New York 12866

518-587-3550 x2300    Fax 518-584-1748    [www.saratoga-springs.org](http://www.saratoga-springs.org)    [recreservations@saratoga-springs.org](mailto:recreservations@saratoga-springs.org)



# City of Saratoga Springs Recreation Department

## 2018 Spring Program Registration

Early Bird Spring Soccer Registration: Jan 29-Mar 26

Early Bird Spring Program Registration: Jan 29-Feb 26

Please Print Clearly

### How did you hear about us?

Brochure	Facebook	Flyer	Friend/Family	Newsletter
Newspaper	Radio	Signs/banners	Website	Other

Does participant have a Rec Card? \_\_\_\_\_ Yes If **YES**, write Rec Card # \_\_\_\_\_ and complete this registration form.  
 \_\_\_\_\_ No If **NO**, please complete Rec Card application. Find forms at SaratogaRec.com or at Rec Center.

**If you do not have a Rec Card, you must provide proof of Residency with the registration to receive City/School District Rate.**

### PARTICIPANT INFORMATION

Circle one: <b>City Resident (C)</b>		<b>School District Resident (S)</b>		<b>Non School District Resident (N)</b>	
Last Name	First	Male Female	Current Grade	School	Birth Date
Address		City	State	Zip Code	Primary Phone ( )
Parent / Guardian Name		Email			
Please list any allergies/medical problems, including those requiring maintenance medications. Attach additional sheets if necessary:					

### SPRING SOCCER Apr 21-Jun 16

Circle your child's skill level:	Beginner	Intermediate	Advanced
Player's Tee Shirt Size- Youth: S M L Adult: S M L XL XXL			
Circle Level	Early Bird Registration Fee Circle Applicable Fee	Registration Fee after March 26 Circle Applicable Fee	
	C S N	C S N	
Little Kickers (Pre-K)	\$35	\$60	\$85
Big Kickers (Kindergarten)	6P8SCC	6P8SCS	6P8SCN
Grade 1-2			
Grade 3-4	\$50	\$75	\$100
Grade 5-6	6P8SCC	6P8SCS	6P8SCN
Grade 7-12			

### VOLUNTEERING

Shirt - Adult: S M L XL XXL

Your Name

Program & Level Volunteering For

- All Coaches must complete the volunteer packet. Early Bird registration fee waived on or before 3/26/18 for the child you coach. A \$25 registration fee for the child you coach will apply after 3/26/18.
- No Fee waived for Little Kickers

### INTRO TO ICE SKATING Feb 27-Mar 20

Select Session	Early Bird Registration Fee Circle Applicable Fee	Registration Fee after Feb 26 Circle Applicable Fee	
	C S N	C S N	
___ Tues 10-11am (Kids)	\$25	\$35	\$35
___ Tues 5-6pm (Kids)	6WKSCC	6WKSCS	6WKSCN
___ Tues 5-6pm (Adults)	6WSACC	6WSACS	6WSACN

**Circle Skating Level:**  
**Never Skated**  
**Can Skate Forward**  
**Can Skate Backward**

### SPRING PROGRAMS

Player's Tee Shirt Size- Youth: S M L Adult: S M L XL XXL						
Date	Program	Early Bird Registration Fee Circle Applicable Fee			Registration Fee after Feb 26 Circle Applicable Fee	
		C	S	N	C	S
		\$50	\$50	\$70	\$75	\$95
Mar 6-Apr 10	Jr. Sluggers (Gr K-3)	6R1WCC	6R1WCS	6R1WCN	6R1WCC	6R1WCS
Mar 6-Apr 10	Jr. Sluggers (Gr 4-7)	6R1WCC	6R1WCS	6R1WCN	6R1WCC	6R1WCS
Mar 7-Apr 11	Tiny T-Ball (3-4yrs)	6R1SCC	6R1SCS	6R1SCN	6R1SCC	6R1SCS
Mar 7-Apr 11	Tiny T-Ball (4-5 yrs)	6R1SCC	6R1SCS	6R1SCN	6R1SCC	6R1SCS
Mar 5-Apr 9	Youth Boxing	6LXMCC	6LXMCS	6LXMCN	6LXMCC	6LXMCS

### OFFICE USE ONLY

City/School District Proof (tax bill, s/b/l number, water/sewer bill, lease agreement, Rec Card):						
Cash Amount:	Check #:	Total Amount:	Date:	Batch #:	Circle Max Entered: Y N	Staff Initials:
There will be no reminder phone calls about clinics/programs, please keep registration information! Please make checks payable to the Commissioner of Finance.						

# **Soccer Coach Information & Volunteer Application**



### Welcome Letter 2018 Youth Soccer League

Dear Coaches,

On behalf of the Saratoga Springs Recreation Department, I would like to welcome you to the Saratoga Springs Recreation Youth Soccer League. We realize you are giving up a significant part of your personal time to coach this season and genuinely thank you for your time and efforts. We hope your volunteer experience is positive for you and that you also leave a positive impact on our program.

As a coach, you have a tremendous amount of responsibility, and in order to better prepare you for a successful season we have set up a coaches meeting. We strongly encourage each coach to attend the meeting and understand our program philosophy as we, the Recreation Department, try to create a consistent approach to teaching and playing soccer, from our Little Kickers program through our 7-12th grade division. It's also important to understand your role as a coach and that you consistently follow the coach's code of conduct.

We will try our best to honor requests to co-coach with someone. Please understand that in the event we need coaches to fill teams, you may have to be separated.

Our Soccer Program philosophy includes:

- Fair Play
- Player Development
- Equal Play Time
- Sportsmanship
- Respect among players, coaches, officials, and spectators
- Fun
- Safety

Thank you again for coaching and I look forward to seeing you on the field!

Sincerely,

John Hirliman  
Administrative Director

#### **Coaches Meetings**

**Big Kickers & Grade 1/2** Thursday April 12 at 6:00pm

**Grades 3-12** Thursday April 12 at 7:00pm

#### **New for 2018:**

- The Early Bird registration fee will be waived for the child you are coaching if you sign up before 3/26/18. Any other children in the program that you will not be coaching will need to pay the Early Bird registration fee.
- If signing up to coach after 3/26/18 there will be a \$25 registration fee for the child that you are coaching. This is the difference between the Early Bird fee and the After Early Bird fee. Any other children in the program that you will not be coaching will need to pay the After Early Bird registration fee.
- If you coach multiple teams for your children, both children's Early Bird registration fee will be waived before 3/26/18. After 3/26/18, there will be a \$25 registration fee for both children.



## City of Saratoga Springs Volunteer Application

FULL LEGAL FIRST NAME MIDDLE NAME LAST NAME

Previous/Current Names/Nicknames/Aliases: \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_

Address (no PO Box) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_

Phone H \_\_\_\_\_ W \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Emergency contact name \_\_\_\_\_ Phone number \_\_\_\_\_

Current Employment & Employer \_\_\_\_\_ Profession \_\_\_\_\_

Have you been convicted of a felony within the past five years? YES NO

If YES, please explain \_\_\_\_\_

Sport \_\_\_\_\_ Have you played this sport before? \_\_\_\_\_ # of years of Experience: \_\_\_\_\_

Coaching \_\_\_\_ Head \_\_\_\_ Assistant - Shirt Size \_\_\_\_: for Child(ren)'s Name(s): \_\_\_\_\_ Grade(s): \_\_\_\_\_

Any Special Request: \_\_\_\_\_

If you have a disability, what accommodations would you need to do this position? \_\_\_\_\_

### Please provide two personal or professional references:

Name	Phone Number	Relationship	Name	Phone Number	Relationship
1. _____	_____	_____	2. _____	_____	_____

### If you are under 21, please complete the following:

Parent/Legal Guardian's Name(s): \_\_\_\_\_ Contact #: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_

I affirm under penalties of perjury that all statements made on this application are true. I understand that my NY State driver license is subject to investigation and verification and that a misstatement may disqualify me from being an independent contractor.

It is the parties intention that the Individual will be an independent contractor and not the City's employee for all purposes, including but not limited to, the application of the Fair Labor Standards Act, minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the New York State Revenue and Taxation Law, the New York State Workers' Compensation Law and the New York State Unemployment Insurance Law.

The Individual shall indemnify and hold the City harmless from all losses, injuries or damages, and wages or overtime compensation due to the Individual or his/her employees in rendering services pursuant to this Agreement, including payment of reasonable attorneys' fees and costs in the defense of any claim made under the Fair Labor Standards Act or any other federal or state law.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_



## Saratoga Springs Recreation Department Coach's Contract of Conduct

I \_\_\_\_\_, a head / assistant coach in the Saratoga Springs Recreation Department Youth Soccer League, pledge to abide by the following contract:

- I will conduct myself on and off the field with the proper behavior as befits a coach of our league which includes:
  - Always serving as an appropriate role model for sportsmanship
  - Always exhibit and teach sportsmanship
  - Always supporting my team, my fellow coaches, the league organizers, and league volunteers
  - Always displaying respect towards officials, coaches, volunteers, and players
  - Never using offensive or inappropriate language
  - Always displaying self control
  - Treating each player equally and fairly
  - Creating a safe caring environment for my players to learn, practice and play
  - Always using good judgment when disciplining players
  - Never drinking alcohol, smoking or using other tobacco products, in the playing area or around players in games or practices
  - Providing all players an equal opportunity to learn and play
  - **Understanding that the game is strictly for the benefit of the players**
- I will learn and abide by the rules of the game and our league rules.
- I will teach the fundamentals of the game
- I will communicate openly with all players, coaches and parents
- I will take full responsibility for my own actions
- I understand I am responsible for addressing behavior issues with my coaches my players and the family members and fans of my players
- I will lend my full support to league clean-up and sponsorship activities
- I understand that my participation as a coach in this league is a privilege and that failure to abide by this code may result in my being suspended or forfeiture of my coaching role in the league.
- I will contact the Recreation Department immediately in the event of an injury, incident, or accident

\_\_\_\_\_  
Coach

\_\_\_\_\_  
Date

# **Soccer Coach Information & Volunteer Application**



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**Grades 3-12** Thursday April 12 at 7:00pm

### **New for 2018:**

- The Early Bird registration fee will be waived for the child you are coaching if you sign up before 3/26/18. Any other children in the program that you will not be coaching will need to pay the Early Bird registration fee.
- If signing up to coach after 3/26/18 there will be a \$25 registration fee for the child that you are coaching. This is the difference between the Early Bird fee and the After Early Bird fee. Any other children in the program that you will not be coaching will need to pay the After Early Bird registration fee.
- If you coach multiple teams for your children, both children's Early Bird registration fee will be waived before 3/26/18. After 3/26/18, there will be a \$25 registration fee for both children.



## City of Saratoga Springs Volunteer Application

FULL LEGAL FIRST NAME MIDDLE NAME LAST NAME

Previous/Current Names/Nicknames/Aliases: \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Address (no PO Box) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone H \_\_\_\_\_ W \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Emergency contact name \_\_\_\_\_ Phone number \_\_\_\_\_

Current Employment & Employer \_\_\_\_\_ Profession \_\_\_\_\_

Have you been convicted of a felony within the past five years? YES NO

If YES, please explain \_\_\_\_\_

Sport \_\_\_\_\_ Have you played this sport before? \_\_\_\_\_ # of years of Experience: \_\_\_\_\_

Coaching \_\_\_\_\_ Head \_\_\_\_\_ Assistant - Shirt Size \_\_\_\_\_: for Child(ren)'s Name(s): \_\_\_\_\_ Grade(s): \_\_\_\_\_

Any Special Request: \_\_\_\_\_

If you have a disability, what accommodations would you need to do this position? \_\_\_\_\_

### Please provide two personal or professional references:

Name	Phone Number	Relationship	Name	Phone Number	Relationship
1. _____	_____	_____	2. _____	_____	_____

### If you are under 21, please complete the following:

Parent/Legal Guardian's Name(s): \_\_\_\_\_ Contact #: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I affirm under penalties of perjury that all statements made on this application are true. I understand that my NY State driver license is subject to investigation and verification and that a misstatement may disqualify me from being an independent contractor.

It is the parties intention that the Individual will be an independent contractor and not the City's employee for all purposes, including but not limited to, the application of the Fair Labor Standards Act, minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the New York State Revenue and Taxation Law, the New York State Workers' Compensation Law and the New York State Unemployment Insurance Law.

The Individual shall indemnify and hold the City harmless from all losses, injuries or damages, and wages or overtime compensation due to the Individual or his/her employees in rendering services pursuant to this Agreement, including payment of reasonable attorneys' fees and costs in the defense of any claim made under the Fair Labor Standards Act or any other federal or state law.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

## Saratoga Springs Recreation Department Coach's Contract of Conduct

I \_\_\_\_\_, a head / assistant coach in the Saratoga Springs Recreation Department Youth Soccer League, pledge to abide by the following contract:

- I will conduct myself on and off the field with the proper behavior as befits a coach of our league which includes:
  - Always serving as an appropriate role model for sportsmanship
  - Always exhibit and teach sportsmanship
  - Always supporting my team, my fellow coaches, the league organizers, and league volunteers
  - Always displaying respect towards officials, coaches, volunteers, and players
  - Never using offensive or inappropriate language
  - Always displaying self control
  - Treating each player equally and fairly
  - Creating a safe caring environment for my players to learn, practice and play
  - Always using good judgment when disciplining players
  - Never drinking alcohol, smoking or using other tobacco products, in the playing area or around players in games or practices
  - Providing all players an equal opportunity to learn and play
  - **Understanding that the game is strictly for the benefit of the players**
- I will learn and abide by the rules of the game and our league rules.
- I will teach the fundamentals of the game
- I will communicate openly with all players, coaches and parents
- I will take full responsibility for my own actions
- I understand I am responsible for addressing behavior issues with my coaches my players and the family members and fans of my players
- I will lend my full support to league clean-up and sponsorship activities
- I understand that my participation as a coach in this league is a privilege and that failure to abide by this code may result in my being suspended or forfeiture of my coaching role in the league.
- I will contact the Recreation Department immediately in the event of an injury, incident, or accident

\_\_\_\_\_  
Coach

\_\_\_\_\_  
Date



# Saratoga Springs Recreation Department

15 Vanderbilt Avenue, Saratoga Springs, New York 12866

518-587-3550 x2300 Fax 518-584-1748

www.saratogarec.org

## Scholarship Application

The City of Saratoga Springs Recreation Department strives to ensure that no one is denied access to programs for the inability to pay. Through the generous support of our community and the City Council, our commitment is as strong as ever. The number of scholarships awarded each year is based upon the pool of resources that is contributed by individuals, families, organizations and businesses within our community, grants that are awarded by governmental and nonprofit agencies, and the City. All assistance is available based upon demonstrated need without regard to race, color, national origin, age, disability, sex, gender, religion, or reprisal.

Scholarship determinations are awarded based upon household income and household size as shown in the tables below. Extenuating circumstances may be considered. All scholarships are awarded on a first come first served basis, and City residents are given first priority.

**How to apply:** A scholarship request form must be submitted to the Recreation Department, addressed listed above, **EACH TIME** you are requesting one. Multiple family members and programs may be listed on the same form. To request a scholarship for any of our Recreation Department Programs, the following steps must be completed:

1. Complete Scholarship request form
2. Provide documentation with the following:
  - a. Federal or State Income Tax Returns (If you don't file taxes, a note in writing must be included and other income proof must be provided-any other income received by you or those in your household).
  - b. Proof of residency i.e. property tax bill or renter's agreement-if relevant
  - c. Child support papers-if relevant
  - d. Social Services required paper work if relevant i.e. welfare recipients, food stamp recipients
  - e. Affordable Housing Letter- with your family income clearly stated.
3. Complete child/adult program registration form

**The above requested proofs are not optional, proof of income is required if you wish to receive a scholarship.**

Number of People in Household	Full (100%) Scholarships			Half (50%) Scholarship			One Quarter (25%) Scholarship		
	Annual	Monthly	Weekly	Annual	Monthly	Weekly	Annual	Monthly	Weekly
1	\$ 21,775	\$ 1,815	\$ 419	\$ 28,950	\$ 2,413	\$ 603	\$ 46,100	\$ 3,842	\$ 960
2	\$ 25,925	\$ 2,160	\$ 499	\$ 33,100	\$ 2,758	\$ 690	\$ 52,650	\$ 4,388	\$ 1,097
3	\$ 30,075	\$ 2,506	\$ 578	\$ 37,250	\$ 3,104	\$ 776	\$ 59,250	\$ 4,938	\$ 1,234
4	\$ 34,175	\$ 2,848	\$ 657	\$ 41,350	\$ 3,446	\$ 862	\$ 65,800	\$ 5,483	\$ 1,371
5	\$ 37,525	\$ 3,127	\$ 722	\$ 44,700	\$ 3,725	\$ 932	\$ 71,100	\$ 5,925	\$ 1,481
6	\$ 40,852	\$ 3,402	\$ 785	\$ 48,000	\$ 4,000	\$ 1,000	\$ 76,350	\$ 6,363	\$ 1,591
7	\$ 44,125	\$ 3,677	\$ 849	\$ 51,300	\$ 4,275	\$ 1,069	\$ 81,600	\$ 6,800	\$ 1,700
8	\$ 47,425	\$ 3,952	\$ 912	\$ 54,600	\$ 4,550	\$ 1,138	\$ 86,900	\$ 7,242	\$ 1,810
Each Add'l person add	\$ 3,300	\$ 275	\$ 63	\$ 3,300	\$ 275	\$ 63	\$ 5,300	\$ 442	\$ 102

\* The School Lunch program and HUD income requirements are used to determine the City's requirements -Revised 2016

### Frequently asked questions

**Do I have to complete an application for each child?** No. Complete the scholarship application for all participants in the household. We cannot approve an application that is not complete, so be sure to fill out all required information. Attach all proof of income.

**My scholarship application was approved for a previous program. Do I need to fill out another one?** Yes. Your child's application is good only for the programs that you requested a scholarship for. If you would like to request additional scholarships for other programs not listed on the approved application, then another application will need to be submitted.

**When will I know if I received a scholarship?** Within 14 days you will received notification in the mail if approved or denied. If you are denied, you may reapply if any changes to your application occur, such as loss of employment, medical situation, or decreased household income.

**Who should I include as members of my household?** You must include all people living in your household, related or not (such as grandparents, other relatives, significant others or friends). Their incomes must be included in the household income. You must include yourself, spouse, and all children.

**Confidentiality:** The disclosure of eligibility information not specifically authorized by the City of Saratoga Springs requires a written consent statement from the parent/guardian. We will let you know when your application is approved or denied. You will receive the notification in writing.

**For more information, contact Debbie Rehm at [recreservations@saratoga-springs.org](mailto:recreservations@saratoga-springs.org) or 518-587-3550 ext 2300.**

# City of Saratoga Springs Recreation Department Scholarship Request Form

- DATE SUBMITTED** \_\_\_\_\_ **What Proof of Income are you providing?** \_\_\_\_\_
- Application for Scholarship is for:** Please print all the names of participants and the name of the program(s) being requested. Listing your demographics is optional however the City is required to report demographics in order to receive federal/state/county funding. *\*White Hispanic (WH) / White Non Hispanic (WNH) / Black Hispanic (BH) / Black Non Hispanic (BNH) / Other Hispanic (OH) / Other Non Hispanic (ONH). American Indian or Alaskan Native (AI/AN), Asian (A), Native Hawaiian or other Pacific Islander (NH/PI), or Two or More races (2+).*

Participant's First & Last Name	Program (s)	*Optional Demographic										Office Only
		W N H	W H	B N H	B H	O N H	O H	AI/ AN	A	NH/ PI	2+	
1)												
2)												
3)												
4)												

- Itemized Household Income:** List all annual household income. This includes all people living in household related or not who share income and expenses. Proof of income must be furnished with application. The application cannot be processed without proof of income. Examples of proof include: Your letter from Social Services with your benefits clearly stated, your Food Stamp letter, your SSI Letter of benefits, your filed state/federal income tax forms-amounts printed, your Housing Authority letter with proof of income written on it.

Salary, Wages, and Tips      \$ \_\_\_\_\_      Child Support / Foster Care Income      \$ \_\_\_\_\_      Alimony      \$ \_\_\_\_\_

Social Security Benefits      \$ \_\_\_\_\_      Unemployment Benefits      \$ \_\_\_\_\_      Workers Compensation      \$ \_\_\_\_\_

Public/State Assistance      \$ \_\_\_\_\_      **Other:** \$ \_\_\_\_\_      \$ \_\_\_\_\_

If household receives Food Stamps (SNAP), Aid to Dependent Children (ADC) / Temporary Assistance for Needy Families (TANF)  
SNAP # \_\_\_\_\_ ADC/TANF#: \_\_\_\_\_

Should we know anything about your circumstances when considering your request? I.E.: loss of job or medical bills \_\_\_\_\_

- Household Information:** You must include all people living in your household, related or not (such as grandparents, friends, significant others) who share income and expenses. You must include yourself and all children living with you.

**Total # people living in the household including you** \_\_\_\_\_

Primary Resident- The primary resident must be the legal guardian and will be the main contact regarding this scholarship					
First and Last Name	Address		City	State	Zip
Email	Home # ( )		Work # ( )	Cell # ( )	
First & Last Name	Relationship to Participant	Date of Birth	First & Last Name	Relationship to Participant	Date of Birth
2)			5)		
3)			6)		
4)			7)		

Is this a foster child? \_\_\_\_\_ YES \_\_\_\_\_ NO      Provide proof of legal Guardianship.

**Signature of Applicant:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Office Use Only			
Proof of Income Provided (include line # if tax form):		Date Received:	Total Household Income:
Rec Staff Signature:	Date:	Director's Signature:	Date:

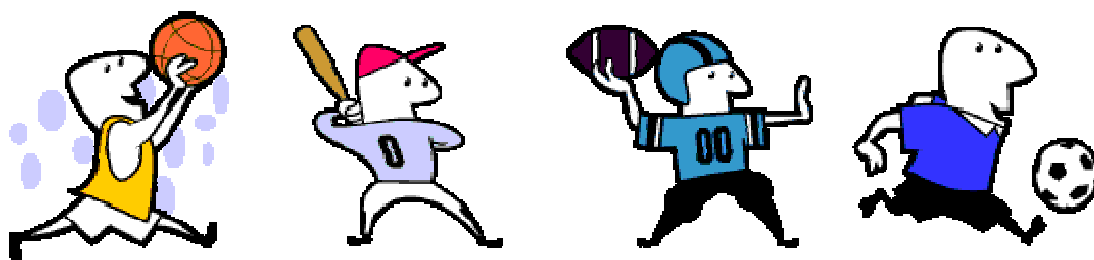
# Saratoga Springs Recreation Department

## 2018

# Summer Camp Handbook

June 25-August 17, 2018

**REGISTRATIONS WILL NOT BE ACCEPTED WITHOUT CURRENT  
CHILD'S IMMUNIZATION RECORDS**





Welcome! The Saratoga Springs Recreation Department offers summer camp for families. Camp Saradac is an eight week camp where we will be going on many exciting field trips, participating in exciting recreational and educational programs, and using our creativity doing arts and crafts. Camp Saradac offers field trips.

Rules for acceptance and participation are the same for everyone without regard to race, color, or national origin. Any person who believes he/she has been discriminated against in any USDA related activity should write immediately to the City of Saratoga Springs, City Attorney, City Hall, 474 Broadway, Saratoga Springs, NY 12866.

### 1. Dates of Operation:

#### Camp Saradac:

Dates: Monday - Fridays - June 25 through August 17, 2018 *Closed July 4, 2018*

Hours: Regular 9:00 am - 4:30 pm drop off 8:45-9:00 am / pick up 4:30-4:45pm\*  
Before Care 7:30am - 9:00am After Care 4:30pm - 6:00pm

*Before/After Care registration and payment must be made in advance. There are no per day or prorated prices.*

**\*Late Pick Up- \$5 for the first 15 minutes; plus \$5 for every 5 min after 15 minutes. Payment is expected at time of pick-up or before signing in the next day of camp.**

Registration for this program must be done in advance and is on a first come, first served basis. **All campers must be pre-registered.**

### 2. Daily Schedule:

Weekly schedules will be provided. Should you need information about specific programs your child will be participating in, please speak with your counselor.

#### Sample Schedule @ Camp Saradac

8:45-9:15am Attendance, gather with groups

9:15-10:00am Group Activities/Clinics

10:00-10:30am Snack/Break

10:30-12:00pm Group Activities/Clinics

12:00-12:45pm Lunch

12:45-1:15pm Quiet Group Activities

1:15-3:15pm Theme Activities

3:15-4:00pm Counselor/Group Planned Activity

4:30-4:45pm Camper Pick Up

### 3. Field Trips:

All trips are included in your camp fee. If you do not want your child to attend a specific trip, please let the staff know at least a week in advance. Most trips are already planned. You will receive a calendar by the beginning of camp outlining the trips your child will be going on.

**PLEASE HAVE your child at camp NO LATER THAN 8:50a.m. especially on FIELD TRIP DAYS.**

**The bus will leave as soon as possible so that your child may enjoy the trip. It is the parent/guardians responsibility to transport their camper to the field trip if they miss the bus.**

There will be no on site cares if your child cannot attend a field trip, or is late to camp on a field trip day.

#### 4. Discipline:

We encourage parents to discuss appropriate behavior with the child prior to camp and during the program. Please review and complete the attached Recreation Behavior Agreement.

Each child will be required to adhere to the following rules of play:

1. Keep hands, feet and objects to themselves.
2. Follow directions the first time they are given.
3. Use appropriate language.
4. Respect themselves, fellow campers, and camp staff. **NO BULLYING**
5. Stay with their playgroup at all times.

**Should your child break a rule contained within the Handbook, the following disciplinary procedures will be followed:**

- First Offense:** A Verbal warning to your child with a written note home, indicating that the next disciplinary step will be the loss of a full day at camp.
- Second Offense:** A Call home to Parent/Guardian with written notification at time of pickup that the child is suspended from camp effective immediately for a total of one (1) full camp day.
- Third Offense:** A Call home to Parent/Guardian with written notification at time of pickup that the child is suspended from camp effective immediately for a total of three (3) full camp days.
- Fourth Offense:** A Call home to Parent/Guardian with written notification at time of pickup that the child is suspended from camp effective immediately for a total of ten (10) full camp days.
- Fifth Offense:** A Call home to Parent/Guardian with written notification at time of pickup that the child is suspended from camp effective immediately for the entire camp season.

**There will be no refund for camp suspensions due to behavior issues.**

**SEVERE CLAUSE:** Should a camper have a safety or severe issue, the camp reserves the right to utilize a more severe consequence than those listed above.

We work with each family to provide a safe and healthy environment for all children.

#### 5. Rainy Days:

The campers will be doing various activities depending upon inclement weather. There will be indoor activities on rainy days.

#### 6. Transportation:

It is the parent's responsibility to provide transportation to and from camp each day. Please include, on the registration form, all persons other than the parent who may transport your child at the end of the day. Parents must give written permission on the Registration form for Campers to be designated walkers/bike riders to sign themselves into camp in the morning and out of camp in the evening. No child may leave during the day other than with a parent or an authorized adult. **ALL CHILDREN MUST BE SIGNED IN EACH MORNING AND OUT EACH EVENING WITH THE COUNSELOR!**

### **7. Summer School:**

Summer School children will be allowed in camp, they will have to be checked off as walkers. It is the parent/guardians responsibility to transport their camper to the field trip or Camp.

### **8. Lunch and Snack:**

All campers must provide their own lunch, drinks and snacks. **NO SNACKS OR DRINKS WILL BE PROVIDED BY THE CAMP.** Please pack lunches with ice packs.

### **9. Interactive Spray Fountain:**

Please be sure that your child brings a **swimsuit and towel regardless** of the weather, as well as a warm coat or sweater, should the weather change. Also, please provide your child with socks and sneakers each day. **PLEASE DO NOT SEND YOUR CHILD IN SANDALS OR FLIP-FLOPS.**

### **10. Fire Drills:**

An alarm signal begins an immediate and orderly evacuation of the building. Five fire drills will be conducted throughout the season to comply with the NYS Health Department.

### **11. Medication/Emergency Medical Assistance:**

Should it be necessary for your child to take medication, you must fill out a Medication Authorization Form and make arrangements with Mary Egan, Camp Nurse prior to the first day of camp or by calling 587-3550 x2309 after the first day. Campers are not permitted to carry medication with them. Parents/Guardians are required to complete an Emergency Medical Authorization form for every Camper at registration.

### **12. Attendance:**

Parents/Guardians must sign the child in at the Camp Desk every day. If the camper arrives late, he/she must still be signed in. You do not need to notify camp if there is an absence for a day or two. It is beneficial to keep your child at home if they are sick, so germs are not spread and your child has a chance to rest and get better. Communicable diseases or illnesses are not allowed in camp. Should your child contract any of these, please contact our Camp Nurse at 587-3550 x2309. Any child found with any communicable illness will be sent home immediately.

### **13. Parental Involvement:**

Should you wish to join us on a trip or any day, we have an open-door policy. You may come at any time to help out or just read to a group. All volunteers will have to go through a background check. Should you wish to join us on a trip, you may meet us at the activity destination, after your background check is completed. You will not be allowed to ride the camp buses. If you have a particular talent you would like to share with us, please let us know.

### **14. Dismissal:**

All drop offs and pickups are at the Recreation Center. Campers must be signed in and out each day unless designated walkers. **Only individuals listed on the Camper's Pickup Authorization Form may pick up. PHOTO IDs ARE REQUIRED AT PICKUP!**

### 15. Withdrawal from the Program:

There will be no refunds for withdrawal from the program unless extenuating circumstances. Request for refunds must be made in writing. If your child is on scholarship, a written note stating reason for withdrawal must be made to the Administrative Director.

### 16. Billing:

You will receive a payment sheet outlining fees and due dates at registration. If you have any questions, please contact the recreation department at 587-3550 ext. 2300. All checks should be made payable to the Commissioner of Finance. There will be a \$25 charge for all returned checks.

### 17. Camp Telephone:

Recreation Department: 587-3550 x2300

Active June 24, 2018-August 16, 2018 Mon-Fri

Camp Telephone: 587-3550 x2309

**SPECIAL NOTE:** Camp Saradac is not responsible for the items your child brings to camp. Please make sure that **ELECTRONICS, GAMES**, etc, are not brought to camp. **ALSO**, there will be no rollerblades, HEELYS or other skateboards allowed at camp. **ALL CAMPERS MUST WEAR SNEAKERS and SOCKS** each day.

**ALL CAMPERS MUST WEAR THEIR CAMP T-SHIRTS EACH DAY** to camp.

The camp will provide one t-shirt per camper and have available t-shirts for purchase at \$5.00 each. If a child forgets his/her t-shirt, either a call will be made home to bring one in or we will charge \$5.00 and the child will be given a t-shirt on that day.





# Saratoga Springs Recreation Department

15 Vanderbilt Avenue, Saratoga Springs, New York 12866

518-587-3550 x2300 Fax 518-584-1748

[www.saratoga-springs.org](http://www.saratoga-springs.org)

2018 Spring Season

Dear Soccer Referee:

Thank you for your interest in the Saratoga Springs Youth Soccer League. The Recreation Department will need you to complete the following steps and **attend the mandatory referee meeting** for you to be approved to work as an Independent Contractor, Soccer Referee. The department will process your paperwork immediately however, it may take up to 30 days to receive your background check clearance. No Referee is authorized to work a game until a background check has been completed. Please return all required paperwork to the Saratoga Springs Recreation Center, 15 Vanderbilt Avenue, Saratoga Springs, NY 12866.

*\*Print legibly and in Blue or Black Ink. If the department cannot read the names your paperwork will be returned or not processed.*

**To become a referee please complete the following steps and RSVP for the Referee meeting.**

## **Referee Meeting**

Referee meeting will be April 18, 2018 from 6pm-7pm at the Recreation Center.

Email Wes Clark at [Wesley.clark@saratoga-springs.org](mailto:Wesley.clark@saratoga-springs.org) to register.

## **Items Review**

- Section 1 **Referee/officials Job Description-** For you to review and keep.
- Section 2 **Game Form-** Referees are required to log each game on the game form in order to be paid for the games you ref. The form must remain in the referee's binder at the Recreation Center. To complete a game form please log the game information including date, location/field #, grade level, and write price per game you receive. Please print the Vendor Name (your name), Vendor Address, City, State, Zip Code. Please print home phone number, list sport, and check referee. **Referees must sign at the bottom of the game form to be paid.** All incomplete forms will not be processed and your payment will be delayed.
- Section 3 **Payment Schedule:** As an independent contractor, your game form will need to be submitted to Douglas June and processed through City Hall. As you will see from the table enclosed you will be paid twice a month. For payment information email [Douglas.June@saratoga-springs.org](mailto:Douglas.June@saratoga-springs.org).
- Section 4 **Rules of the game**  
The Saratoga Springs Youth Soccer League follows the enclosed rules specifically noted in the rules. A list of each division rules has been included for your reference.

## **Items to Complete and Return**

- Section 5 **Referee Application-** Complete entire two sided application including your printed name at the top of the page and your DOB and social security number at the bottom of page one. Also be sure to sign page two. All Independent Contractors will have a background check completed. Return the application more than 30 days prior to start of the season.
- Section 6 **Soccer Referee Agreement-** Print your name on the front side of the agreement and print and sign your name at the bottom of the second page. If you are a certified referee please include a copy of your certification. All referees without a certification with the agreement will be paid at the non-certified rate. Please complete well in advance of your intended start date to give the Department to process your paperwork. If you are 17 years old or younger you must submit your working papers with this agreement.
- Section 7 **W-9-** Please print your name, check Individual box, Address, City State and Zip Code. Under part one list your social security number and sign under part two and date the form. As an independent contractor no taxes will be taken from your paycheck and you are responsible for any taxes, if necessary.
- Section 8 **Worker's Compensation-** Visit the New York State WCB website to apply for the Worker's Compensation waiver: [http://www.wcb.ny.gov/content/ebiz/wc\\_db\\_exemptions/requestExemptionOverview.jsp](http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp)

If you have any questions, please contact the Recreation Department at (518) 587-3550 ext. 2300. Thank you for your cooperation.



# Job Description

## Section 1

### Referees/officials (proposing non-competitive)

#### DISTINGUISHING FEATURES OF THE CLASS:

This is routine work performed under specific instructions, but with little direct supervision, involving the use of some physical activity specific to the sport assignment. This position involves officiating and keeping score for games throughout the season. Incumbents does related work as required.

#### TYPICAL WORK ACTIVITIES:

Maintains order  
Enforces regulations  
Officiating games held throughout the season  
Keeps score for games held throughout the season  
May require explanation of games rules at the lower levels  
Makes simple arithmetical computations  
May compile simple statistical reports

#### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the rules, regulations, techniques and terminology used in the assigned sport; skill in the execution of sports and games; ability to read and write legibly; ability to make simple arithmetic computations; ability to keep simple records; ability to give and enforce simple instructions; ability to instruct and supervise; ability to work with children; ability to work well with a diverse group of parents.

#### MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma plus experience, demonstrating knowledge of the rules and skill specific to the sport assignment. OR

At least 15 years of age plus 6 months of experience demonstrating knowledge of the rules and skill specific to the sport assignment.

ADOPTED: October 21, 2009



## Game Form

### Section 2

Below is a Sample of the Game Form. Referees are required to log each game on the game form in order to be paid for the games you ref. The form must remain in the referee's binder at the Recreation Center. To complete a game form please log the game information including date, location/field #, grade level, and write price per game you receive. Please print the Vendor Name (your name), Vendor Address, City, State, Zip Code. Please print home phone number, list sport, and check referee. **Referees must sign at the bottom of the game form to be paid.** All incomplete forms will not be processed and your payment will be delayed.

**City of Saratoga Springs Recreation Department**  
**15 Vanderbilt Avenue, Saratoga Springs, NY 12866-4914**

Vendor #: \_\_\_\_\_  
Vendor Name: \_\_\_\_\_  
Vendor Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Sport: Soccer \_\_\_\_\_ Referee: \_\_\_\_\_

DATE	LOCATION / FIELD #	GAME START TIME	GRADE LEVEL	BOYS OR GIRLS	PRICE PER GAME
				Co-ed	
				Co-ed	
				Co-ed	
				Co-ed	
				Co-ed	
				Co-ed	
				Co-ed	
				Co-ed	
				Co-ed	
				Co-ed	
			TOTAL GAMES	TOTAL AMOUNT	

**PAYEE CERTIFICATION:** I certify that the above is just, true and correct, that no part thereof has been paid except as stated and that the balance is actually due and owing and that taxes from which state is exempt are excluded.

\_\_\_\_\_  
Vendor's Signature

\_\_\_\_\_  
Administrative Director-Recreation's Signature



## **Payment Schedule**

### **Section 3**

**Payment Schedule:** As an independent contractor your game form must be submitted to Douglas June and processed through City Hall. As you will see from the table enclosed you will be paid throughout the season. For payment information email [Douglas.June@saratoga-springs.org](mailto:Douglas.June@saratoga-springs.org).

2018 Spring schedule \*subject to change

<b>Games Scheduled</b>	<b>City Council Meeting approval</b>	<b>Date Check is Mailed to your address</b>
<b>Saturday 4/21/18 – Sunday 4/29/18 Submitted prior to 5/01/18</b>	<b>Tuesday, May 22, 2018</b>	<b>Friday, May 25, 2018</b>
<b>Monday 4/30/18 – Sunday 5/20/18 Submitted prior to 5/22/18</b>	<b>Tuesday, June 05, 2018</b>	<b>Friday, June 08, 2018</b>
<b>Monday 5/21/18 – Sunday 6/03/18 Submitted prior to 6/05/18</b>	<b>Tuesday, June 19, 2018</b>	<b>Friday, June 22, 2018</b>
<b>Monday 6/04/18 – Sunday 6/17/18 Submitted prior to 6/19/18</b>	<b>Monday, July 03, 2018</b>	<b>Friday, July 06, 2018</b>
<b>Monday 6/18/18 – Sunday 6/24/18 Submitted prior to 7/03/18</b>	<b>Tuesday, July 17, 2018</b>	<b>Friday, July 20, 2018</b>





# Rules of the Game

## Section 4

Pre Game		
<b><u>REFEREE CHECKLIST</u></b> <ul style="list-style-type: none"> <li>whistle (back up whistle in bag)</li> <li>watch (back up watch in bag)</li> <li>ensure the game is SAFE, FUN, FAIR</li> </ul>	<b><u>BALL SIZE</u></b> <ul style="list-style-type: none"> <li>Grades 3-4 = Size 4</li> <li>Grades 5-6 = Size 4</li> <li>Grades 7+ = Size 5</li> </ul>	<b><u>PLAYER CHECK-IN</u></b> <ul style="list-style-type: none"> <li>team shirt</li> <li>check cleats (no metal)</li> <li>shin guards</li> <li>socks over shin guards</li> <li>no jewelry</li> <li>nothing dangerous to self or another player (referee's judgement)</li> </ul>
<b><u>FIELD</u></b> <ul style="list-style-type: none"> <li>make sure there is nothing dangerous to the players on the field</li> <li>check for holes, ruts, glass, etc.</li> </ul>	<b><u>GAME DURATION</u></b> <ul style="list-style-type: none"> <li>Grades 3-4 = (2) 25min halves</li> <li>Grades 5-6 = (2) 30min halves</li> <li>Grades 7+ = (2) 40min halves</li> <li>All Grades= Running clock, 5 min halftimes, no extra time unless extenuating circumstances.</li> </ul>	<b><u>CHECK GOAL</u></b> <ul style="list-style-type: none"> <li>check that goal is anchored</li> <li>check that goal is on the goal line</li> <li>check that there are no holes in the net</li> </ul>
During Game		
<b><u>SUBSTITUTIONS</u></b> <ul style="list-style-type: none"> <li>Allow both teams to make substitutions at midfield: <ul style="list-style-type: none"> <li>on a goal kick, after a goal, halftime, during injury timeout, team's own throw-in, or opposing teams throw-in if they are substituting</li> </ul> </li> </ul>	<b><u>PENALTY KICKS</u></b> <ul style="list-style-type: none"> <li>kicker not allowed to fake kick, no stopping</li> <li>kicker cannot play ball 2<sup>nd</sup> time in succession</li> <li>goalkeeper = both feet on goal line</li> <li>goalkeeper can move laterally during kick, not forward</li> <li>if offensive team enters box during PK and scores = re-take kick</li> <li>if offensive team enters box during PK and misses = no kick and indirect kick from PK spot</li> <li>if defensive team enters box during PK and scores = goal is good</li> <li>if offensive team enters box during PK and misses = re-take kick</li> </ul>	<b><u>RANDOM RULES</u></b> <ul style="list-style-type: none"> <li>make sure each GK is ready before kick-off</li> <li>ball must move forward of midfield line on kick-off</li> <li>goal can be scored directly off kick-off</li> <li>goal can be scored directly off goal kick</li> <li>no goal (or own goal) directly off throw-in</li> <li>ball played back to keeper and picked up = indirect kick</li> <li>ball is not out of bounds until the ENTIRE ball crosses the line</li> <li>goal is not scored unless the ENTIRE ball crosses the line</li> </ul>
<b><u>THROW-INS</u></b> <ul style="list-style-type: none"> <li>both feet touching ground upon release</li> <li>feet can be on the line</li> <li>body facing target</li> <li>ball coming from behind head <ul style="list-style-type: none"> <li>Grades 3-4 = allow second attempt to throw-in</li> <li>Grades 5-6 = allow second attempt to throw-in</li> <li>Grades 7+ = allow 3 team re-tries then no more</li> </ul> </li> </ul>	<b><u>OFFSIDE</u></b> <ul style="list-style-type: none"> <li>it's okay to be in an offside position</li> <li>Even is on</li> <li>cannot be offside on your own half of the field</li> <li>must be 2 opponents between player and goal when the ball is played (one will usually be GK)</li> <li>player who gains an advantage by being in offside position = offside</li> <li>Not offside receiving ball directly from goal kick, corner kick, throw-in</li> <li>offside = indirect free kick</li> </ul>	<b><u>GOAL KICKS</u></b> <ul style="list-style-type: none"> <li>IMPORTANT &gt; defending team must get their players back behind midfield <ul style="list-style-type: none"> <li>for 7+, at least have players back up to center circle</li> </ul> </li> <li>ball must leave the penalty area <ul style="list-style-type: none"> <li>If the ball is touched by either team before leaving the box the kick is retaken</li> </ul> </li> </ul>
<b><u>CORNER KICKS</u></b> <ul style="list-style-type: none"> <li>defending team backs up <ul style="list-style-type: none"> <li>Grades 3-4= 6 yards</li> <li>Grades 5-6= 8 yards</li> <li>Grades 7+ = 10 yards</li> </ul> </li> </ul>	<b><u>INDIRECT FREE KICKS</u></b> <ul style="list-style-type: none"> <li>dangerous play</li> <li>obstruction</li> </ul>	<b><u>SUSPEND OR TERMINATE GAME</u></b> <ul style="list-style-type: none"> <li>unacceptable field condition</li> <li>thunder or lightning (must wait 30 minutes and restart 30 minute wait every time heard)</li> <li>coach interference</li> <li>spectator interference</li> <li>serious disorder</li> </ul>
<b><u>NO SLIDE TACKLING</u></b>		
<b><u>HAND BALLS</u></b> <ul style="list-style-type: none"> <li>a hand ball is called when a player INTENTIONALLY handles the ball</li> <li>if you don't believe the player intentionally moved their hand to touch the ball it is NOT a hand ball.</li> </ul>		
<b><u>DIRECT FREE KICKS</u></b> <ul style="list-style-type: none"> <li>awarded for careless, reckless, excessive force fouls</li> <li>spitting</li> <li>deliberate hand ball</li> </ul>		
Post Game		
<b><u>STAY AT MIDFIELD AS PLAYER HANDSHAKE</u></b>	<b><u>REPORT TO REC DEPARTMENT IN WRITING</u></b> <ul style="list-style-type: none"> <li>terminated games</li> <li>injury</li> <li>no-show, suspended games</li> <li>problematic coach, spectator, or player</li> <li>absurdly lopsided matches</li> </ul>	

**PARENTS SHOULD BE ON THE SIDELINE OPPOSITE THE PLAYER BENCH, NOBODY BEHIND GOALS**

# CITY OF SARATOGA SPRINGS, NY

## 2018 INCIDENT REPORT

Date of Occurrence:	Time of Occurrence:	Date Reported:	Time Reported:
Employee's Completing This Form:			
Employee's Contact No.:			
Specific Location of Incident:			
Condition of Area Where Incident Occurred:			
Weather Conditions as Applicable:			
Character of Case: <input type="radio"/> INCIDENT <input type="radio"/> PROPERTY DAMAGE <input type="radio"/> COMPLAINANT PROPERTY DAMAGE <input type="radio"/> THEFT			
Description of Incident/Damage/Issue:			
Complainant Injury/Damage/Issue:			
Complainant Name:		Complainant Telephone No.:	
Complainant Address:			
Witnesses' Names/Addresses/Telephone Numbers:			
City Property Damage:			
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:	Date:	Case No.:	
Employee Signature/Date:			
Supervisor's Signature/Date:			



# **Referee Application**

## **Section 5**

**Referee Application-** Complete entire two sided application including your printed name at the top of the page and your DOB and social security number at the bottom of page one. Also be sure to sign page two. All Independent Contractors will have a background check completed. Return the application more than 30 days prior to start of the season.



## City of Saratoga Springs Referee Application

FULL LEGAL FIRST NAME MIDDLE NAME LAST NAME

Previous/Current Names/Nicknames/Aliases: \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Address (no PO Box) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone H \_\_\_\_\_ W \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Emergency contact name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Current Employment & Employer \_\_\_\_\_ Profession \_\_\_\_\_

Have you been convicted of a felony within the past five years? YES NO If YES, please explain: \_\_\_\_\_

Sport: \_\_\_\_\_ Soccer Have you played this sport before? \_\_\_\_\_ # of years of Experience: \_\_\_\_\_

Any Special Request: \_\_\_\_\_

If you have a disability, what accommodations would you need to do this position: \_\_\_\_\_

### Please provide two personal or professional references:

Name	Phone Number	Relationship	Name	Phone Number	Relationship
1. _____	_____	_____	2. _____	_____	_____

### If you are under 21, please complete the following:

Parent/Legal Guardian's Name(s): \_\_\_\_\_ Contact #: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I affirm under penalties of perjury that all statements made on this application are true. I understand that my NY State driver license is subject to investigation and verification and that a misstatement may disqualify me from being an independent contractor.

It is the parties intention that the Individual will be an independent contractor and not the City's employee for all purposes, including but not limited to, the application of the Fair Labor Standards Act, minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the New York State Revenue and Taxation Law, the New York State Workers' Compensation Law and the New York State Unemployment Insurance Law.

The Individual shall indemnify and hold the City harmless from all losses, injuries or damages, and wages or overtime compensation due to the Individual or his/her employees in rendering services pursuant to this Agreement, including payment of reasonable attorneys' fees and costs in the defense of any claim made under the Fair Labor Standards Act or any other federal or state law.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_



# **Spring Soccer Referee Agreement**

## **Section 6**

**Spring Soccer Referee Agreement-** Print your name on the front side of the agreement and print and sign your name at the bottom of the second page. If you are a certified referee please include a copy of your certification. All referees without a certification with the agreement will be paid at the non-certified rate. Please complete well in advance of your intended start date to give the Department to process your paperwork. If you are 17 years old or younger you must submit your working papers with this agreement.



## SOCCKER REFEREE AGREEMENT

This is an agreement between the CITY OF SARATOGA SPRINGS, NEW YORK (hereinafter "City") and \_\_\_\_\_ (hereinafter "Individual"), for the individual to provide the following services, as agreed, to the City and the Commission:

1. The duties of the Individual will consist of Refereeing Soccer for the City of Saratoga Springs Recreation Department within the City. These duties shall entail all aspects to ensure a safe and acceptable Soccer Program from the start of the season \_\_\_\_\_ to the end of the season \_\_\_\_\_.
2. The Individual will be entitled to remuneration in the amount of \$\_\_\_\_\_ per soccer game (*\$15 per game for non certified referees or \$20 per game for certified referees*) for all of the services set forth herein, for the time period specified above.
3. The Individual shall indemnify and hold the City harmless from all losses, injuries or damages, and wages or overtime compensation due to the Individual or his/her employees in rendering services pursuant to this Agreement, including payment of reasonable attorneys' fees and costs in the defense of any claim made under the Fair Labor Standards Act or any other federal or state law.
4. This agreement does not create an employee/employer relationship between the parties.
5. It is the parties intention that the Individual will be an independent contractor and not the City's employee for all purposes , including but not limited to, the application of the Fair Labor Standards Act, minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the New York State Revenue and Taxation Law, the New York State Workers' Compensation Law and the New York State Unemployment Insurance Law.
6. The Individual will retain sole and absolute discretion in the judgment of the manner and means of carrying out the Individual's activities and responsibilities pursuant to this Agreement.
7. The Individual agrees that he/she is a separate and independent enterprise from the City, that he/she has a full opportunity to find other business, that he/she has made his/her own investment in its business, and that he/she will utilize a high level of skill necessary to perform the work hereunder.
8. This agreement shall not be construed as creating any joint employment relationship between the Individual and the City, and the City will not be liable for any obligation incurred by the Individual, including but not limited to unpaid minimum wages and/or overtime premiums.
9. This constitutes the full agreement between the parties.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this \_\_\_\_ day of \_\_\_\_\_, 201\_\_

Individual Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

If you are under 21, please complete:

Parent/Legal guardian's Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Contact # \_\_\_\_\_

City Signature \_\_\_\_\_ Recreation Director: John Hirleman Date: \_\_\_\_\_



## **W-9**

### **Section 7**

**W-9-** Please print your name, check Individual box, Address, City State and Zip Code. Under part one list your social security number and sign under part two and date the form. As an independent contractor no taxes will be taken from your paycheck and you are responsible for any taxes, if necessary.

**This page was left intentionally blank**



**Request for Taxpayer  
Identification Number and Certification**

Give Form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> 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. <input type="checkbox"/> 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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (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								
				-				

**Part II Certification**

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 ▶
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**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](http://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:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. 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
4. 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.



**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if he or she stays in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

## What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note. ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.



**Line 2**

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

**Line 3**

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

**Limited Liability Company (LLC).** If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

**Line 4, Exemptions**

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

**Exempt payee code.**

Generally, individuals (including sole proprietors) are not exempt from backup withholding.

- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

- A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
- B—The United States or any of its agencies or instrumentalities
- C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)
- E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)
- F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state
- G—A real estate investment trust
- H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
- I—A common trust fund as defined in section 584(a)
- J—A bank as defined in section 581
- K—A broker
- L—A trust exempt from tax under section 664 or described in section 4947(a)(1)
- M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note.** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

**Line 5**

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

**Line 6**

Enter your city, state, and ZIP code.

**Part I. Taxpayer Identification Number (TIN)**

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.



## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee* code earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>1</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor <sup>1</sup>
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>1</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

**\*Note.** Grantor also must provide a Form W-9 to trustee of trust.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN.
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

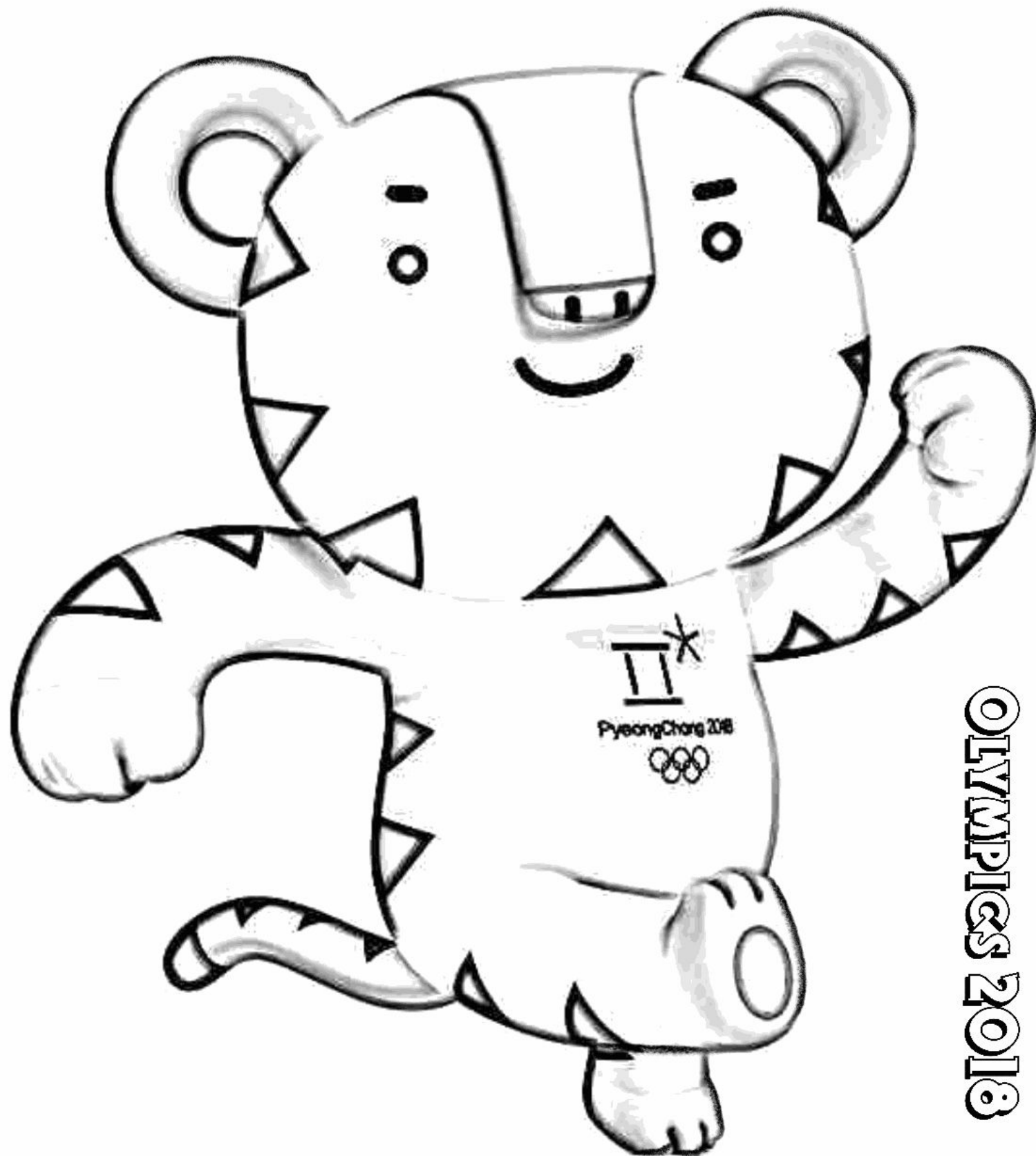


# **NYS Worker's Compensation**

## **Section 8**

Section 8

**Worker's Compensation-** Visit the New York State WCB website to apply for the Worker's Compensation waiver:  
[http://www.wcb.ny.gov/content/ebiz/wc\\_db\\_exemptions/requestExemptionOverview.jsp](http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp)

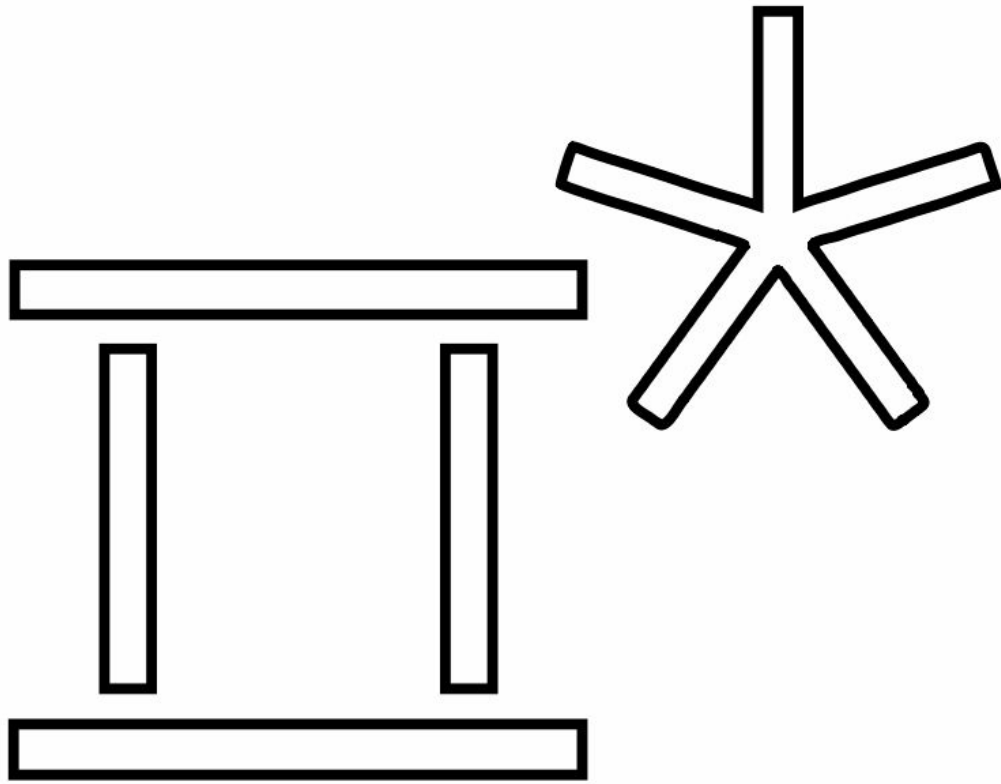


OLYMPICS 2018

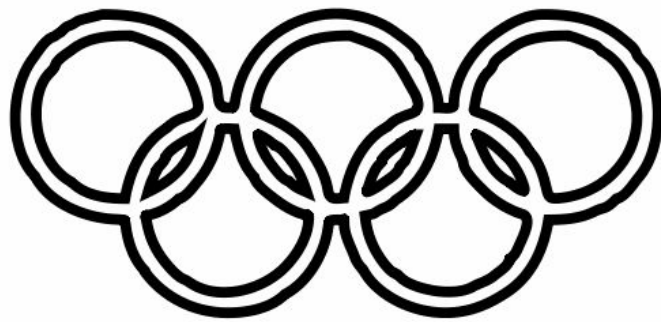
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85 (Policy Provisions: WC 00 00 00 C)

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**INFORMATION PAGE**

**WEG WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY**

**INSURER:** PROPERTY & CASUALTY INS CO. OF HARTFORD  
ONE HARTFORD PLAZA, HARTFORD, CONNECTICUT 06155

**NCCI Company Number:**

30147

**Company Code:** P



**POLICY NUMBER:**

76 WEG GV5485

**Previous Policy Number:**

76 WEG GV5485

**HOUSING CODE:** 76

- 1. Named Insured and Mailing Address:** GOLDBERGER & KREMER  
(No., Street, Town, State, Zip Code)

**FEIN Number:** 141701021

39 N. PEARL ST. STE 201  
ALBANY, NY 12207

**State Identification Number(s):**  
UIN:

**The Named Insured is:** PARTNERSHIP

**Business of Named Insured:** LAWYERS OFFICES

**Other workplaces not shown above:** 39 PEARL ST STE 201  
ALBANY NY 12207

- 2. Policy Period:** From 01/01/18 To 01/01/19  
12:01 a.m., Standard time at the insured's mailing address.

**Producer's Name:** PAYCHEX INSURANCE AGENCY INC

PO BOX 33015  
SAN ANTONIO, TX 78265

**Producer's Code:** 210705

**Issuing Office:** THE HARTFORD  
3600 WISEMAN BLVD.  
SAN ANTONIO TX 78251  
(877) 287-1312

**Total Estimated Annual Premium:** \$341

**Deposit Premium:**

**Policy Minimum Premium:** \$226 NY

**Audit Period:** ANNUAL

**Installment Term:**

The policy is not binding unless countersigned by our authorized representative.

Countersigned by *Susan L. Castaneda*  
Authorized Representative

10/10/17  
Date

03076

\*1500276GV54850101



# INFORMATION PAGE (Continued)

Policy Number: 76 WEG GV5485

3. A. **Workers Compensation Insurance:** Part one of the policy applies to the Workers Compensation Law of the states listed here: NY

B. **Employers Liability Insurance:** Part Two of the policy applies to work in each state listed in Item 3.A. The limits of our liability under Part Two are:

Bodily injury by Accident	\$100,000	each accident
Bodily injury by Disease	\$500,000	policy limit
Bodily injury by Disease	\$100,000	each employee

C. **Other States Insurance:** Part Three of the policy applies to the states, if any, listed here:

ALL STATES EXCEPT ND, OH, WA, WY, US TERRITORIES, AND STATES DESIGNATED IN ITEM 3.A. OF THE INFORMATION PAGE.

D. **This policy includes these endorsements and schedule:**

G2240 3B01 WC 00 04 21D WC 00 04 22B WC 31 04 02 WC 00 04 14  
WC 00 04 19 WC 31 03 08 WC 31 03 19H WC 31 06 18

4. **The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.**

Classifications Code Number and Description	Premium Basis Total Estimated Annual Remuneration	Rates Per \$100 of Remuneration	Estimated Annual Premium
8820 ATTORNEY - ALL EMPLOYEES & CLERICAL MESSENGERS, DRIVERS	42,100	.24	101
TOTAL PREMIUM SUBJECT TO EXPERIENCE MODIFICATION			101
NY - MERIT RATING CREDIT (9885)			.920
PREMIUM ADJUSTED BY APPLICATION OF EXPERIENCE MODIFICATION			93
TOTAL ESTIMATED ANNUAL STANDARD PREMIUM			93
EXPENSE CONSTANT (0900)			200
NEW YORK STATE ASSESSMENT (0932) 12.20 PERCENT			15
TERRORISM (9740)	42,100	.070	29
TERRORISM (9740) PER CAPITA 2.9 PERCENT			0
CATASTROPHE (9741)	42,100	.010	4
CATASTROPHE (9741) PER CAPITA 0.7 PERCENT			0
TOTAL ESTIMATED ANNUAL PREMIUM			341

Total Estimated Annual Premium: \$341

Deposit Premium:

Policy Minimum Premium: \$226 NY

Interstate/Intrastate Identification Number:

/ 000513401

Labor Contractors Policy Number:

NAICS: 541110

SIC: 8111

UIN:

NO. OF EMP: 000001



## Lawyers Professional Liability Policy Declarations

Agency:  
740558

Branch:  
912

Policy Number:  
425256901

Insurance is provided by Continental Casualty Company,  
333 S. Wabash Ave. Chicago IL 60604  
A Stock Insurance Company.

### NOTICE:

THIS IS A **CLAIMS MADE** POLICY. EXCEPT TO SUCH EXTENT AS MAY BE PROVIDED HEREIN, THIS POLICY IS LIMITED TO LIABILITY FOR THOSE **CLAIMS** THAT ARE FIRST MADE AGAINST THE **INSURED** DURING THE **POLICY PERIOD** OR ANY **EXTENDED REPORTING PERIOD** OR ANY SUBSEQUENT RENEWAL. NO COVERAGE EXISTS FOR CLAIMS FIRST MADE UPON TERMINATION OF COVERAGE UNLESS, AND TO THE EXTENT, THE **EXTENDED REPORTING PERIOD** APPLIES. PLEASE REVIEW THE POLICY CAREFULLY AND DISCUSS WITH YOUR INSURANCE AGENT OR BROKER.

IF SECTION 6 BELOW INDICATES THAT ENDORSEMENT G-118015-A31 IS ATTACHED, THEN **CLAIM EXPENSES** SHALL BE APPLIED TO, AND ACT AS A REDUCTION OF UP TO 100% OF THE LIMITS OF LIABILITY.

IF SECTION 6 BELOW INDICATES THAT ENDORSEMENT G-118016-A31 or G-118020-A31 IS ATTACHED, THEN **CLAIM EXPENSES** SHALL BE APPLIED TO, AND ACT AS A REDUCTION OF UP TO 100% OF THE APPLICABLE DEDUCTIBLE.

IF SECTION 6 BELOW INDICATES THAT ENDORSEMENT G-118017-A31 IS ATTACHED, THEN **CLAIM EXPENSES** SHALL BE APPLIED TO, AND ACT AS A REDUCTION OF, UP TO 50% OF THE LIMITS OF LIABILITY.

IF SECTION 6 BELOW INDICATES THAT ENDORSEMENT G-118081-A31 or GSL-10552-NY IS ATTACHED, THEN **CLAIM EXPENSES** SHALL BE APPLIED TO, AND ACT AS A REDUCTION OF, UP TO 50% OF THE APPLICABLE DEDUCTIBLE.

#### 1. NAMED INSURED AND MAILING ADDRESS:

Goldberger & Kremer  
39 North Pearl Street  
Suite 201  
Albany, NY 12207

#### 2. POLICY PERIOD:

Inception: 12/28/2017

Expiration: 12/28/2018

at 12:01 A.M. Standard Time at the address shown above

#### 3. LIMITS OF LIABILITY:

Each Claim: \$1,000,000

Aggregate: \$2,000,000

Death or Disability and Non-Practicing

Extended Reporting Period Limit of Liability:

Each Claim: \$1,000,000

Aggregate: \$2,000,000

#### 4. DEDUCTIBLES:

Each Claim: \$5,000

Aggregate: \$5,000

#### 5. POLICY PREMIUM:

NY State Bar Association Membership Credit:

\$-227

Annual Premium:

\$4,304.00



**Total Amount Due:**

**\$4,304.00**

*Includes CNA Risk Control Credit of*

**\$- 177.00**

*Includes Net Protect Premium, see coverage endorsement if applicable*

*The premium for any Extended Claim Reporting Period requested as specified in this policy will be:*

*75% of the annual premium for one year; 175% of the annual premium for 3 years; 225% of the annual premium for 6 years or 250% of the annual premium for an unlimited number of years.*

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**6. FORMS AND ENDORSEMENTS ATTACHED AT INCEPTION:**

G-118011-A31 (Ed. 12/2009), G-118012-A31 (c) (Ed. 04/2010), CNA-77115-NY (Ed. 11/2013), G-118019-A31 (Ed. 01/2010), G-118024-A (Ed. 04/2008), G-118047-A31 (Ed. 04/2010), G-145184-A (Ed. 06/2003), GSL-12439-XX (Ed. 03/2009)

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**7. WHO TO CONTACT:**

To report a claim:

CNA – Claims Reporting

P.O. Box 8317

Chicago, IL 60680-8317

Fax: 866-773-7504 / Online: [www.cna.com/claims](http://www.cna.com/claims)

Email: [SpecialtyProNewLoss@cna.com](mailto:SpecialtyProNewLoss@cna.com)

Lawyers Claim Reporting Questions: 800-540-0762

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**Countersignature**

---

**Date**

---

**Authorized Representative**

---

**12/13/2017  
Date**



GOLDB-2

OP ID: DF

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/11/2018

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 518-584-4200

Fragomeni Insurance  
& Financial Services, Inc.  
3257 Rt 9  
Saratoga Springs, NY 12866  
David Fragomeni

CONTACT Lori Weekly

PHONE 518-584-4200

FAX 518-584-8664

E-MAIL lori@fragomeni-insurance.com

INSURER(S) AFFORDING COVERAGE

INSURER A: National Grange Mutual

NAIC # 226

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED Goldberger & Kremer  
Bryan Goldberger & Brian Kremer  
39 North Pearl Street, Ste201  
Albany, NY 12207

## COVERAGES

CERTIFICATE NUMBER: 1

REVISION NUMBER: 1

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 SUBR INSD. WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A X	COMMERCIAL GENERAL LIABILITY					
	CLAIMS-MADE X OCCUR	Y	BPV36568	05/25/2017	05/25/2018	EACH OCCURRENCE \$ 2,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
						MED EXP (Any one person) \$ 10,000
						PERSONAL & ADV INJURY \$ 2,000,000
						GENERAL AGGREGATE \$ 4,000,000
						PRODUCTS - COMP/OP AGG \$ 4,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					
X	POLICY	PRO-JECT				
	LOC					
	OTHER					
A	AUTOMOBILE LIABILITY					
	ANY AUTO OWNED AUTOS ONLY	SCHEDULED AUTOS	BPV36568	05/25/2017	05/25/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000
X	HIRED AUTOS ONLY	X NON-OWNED AUTOS ONLY				BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
A X	UMBRELLA LIAB X OCCUR					
	EXCESS LIAB CLAIMS-MADE		CUV36568	03/03/2017	03/03/2018	EACH OCCURRENCE \$ 3,000,000
	DED X RETENTION \$ 10000					AGGREGATE \$ 3,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N				PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A				E L EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E L DISEASE - EA EMPLOYEE \$
						E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER IS ALSO LISTED AS PRIMARY & NON-CONTRIBUTORY ADDITIONAL INSURED.

## CERTIFICATE HOLDER

SARATA1

CITY OF SARATOGA SPRINGS  
OFFICE OF RISK & SAFETY  
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



## City of Saratoga Springs, NY Contract (Renewal)

City Project Number: RFP 2017-17 City Project Name: Proposal for the Provision of Labor and Employment Legal Services  
City Department: Mayor Department Contact Person: Meg Kelly, Deputy Mayor City Ext. 2523  
Company Name: Goldberger and Kremer  
Company Address: 39 North Pearl Street, Suite 201, Albany, NY 12207  
Company Telephone No.: 518-436-8313 Company Fax No.: 518-436-8316  
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 **Proposal for the Provision of Labor and Employment Legal Services**, the Vendor and/or Service Provider submitted proposals dated **February 23, 2017** (the "Proposals/Statement of Work"), which are attached hereto as Exhibit A. The City and Vendor and/or Service Provider thereafter entered into a contract for services on March 6, 2017 for a period of one (1) year with an option to renew for an additional one (1) year, up to three (3) years. The City and Vendor and/or Service Provider each agree to renew for a period of one (1) year. 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. The scope of work provided by the Vendor and/or Service Provider is on an "as needed" basis at the discretion of the City and the parties agree that the Vendor and/or Service Provider shall not be deemed the sole provider for the contracted services and that this contract shall not be considered as a guarantee that the Vendor and/or Service Provider is entitled to any minimum number of hours or minimum dollar amount.
- Term of Agreement:** The term of this Agreement shall commence per on **March 6, 2018**. This Agreement shall continue in force from the effective date **for a period of one (1) year ending March 6, 2019 with the option to renew for an additional one (1) year, up to two (2) years**. 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 \$15,000 at the hourly rate quoted in the response for RFP 2017-17 (\$155/hour)**, 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 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 Managers for the Vendor and/or Service Provider are Bryan Goldberger and Brian Kremer. 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, 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:** Goldberger and Kremer, 39 North Pearl Street, Suite 201, Albany, NY 12207
- 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.
- 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 or a combination thereof:

- **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.

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.

**Goldberger and Kremer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**City of Saratoga Springs' Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** Meg Kelly **Title:** Mayor **City Council Approval Date:** \_\_\_\_\_



# **City of Saratoga Springs**



## **OFFICE OF THE COMMISSIONER OF ACCOUNTS**

# **Purchasing Policy & Procedure Manual**

**Adopted 4/5/2005 Updated 12/7/10  
Updated 11/20/12  
Updated 4/15/14  
Updated 7/1/14  
Updated 8/2/16  
Updated 9/6/16  
Updated 9/5/17  
Updated 2/20/18**



## City Purchasing Agent

The powers, duties, and responsibilities of the Commissioner of Accounts acting as the City Purchasing Agent are as follows:

1. **Policy and Procedures Manual.** The Purchasing Agent shall develop and promulgate, consistent with § 104(b) of the General Municipal Law, a City Purchasing Policy and Procedure Manual for use by all City departments.
2. **Purchases.** The Purchasing Agent shall make all purchases made for public use. All departments and employees requiring services, materials, and supplies for public use shall requisition them on forms supplied by the City Purchasing Agent for that purpose and deliver said requisition to the Purchasing Agent. The City will not be liable for any purchase made otherwise.
3. **Advertisements.** The Purchasing Agent shall prepare and be responsible for publication of required advertisements for bids, purchase contracts, and public works contracts for all City departments and entities. The City Engineer, Department of Public Works Business Manager or other authorized representative shall provide technical assistance and guidance in preparing advertisements for bids and contract documents for capital projects.
4. **Procedure for contracts.** The Purchasing Agent shall use the following procedures relative to purchase contracts and public works contracts:
  - a. The Purchasing Agent shall publicly open and read all bids received at the time and place specified in the advertisement for bids.
  - b. The Purchasing Agent shall be responsible for the issuance of plans and specifications.
  - c. The Purchasing Agent and, where necessary or appropriate, the City Engineer, Department of Public Works Business Manager or any other authorized representative shall review capital project bids to determine the responsive and responsible bidder submitting the best value complying with the conditions and qualifications of the Notice to Bidders and Instructions to Bidders so that a recommendation for award can be made at the next regular meeting of the appropriate department, entity, or the Council.



## Policy

### **Purpose:**

The purpose of the City of Saratoga Springs Purchasing Policy is to affirm that procurements are made "...in a manner so as to assure the prudent and economical use of public moneys in the best interests of the taxpayers and to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances and to guard against favoritism, improvidence, extravagance, fraud and corruption." General Municipal Law § 104(b). Best efforts will be made by each department to avoid the procurement of unnecessary and duplicative items.

### **Authority:**

The Commissioner of Accounts and his/her designated representatives shall be responsible for all purchases of goods and services for the City of Saratoga Springs' public use. The Mayor, Commissioners and City Center Director shall assure that all personnel and employees under their jurisdiction adhere to all of the policies within this manual. The City will not be liable for any purchases, Request for Proposal, or Invitation for Bid made outside of the protocols herein established by the City Council.

Each department must identify the individual or individuals responsible for purchasing and their respective titles. Such information shall be updated biennially. General Municipal Law § 104(b) (2) (f)

Human Resources	Miriam Dixon, Human Resources Administrator
Mayor's Office:	Rita Debnam, Executive Assistant to the Mayor
Planning Department:	Jennifer Merriman, Secretary to Office of Planning & Eco. Dev.
Community Development:	Lindsey Connors, Community Development Coordinator
Building Department:	Katie Farone, Administrative Aid
Recreation:	John Hirliman, Administrative Director
	Kathy Lanfear, Recreation Office Manager
	Doug June, Senior Account Clerk
Civil Service:	Corissa Salvo, Secretary of Civil Service Commission
Finance Office:	Cathy Lozier, Principal Account Clerk
	Christine Gillmet-Brown, Director of Finance
Information Technology:	Kevin Kling, Information Technology Systems Manager
	Jeff Cornick, Computer Support Technician
DPW:	Barbara Maughan, Administrative Assistant Engineering
	Kelly Clark, DPW Office Coordinator
	Joette Delaney, Senior Clerk
	Kari Donohue, Senior Account Clerk
	Kathy Moran, DPW Office Supervisor
	Rose Stevens, Senior Clerk
	Anna Plante, Water Meter Account Supervisor
	Ralph Swalsky, Dispatcher
	Rhonda McGourty, Dispatcher
	Chris Dahl, Auto Service Manager
	Brett Johnson, Chief Operator
	Gary Spencer, Maintenance Supervisor
DPS:	Lisa Watkins, Code Administration Assistant
	Andrew Krupski, Traffic Controller Maintenance II
	Karen Perrino, Senior Clerk
	Robert Williams, Fire Chief
	Greg Veitch, Chief of Police
	John Catone, Assistant Chief of Police
	Abbey Temple, Identification Clerk
	Mark Benacquista, Traffic Signal Electrician Technician
	Pat Lacijan, Traffic Control Maintainer II

Accounts:	Stefanie Richards, Assistant Purchasing Agent
	Marilyn Rivers, Director of Risk & Safety
City Center:	Donna Murphy, Finance Manager
	Ryan McMahon, Executive Director
	Shelby King, Operations Manager

### **Ethics of Purchasing**

Purchasing shall consider the best interest of the City in the betterment of its government, always striving to obtain the greatest value for each dollar expended by the City. All offers and/or gifts that may in any way influence the procurement process will be discouraged and declined. All responsible bidders will be given equal and fair consideration.



## Definitions

- **Agreement:** An agreement that outlines the City's terms and conditions for the procurement of goods whose values are *less than* Twenty Thousand Dollars (\$20,000); a public works project whose value is *less than* Thirty Five Thousand Dollars (\$35,000); and/or a professional services project whose value is *less than* Five Thousand Dollars (\$5,000) that per the City's Purchasing Policy does not require the approval of the City Council as long as the contracting department utilizes the "*City of Saratoga Springs Vendor and/or Service Provider Agreement*."
- **Best Value.** The basis for awarding contracts for services to the bidder which best optimizes quality, cost and efficiency, among responsive and responsible bidders. State Finance Law § 163(1)(j)
- **Bid.** An offer or proposal submitted by a bidder to provide a product or service at a stated price for the stated contract term.
- **Bid Opening.** The formal process in which sealed bids are opened, in the presence of one or more witnesses, at the time and place specified in the solicitation.
- **Change Order.** 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. All funds must be available to pay all costs incurred under this request. All Changes Orders must be approved by City Council and finalized with a purchase order.
- **Commodities.** Material goods, supplies, products, construction items, electronic information services, or other standard articles of commerce other than technology items. State Finance Law § 160(3)
- **Contract.** An agreement that outlines the City's terms and conditions for the procurement of goods whose values are Twenty Thousand Dollars (\$20,000) or more; a public works project whose value is Thirty Five Thousand Dollars (\$35,000) or more; a professional services (except legal services) project whose value is Five Thousand Dollars (\$5,000) or more; and/or legal services of any dollar value that per the City's Purchasing Policy requires the approval of the City Council.
- **Contract Letter.** A letter to the successful bidder indicating acceptance of its bid in response to a solicitation. Unless otherwise specified, the issuance of a letter of acceptance forms a Contract but is not an order for product.
- **Emergency.** An urgent and unexpected requirement where health and public safety or the conservation of public resources is at risk. Such situations may create a need for an emergency contract. State Finance Law § 163(1)(b): An agency's failure to properly plan in advance, which results in a situation where normal practices cannot be followed, does not constitute an emergency.
- **Invitation for Bid (IFB).** A type of bid document which is most typically used where requirements can be stated and award will be made based on lowest price to the responsive and responsible bidder. (i.e. commodities)
- **Lowest Price.** The basis for awarding contracts for commodities among responsive and responsible bidders. State Finance Law § 163(1)(i)

## Definitions (cont.)

- **Multiple Awards.** An award of a contract to more than one responsive and responsible bidder who meets the requirements of a specification, where the multiple award is made on the grounds set forth in the bid document in order to satisfy multiple factors and needs of authorized users. Those factors may include complexity of items, various manufacturers, differences in performance required to accomplish or produce required end results, price, compliance with delivery requirements, or other pertinent factors.
- **Piggyback Contract.** A contract let by any department, agency, office, political subdivision or instrumentality of New York State which is adopted and extended for use by the City in accordance with the requirements of the State Finance Law. (e.g.: County Contracts)
- **Prevailing Wage.** The Labor Law requires public work contractors and subcontractors to pay laborers, workers, or mechanics employed in the performance of a public work contract not less than the prevailing rate of wage and supplements (fringe benefits) in the locality where the work is performed. Labor Law § 220(5)(a)
- **Preferred Source.** In order to advance special social and economic goals, State Finance Law §162 requires that a governmental entity purchase select commodities and services from designated organizations when the commodities or services meet the “form, function and utility” requirements of the governmental entity. Under SFL §163, purchases of commodities and services from preferred sources are given the highest priority and are exempt from the competitive bidding requirements. The New York State preferred sources as of September 2017 include: Corcraft, NYS Preferred Source Program for People Who Are Blind (NYSPSP) and New York State Industries for the Disabled, Inc. (NYSID).
- **Professional Services.** Services which require specialized expertise, technical or special skills or training, the exercise of professional judgment or a high degree of creativity in the performance of the contract OSC Opinion 2007-1 Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; bonding accountant services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.
- **Public Work.** Projects for construction, reconstruction or maintenance done on behalf of a public entity. Two conditions must be fulfilled in order for the provisions of Labor Law Article 8 to apply to a project 1.) A public entity must be a party to a contract involving the employment of laborers, workers or mechanics; and 2.) The contract must concern a public work project. (Outside Labor Law Article 8 are janitorial services, security services, and grounds maintenance.)
- **Purchase Order.** Is a legal contract by and between the City of Saratoga Springs and a vendor which authorizes the vendor to deliver a product or provide services.
- **Request for Comment (RFC).** Is used to solicit input from all potential bidders about a solicitation’s structure and language to assess its impact on potential bidders.



## Definitions (cont.)

- **Request for Information (RFI).** Provides a preliminary description of the program objectives and specifications and solicits input from vendors as to the availability of products and services to meet the City's needs.
- **Request for Proposal (RFP).** A type of bid document that is used for procurements where factors in addition to cost are considered and weighted in awarding the contract and where the method of award is "best value".
- **Request for Quotation (RFQ).** A type of bid document that can be used when a formal bid opening is not required (e.g., sole source, emergency purchases).
- **Requisition.** A written request used within the City which authorizes a request of purchase of commodities or services.
- **Responsible.** The financial ability, legal capacity, integrity, and past performance of a business entity and as such terms have been interpreted relative to public procurements. State Finance Law § 163(1)(c)
- **Responsive.** A bidder meeting the minimum specifications or requirements as prescribed in a solicitation for commodities or services. State Finance Law § 163(1)(d)
- **Services.** The performance of a task or tasks and may include the use of a material good. This definition includes Technology which can be either a good or a Service or a combination thereof. State Finance Law § 160(7)
- **Sole Source.** A procurement where only one bidder is capable of supplying the required product. State Finance Law § 163(g)
- **Standardization.** A commodity that establishes uniform engineering or technical specifications. Standardization to a manufacturer's brand requires City Council approval. Standardization does not bypass the bidding process.
- **Technology.** A good or a Service or a combination thereof, that results in a technical method of achieving a practical purpose or in improvements in productivity. Goods may be either new or used. State Finance Law § 160(10)
- **Voucher.** A document used within the City to authorize payment of goods or services.
- **Warrant.** A document issued by the City of Saratoga Springs, prepared by the Purchasing Agent, as a guarantee that payments as outlined will be met.



## Procurement of Goods & Services

All purchases of goods and services shall adhere to the following:

	Written Quotes Required	IFB	RFP	Requisition Required	Agreement or Contract	City Council Approval Required
<b>Procurement of Goods:</b>						
Under \$1,499					Agreement	No
\$1,499-\$9,999	Three (3)			X	Agreement	No
\$10,000-\$19,999	Four (4)			X	Agreement	No
\$20,000 and up		X		X	Contract	Yes
<b>Public Work:</b>						
Under \$1,499					Agreement	No
\$1,499-\$9,999	Two (2)			X	Agreement	No
\$10,000-\$19,999	Three (3)			X	Agreement	No
\$20,000-\$34,999	Four (4)			X	Agreement	No
\$35,000 and up			X	X	Contract	Yes
<b>Professional Services (except Legal Services):</b>						
\$0-\$4,999	Three (3)			X	Agreement	No
\$5,000-\$24,999	Three (3)			X	Contract	Yes
\$25,000 and up			X	X	Contract	Yes
<b>Legal Services</b>						
\$0-\$24,999	Three (3)			X	Contract	Yes
\$25,000 and up			X	X	Contract	Yes

All purchases of more than **\$1,499** require a requisition to be completed and forwarded to the Purchasing Department for the issuance of a purchase order. Purchase is authorized **ONLY** upon completion of a purchase order. Exceptions: routine utility bills; contracted gasoline; insurance claims and bills; support agreements; bond payments, prepaid postage, petty cash funds, subscriptions and taxes; do not need purchase orders prior to payment.

Physicals, vision testing, psychological evaluations, and polygraphs required for employment purposes do not require quotes.

Employment related drug testing does require quotes, contract and purchase order.

Vendors on contract with the City or sole source service providers, who are actively completing an installation/repair, may give a verbal estimate cost of the project to City personnel if additional work is needed. The verbal estimate must be followed by a written estimate when it is able to be given. The department responsible must obtain a purchase order in the estimated amount. If the actual cost exceeds the original estimated cost, justification must be given in writing from the vendor to the City explaining in detail the additional cost.



Purchases from sole source vendors do require a purchase order to be obtained prior to ordering for anything over \$1,499.00 unless it is a professional service which all dollar values require a purchase order prior to services commencing.

No purchase order will be prepared after a department has received the item(s) or the work has been started or completed.

No purchase order will be issued if the budget line indicated is not fully funded.

No purchase order will be issued without a current signed contract where indicated.

General Municipal Law 103(1) expressly prohibits split ordering to negate the purchasing policy.

Purchase of surplus used goods requires written documentation on comparable price and equipment i.e., blue book value, and must follow the purchasing guidelines.

Unless otherwise provided by law, the source of money to be spent does not alter requirements for bidding (e.g. state aid, federal aid, gifts, and grants).

### **Written Quotes**

All purchases of less than \$20,000, public work contracts of less than \$35,000, and professional services of under \$25,000 will be secured by use of written quotations, facsimile, or email as noted above. A good faith effort shall be made to obtain the required number of written quotes. Written documentation must be submitted for each attempt made to obtain a quote for the goods and/or services. These attempts shall be attached to the requisition and shall include the name and title of person giving the quote, date and time the quote was given, and the length of time the quote is good for.

This procedure is waived if:

- Use of providers listed as "Preferred Source" status under State Finance Law § 162. This list, referred to as List of Preferred Source Offerings, can be found at the following web site: <https://nyspro.ogs.ny.gov/content/buying-preferred-source-0>
- Use of OGS Procurement Service Group centralized Commodity, Services or Technology contracts. A listing of current contracts can be found at the following web site: <http://ogs.ny.gov/default.asp>
- Use of cooperative purchasing, also called piggybacking, as has been amended in GML section 103 subdivision 16, with federal and any other state or municipality.
- Sole Source procurement is one in which only one vendor can supply the Commodities, Technology and/or perform the Services required by a department. State Finance Law § 163(1) (g). Procurement by this method must be documented by an explanation of: (1) the unique nature of the requirement; (2) the basis upon which it was determined that there is only one known vendor able to meet the need; and (3) the basis upon which the department determined the cost to be reasonable, i.e., a "fair market price". All such documentation is required by Purchasing in writing in order to review the proposed purchase.
- If the expenditure of funds is directly related to an insurance claim whose value of loss is determined by the City's insurance carrier and the City is responsible for the deductible relating to that claim or the claim falls within the City's insurance deductible.
- Emergency Situations are considered an urgent and unexpected requirement where health and public safety or the conservation of public resources is at risk. State Finance Law § 163(1) (b). A department's failure to properly plan in advance which then results in a situation in which normal practices cannot be followed does not constitute an emergency.

Emergencies shall be called by the Mayor, Commissioners or the Director of Risk & Safety.

Written notification must be given to Purchasing in the event of an emergency within 72 hours of an emergency occurring with an original signature from the Mayor, Commissioner or Director of Risk & Safety who declared the emergency.

Under such conditions, the department shall document each transaction entered into as a result of the emergency situation, setting forth the nature of the emergency situation; the potential effect on the health, public safety, or the conservation of public resources; and a detailed description of the Commodities, Services and Technology to be provided. Contracts entered into as a result of the emergency situation shall be for only the Commodities, Technology and/or Service necessary to remedy or ameliorate the situation.

All purchases of more than \$20,000 or public work contracts of more than \$35,000 and professional services of more than \$25,000, aggregate within twelve months, will be secured by either an Invitation to Bid (IFB) or Request for Proposal (RFP).

### **Bid Process**

Competition in the procurement process serves both the City and potential bidders by: ensuring the procurement process produces an optimal solution at a reasonable price; guarding against favoritism, fraud and collusion; and, allowing qualified vendors an opportunity to obtain City Business.

- All bids must use the IFB or RFP City template.
- All IFB's and RFP's must incorporate a clear and accurate description of the technical requirements.
- All IFB's and RFP's must identify all the requirements the bidders must fulfill and all other factors that may be used in evaluating bid proposals.
- All bids must be reviewed by the Purchasing Agent and, where applicable, the Director of Risk and Safety.
- Prospective bids must be submitted to the Purchasing Department at a minimum of three weeks prior to the anticipated bid opening date.
- The Purchasing Agent shall prepare and be responsible for publication of required advertisements for bids, purchase contracts, and public works contracts for all City departments and entities.
- The Purchasing Agent shall be responsible for letting of all bids and addendums for all City departments.
- The Purchasing Agent shall publicly open and read all bids received at the time and place specified in the advertisement for bids.
- The Purchasing Agent shall review bids to determine the lowest responsible bidder so that the department can make a recommendation for award.
- All formal quotations for professional services, RFP's and IFB's are subject to City Council approval before issuance of a contract or purchase order.
- Certification of Sufficient Funds shall be included for certain obligations as per the Certification of Sufficient Funds Policy.

State Finance Law §139-j and §139-k impose certain restrictions on communications between an agency and a bidder during the procurement process. A bidder is restricted from making "**contacts**" from the date of the earliest written posting of the bid through the date of the final award.

### **Leasing of Property**

When the City's is in need of leasing space a request for information (RFI) needs to be done.

The City must post on the City website the RFI and have a legal ad published according to City Code/City Charter requirements.

The RFI must include:

- Must use the City's RFI template
- Square footage looking to be leased.
- Term of the lease being sought.
- Type of space (i.e. office, storage, warehouse, garage, etc.)
- What the space will be used for.
- City, Town, or Village location preference.
- Any specific requirements the space needs to have.
- Electrical/telecommunications/data needs.

- Plumbing needs.
- Lighting needs.
- Identified who to contact with questions.
- Where and who to send the offer to.
- Proposal due date.

The decision to lease a space will be awarded to the responsive and responsible bidder submitting the best value proposal complying with the conditions and qualifications. Real estate is unique, other factors in addition to price, such as but not limited to location, construction, and parking facilities, may be considered when selecting a space for lease.

All space leased by the City must supply proof that the space being leased is asbestos hazard free upon occupancy, comply with all applicable building codes, including the Americans With Disabilities Act and the New York State Uniform Fire Prevention and Building Code.

When leasing space, the City will be required to supply a certificate of insurance to the property owner. Contact the Director of Risk and Safety to determine the steps need to obtain the certificate of insurance.

### **Federal Purchasing Regulations**

Any purchases to be made using State or Federal Funding must be completed and monitored according to the Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Award (2CFR 200).

For the purchasing of goods and services using Federal funding, all City of Saratoga Springs Purchasing Policies and Procedures are to be followed.

In addition, the following procedures must be followed:

1. Vendors must be vetted using the U.S. Federal Government's System for Award Management (SAM) before the purchase and/or contract is completed. Vendors must be verified through this system before each purchase to ensure that they are not suspended or debarred from federally funded transactions. If a department is going to make a purchase using Federal funding, they must notify either the Purchasing Department or the County Treasurer and request a vendor check before the purchase is made. All vendors will be required to register on the SAM website.
2. Bonding Requirements for construction or facility improvement contracts or subcontracts exceeding \$150,000 are as follows:
  - a. Bid Bond 5% of total bid
  - b. Performance Bond 100% of total bid
  - c. Payment Bond 100% of total bid

It is the responsibility of the requesting Department Head to ensure that all Federal Purchasing Regulations are followed for the purchase and the monitoring of the contractor performance as a result of that purchase.

Grant related expenditures must refer to the City's Allowable Cost Policy as part of the Finance Policy and Procedure Manual.

### **Contracts and Change Orders**

Contracts and change orders must follow the City's Contract Administration Protocol. Each department will designate a person from their department to act as the contact for their contracts and vendor service agreements. Oversight must be maintained throughout the duration of the contract/vendor service agreement to ensure the contractor is working in accordance with the terms, conditions, and specifications as set forth in their contract/vendor service agreement.

## **Requisitions**

All requisitions of \$50,000 or more; all waive of bids; all capital accounts, purchase orders to the Commissioner of Finance and all change orders require certification of sufficient funds from the Commissioner of Finance before being submitted to the Accounts Department for the issuance of a purchase order.

Requisitions shall be processed on a first in first out basis, incorrect or incomplete requisitions not meeting the purchasing policies will be returned.

## **Vouchers**

Approved vouchers for the general and mid warrants must be submitted to the Accounts Department by the Voucher Deadline Schedule set each year. All vouchers requiring additional approvals or transfers must be handled prior to the deadline date. Vouchers must be left in the correct/labeled bins in the Accounts Department. Incomplete or incorrect vouchers will be returned to your department for correction and to be placed on a future warrant if any of the following exist: budget line is short, wrong account number is used, incorrect vendor information, proper documentation is not attached to the voucher, voucher is not signed, certification of sufficient funds is not attached, proper purchasing protocol has not been followed.

Departments need to submit original itemized invoices with voucher for processing.

All vouchers of \$50,000 or more; all waive of bids; all capital accounts; and all change orders require certification of sufficient funds from the Commissioner of Finance before being submitted to the Accounts Department.

All vouchers not tied to a purchase order, regardless of dollar amount, involving a capital project (H accounts) require certification of sufficient funds from the Commissioner of Finance before being submitted to the Accounts Department.

Commissioners and Deputy Commissioners or their designee must certify that the goods or services were necessary and for the sole use of the City of Saratoga Springs. This is accomplished by signing the applicable space on the vouchers. The use of a signature stamp does not assure the review of the voucher and will not be accepted. Authorized signatures accepted: Mayor, Deputy Mayor, Commissioner of Accounts, Deputy Commissioner of Accounts, Commissioner of Finance, Deputy Commissioner of Finance, Director of Finance, Commissioner of Public Safety, Deputy Commissioner of Public Safety, Commissioner of Public Works, Deputy Commissioner of Public Works, Department of Public Works Business Manager, President of the City Center Authority, President of the City Center, and Secretary to the Civil Service Commission.

## **Warrants**

Warrants are submitted to the City Council for approval during regularly scheduled City Council meetings. Vouchers for warrants are due by close of business the Monday prior to the week of the City Council meetings.

Mid warrants are only for utility payments, insurance payments, taxes, and payments that are time sensitive and are posted Wednesday a.m. on the weeks with no City Council meeting. Vouchers for mid warrants are due by close of business the Friday prior to the week of no City Council meetings.

## **Year End Purchase Orders**

All requests for year end purchase orders must conform to purchasing policies and have funds available to cover expenses.

As per Finance Policy, all requisitions listing the Finance Department as a vendor must have a certification of sufficient funds (no exceptions) **prior** to submitting to the Purchasing Department. Purchase orders encumbered to Finance will be allowed for pending Grants, Use of Reserves, Donations, Gifts and Capital projects.

Requisitions for encumbered purchase orders must have an actual vendor and be based on a commitment for goods, services, awarded projects and be ordered during the calendar year.

The only exception for a purchase order issuance will be by City Council approval. The requisitions must have Council approval date, budget funds available, vendor information and all documented information on product or service.

### **Authorized Travel Reimbursement**

All travel must have prior written approval from the respective department head via memorandum with original ink signature. Lodging is only authorized if the place of business is more than 100 miles from the City of Saratoga Springs. The Office of the State Comptroller sets rules and regulations for reimbursement of expenses incurred while traveling on official business, which can be viewed in their Travel Manual at the web site; <http://www.osc.state.ny.us/agencies/travel/manual.pdf>. The City of Saratoga Springs follows these already established guidelines.

Mileage reimbursement request must be filled out on the Mileage Reimbursement form and attached to a voucher. All mileage is clocked from City Hall, 474 Broadway, to the point of destination. All mileage will be verified via Mapquest.com and adjusted accordingly if needed,

Travel expenses, including mileage, must be submitted within 30 days of the last day of travel for reimbursement.

### **Other Reimbursements**

All requests for reimbursements must provide dated, itemized, paid original receipts.

All reimbursements must be submitted within 30 days.

No sales tax will be reimbursed.

No alcoholic beverages may be purchased with City funds.

### **Improper Purchases**

The following items, are to be considered as improper purchases and will not be purchased by the Commissioner of Accounts and his/her designated representative or reimbursed to the purchaser and shall include but are not limited to,: alcohol, meals (unless during the course of a previously approved overnight trip); clothing/footwear unless contractual, campaign literature; and/or items to be used for personal use such as coffee makers, refrigerators, etc.

### **Forms**

All forms required by the Purchasing department are located on the public drive in a folder labeled Purchasing.

### **Vendors**

All vendors must be properly vetted with Purchasing and Risk and Safety prior to the City engaging in business with them. Each department is responsible for the completion and vendor's execution of the following documentation in order to add a vendor:

1. Vendor Addition Form.
2. Vendor and or Service Provider Agreement or Contract.
3. Vendor Code of Conduct
4. Company's W-9.
5. Vendor must supply the appropriate insurance as outlined below. (Vendors who strictly deliver commodities and provide no service do not require insurance. For example, delivery of office supplies does not require insurance. Delivery of gasoline does require insurance).

A vendor's past performance with the City will be considered when awarding future contracts/vendor service agreements. A vendor's negative past performance with the City, failure to comply with the City's vendor code of conduct or federal, state, and local laws may impact future contract/vendor service agreement award.

The City of Saratoga Springs encourages all segments of the business community to participate in its purchasing program. Vendors can register on the City's website to receive notifications of IFB/RFP opportunities.

For Certified Minority and Women Owned Businesses contact information is available at [www.empire.state.ny.us/MWBE.html](http://www.empire.state.ny.us/MWBE.html). Best efforts should be made whenever possible to reach out to MWBE businesses.

Any suspected violation of this policy is to be reported immediately to the City of Saratoga Springs Purchasing Department.

### **Fixed Assets**

Fixed assets are retained by the Commissioner of Accounts. Please refer to the City's Fixed Asset Policy and also the City's Capitalization Policy in the Finance Policy and Procedure Manual for further guidance.

### **Employee Fraud**

An act of fraud is committed if an employee of the City negotiates a personal procurement by fraudulent use of a City requisition number, purchase order number or procurement card.

If an employee claims a purchase is on behalf of the City, when in fact the purchase was made solely for personal use, an act of fraud has been committed. By making a personal procurement from State Contracts an act of fraud has also been committed.

By committing an act of fraud, the employee is subject to disciplinary action and/or prosecution.

A RESOLUTION OF THE CITY OF SARATOGA SPRINGS, NEW YORK

Mayor Meg Kelly  
Commissioner John P. Franck  
Commissioner Michele Madigan  
Commissioner Anthony Scirocco  
Commissioner Peter Martin

WHEREAS, Section 11-C of the Domestic Relations Law of the State of New York provides that the governing body of any village, town or city may appoint one or more marriage officers who shall have the authority to solemnize a marriage in accordance with other provisions of law; and

WHEREAS, Landon McCord Moore III, resident of the City of Saratoga Springs and being over 18 years of age, has requested the Council to duly appoint him as marriage officer for the purpose of performing a marriage in accordance with the applicable provisions of law;

NOW BE IT RESOLVED as follows;

1. That this Council hereby appoints Landon McCord Moore III of Saratoga Springs, New York, to be a marriage officer as provided in Section 11-C of the New York State Domestic Relations Law,
2. That the term of the appointment is for one day, May 5, 2018 , for the purpose of solemnizing one marriage, specifically the Nastasi/Coulombe marriage,
3. That the appointee shall receive no salary, wage or compensation of any kind from the City of Saratoga Springs, New York.

Dated: February 20, 2018

Ayes \_\_\_\_

Nays \_\_\_\_

**RESOLUTION  
MEMBERS of CITY COUNCIL**

**Amended February \_\_, 2018**

A RESOLUTION to amend a previous resolution for the members of the City Council of Saratoga Springs (herein after know as "Members"), New York entitled "RESOLUTION" adopted at the City Council meeting on December 6, 1993.

**WHEREAS**, On December 6, 1993, the City Council adopted a resolution entitled "RESOLUTION", and said resolution amended and established certain retirement and hospitalization benefits for the Members.

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

**A.** The terms of this resolution shall take effect on February \_\_, 2018, and shall supercede Resolutions dated December 18, 1989 and December 6, 1993.

1. **Retirees:** Retirees shall be defined as Members who have served the City of Saratoga Springs for at least ten (10) consecutive years and retire from the New York State Employee's Retirement System Section 75i of the New York State Retirement Law.

2. **Health Insurance:** Members shall be entitled to participate in the MVP25 health insurance plans offered by the City to the various bargaining units, at no cost to the Member. The City shall provide the plans to the Member, their dependents, and retired Members and their dependents and the City shall pay one hundred percent (100%) of the cost of the aforementioned insurance plan.

For all Medicare eligible retirees residing within the geographic network served by MVP, the City shall offer the MVP Medicare Advantage Preferred Gold as the sole plan. For all Medicare eligible retirees residing outside the geographic network served by MVP, the City shall offer the MVP Preferred PPO Plan as the sole plan. For all retirees not eligible for Medicare residing within the geographic network served by MVP, the City will offer the MVP Co-Plan 25 HMO as the sole plan. For all retirees not eligible for Medicare residing outside the geographic network served by MVP, the City will offer the MVP Preferred PPO Plan as the sole plan. The City shall provide these plans to the retired Members and their dependents. The City shall only be obligated for this additional benefit during the life of the retiree.

In the event that federal or state legislation, rules and/or regulations issued in relation to the Patient Protection and Affordable Care Act ("PPACA"), the Health Care and Education Reconciliation Act of 2010 ("HCERA") and/or any other legislation, rule or regulation:

- a) impact in any way the health insurance plans, costs or benefits provided for in this Resolution (including but not limited to contractual benefits such as health insurance buy-outs or stipends); or
- b) raise a question as to whether the health insurance benefits provided for herein meet certain standards contained in such legislation, rules and/or regulations (including, but not limited to, compliance with legislation, rules,



regulations, or any legislation, rules, or regulations which may cause the City to be charged any penalty, or those that govern whether plan benefits meet the "minimum essential benefits" standard or a similar standard, whether the City premium contribution levels are adequate and/or meet legal requirements, or whether the individual household affordability standard is satisfied); or

c) permit an individual or group of individuals to receive benefits, subsidies, or credits through a health insurance exchange program (or any other government subsidy or benefit provided pursuant to the PPACA, HCERA, or any state or federal regulations or rules implementing health insurance reform laws).

The City may immediately implement changes as necessary to comply with federal and/or state laws, rules, and regulations and/or to avoid or eliminate penalties, potential penalties, or taxes. Such changes may include, among others, modifications for individual Members, including modification to individual or group coverage, benefits, contributions or wages, to the extent necessary to comply with federal and/or state laws, rules, and regulations and/or to avoid or eliminate penalties, potential penalties, taxes, or cessation of payments toward the cost of benefit(s) if such benefit(s) are not compliant with the PPACA/HCERA or if such compliance would cause the City penalty or cost associated with avoidance of penalty.

For Anyone choosing coverage under a health plan other than the primary indemnity health insurance program, where such other health plan covers City employees pursuant to an agreement between employees and the health plan provider, the City shall only be obligated to pay for the premium of such other health plan up to the amount of the premium for the City's primary indemnity health insurance program.

These insurance benefits shall only be provided to the Mayor and Commissioners who were actually in service on December 18, 1989, and those in service subsequent to December 18, 1989, and shall not apply to Mayors and Commissioners who have resigned or left office prior to December 18, 1989.

3. **Vision:** The City agrees to pay one hundred percent (100%) of the cost of the Members Benefit fund Vision Plan Platinum 12 for all Members and their dependents.

4. **Disability:** New York State Disability Insurance shall be offered to the Member.

5. **Life:** The City shall provide group term life insurance for the Member in the amount provided to full-time members of the CSEA – City Hall Employees.

6. **Dental:** The City agrees to provide dental plan(s), within ninety (90) days of the passage of this Resolution in which Members may participate, at the sole expense of the Member.

**B.** This Resolution supercedes all previous resolutions and shall be reviewed by the City Council annually on the Commissioner of Finance's agenda, by no later than the first meeting in August of each year.

As approved by City Council \_\_\_\_\_

02/16/2018 08:43  
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CITY OF SARATOGA SPRINGS LIVE  
BUDGET AMENDMENTS JOURNAL ENTRY PROOF

P 1  
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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			
2018	02	186 02/20/2018	022018	022018	BTCO BUA 022018BTCO	1	1			
1	A3618681	51105			PLANNING AND ECON DEVELOP PS COMMUNITY DEVELOPMENT COORDINA		15,000.00	1,616.01	16,616.01	
	A	-36-1-8687-1-51105	-		COVER FINAL PAY OUTS AT RETIRE 02/20/2018					
2	A3618681	51960			PLANNING AND ECON DEVELOP PS OVERTIME		1,400.00	6,260.92	7,660.92	
	A	-36-1-8687-1-51960	-		COVER FINAL PAY OUTS AT RETIRE 02/20/2018					
3	A3618681	58030			PLANNING AND ECON DEVELOP PS CITY PORTION SOCIAL SECURITY		34,489.00	602.59	35,091.59	
	A	-36-1-8687-1-58030	-		COVER FINAL PAY OUTS AT RETIRE 02/20/2018					
4	A3829999	59010			CONTINGENCY		350,000.00	-8,479.52	341,520.48	
	A	-38-2-9990-9-59010	-		COVER FINAL PAY OUTS AT RETIRE 02/20/2018					
5	E3577164	54510			CITY CENTER AUTHORITY CS		.00	200.00	200.00	
	E	-35-7-7160-4-54510	-		REPAIRS & MAINTENANCE VEHICLE ANTICIPATED AUTO EXPENSES		02/20/2018			
6	E3577169	59010			CONTINGENCY		5,000.00	-200.00	4,800.00	
	E	-35-7-7160-9-59010	-		ANTICIPATED AUTO EXPENSES		02/20/2018			
** JOURNAL TOTAL								0.00		

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CITY OF SARATOGA SPRINGS LIVE  
BUDGET AMENDMENT JOURNAL ENTRY PROOF

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CLERK: u05

YEAR PER	JNL						ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2018 2 186										
BUA A3618681-51105	02/20/2018	022018BTCO	022018	022018BTCO		T COMMUNITY DEVELOPMENT COORDINA 5			1,616.01	
						COVER FINAL PAY OUTS AT RETIRE				
BUA A3618681-51960	02/20/2018	022018BTCO	022018	022018BTCO		T OVERTIME 5			6,260.92	
						COVER FINAL PAY OUTS AT RETIRE				
BUA A3618681-58030	02/20/2018	022018BTCO	022018	022018BTCO		T CITY PORTION SOCIAL SECURITY 5			602.59	
						COVER FINAL PAY OUTS AT RETIRE				
BUA A3829999-59010	02/20/2018	022018BTCO	022018	022018BTCO		T CONTINGENCY 5				8,479.52
						COVER FINAL PAY OUTS AT RETIRE				
BUA E3577164-54510	02/20/2018	022018BTCO	022018	022018BTCO		T REPAIRS & MAINTENANCE VEHICLE 5			200.00	
						ANTICIPATED AUTO EXPENSES				
BUA E3577169-59010	02/20/2018	022018BTCO	022018	022018BTCO		T CONTINGENCY 5				200.00
						ANTICIPATED AUTO EXPENSES				
						JOURNAL 2018/02/186 TOTAL			.00	.00

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CITY OF SARATOGA SPRINGS LIVE  
BUDGET AMENDMENT JOURNAL ENTRY PROOF

P 3  
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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
FUND TOTAL					.00	.00

\*\* END OF REPORT - Generated by Christine Gillmett-Brown \*\*



**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: 2017-45 City Project Name: Weibel Ave Landfill OM&M Prevailing Wage Project No.: 2017012675  
City Department: Public Works Department Contact Person: Deborah LaBrache City Ext. 2616  
Company Name: SCS Field Services  
Company Address: 400 Chapel Road, Unit 3H, South Windsor, CT 06074  
Company Telephone No.: 860-372-4873 Company Fax No.: \_\_\_\_\_  
Consultant Primary Contact for This Project: Aaron Lelendre Title: Project Manager

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 the Commercial General Liability, Commercial Automobile, and Umbrella policies 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 the Commercial General Liability, Commercial Automobile, and Umbrella policies 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: January 31, 2018



Workers'  
Compensation  
Board

# CERTIFICATE OF INSURANCE COVERAGE

under the NYS DISABILITY AND PAID FAMILY LEAVE BENEFITS LAW

## PART 1. To be completed by Disability and Paid Family Leave Benefits Carrier or Licensed Insurance Agent of that Carrier

1a. Legal Name & Address of Insured (use street address only)  Stearns Conrad & Schmidt Consulting Engineers 3900 Kilroy Airport Way, Suite 100 Long Beach, CA 90806  Work Location of Insured (Only required if coverage is specifically limited to certain locations in New York State, i.e., Wrap-Up Policy)	1b. Business Telephone Number of Insured  1c. Federal Employer Identification Number of Insured or Social Security Number  54-0913440
2. Name and Address of Entity Requesting Proof of Coverage (Entity Being Listed as the Certificate Holder)  City of Saratoga Springs 474 Broadway Saratoga Springs, NY 12866	3a. Name of Insurance Carrier CIGNA LIFE INSURANCE COMPANY OF NEW YORK  3b. Policy Number of Entity Listed in Box "1a" NYD063965  3c. Policy effective period  01/01/2018 to 01/01/2019
4. Policy provides the following benefits: <input checked="" type="checkbox"/> A. Both disability and paid family leave benefits. <input type="checkbox"/> B. Disability benefits only. <input type="checkbox"/> C. Paid family leave benefits only.	
5. Policy covers: <input checked="" type="checkbox"/> A. All of the employer's employees eligible under the NYS Disability and Paid Family Leave Benefits Law. <input type="checkbox"/> B. Only the following class or classes of 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 and/or Paid Family Leave Benefits insurance coverage as described above.

*Amy K. Guinan*

Date Signed December 26, 2017 By \_\_\_\_\_

(Signature of insurance carrier's authorized representative or NYS Licensed Insurance Agent of that insurance carrier)

Telephone Number 1-866-67-61-4236

Name and Title Underwriting Director

IMPORTANT: If Boxes 4A and 5A are 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, 4C or 5B is checked, this certificate is NOT COMPLETE for purposes of Section 220, Subd. 8 of the NYS Disability and Paid Family Leave Benefits Law. It must be mailed for completion to the Workers' Compensation Board, Plans Acceptance Unit, PO Box 5200, Binghamton, NY 13902-5200.

## PART 2. To be completed by the NYS Workers' Compensation Board (Only if Box 4B, 4C or 5B 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 and Paid Family Leave Benefits Law with respect to all of his/her employees.

Date Signed \_\_\_\_\_ By \_\_\_\_\_  
(Signature of Authorized NYS Workers' Compensation Board Employee)

Telephone Number \_\_\_\_\_ Name and Title \_\_\_\_\_

Please Note: Only insurance carriers licensed to write NYS disability and paid family leave 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 and/or paid family leave benefits under the New York State Disability and Paid Family Leave 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.

The insurance carrier must notify the above certificate holder and the Workers' Compensation Board within 10 days IF a policy is cancelled due to nonpayment of premiums or within 30 days IF there are reasons other than nonpayment of premiums that cancel the policy or eliminate the insured from coverage indicated on this Certificate. (These notices may be sent by regular mail.) Otherwise, this Certificate is valid for one year after this form is approved by the insurance carrier or its licensed agent, or until the policy expiration date listed in Box 3c, whichever is earlier.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy listed, nor does it confer any rights or responsibilities beyond those contained in the referenced policy.

This certificate may be used as evidence of a Disability and/or Paid Family Leave Benefits contract of insurance only while the underlying policy is in effect.

**Please Note:** Upon the cancellation of the disability and/or paid family leave 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 and/or Paid Family Leave Benefits Coverage or other authorized proof that the business is complying with the mandatory coverage requirements of the New York State Disability and Paid Family Leave Benefits Law.

### **DISABILITY AND PAID FAMILY LEAVE 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 and after January first, two thousand and twenty-one, the payment of family leave 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 and after January first, two thousand eighteen, the payment of family leave benefits for all employees has been secured as provided by this article.





# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
01/31/2018

Holder Identifier : AC

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  
Aon Risk Insurance Services West, Inc.  
Los Angeles CA Office  
707 Wilshire Boulevard  
Suite 2600  
Los Angeles CA 90017-0460 USA

CONTACT NAME:  
PHONE (A/C No. Ext): (866) 283-7122 FAX (A/C No.): 800-363-0105  
E-MAIL ADDRESS:

INSURED  
SCS Field Services  
3900 Kilroy Airport Way, Suite 100  
Long Beach CA 90806-6816 USA

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	American Guarantee & Liability Ins Co	26247
INSURER B:	Zurich American Ins Co	16535
INSURER C:	SteadFast Insurance Company	26387
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. Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED (INSR)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<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 checked="" type="checkbox"/> LOC OTHER:		GLO011277802	03/31/2017	03/31/2018	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$25,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMPROP AGG \$4,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> RENTED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		BAP 0112780-02	04/01/2017	04/01/2018	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 RETENTION		AUC011285602	03/31/2017	03/31/2018	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000
B	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	WC011277902	04/01/2017	04/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000
C	Env Prof (E&O)		IPR379235302 Prof Liab - Claims Made	03/31/2017	03/31/2018	Per Claim \$1,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: SCS Job No. 90000001.07, Job Description: RFP No. 2017-45 2018 Weibel Avenue Landfill Gas Collection System Operations, Monitoring and Maintenance.  
City of Saratoga Springs is included as Additional Insured with respect to the General Liability, Automobile Liability, and Umbrella Liability policies; and the General Liability, Automobile Liability, and Umbrella Liability policies evidenced herein is Primary and Non-Contributory to other insurance available, as required by written contract, but limited to the operations of the Insured under said contract.

**CERTIFICATE HOLDER****CANCELLATION**

City of Saratoga Springs  
Attn: Department of Accounts  
474 Broadway  
Saratoga Springs NY 12866 USA

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

*Aon Risk Insurance Services West, Inc.*

## Additional Insured – Automatic – Owners, Lessees Or Contractors



Policy No.	Eff. Date of Pol.	Exp. Date of Pol.	Eff. Date of End.	Producer No.	Add'l. Prem	Return Prem.
GLO 0112778-02	03/31/2017	03/31/2018	03/31/2017			

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**Named Insured:** Stearns, Conrad and Schmidt, Consulting Engineers, Inc.

**Address (including ZIP Code):** 3900 Kilroy Airport Way, Ste. 100, Long Beach, CA 90806

This endorsement modifies insurance provided under the:

**Commercial General Liability Coverage Part**

A. Section II – Who Is An Insured is amended to include as an additional insured any person or organization whom you are required to add as an additional insured on this policy under a written contract or written agreement. Such person or organization is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf,

in the performance of your ongoing operations or "your work" as included in the "products-completed operations hazard", which is the subject of the written contract or written agreement.

However, the insurance afforded to such additional insured:

1. Only applies to the extent permitted by law; and
2. Will not be broader than that which you are required by the written contract or written agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:

This insurance does not apply to:

"Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or failure to render, any professional architectural, engineering or surveying services including:

- a. The preparing, approving or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
- b. Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of or the failure to render any professional architectural, engineering or surveying services.

C. The following is added to Paragraph 2. Duties In The Event Of Occurrence, Offense, Claim Or Suit of Section IV – Commercial General Liability Conditions:

The additional insured must see to it that:

1. We are notified as soon as practicable of an "occurrence" or offense that may result in a claim;
2. We receive written notice of a claim or "suit" as soon as practicable; and
3. A request for defense and indemnity of the claim or "suit" will promptly be brought against any policy issued by another insurer under which the additional insured may be an insured in any capacity. This provision does not apply to insurance on which the additional insured is a Named Insured if the written contract or written agreement requires that this coverage be primary and non-contributory.

D. For the purposes of the coverage provided by this endorsement:

1. The following is added to the Other Insurance Condition of Section IV – Commercial General Liability Conditions:

**Primary and Noncontributory Insurance**

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured provided that:

- a. The additional insured is a Named Insured under such other insurance; and
- b. You are required by written contract or written agreement that this insurance be primary and not seek contribution from any other insurance available to the additional insured.

2. The following paragraph is added to Paragraph 4.b. of the Other Insurance Condition of Section IV – Commercial General Liability Conditions:

This insurance is excess over:

Any of the other insurance, whether primary, excess, contingent or on any other basis, available to an additional insured, in which the additional insured on our policy is also covered as an additional insured on another policy providing coverage for the same "occurrence", offense, claim or "suit". This provision does not apply to any policy in which the additional insured is a Named Insured on such other policy and where our policy is required by a written contract or written agreement to provide coverage to the additional insured on a primary and non-contributory basis.

- E. This endorsement does not apply to an additional insured which has been added to this policy by an endorsement showing the additional insured in a Schedule of additional insureds, and which endorsement applies specifically to that identified additional insured.

- F. With respect to the insurance afforded to the additional insureds under this endorsement, the following is added to Section III – Limits Of Insurance:

The most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the written contract or written agreement referenced in Paragraph A. of this endorsement; or
  2. Available under the applicable Limits of Insurance shown in the Declarations,
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms and conditions of this policy remain unchanged.

POLICY NUMBER: BAP 0112780-02

COMMERCIAL AUTO  
CA 20 48 10 13

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **DESIGNATED INSURED FOR COVERED AUTOS LIABILITY COVERAGE**

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM  
BUSINESS AUTO COVERAGE FORM  
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" for Covered Autos Liability Coverage under the Who Is An Insured provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

**Named Insured:** Stearns, Conrad and Schmidt, Consulting Engineers, Inc.

**Endorsement Effective Date:** 04/01/2017

### **SCHEDULE**

**Name Of Person(s) Or Organization(s):**

Any person or organization to whom or which you are required to provide additional insured status or additional insured status on a primary, non-contributory basis, in a written contract or written agreement executed prior to loss, except where such contract or agreement is prohibited by law.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Each person or organization shown in the Schedule is an "insured" for Covered Autos Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Paragraph A.1. of Section II – Covered Autos Liability Coverage in the Business Auto and Motor Carrier Coverage Forms and Paragraph D.2. of Section I – Covered Autos Coverages of the Auto Dealers Coverage Form.



## City of Saratoga Springs, NY Contract

City Project Number: 2017-45 City Project Name: Weibel Ave Landfill Gas Collection & Controls System Operations, Monitoring, and Maintenance Services

City Department: Public Works Department Contact Person: Deb LaBreche City Ext. 2616

Company Name: SCS Field Services

Company Address: 400 Chapel Rd, Unit 3H, South Windsor, CT 06074

Company Telephone No.: 860-372-4973 Company Fax No.: \_\_\_\_\_

Vendor and/or Service Provider Primary Contact: Aaron Letendre Title: Project Manager

Primary Contact Email: ALetendre@scsengineers.com

Service to be Provided: Landfill OM&M

Remit Name (If different from above): \_\_\_\_\_

Remit Address: 3900 Kilroy Airport Way, Suite 100, Long Beach, CA 90806-6816

1. **Scope of Agreement:** In response to a request for a pricing proposal requested by the City for Weibel Ave Landfill Gas Collection & Controls System Operations, Monitoring, and Maintenance Services, the Vendor and/or Service Provider submitted proposals dated December 15, 2017 (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 31, 2018. 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 \$23,600.00, 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 Mayor/Commissioner of Public Works 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 Aaron Letendre. 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 Works, 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: Aaron Letendre, SCS Field Services, 400 Chapel Road, Unit 3H, South Windsor, CT 06074
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 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 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.
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: Thomas M. Lock Date: 2/9/2018

Print Name: Thomas M. Lock Title: Northeast Region Manager

City of Saratoga Springs' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: Mayor City Council Approval Date: \_\_\_\_\_





# City of Saratoga Springs, NY Contract

City Project Number: \_\_\_\_\_ City Project Name: \_\_\_\_\_  
 City Department: Department of Public Safety Department Contact Person: John Catone, Asst. Chief of Police City Ext. 3501  
 Company Name: Pittsfield Communications Systems, Inc.  
 Company Address: 1502 West Housatonic Street, Pittsfield, MA 01201  
 Company Telephone No.: 413-448-8214 Company Fax No.: \_\_\_\_\_  
 Vendor and/or Service Provider Primary Contact: John Ullrich Title: President/Owner  
 Primary Contact Email: jullrich@bcn.net  
 Service to be Provided: Service, repair and maintenance of radios  
 Remit Name (If different from above): \_\_\_\_\_  
 Remit Address: \_\_\_\_\_

1. **Scope of Agreement:** In response to a request for a contract renewal requested by the City for **SERVICE, REPAIR AND MAINTENANCE OF RADIOS**, the Vendor and/or Service Provider submitted proposals dated 1/12/2018 (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 one (1) year from midnight Date of Council Award, 2018 to midnight One year after Council award, 2019. The City reserves the right to extend the contract for one (1) year from expiration as long as the extension is agreeable to both the City and the Contractor for up to four (4) years with contract renewals to occur annually by Council approval.

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 \$665.00/month (\$7980.00/12 months), 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 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 John Ullrich. 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: John Ullrich, Pittsfield Communications Systems, 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 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:
- 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;
  - 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
  - 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 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.
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: JOHN J. ULLRICH Date: 2-7-2018

Print Name: JOHN J. ULLRICH Title: PRESIDENT

City of Saratoga Springs' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: Joanne Yepsen Title: Mayor City Council Approval Date: \_\_\_\_\_



## *Pittsfield Communications Systems, Inc.*

1502 West Housatonic Street • Pittsfield, MA 01201-7508 • (413) 448-8214  
127 Kenyon Road, Box 280 • Cobleskill, NY 12043 • 800-728-2645

Please review and return a copy of the service contract with an authorizing signature or purchase order and payment to:

Pittsfield Communications Systems, Inc  
1502 West Housatonic Street  
Pittsfield, MA 01201

If you have any questions please feel free to call me at (413) 448-8214 or 1-888-2WRADIO.

Sincerely,

Shannon Ullrich-Keefner  
Office Manager



Date 1/12/2018

**Automatic Renewal** ☒ yes ☐ no

Expiration: 12/31/2018

Customer # (ma)serai.sp  
Invoice # \_\_\_\_\_  
Customer Contact: \_\_\_\_\_  
Customer Phone: (518) 584-1800 Ext. \_\_\_\_\_  
Asst. Chief John Catone

When this agreement is accepted by PCS, Inc. the equipment on this customer agreement/order referenced above will be serviced by PCS in accordance with the terms and conditions printed on the reverse.

This agreement does not include replacement of antennas or batteries or service of any Transmission line, antenna tower or tower lightning

unless such work is described below.

1/2/3/1/2018

When this agreement is accepted by PCS, Inc. the equipment on the customer agreement/order referenced above will be serviced by PCS, Inc. in accordance with the terms and conditions printed on the reverse side. This agreement does not include replacement of antennas or batteries, or service of any transmission line, antenna tower or tower lighting unless such work is described below.

Monthly Amount	
Unit	Ext
Total Per Month	665.00
Taxes	
Total	665.00

**Tax Exempt**

☒ Yes - Attach Exemption Certificate

Annual	7,980.00
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The above service amount is subject to state and local jurisdictions, to be verified by Pillsfield Communications Systems, Inc.

<input checked="" type="checkbox"/> New Agreement	<input type="checkbox"/> Supersede Agreement # _____
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Additional terms, definitions and conditions of this service agreement are printed on the reverse side.

SPECIAL INSTRUCTIONS:  
MOTOROLA HI-TECH /DEPOT COSTS WILL BE  
BILLED ABOVE CONTRACT.  
CONTRACT EXCLUDES MICROPHONES,  
EXTERNAL SPEAKERS, MONITORS, SOFTWARE,  
PC, CABLES & CONNECTORS. PLEASE SEE  
REVERSE SIDE FOR OTHER TERMS &  
CONDITIONS.

EXISTING MCC5500 CONSOLES WILL BE  
REPAIRED ON A TIME & MATERIAL BASIS.

Authorized Customer Signature/Title \_\_\_\_\_ Date \_\_\_\_\_  
 Is P.O. Required? ☐ Yes - Attach P.O. ☐ No \_\_\_\_\_  
 Signature \_\_\_\_\_  
 PCS, Inc. Sales/Service Representative Signature \_\_\_\_\_ Date \_\_\_\_\_







## SERVICE AGREEMENT

1. **DEFINITIONS.** PCS shall mean FirstCell Communications Systems, Inc., Customer shall mean the customer named in the Agreement and "Product" shall collectively mean

the Equipment and Software with PCS and Customer agrees to the service provided pursuant to the Service Agreement. Such Product is leased on the front of this agreement. 2. **ACCEPTANCE.** The terms and conditions set forth on the front and reverse side of this agreement are an offer to purchase Service by Customer which shall become a Service Agreement when acknowledged in writing by PCS, and the handling, negotiation or other use of any payment shall not constitute an acceptance by PCS. It is agreed that Service shall be provided only on the terms and conditions contained in this agreement. PCS shall not be bound by terms and conditions in Customer's purchase order or elsewhere unless expressly agreed to in writing. Upon acceptance by PCS, PCS' interest in the Agreement is assigned to PCS.

### 3. SERVICE DEFINED.

a. PCS agrees to provide service for the Customer for the Product listed on the front side of this Agreement. Such Product shall be serviced according to the terms and conditions on the front and reverse side of this Agreement. The Service shall begin and end on the dates set forth on the front side of this Agreement. PCS shall also Service other Product manufactured by PCS and purchased by Customer during the term of this Agreement on the same terms and conditions set forth in the Agreement at the then current service fees for such Product. Upon delivery of such other Product to Customer, service fees for Service of such other Product shall be added to the billing cycle following expiration of the labor warranty on such other Product. In the event of loss, damage, theft or removal from Service of any Product, Customer shall immediately report the loss, damage, theft or removal in writing to PCS. In this Agreement, Customer's obligation to pay service fees with respect to any such Product shall terminate at the end of the month in which PCS receives such written report. b. Mobile Product shall be removed and replaced in different vehicles at Customer's request for the service fee in effect at the time of Customer's request. c. This agreement does not include service of any transmission line, antenna, tower or tower lighting, unless such work is described on the front side of this Agreement. Service shall include the labor and parts required to repair Product which has become defective through normal wear and usage. This does not include consumables and their installation. Service does not include the repair or replacement of Product which has otherwise become defective, including, but not limited to, damage caused by accidents, physical or electronic abuse or misuse, acts of God, fires or other casualty. Service performed for non-covered repairs shall be billed at PCS's above contract rate applicable for such Service. Product under contract must be maintained in environmental conditions as set forth in the Product specifications and damage resulting from environmental conditions not conforming to the specifications is not covered by this Agreement.

d. Where telephone lines and Product are used in conjunction with PCS maintained Product, PCS shall have no obligation or responsibility for such telephone lines of Product but shall, upon request, assist the telephone Company in repairing such upon payment at the appropriate above contract rate. e. Customer shall indicate on the front side of this Agreement any Product which is to be used in such a manner that appropriate parts and procedures may be used to maintain such status. f. At the expiration of twelve (12) months after the commencement of Service hereunder (or any time hereafter), if Product cannot be properly or economically repaired, because of excessive wear, deterioration or unavailability of parts, PCS at its sole option, upon thirty (30) days prior written notice to Customer sent by certified mail, may either: (1) remove such Product from the Agreement; or (2) may increase the price to Service such Product. Customer shall have thirty (30) days from receipt of notice of price increase to object to such increase. If Customer properly objects to such increase, PCS shall then have the option to remove such Product from coverage by this Agreement. Customer's obligation to pay Service fees with respect to Product removed from the Agreement shall terminate at the end of the month during which such Product is removed. 4. **SERVICE STANDARDS.** The Product shall be serviced by PCS in accordance with the following standards: (a) Mobile parts or parts of equal quality shall be used; (b) the Product shall be serviced at levels set forth in PCS's product manuals; and (c) mobile service procedures prescribed from time to time by PCS for PCS shall be followed.

5. **TIME AND PLACE OF SERVICE.** Where Service is to be performed at the location of the Product, Customer shall furnish a. Service shall be done at the location specified on the front side of this Agreement. Where Service is to be performed at the location of the Product, Customer shall furnish shelter, heat, light and power at these locations. Customer shall notify PCS immediately of Product failure, allow PCS full and free access to the Product, and cooperate fully with PCS in PCS's servicing of the Product. Waiver of liability by PCS against Customer or other restrictions shall not be imposed by Customer as a site access requirement. Customer shall allow PCS full and free access to the Product. Customer shall allow PCS to use necessary materials, communications, facilities, features and other product (except as normally supplied by PCS) at no charge. Mobile and removable Product shall be delivered by Customer to the PCS Service Center indicated on the front side of this agreement. b. Hours of Service under this Agreement shall be the normal working hours, excluding holidays, of PCS's Service Center unless otherwise indicated on the front side of this Agreement.

6. **PAYMENTS.** On or about the date each payment is due as set forth on the front side of this Agreement, PCS shall send Customer an invoice covering the Service fees for the next Payment Period. All other charges shall be billed monthly, and the Customer shall pay the amount of each invoice within ten (10) days of the date the PCS office designated by PCS for the next Payment Period. Each invoice shall be due and payable whether or not the Product is operating. PCS may terminate this Agreement by giving Customer ten (10) days notice by certified mail if Customer defaults in the payment to PCS. Customer shall reimburse PCS for all property taxes, sales and use taxes, excise taxes, and income and profit taxes of PCS and State income and franchise taxes of PCS. 7. **RIGHT TO SUBCONTRACT.** PCS shall have the right to subcontract in whole or in part the Service called for by this Agreement. PCS shall notify Customer of the name and address of each subcontractor. 8. **REVISION OF FEES.** Prior to an Anniversary of the "Expiration Date" indicated on the front side of this Agreement, PCS may revise the Service fees set forth on the front side of the Agreement with notice of the amount of the increase at least sixty (60) days in advance of that Anniversary date. Upon receipt of any such notice, Customer may terminate the Agreement on the Anniversary date or any Anniversary of it upon thirty (30) days prior written notice to PCS sent by certified mail. In the event of such termination, all accrued and unpaid charges shall be due and payable immediately upon termination. 9. **AUTOMATIC RENEWAL.** After the Expiration Date indicated on the front side of this Agreement, the Agreement shall continue for successive periods of one year, expiring on the anniversary of the Expiration Date or any Anniversary of it upon thirty (30) days prior written notice to the other party sent by certified mail to the address indicated in this Agreement.

10. **TERMINATION OF SERVICE.** Customer shall notify the servicing agency in the event of failure of the Product. If the servicing agency fails to repair the Product within a reasonable time, Customer shall notify the PCS office designated by PCS. After said notice from Customer to the servicing agency and to the PCS office designated by PCS, PCS shall be liable for any termination or deterioration of the use or performance of the Product due directly or indirectly to causes beyond the control of PCS, including, but not limited to, acts of God, acts of the public enemy, acts of the United States, such as rioting, strikes, sabotage, or the failure of the United States, its agents, employees or subcontractors, providing service for the Product due directly or indirectly to causes beyond the control of PCS, including, but not limited to, acts of God, acts of the public enemy, acts of the United States, fires, floods, casualty, epidemic, quarantine, pestilence, strikes, flight, embargoes, and unusually severe weather conditions or delays of PCS subcontractors due to any such causes. 11. **WARRANTY LIMITATIONS.** EXCEPT AS SPECIFIED IN THIS AGREEMENT, PCS DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, IN NO EVENT SHALL PCS BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES TO THE FULL EXTENT SUCH MAY BE DISCLAIMED BY LAW. 12. **PCS AND OTHER GOVERNMENT MATTERS.** Although PCS may assist in preparation of the FCC license application, Customer is solely responsible for obtaining any licenses or other applications required by Federal Communications Commission ("FCC") or any Federal, State or Local government agency. Customer is solely responsible for complying with applicable rules and regulations and the applicable rules and regulations of the FCC license application at no charge to Customer. 13. **ENTIRE AGREEMENT.** Customer acknowledges that it has read and understands the terms and conditions of the Agreement and agrees to be bound by them. That it is the complete and exclusive statement of the agreement between the parties and that this Agreement sets forth the entire agreement and understanding between the parties and completely supersedes all other agreements, oral and written, heretofore made between PCS and Customer, are merged in this Agreement which alone fully and completely expresses their agreement. 14. **AMENDMENT.** No modification or additions to this Agreement shall be binding upon PCS unless such modification is in writing and signed by the PCS Division Service Vice President authorized to make such revisions and an authorized agent of Customer. 15. **VALIDITY.** If any term or provision of this Agreement shall be held by a court or other tribunal to be invalid, void or unenforceable, then that term or provision shall be inoperative and void insofar as it is in conflict with law, but the remaining terms and provisions of this Agreement shall nevertheless continue in full force and effect and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the invalid, void or unenforceable term or provision held to be invalid, void or unenforceable. 16. **HEADINGS.** Section and paragraph headings used in this Agreement are for convenience only and are not to be deemed or construed to be part of this Agreement. 17. **LAW.** THIS AGREEMENT AND THE RIGHTS AND OBLIGATIONS OF THE PARTIES SHALL BE GOVERNED AND INTERPRETED IN ACCORDANCE WITH THE LAWS OF THE STATE OF ILLINOIS.

18. **ASSIGNMENT.** No assignment or transfer, in whole or in part, of this Agreement by Customer shall be binding upon PCS without its prior written consent. 19. **WAIVER.** Failure or delay on the part of PCS or Customer to exercise any right or privilege under this Agreement shall not operate as a waiver of any right, power or privilege of this Agreement. 20. **TIME TO SUE.** Except for money due upon an open account, no action shall be brought for any breach of this Agreement more than two (2) years after the accrual of such cause of action where a shorter limitation period is provided by applicable law.

cause of action where a shorter limitation period is provided by applicable law.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/18/2017

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).

<b>PRODUCER</b> Berkshire Insurance Group, Inc. 43 East Street PO Box 4889 Pittsfield MA 01202		<b>CONTACT NAME:</b> Adrienne M. Grover, AAI, CIC, AINS, CISR, CPIW <b>PHONE (A/C, No, Ext):</b> (413) 447-7376 <b>FAX (A/C, No):</b> (413) 499-3918 <b>E-MAIL ADDRESS:</b> agrover@berkshireinsurancegroup.com	
<b>INSURED</b> Pittsfield Communications System, Inc. and LWM, LLC 1502 West Housatonic St. Pittsfield MA 01201		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Central Mutual Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 20230	

**COVERAGES****CERTIFICATE NUMBER:** 2017-2018 Master**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 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 checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	CLP9779089	9/1/2017	9/1/2018	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
						\$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		BAP9779090 (MA)	9/1/2017	9/1/2018	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		CXS9779092	9/1/2017	9/1/2018	EACH OCCURRENCE \$ 4,000,000
	AGGREGATE \$ 4,000,000					
	\$					
	\$					
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER STATUTE OTH-ER
	E.L. EACH ACCIDENT \$					
	E.L. DISEASE - EA EMPLOYEE \$					
	E.L. DISEASE - POLICY LIMIT \$					
A	Automobile Liability (NY)		BAP9779091	9/1/2017	9/1/2018	Combined Single Limit \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

For Communication Installation work as required. City of Saratoga Springs is named as an additional insured on a primary and non-contributory basis per contract.

**CERTIFICATE HOLDER**

City of Saratoga Springs  
Office of Risk & Safety  
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

A Grover/AGROVE

*Adrienne M. Grover*

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# Workers' Compensation Board

## CERTIFICATE OF NYS WORKERS' COMPENSATION INSURANCE COVERAGE

<p><b>1a. Legal Name and address of Insured (Use street address only)</b>  Pittsfield Communication Systems Inc.  1502 West Honsatonic Street  Pittsfield, MA 01201</p> <p>Work Location of Insured <i>(Only required if coverage is specifically limited to certain location in New York State, i.e. a Wrap-Up Policy)</i></p>	<p><b>1b. Business Telephone Number of Insured</b>  413-448-8214</p> <p><b>1c. NYS Unemployment Insurance Employer Registration Number of Insured</b></p> <p><b>1d. Federal Employer Identification Number of Insured or Social Security Number</b>  043204725</p>
<p><b>2. Name and Address of the Entity Requesting Proof of Coverage (Entity Being Listed as the Certificate Holder)</b>  City of Saratoga Springs Office of Risk &amp; Safety  474 Broadway  Saratoga Springs, NY 12866</p>	<p><b>3a. Name of Insurance Carrier</b>  Wesco Insurance Company</p> <p><b>3b. Policy Number of entity listed in box "1a":</b>  WWC3313153</p> <p><b>3c. Policy effective period:</b>  12/15/2017 to 12/15/2018</p> <p><b>3d. The Proprietor, Partners or Executive Officers are:</b>  <input checked="" type="checkbox"/> included (Only check box if all partners/officers included)  <input type="checkbox"/> all excluded or certain partners/officers excluded</p>

This certifies that the insurance carrier indicated above in box "3" insures the business referenced above in box "1a" for workers' compensation under the New York State Workers' Compensation Law. (To use this form, New York (NY) must be listed under Item 3A on the INFORMATION PAGE of the workers' compensation insurance policy). The Insurance Carrier or its licensed agent will send this Certificate of Insurance to the entity listed above as the certificate holder in box "2".

*The insurance carrier must notify the above certificate holder and the Workers' Compensation Board within 10 days IF a policy is canceled due to nonpayment of premiums or within 30 days IF there are reasons other than nonpayment of premiums that cancel the policy or eliminate the insured from the coverage indicated on this Certificate. (These notices may be sent by regular mail.) Otherwise, this Certificate is valid for one year after this form is approved by the insurance carrier or its licensed agent, or until the policy expiration date listed in box "3c", whichever is earlier.*

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy listed, nor does it confer any rights or responsibilities beyond those contained in the referenced policy.

This certificate may be used as evidence of a Workers' Compensation contract of insurance only while the underlying policy is in effect.

Please Note: Upon cancellation of the workers' compensation 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 Workers' Compensation Coverage or other authorized proof that the business is complying with the mandatory coverage requirements of the New York State Workers' Compensation Law.

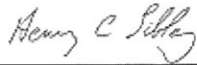
Under penalty of perjury, I certify that I am an authorized representative or licensed agent of the insurance carrier referenced above and that the named insured has the coverage as depicted on this form.

Approved By: Henry C. Sibley

(Print name of authorized representative or licensed agent of insurance carrier)

Approved By:

2/16/2018



(Signature)

(Date)

Title: Underwriting Manager

Telephone Number of authorized representative or licensed agent of insurance carrier: CarrierPhone

*Please Note: Only insurance carriers and their licensed agents are authorized to issue the C-105.2 form . Insurance brokers are NOT authorized to issue it.*

C-105.2 (9-17)

[www.wcb.ny.gov](http://www.wcb.ny.gov)

**Workers' Compensation Law**

**Section 57. Restriction on issue of permits and the entering 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.**

**C-105.2 (9-17) REVERSE**

# CITY OF SARATOGA SPRINGS \*\* PURCHASE REQUISITION

DEPT: 4000

DATE: 02/12/18

VENDOR #

1314

VENDOR NAME: Bonacio Construction

SHIP TO CODE \_\_\_\_\_

DELIVERY REFERENCE: Asst. Chief John Catone

STATUS:

(PLEASE FAX)

XX  
(CONFIRMING)

(PRIORITY/EMERGENCY)

(BID# \* CCA DATE)

(CONTRACT #)

QTY	UNIT	DESCRIPTION	\$ UNIT	\$TOTAL	ORG	OBJ	PROJ
		Dispatch Project Change Order # 6		\$2610.00	H-31-4- 6950	52000	1245
		Dispatch Project Change Order # 7		\$4388.86			
		Dispatch Project Change Order # 8		\$1710.00			
		Total		\$8708.86			
		See Attached Paperwork					

REQUESTED BY: Asst. Chief John Catone  
Date: 02/12/18

APPROVED BY: \_\_\_\_\_  
Date: 2/13/18

FOR AMOUNTS OF \$50,000 OR MORE, ALL WAIVE OF BIDS, CHANGE ORDERS, ALL COMMISSIONER OF FINANCE, AND ALL CAPITAL PROJECT PURCHASES, THE FOLLOWING MUST BE COMPLETED:

## 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

2/13/18  
Approval Date

COMPLETE AND SUBMIT TO PURCHASING FOR PROCESSING



CHANGE ORDER  
City of Saratoga Springs

No. 6

DATE OF ISSUANCE: 2/1/18 EFFECTIVE DATE: \_\_\_\_\_

OWNER: City of Saratoga  
CONTRACTOR: Bonacio Construction  
Contact: James Ackerman  
Project: 17-5001  
OWNER'S Contract No.: 00171709-00 ENGINEER'S Contract No.: \_\_\_\_\_  
ENGINEER: CPK Design

You are directed to make the following changes in the Contract Documents:

Description: Crown molding

Reason for Change Order: repair of crown

Attachments: (List documents supporting change)

Bonacio Change order

CHANGE IN CONTRACT PRICE:	
Original Contract Price:	\$ <u>333,637.09</u>
Net Increase (Decrease) From Previous Change Orders:	No. <u>1</u> To <u>5</u> : \$ <u>35,351.73</u>
Contract Price Prior To This Change Order:	\$ <u>3108,988.82</u>
Net Increase (Decrease) Of This Change Order:	\$ <u>2,610</u>
Contract Price With All Approved Change Orders:	\$ <u>371,598.82</u>

CHANGE IN CONTRACT TIMES:	
Original Contract Times:	Substantial Completion: <u>90</u> Ready For Final Payment: _____ (days or dates)
Net Change From Previous Change Orders No. <u>1</u> To <u>5</u> :	Substantial Completion: <u>128</u> Ready For Final Payment: _____ (days)
Contract Times Prior To This Change Order:	Substantial Completion: <u>128</u> Ready For Final Payment: _____ (days or dates)
Net Increase (Decrease) This Change Order:	Substantial Completion: <u>2</u> Ready For Final Payment: _____ (days)
Contract Times With All Approved Change Orders:	Substantial Completion: <u>130</u> Ready For Final Payment: _____ (days or dates)

RECOMMENDED: [Signature]  
By: \_\_\_\_\_  
ENGINEER (Authorized Signature)

APPROVED: \_\_\_\_\_  
By: \_\_\_\_\_  
OWNER (Authorized Signature)

ACCEPTED: [Signature]  
By: \_\_\_\_\_  
CONTRACTOR (Authorized Signature)

Date: 2/6/18

Date: \_\_\_\_\_

Date: 2/7/18



# Change Order

18 Division St., Suite 401  
Saratoga Springs, NY 12866

PROJECT (Name and address):  
Saratoga Police PO 00171709-00

CHANGE ORDER NUMBER: 6  
DATE: 1/29/2018  
JOB # 17-5007

OWNER: X  
ARCHITECT:  
CONTRACTOR:  
FIELD:  
OTHER:

## Change Order

Remove and Relocate existing tin crown molding from "breakroom" dispatch area. Rebuild new molding supports out of wood and install. We will also remove existing tin ceiling materials from other areas and use that material to patch the flat areas of the ceiling. During this process we will fill all holes less than 1/2" with caulk as well as flatten all raised corners and humps as best as possible Labor - \$2,235 / Materials - \$375

Extended Price  
2,610.00

Original Contract	333,637.09
Previously Accepted Change orders	35,351.73
The Contract Sum Prior to this Change Order was	368,988.82
The Contract Sum will be increased (decreased) by this Change Order in the amount of	2,610.00
The new Contract Sum including this Change Order will be	371,598.82
The Contract Time will be increased by 2 Days	

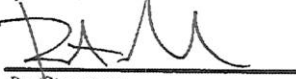
NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

QPK Design  
ARCHITECT (Firm Name)  
450 South Salina Street  
Syracuse, NY 13201

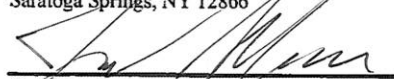
Bonacio Construction, Inc  
CONTRACTOR (Firm Name)  
18 Division St., Suite 401  
Saratoga Springs, NY 12866

City of Saratoga  
OWNER (Name)  
474 Broadway, City Hall  
Saratoga Springs, NY 12866

  
By (Signature)

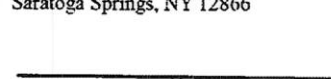
Bruce Melick

2/6/18  
Date

  
By (Signature)

James Ackerman

2/7/18  
Date

  
By (Signature)

Date



CHANGE ORDER  
City of Saratoga Springs

No. 7

DATE OF ISSUANCE: 2/1/18

EFFECTIVE DATE: \_\_\_\_\_

OWNER: City of Saratoga  
CONTRACTOR: Bonacio Construction  
Contact: James Ackerman  
Project: 17.5007  
OWNER'S Contract No.: 00171709-00 ENGINEER'S Contract No.: \_\_\_\_\_  
ENGINEER: QPR Design

You are directed to make the following changes in the Contract Documents:

Description: Hazardous Survey

Reason for Change Order: Additional testing

Attachments: (List documents supporting change)

Bonacio Construction

CHANGE IN CONTRACT PRICE:
Original Contract Price: \$ <u>333,637.09</u>
Net Increase (Decrease) From Previous Change Orders: No. <u>1</u> To <u>6</u> : \$ <u>37,961.73</u>
Contract Price Prior To This Change Order: \$ <u>371,598.82</u>
Net Increase (Decrease) Of This Change Order: \$ <u>4,388.86</u>
Contract Price With All Approved Change Orders: \$ <u>375,987.68</u>

CHANGE IN CONTRACT TIMES:
Original Contract Times: Substantial Completion: <u>90</u> Ready For Final Payment: _____ (days or dates)
Net Change From Previous Change Orders No. <u>1</u> To _____ No. <u>5</u> : Substantial Completion: <u>128</u> Ready For Final Payment: _____ (days)
Contract Times Prior To This Change Order: Substantial Completion: <u>128</u> / <u>130</u> Ready For Final Payment: _____ (days or dates)
Net Increase (Decrease) This Change Order: Substantial Completion: <u>0</u> Ready For Final Payment: _____ (days)
Contract Times With All Approved Change Orders: Substantial Completion: <u>130</u> Ready For Final Payment: _____ (days or dates)

RECOMMENDED:  
By: [Signature]  
ENGINEER (Authorized Signature)

APPROVED:  
By: \_\_\_\_\_  
OWNER (Authorized Signature)

ACCEPTED:  
By: [Signature]  
CONTRACTOR (Authorized Signature)

Date: 2/3/18

Date: \_\_\_\_\_

Date: 2/12/18

# Change Order

18 Division St., Suite 401  
Saratoga Springs, NY 12866

PROJECT (Name and address):  
Saratoga Police PO 00171709-00

CHANGE ORDER NUMBER:7  
DATE: 2/2/2018  
JOB # 17-5007

OWNER: X  
ARCHITECT:  
CONTRACTOR:  
FIELD:  
OTHER:

## Change Order

### Extended Price

Additional Cost Incurred from C.T Male due to extra Bulk sample analysis needed when additional sub floor was discovered and had to be sampled ASAP to maintain project deadline, Cost increased because monitoring is required during all abatement of hot materials. - Change order Does not include any Mark Up

4,388.86

Original Contract	333,637.09
Previously Accepted Change orders	35,351.73
The Contract Sum Prior to this Change Order was	368,988.82
The Contract Sum will be increased (decreased) by this Change Order in the amount of	4,388.86
The new Contract Sum including this Change Order will be	373,377.68
The Contract Time will be increased by      Days	

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

QPK Design  
ARCHITECT (Firm Name)  
450 South Salina Street  
Syracuse, NY 13201

Bonacio Construction, Inc  
CONTRACTOR (Firm Name)  
18 Division St., Suite 401  
Saratoga Springs, NY 12866

City of Saratoga  
OWNER (Name)  
474 Broadway, City Hall  
Saratoga Springs, NY 12866

By (Signature)

Bruce Melick

Date

2/8/18

By (Signature)

James Ackerman

Date

2/12/18

By (Signature)

Date



CHANGE ORDER  
City of Saratoga Springs

No. 8

DATE OF ISSUANCE: 2/9/18

EFFECTIVE DATE: \_\_\_\_\_

OWNER:

CONTRACTOR:

Contact:

Project:

OWNER'S Contract No.:

ENGINEER:

City of Saratoga Springs

Bonacio Construction

James Ackerman

17.5007 Dispatch Station

02171709-00

ADL Design

ENGINEER'S Contract No.: \_\_\_\_\_

You are directed to make the following changes in the Contract Documents:  
Description:

Reason for Change Order: Additional LF of Pipe Asbestos Removal and wrap

Attachments: (List documents supporting change)

Bonacio Change order

CHANGE IN CONTRACT PRICE:	
Original Contract Price:	\$ <u>333,637.09</u>
Net Increase (Decrease) From Previous Change Orders:	
No. <u>1</u> To <u>7</u> :	\$ <u>42,350.59</u>
Contract Price Prior To This Change Order:	\$ <u>375,987.68</u>
Net Increase (Decrease) Of This Change Order:	\$ <u>1,710.00</u>
Contract Price With All Approved Change Orders:	\$ <u>377,697.68</u>

CHANGE IN CONTRACT TIMES:	
Original Contract Times:	
Substantial Completion:	<u>90</u>
Ready For Final Payment:	_____
(days or dates)	
Net Change From Previous Change Orders No. <u>1</u> To <u>7</u> :	
No. <u>7</u> :	
Substantial Completion:	<u>40</u>
Ready For Final Payment:	_____
(days)	
Contract Times Prior To This Change Order:	
Substantial Completion:	<u>130</u>
Ready For Final Payment:	_____
(days or dates)	
Net Increase (Decrease) This Change Order:	
Substantial Completion:	<u>3</u>
Ready For Final Payment:	_____
(days)	
Contract Times With All Approved Change Orders:	
Substantial Completion:	<u>133</u>
Ready For Final Payment:	_____
(days or dates)	

RECOMMENDED:

By:

PAM  
ENGINEER (Authorized Signature)

Date:

2/11/18

APPROVED:

By:

OWNER (Authorized Signature)

Date:

ACCEPTED:

By:

[Signature]  
CONTRACTOR (Authorized Signature)

Date:

2/12/18

EJCDC 1910-8-B (1996 Edition)

Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Assoc General Contractors of America and the Construction Specifications Institute.

# Change Order

18 Division St., Suite 401  
Saratoga Springs, NY 12866

PROJECT (Name and address):  
Saratoga Police PO 00171709-00

CHANGE ORDER NUMBER:8  
DATE: 2/8/2018  
JOB # 17-5007

OWNER: X  
ARCHITECT:  
CONTRACTOR:  
FIELD:  
OTHER:

## Change Order

### Extended Price

Provide Additional Asbestos removal on 27 LF of Pipe in Dispatch Area, Intial Change order was for 32' - Final Measure of Pipe was 59LF ( 27'x\$30)	810.00
Provide Materials and Labor to Install Additional Manson Pipe Insulation to 27LF	900.00

Original Contract	333,637.09
Previously Accepted Change orders	42,350.59
The Contract Sum Prior to this Change Order was	375,987.68
The Contract Sum will be increased (decreased) by this Change Order in the amount of	1,710.00
The new Contract Sum including this Change Order will be	377,697.68
The Contract Time will be increased by 3 Days	

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

QPK Design  
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Syracuse, NY 13201

Bonacio Construction, Inc  
CONTRACTOR (Firm Name)  
18 Division St., Suite 401  
Saratoga Springs, NY 12866

City of Saratoga  
OWNER (Name)  
474 Broadway, City Hall  
Saratoga Springs, NY 12866

By (Signature)  
Bruce Melick

Date

By (Signature)  
James Ackerman

Date

By (Signature)

Date

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SARATOGA SPRINGS, NEW YORK CONDEMNING ORGANIZATIONS CONDONING HATE SPEECH AND REAFFIRMING THE CITY'S COMMITMENT TO DIVERSITY

Be it resolved, by the City Council of the City of Saratoga Springs, New York as follows:

WHEREAS, On Sunday February 11, 2018, several residents of Saratoga Springs discovered vile, racist pamphlets on their cars and their front porches containing information about the Klu Klux Klan.

WHEREAS, We as a City Council believe in the value of diversity in our community and are welcoming to people of all races, religions and beliefs. Organizations condoning hate speech or other hateful activities do not have a home in our City.

WHEREAS, The residents of our community have a proven history of supporting and standing up for one another, and this attempt to spread a sickening ideology will be silenced by voices of positivity in Saratoga Springs.

WHEREAS, it is the hope of this City Council that our community uses this incident as an opportunity to re-affirm the open-minded and welcoming nature of our City and its residents.;

NOW, THEREFORE, BE IT IS RESOLVED that the City Council of the City of Saratoga Springs condemns organizations condoning hate speech and reaffirms this City's commitment to diversity, inclusivity, and love.