CITY OF SARATOGA SPRINGS

City Council Meeting
Tuesday, July 16, 2024 – 7:00 PM

City Council meets in Council Room 1st Floor

1. Public Hearing

    1.1 Set Public Hearing: Public Hearing: Short Term Rental Registry Legislation

    1.2 Set Public Hearing: Local Law #2 of 2024 - Amend Unified Development Ordinance - Section E. Penalties & Fines and Section G. Court Action

2. Call To Order

3. Roll Call

4. Salute To Flag

5. Presentation

    5.1 Presentation: Finance Department Presentation on Revenues

    5.2 Presentation: Saratoga Hospital PUD

6. Consent Agenda

    6.1 Consent Agenda: Approval of 06/17/2024 Pre-Agenda Meeting Minutes
    20240617 City Council Meeting Minutes_Draft.pdf

    6.2 Consent Agenda: Approval of 06/18/2024 City Council Meeting Minutes
    20240618 City Council Meeting Minutes_Draft2.pdf

    6.3 Consent Agenda: Approval of 06/26/2024 Special City Council Meeting Minutes
    20240626 Special City Council Meeting Minutes_Draft2.pdf

    6.4 Consent Agenda: Approval of 06/27/2024 Special City Council Meeting Minutes
    20240627 Special City Council Meeting Minutes_Draft.pdf

    6.5 Consent Agenda: Approval of 07/01/2024 Pre-Agenda Meeting Minutes
    20240701 City Council Pre-Agenda Meeting Minutes_Draft.pdf

    6.6 Consent Agenda: Approve Mid-Warrant 2024 - 24MWJUL1 $60,992.65
    24MWJUL1 - $60,992.65

    6.7 Consent Agenda: Approve Mid-Warrant 2024 - 24MWJUL2 $195,843.70

24MWJUL2 $195,843.70

6.8 Consent Agenda: Approve Warrant 2024 - 24JUL2 $1,479,235.10
24JUL2 $1,479,235.10

6.9 Consent Agenda: Approve Payroll 07/05/2024 $510,955.79

6.10 Consent Agenda: Approve Payroll 07/12/2024 $876,517.44

6.11 Consent Agenda: Approve Payroll 07/12/2024 $550.64

6.12 Consent Agenda: Approve Budget Transfers - Regular
Budget Transfers Regular - Consent 7.16.24.pdf

6.13 Consent Agenda: Approve Budget Amendments - Regular
Budget Amendments - Consent 07.16.24.pdf

7. Public Comment Period / 30 Minutes

8. Executive Session

9. Supervisors

9.1 Announcement:

Michele Madigan

1. Remarks

Matthew Veitch

1. Update-2024 NACo Annual Conference

10. Mayor's Department

10.1 Discussion: Resolution on processes and procedures for obtaining outside legal counsel as it relates Public Officers Law 18 and City Code 9-1
RESOLUTION defense and indemnification revised 071124.pdf

10.2 Discussion and Vote: Authorization to pay $315.41 to Velocity Print for past due invoices
Volocity Print invoices.pdf
COSF Velocity Print.pdf

10.3 Discussion and Vote:
Saratoga Hospital, 59 Myrtle St., Zoning Text Amendment
Determination of merit for review for a zoning text amendment to transfer a portion of the remaining development area in Zone A to Zone B to provide for a new 60,000 sq. ft. medical office building in the Saratoga Hospital PUD.

11. Account's Department

11.1 Announcement: Business Milestones

11.2 Announcement: Special Events

11.3 Discussion and Vote: Waiver of Special Event Fees for the Department of the Army 42nd Infantry Division Band
2024071_Department of the Army-Wiaver Request.pdf

11.4 Announcement: Brief Update on Assessments

11.5 Award of Bid: Steam Boiler Replacement to Stants Capital Combustion
RFP 2024-36 AOB Steam Boiler Replacement to Stants Capital Combustion.pdf

12. Finance Department

12.1 Announcement: City Tax Update

12.2 Announcement: Accepting Participatory Budgeting Project Proposals through July 31, 2024 Fore more information, please visit saratoga-springs.org/2682/participatory-budgeting or contact the Finance Department.

12.3 Discussion and Vote: Authorization for Mayor to Sign Addendum #4 with SHI for Mimecast Security Services
Addendum #4 - SHI for Mimecast Security 07.16.24
Quote - SHI Mimecast 07.16.24
COI - Mimecast (through 12.2024)
COI - SHI (through 09.2024)
Original Agreement - SHI Mimecast 11.2022
Addendum #1 - SHI Mimecast
Addendum #2 - SHI Mimecast
Addendum #3 - SHI Mimecast

12.4 Discussion and Vote: Authorization to Reimburse Employee #3085
Employee #3085 Conference Reimbursement - Redacted (07.16.24ccm).pdf
COSF Employee #3085

12.5 Discussion and Vote: Resolution for Use of Assignment for Legal Liability
Resolution to Use Assignment of Fund Balance - Legal Liablity 07.16.24.pdf
COSF and Invoice, Supporting Documentation for 07.16.24.pdf
Resolution Establishing Assignment for Liability for Legal Expense.pdf

12.6 Discussion and Vote: Resolution to Use Insurance Reserve Fund *(Claim #080-CYB-T2411314-NR)*
Resolution to Use Insurance Reserve Fund 07.16.24 Claim # 080-CYB-T2411314-NR.pdf
Supporting Documentation - Voucher, Invoice 07.16.24.pdf

12.7 Discussion and Vote: Resolution to Use Insurance Reserve Fund *(Claim #FXH3236)*
Resolution to Use Insurance Reserve Fund 07.16.24 Claim #FXH3236.pdf
Supporting Documentation - Voucher, Invoice 07.16.24.pdf

12.8 Discussion and Vote: Budget Transfers - Contingency
Transfer Finance Contingency 7.16.24.pdf

12.9 Discussion and Vote: Budget Transfers - Payroll & Benefits
Transfers Finance Payroll and Benefits 7.16.24.pdf

12.10 Discussion and Vote: Budget Amendments - Payroll and Benefits
Amendment Finance Payroll and Benefits 7.16.24.pdf

12.11 Discussion and Vote: Budget Amendments - Insurance Reserve
Amendment Insurance Reserve 7.16.24.pdf

12.12 Discussion and Vote: Budget Amendment - Assignment for Legal Expense
Amendment Assignment Legal Expense 7.16.24.pdf

13. Public Works Department

13.1 Set Public Hearing: Chapter 231 City Code Revision

13.2 Announcement: Parking Program Update

13.3 Discussion and Vote: Council Approval to Accept Bench Donation
Bench_Donation.pdf

13.4 Discussion and Vote: Approval to Pay Invoice # 5.8.24-1 To Schreiber Law Firm in The Amount Of $1800.00
Schreiber_Law_5.8.24-1.pdf
Schreiber_Law_CoSf.pdf

13.5 Discussion and Vote: Approval to Pay Invoice # 6.12.24-1To Schreiber Law Firm In The Amount Of $540.00
Schreiber_Law_6.12.24-1.pdf
Schreiber_Law_CoSf (1).pdf

13.6 Discussion and Vote: Authorization for Mayor to Sign Change Order #2 with PCC Contracting
PCC_Contracting_CoSF_$106365.20 (1).pdf
PCC_Contracting_Contract_Exectued_11.8.23 (1).pdf
PCC_Contracting_COI_3.1.25 (1).pdf
PCC_Contracing_WC_3.1.25 (1).pdf
PCC_C.O._1_-_Parking_Deck_Repairs-_exec_6.18.24.pdf
CO_#2_PCC_Executed_-_7.1.24_RBCD_SIGNED.pdf
Bid_Results_RFP_2023-48 (1).pdf
053024_Woodlawn_Garage_Additional_Repairs.pdf
050324_Walton_Garage_Change_Order_Masterseal_350_and_Concrete_Repair_(2

13.7 Discussion and Vote: Authorization for Mayor to Sign Change Order #1 with MidState Industries
Bid_Results_RFP_2024-05 (1).pdf
Change_Order_#1_signed.pdf
MidState_COI_5.1.25.pdf
MidState_Contract_Executed_3.5.24.pdf
MidState_CoSf.pdf
MidState_Industries_Task_Order.pdf

13.8 Discussion and Vote: Authorization for Mayor to Sign Curb Installation Agreement at 55 Greenfield Ave

Greenfield_ave_Curb_.16.24.pdf

13.9 Discussion and Vote: Authorization for Mayor to Sign Sidewalk Installation Agreement at 39 Jackson St.

Jackson_Sidewalk.pdf

13.10 Announcement: DPW Commissioner

14. Public Safety Department

14.1 Discussion and Vote: Authorization for the Mayor to sign an addendum with Central Square Technologies, LLC

Central Square - Addendum Signed.pdf
COI Central Square.pdf
Signed COSF .pdf
TriTech Software - Dispatch System - Part 1.pdf
TriTech Software - Dispatch System - Part 2.pdf

14.2 Discussion and Vote: Authorization to pay an invoice to NYS Department of Environmental Conservation

Invoice NYS DEPT OF ENVIRONMENTAL CONSERVATION.pdf

14.3 Discussion and Vote: Authorization to pay an invoice to Saratoga Auto Supply, Inc.

Invoice SARATOGA AUTO SUPPLY NAPA.pdf

14.4 Discussion and Vote: Authorization to pay an invoice to Adirondack Cabling, Inc.

Invoice ADIRONDACK CABLING INC.pdf

14.5 Discussion and Vote: Authorization to reimburse an employee for travel expenses

Reimbursement employee 9599.pdf

14.6 Discussion and Vote: Authorization to pay an invoice to BPI Mechanical Services

Invoice BPI MECHANICAL SERVICE a.pdf
BPI COSF.pdf

15. Adjourn

AGENDA ITEM NO. 1.1

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Barbara Brindisi, Accounts

ITEM TYPE: Set Public Hearing

AGENDA SECTION: Public Hearing

SUBJECT: Public Hearing: Short Term Rental Registry Legislation

SUGGESTED ACTION:

ITEM ACTION: Set Public Hearing

ITEM NOTES:

ATTACHMENTS:

AGENDA ITEM NO. 1.2

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE:	July 16, 2024
SUBMITTED BY:	Barbara Brindisi, Accounts
ITEM TYPE:	Set Public Hearing
AGENDA SECTION:	Public Hearing
SUBJECT:	Local Law #2 of 2024 - Amend Unified Development Ordinance - Section E. Penalties & Fines and Section G. Court Action
SUGGESTED ACTION:	
ITEM ACTION:	Set Public Hearing
ITEM NOTES:	
ATTACHMENTS:	

AGENDA ITEM NO. 5.1

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Samantha Clemmey, Finance

ITEM TYPE: Presentation

AGENDA SECTION: Presentation

SUBJECT: Finance Department Presentation on Revenues

SUGGESTED ACTION:

ITEM ACTION: Presentation

ITEM NOTES:

ATTACHMENTS:

AGENDA ITEM NO. 5.2

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Susanna Combs, Mayor

ITEM TYPE: Presentation

AGENDA SECTION: Presentation

SUBJECT: Saratoga Hospital PUD

SUGGESTED ACTION:

ITEM ACTION: Presentation

ITEM NOTES:

ATTACHMENTS:

AGENDA ITEM NO. 6.1

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Barbara Brindisi, Accounts

ITEM TYPE: Consent Agenda

AGENDA SECTION: Consent Agenda

SUBJECT: Approval of 06/17/2024 Pre-Agenda Meeting Minutes

SUGGESTED ACTION:

ITEM ACTION: Consent Agenda

ITEM NOTES:

ATTACHMENTS:
20240617 City Council Meeting Minutes_Draft.pdf

CITY OF SARATOGA SPRINGS

Preliminary City Council Meeting
Monday, June 17, 2024 – 9:30 AM

City Council Room - First Floor

1. Public Hearing

   1.1 Short Term Rental Registry Legislation
   Public Hearing is set for 7:00 p.m.

   1.2 Capital Budget Amendment for the Woodlawn and Putnam Deck Repairs
   Public Hearing is set for 7:00 p.m.

   1.3 Capital Budget Amendment for Ice Rink Building and Site Improvements
   Public Hearing is set for 7:00 p.m.

2. Call To Order

3. Roll Call

4. Salute To Flag

5. Presentation

   5.1 Proclamation for City of Saratoga Springs Police and Fire Departments
   PROCLAMATION Police Fire Belmont Festival 061224.pdf

6. Consent Agenda

   6.1 Approval of 05/20/2024 Pre-Agenda Meeting Minutes
   20240520 Pre-Agenda Meeting Minutes_Draft.pdf

   6.2 Approval of 05/21/2024 City Council Meeting Minutes
   20240521 City Council Meeting Minutes_Draft.pdf

   6.3 Approval of 06/03/2024 Pre-Agenda Meeting Minutes
   20240603 Pre-Agenda Meeting Minutes_Draft.pdf

   6.4 Approve Mid-Warrant 2024 - 24MWJUN1 $165,119.37

24MWJUN1.pdf

6.5 Approve Payroll 06/07/2024 $529,567.62

6.6 Approve Payroll 06/14/2024 $839,171.91

6.7 Approve Budget Amendments - Regular
Amendments Consent 6.18.24.pdf

6.8 Approve Budget Transfers - Regular
Transfer Consent 6.18.24.pdf

6.9 Approve Warrant - 24JUN2 $1,399,330.09
24JUN2 $1,399,330.09 .pdf

7. Public Comment Period / 30 Minutes

8. Executive Session

9. Supervisors

9.1 Update on Belmont Stakes - 2024

10. Mayor's Department

10.1 Belmont Week Follow Up

10.2 Status on Upgrade Review

10.3 Discussion and Vote: Authorization to waive the Building and Planning Fees for RISE Homebase facility
RISE Homebase project.pdf
2024-06-05 - Fees Worksheet - Site Plan Application for RISE homebase.pdf
The building permit fees for RISE Homebase.pdf
RESOLUTION Waive fees RISE 061224.pdf

10.4 Discussion and Vote: Authorization for the Mayor to sign Synthesis Architects LLP Contract
City of Saratoga Springs Contract Recreation Center Storage 03032020 - Synthesis Architects.pdf
COFS - Synthesis Architects.pdf

10.5 Discussion and Vote: Acceptance of $1,200 USTA Eastern Inc. Growing Tennis Together Grant
USTA Eastern, Inc. Tennis Grant $1,200.pdf

10.6 Discussion and Vote: Accept $1,000 donation from the Rotary Club of Saratoga Springs for financial need to Camp Saradac.
Saratoga Springs Rotary Club Donation $1000.pdf

10.7 Discussion and Vote: Accept $50 donation from the Shear Family for financial need to Multisport Camp.
Donation - Shear - Multisport Camp Scholarship $50_Page_2.jpg
Donation - Shear - Multisport Camp Scholarship $50_Page_1.jpg

11. Account's Department

11.1 Business Milestones

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11.2 Special Events

11.3 Discussion and Vote: Authorization for Mayor to Sign PILOT Agreement with Springs West Housing Development

Springs_West_Housing_PILOT_Agreement_Updated_165.9-1-12.1.pdf

11.4 Discussion and Vote: Award of Bid-Copper Sulfate to Thornton, Musso, and Bellemin, Inc.

2023-20 AOB Ext._R&S Approval_Thornton Musso Bellemin_Copper Sulfite 20240613.pdf

2023-20 AOB Ext._Thornton, Musso Bellemin.pdf

2023-20 AOB Purchasing Approval_Thornton Musso_Copper Sulfate 20240613.pdf

12. Finance Department

12.1 Announcement: City Tax Update

12.2 Announcement: Deadline for Participatory Budgeting Project Proposals extended through July 31, 2024

For more information please visit: https://saratoga-springs.org/2682/Participatory-Budgeting

12.3 Discussion and Vote: Resolution to Use Assignment for Participatory Budgeting

Resolution - Participatory Budgeting Assignment.pdf

12.4 Discussion and Vote: Update to City Fees - DPW General Fees

DPW Clean Copy General Fees (06.18.24ccm).pdf

DPW Redlined General Fees (06.18.24ccm).pdf

List of Proposed Changes 06.18.2024 - DPW General Fees.pdf

12.5 Discussion and Vote: Budget Amendment - Assignments

Amendment Finance Assignments.pdf

12.6 Discussion and Vote: Budget Amendments - Capital

Amendment Finance Capital 6.18.24.pdf

12.7 Discussion and Vote: Budget Amendments - Regular

Amendments Finance 6.18.24.pdf

12.8 Discussion and Vote: Budget Transfer - Contingency

Transfer Contingency 6.18.24.pdf

12.9 Discussion and Vote: Budget Transfers - Payroll and Benefits

Transfer Finance Payroll & Benefits 6.18.24.pdf

12.10 Discussion and Vote: Budget Amendment - Legal Liability
Amendment Finance Legal Liability 6.18.24.pdf

13. Public Works Department

13.1 Parking Program Update

13.2 To Amend Capital Budget for the Woodlawn and Putnam Deck Repairs

13.3 To Amend Capital Budget for the Ice Rink Building and Site Improvements

13.4 Discussion and Vote: Approval to Pay Invoice To Chimney Heroes
Chimney_Heros_40003536 (1).pdf

13.5 Discussion and Vote: Authorization for Mayor to Sign Change Order #1 with PCC Contracting
Bid_Results_RFP_2023-48.pdf
CO_#1_PCC_Executed_-_6.4.24_RBCD_SIGNED.pdf
PCC_Contracing_WC_3.1.25.pdf
PCC_Contracting_CO1_Scope_of_work_5.30.24.pdf
PCC_Contracting_COI_3.1.25.pdf
PCC_Contracting_Contract_Exectued_11.8.23.pdf

13.6 Discussion and Vote: Authorization for Mayor to Sign Contract with Thornton, Musso, Bellemin Inc. for Copper Sulfate
Bid_Extension_Language.pdf
Bid_Results_2023-20 (1).pdf
Thornton,_Musso,_and_Bellemin,_Inc. (1).pdf
Thornton,_Musso,_Bellemin_COI_6.24.24.pdf
Thornton,_Musso,_Bellemin_Ext._Contract_form.pdf

14. Public Safety Department

14.1 Belmont Fesival

14.2 Department of Public Safety / Traffic Violations Bureau window hours

14.3 Discussion and Vote: Authorization to pay three invoices to BPI Mechanical Services
BPI Invoice - PD.pdf
Invoice - BPI - FD.pdf
Invoice - BPI - FD #2.pdf

14.4 Discussion and Vote: Authorization for the Mayor to sign a contract with Absolute Pest Control Inc.
Absolute Pest Control Contract.pdf
DPW consent to piggyback Absolute Pest.pdf

14.5
Discussion and Vote: Authorization to pay an invoice to Adirondack Cabling, Inc.

Invoice - Adirondack Cabling.pdf

14.6 Discussion and Vote: Authorization to accept the Saratoga Springs Police Department Law Enforcement Technology (LETECH) Program grant from the Division of Criminal Justice Services

(DCJS)

LE Tech. 2024-25 Award Notice - Saratoga Springs Police Department.pdf

14.7 Discussion and Vote: Authorization to have Purchasing issue an emergency purchase order to Galls for Ballistic Vests & Carriers

Gall's quote vests.pdf

15. Adjourn

June 17, 2024

CITY OF SARATOGA SPRINGS
City Council Pre-Agenda

City Council Room
474 Broadway
Saratoga Springs, New York
9:30 A.M.

PRESENT: John Safford, Mayor
Jason Golub, Commissioner of Department of Public Works
Timothy Coll, Commissioner of Department of Public Safety

EXCUSED: Minita Sanghvi, Commissioner of Finance
Dillon Moran, Commissioner of Accounts

STAFF PRESENT: Joanne Kiernan, Deputy Mayor
Heather Crocker, Deputy Commissioner of Finance
Stacy Connors, Deputy Commissioner, Accounts
Joe O'Neill, Deputy Commissioner of Public Works
Daniel Charleson, Deputy Commission of Public Works
David Harper, City Attorney
Tony Izzo, Assistant City Attorney

RECORDING OF PROCEEDING

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

PUBLIC HEARING

Short – Term Rental Registry Legislation
Capital Budget Amendment or the Woodlawn and Putnam Deck Repairs
Capital Budget Amendment for Ice Rink Building and Site Improvements

ROLL CALL

CALL TO ORDER

Mayor Safford called the meeting to order at 9:30 a.m.

SALUTE TO FLAG

PRESENTATION

Proclamation for the City of Saratoga Springs Police and Fire Departments

CONSENT AGENDA

Approval of 05/20/2024 Pre-Agenda Meeting Minutes
Approval of 0521/2024 City Council Meeting Minutes
Approval of 06/03/2024 Pre-Agenda Meeting Minutes
Approve Mid-Warrant 2024 – 24MWJUN1 $165,119.36
Approve Payroll 06/07/2024 $529.567.62
Approve Payroll 06/14/2024 $839,171.91
Approve Budget Amendments – Regular
Approve Budget Transfers – Regular
Approve Warrant – 24JUN2 $1,399,330.09

PUBLIC COMMENT

There were no comments.

EXECUTIVE SESSION

No Executive Session is scheduled.

MAYORS DEPARTMENT

1. Belmont Week Follow-up

   Mayor Safford stated he would give a recap of Belmont of Broadway and acknowledge the internal departments and community organization like Discover Saratoga and Chamber of Commerce.

2. Status on Upgrade Review

   Mayor Safford stated he would provide an update on the Upgrade Review that had been questioned at the last meeting. Safford stated he plans to meet with all the players regarding employee position upgrades in early July.

3. Discussion and Vote: Authorization to Waive the Building and Planning Fees for RISE Homebase Facility

   Mayor Safford stated the waiver of Building and Planning fees is an agreement that was initiated by the last administration and had never been formalized. Safford stated his office supports the success of RISE. Safford stated approximately eleven-thousand dollars ($11,000) in fees will be waived.

4. Discussion and Vote: Authorization for the Mayor to Sign Synthesis Architects LLP Contact

   Mayor Safford stated the contract is for a project at the Recreation Department in the amount of $6,800.00.

5. Discussion and Vote: Acceptance of $1,200 USTA Eastern Inc. Growing Tennis Together Grant

   No additional comments.

6. Discussion and Vote: Accept $1,000 Donation from the Rotary Club of Saratoga Springs for Financial Need to Camp Saradac

   No additional comments.

7. Discussion and Vote: Accept $50 Donation from the Shear Family for Financial Need to Multisport Camp

No additional comments.

8. Announcement of Juneteenth Holiday and City Hall to be closed

Mayor Safford added item #8 at the table.

ACCOUNTS DEPARTMENT

1. Business Milestones

Deputy Commissioner Connors stated several businesses were celebrating milestones.

2. Special Events

Deputy Commissioner Connors stated there were many events planned for the end of June and the beginning of July to discuss. Connors stated there the Cars on Union event on Sunday was successful.

3. Discussion and Vote: Authorization for Mayor to Sign PILOT Agreement with Springs West Housing Development

Deputy Commissioner Connors stated the PILOT Agreement had been discussed and voted on at the June 4, 2024, City Council Meeting and is being brought back to Council due to a error in the parcel number, and no other changes were being made.

4. Discussion and Vote: Award of Bid of Copper Sulfate to Thornton, Musso, and Bellemin, Inc.

No additional comments.

FINANCE DEPARTMENT

1. ANNOUNCEMENT: City Taxi Update

No additional comments.

2. Announcement: Deadline for Participatory Budgeting Project Proposals Extended through July 31, 2024

No additional comments.

3. Discussion and Vote: Resolution to Use Assignment for Participatory Budgeting Resolution

Deputy Commissioner Crocker stated the department is funding projects already approved.

4. Discussion and Vote: Update to City Fees – DPW General Fees

Deputy Commissioner Crocker stated the update includes parking program fees and other fees.

5. Discussion and Vote: Budget Amendment – Assignments

No additional comments.

6. Discussion and Vote: Budget Amendments – Capital

No additional comments.

7. Discussion and Vote: Budget Amendments – Regular

   No additional comments.

8. Discussion and Vote: Budget Transfer – Contingency

   No additional comments.

9. Discussion and Vote: Budget Transfers – Payroll and Benefits

   No additional comments.

10. Discussion and Vote: Budget Amendment – Legal Liability

    Deputy Commissioner Crocker stated the addition of item 11 - resolution to go along with item #10.

    Mayor Safford asked for the explanation of the Legal Liability items. Crocker stated they are for legal bills for the Council. Crocker stated the amendment is to move funds from the assignment to the budget to pay for legal fees. Crocker stated Commissioner Sanghvi would discuss the item further at the City Council Meeting.

11. Discussion and Vote: Resolution Use of Assignment - Legal Liability

    Deputy Commissioner Crocker added this item at the table.

PUBLIC WORKS DEPARTMENT

1. Parking Program Update

   Commissioner Golub stated the biggest item to the update is that the pay stations are being installed today. Golub stated there to be updates to the fee schedule for co-working, overnight rates, and Broadway hotels. Golub stated as soon as the parking fees are passed, the seasonal parking program would go into effect. Golub stated approximately 8,000 residents have applied for the parking pass, as well as the majority of downtown businesses have applied for their employees.

2. Discussion and Vote: To Amend Capital Budget for the Woodlawn and Putnam Deck Repairs

   No additional comments.

3. Discussion and Vote: To Amend Capital Budget for the Ice Rink Building and Site Improvements

   No additional comments.

4. Discussion and Vote: Approval to Pay Invoice to Chimney Heroes

   No additional comments.

5. Discussion and Vote: Authorization for Mayor to Sign Change Order #1 with PCC Contracting

   No additional comments.

6. Discussion and Vote: Authorization for Mayor to Sign Contract with Thornton, Musso, Bellemin Inc. for Coper Sulfate

   No additional comments.

PUBLIC SAFETY DEPARTMENT

1. Belmont Festival

   Commissioner Coll stated he planned on thanking all the departments for assisting in the festival.

2. Department of Public Safety Traffic Violations Bureau Window Hours

   Commissioner Coll stated due to short staffing the traffic violations bureau window will be closed on Tuesday and Thursday. Coll stated he had received a letter from the labor attorney in regards to the new position of Department of Public Safety Purchasing Coordinator and had emailed it to all the Commissioners.

3. Discussion and Vote: Authorization to Pay Three Invoices to BPI Mechanical Services

   No additional comments.

4. Discussion and Vote: Authorization for the Mayor to Sign a Contract with Absolute Pest Control Inc.

   No additional comments.

5. Discussion and Vote: Authorization to Pay an Invoice to Adirondack Cabling, Inc.

   No additional comments.

6. Discussion and Vote: Authorization to Accept the Saratoga Springs Police Department Law Enforcement Technology (LETECH) program Grant from the Division of Criminal Justice Services (DCJS)

   Commissioner Coll stated the SSPD received a grant in the amount of $1,075,000 from the Division of Criminal Justice Services for the SSPD Law Enforcement Technology Program for technology and equipment.

7. Discussion and Vote: Authorization to have Purchasing Issue an Emergency Purchase Order to Galls for Ballistic Vests & Carriers

   Commissioner Coll pulled this item and added item #8.

8. Discussion and Vote: Authorization For Mayor to Sign a Contract with Galls, LLC.

   Commissioner Coll stated the item was previously named “authorization to have purchasing issue an emergency purchase order to Galls for ballistic vests and carriers. Coll gave thanks to the Purchasing Department for assisting in the contract.

DRAFT

ADJOURNMENT

Mayor Safford moved and Commissioner Golub seconded to adjourn the City Council Meeting 9:47 a.m.

Ayes – 4
Nays – 0
Absent – 1
Motion Passed.

Respectfully submitted,

Barbara Brindisi
Accounts Department Office Supervisor

Approved:
Vote:

DRAFT

AGENDA ITEM NO. 6.2

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Barbara Brindisi, Accounts

ITEM TYPE: Consent Agenda

AGENDA SECTION: Consent Agenda

SUBJECT: Approval of 06/18/2024 City Council Meeting Minutes

SUGGESTED ACTION:

ITEM ACTION: Consent Agenda

ITEM NOTES:

ATTACHMENTS:
20240618 City Council Meeting Minutes_Draft2.pdf

CITY OF SARATOGA SPRINGS

City Council Meeting
Tuesday, June 18, 2024 – 7:00 PM

City Council meets in Council Room 1st Floor

1. Public Hearing

   1.1 Short Term Rental Registry Legislation
   7:00 PM Public Hearing

   1.2 Capital Budget Amendment for the Woodlawn and Putnam Deck Repairs
   7:00 PM Public Hearing

   1.3 Capital Budget Amendment for Ice Rink Building and Site Improvements
   7:00 PM Public Hearing

2. Call To Order

3. Roll Call

4. Salute To Flag

5. Presentation

   5.1 Proclamation for City of Saratoga Springs Police and Fire Departments
   Proclamation
   PROCLAMATION Police Fire Belmont Festival 061224.pdf

6. Consent Agenda

   6.1 Approval of 05/20/2024 Pre-Agenda Meeting Minutes
   20240520 Pre-Agenda Meeting Minutes_Draft.pdf

   6.2 Approval of 05/21/2024 City Council Meeting Minutes
   20240521 City Council Meeting Minutes_Draft.pdf

   6.3 Approval of 06/03/2024 Pre-Agenda Meeting Minutes
   20240603 Pre-Agenda Meeting Minutes_Draft.pdf

6.4 Approve Mid-Warrant 2024 - 24MWJUN1 $165,119.37
24MWJUN1.pdf

6.5 Approve Warrant - 24JUN2 $1,399,330.09
24JUN2 $1,399,330.09 .pdf

6.6 Approve Payroll 06/07/2024 $529,567.62

6.7 Approve Payroll 06/14/2024 $839,171.91

6.8 Approve Budget Amendments - Regular
Amendments Consent 6.18.24.pdf

6.9 Approve Budget Transfers - Regular
Transfer Consent 6.18.24.pdf

7. Public Comment Period/30 Minutes

8. Executive Session

Supervisors

1. Michele Madigan

1. County Committee Updates: Economic Development, Trails and Open Space, Public Works
2. Board of Supervisors Meeting Update

2. Matthew Veitch

1. Update on Belmont Stakes - 2024

9. Mayor's Department

9.1 Belmont Week Follow Up

9.2 Announcement: Juneteenth – City Hall Closing

9.3 Status on Upgrades

9.4 Discussion and Vote: Authorization for the Mayor to sign Synthesis Architects LLP Contract
City of Saratoga Springs Contract Recreation Center Storage 03032020 - Synthesis Architects.pdf
COFS - Synthesis Architects.pdf
Saratoga Springs Recreation Center Storage COI re Genl Liab Auto Umbrella Excess 2024.pdf
Saratoga Springs Recreation Center Storage COI re Workers Comp Prof Liability 2024.pdf

Labella RFQ Rec Center Storage Professional Services 2-27-24 FINAL (1).pdf
X90199 - Saratoga Springs - Fieldhouse 05.23.2024_Final.pdf
Rec Storage Proposal Summary .pdf

9.5 Discussion and Vote: Accept $1,000 donation from the Rotary Club of Saratoga Springs for financial need to Camp Saradac.
Saratoga Springs Rotary Club Donation $1000.pdf

9.6 Discussion and Vote: Accept $50 donation from the Shear Family for financial need to Multisport Camp.
Donation - Shear - Multisport Camp Scholarship $50_Page_2.jpg
Donation - Shear - Multisport Camp Scholarship $50_Page_1.jpg

9.7 Acceptance of $1,200 USTA Eastern Inc. Growing Tennis Together Grant
USTA Eastern, Inc. Tennis Grant $1,200.pdf

9.8 Discussion and Vote: Authorization to waive the Building and Planning Fees for RISE Homebase facility
RISE Homebase project.pdf
2024-06-05 - Fees Worksheet - Site Plan Application for RISE homebase.pdf
The building permit fees for RISE Homebase.pdf
RESOLUTION Waive fees RISE 061224.pdf

10. Account's Department

10.1 Business Milestones

10.2 Special Events

10.3 Announcement: Report and AOD Received from the NYS Attorney General

10.4 Copper Sulfate to Thornton, Musso, and Bellemin, Inc.
2023-20 AOB Copper Sulphate_Thornton, Musso Bellemin.pdf

10.5 Discussion and Vote: Authorization for Mayor to Sign PILOT Agreement with Springs West Housing Development
Updated_Springs_West_Housing_PILOT_Agreement_165.9-1-12.1.pdf

11. Finance Department

11.1 Announcement: City Tax Update

11.2 Announcement: Deadline for Participatory Budgeting Project Proposals extended through July 31, 2024
For more information please visit: https://saratoga-springs.org/2682/participatory-budgeting

11.3 Discussion and Vote: Update to City Fees - DPW

DPW Clean Copy General Fees (06.18.24ccm).pdf
DPW Redlined General Fees (06.18.24ccm).pdf
List of Proposed Changes 06.18.2024 - DPW General Fees.pdf

11.4 Discussion and Vote: Resolution to Use Assignment for Participatory Budgeting
Resolution - Participatory Budgeting Assignment.pdf

11.5 Discussion and Vote: Resolution to Use Assignment for Liability for Legal Expense
Resolution - Legal Liability 06.18.24.pdf
Resolution to Establish Assignment for Liability for Legal Expense (November 28 2023).pdf

11.6 Discussion and Vote: Resolution for Use of the Parking Structure Capital Reserve
Resolution - Expenditure of Construction, Reconstruction or Acquisition of Parking Structures Reserve Funds 06.18.24.pdf

11.7 Discussion and Vote: Budget Amendment - Assignments
Amendment Finance Assignments.pdf

11.8 Discussion and Vote: Budget Amendments - Capital
Amendment Finance Capital 6.18.24.pdf

11.9 Discussion and Vote: Budget Amendments - Regular
Amendments Finance 6.18.24.pdf

11.10 Discussion and Vote: Budget Transfers - Payroll and Benefits
Transfer Finance Payroll & Benefits 6.18.24.pdf

11.11 Discussion and Vote: Budget Amendment - Legal Liability
Amendment Finance Legal Liability 6.18.24.pdf

11.12 Discussion and Vote: Budget Transfer - Contingency
Transfer Contingency 6.18.24.pdf

12. Public Works Department

12.1 Announcement: Parking Program Update

12.2 Discussion and Vote: Approval to Pay Invoice To Chimney Heroes
Chimney_Heros_40003536 (1).pdf

12.3 Discussion and Vote: Authorization for Mayor to Sign Change Order #1 with PCC Contracting
Bid_Results_RFP_2023-48.pdf
CO_#1_PCC_Executed_-_6.4.24_RBCD_SIGNED.pdf
PCC_Contracing_WC_3.1.25.pdf
PCC_Contracting_CO1_Scope_of_work_5.30.24.pdf
PCC_Contracting_COI_3.1.25.pdf
PCC_Contracting_Contract_Exectued_11.8.23.pdf
PCC_Contracting_CoSF (1).pdf

12.4 Discussion and Vote: Authorization for Mayor to Sign Contract with Thornton, Musso, Bellemin Inc. for Copper Sulfate

Bid_Extension_Language.pdf
Bid_Results_2023-20 (1).pdf
Thornton,_Musso,_and_Bellemin,_Inc. (1).pdf
Thornton,_Musso,_Bellemin_COI_6.24.24.pdf
Thornton,_Musso,_Bellemin_Ext._Contract_form.pdf
Thornton,_Musso,_and_Bellemin_Contract_Signed.pdf

13. Public Safety Department

13.1 Belmont Fesival

13.2 Department of Public Safety / Traffic Violations Bureau window hours

13.3 Discussion and Vote: Authorization to pay three invoices to BPI Mechanical Services

BPI Invoice - PD.pdf
Invoice - BPI - FD.pdf
Invoice - BPI - FD #2.pdf

13.4 Discussion and Vote: Authorization for the Mayor to sign a contract with Absolute Pest Control Inc.

Absolute Pest Control Contract.pdf
DPW consent to piggyback Absolute Pest.pdf

13.5
Discussion and Vote: Authorization to pay an invoice to Adirondack Cabling, Inc.

Invoice - Adirondack Cabling.pdf

13.6 Discussion and Vote: Authorization to accept the Saratoga Springs Police Department Law Enforcement Technology (LETECH) Program grant from the Division of Criminal Justice Services (DCJS)

LE Tech. 2024-25 Award Notice - Saratoga Springs Police Department.pdf

13.7 Discussion and Vote: Authorization for the Mayor to sign a contract with Galls, LLC

FInance approval for Galls.pdf
Galls Contract 6.17.24.pdf

14. Adjourn

CITY OF SARATOGA SPRINGS

City Council Meeting Tuesday, June 18, 2024 – 7:00 PM

City Council meets in Council Room 1st Floor
June 18, 2024
CITY OF SARATOGA SPRINGS
City Council Meeting
City Council Room
474 Broadway
Saratoga Springs, New York
7:00 PM

PRESENT: John Safford, Mayor
Minita Sanghvi, Commissioner of Finance
Dillon Moran, Commissioner of Accounts
Jason Golub, Commissioner of Department of Public Works
Timothy Coll, Commissioner of Department of Public Safety

STAFF PRESENT: Joanne Kiernan, Deputy Mayor
Heather Crocker, Deputy Commissioner of Finance
Stacy Connors, Deputy Commissioner, Accounts
Joe O'Neill, Deputy Commissioner of Public Works
Daniel Charleson, Deputy Commission of Public Works
David Harper, City Attorney
Tony Izzo, Assistant City Attorney

1. Public Hearing

1.1 Short Term Rental Registry Legislation 7:00 PM Public Hearing

Commissioner Moran stated that New York State has acted regarding short term rentals specifically New York State now will require a registry for short term rentals. Moran stated this registry requirement from the State aligns with the City's goals and will assist in the enforcement process regarding the quality of life and public safety issues related to short term rentals. Moran stated that a local vendor has provided some insight into the legislation and from this the City of Saratoga Springs will be changing terminology, simplifying areas of the legislation and defining the two main categories which are primary and non-primary residents. Moran stated that units in the commercial district will be classified as commercial. Moran stated that since sales and bed tax can be collected, the intent will be to not have fees associated for those who fall under the category of primary residents. Moran stated the intent will be to limit the number of permits for short term rentals to two. Moran stated that the updated law for short term rentals will be posted online for the public and intends to discuss this with the public by mid-July.

Commissioner Sanghvi stated that the City of Saratoga Springs has a carve out for renters in place that would not allow for sales and bed tax to not be collected. Sanghvi asked if this carve out would need to be changed to be able to collect the sales and bed tax.

Commission Moran stated that during a conversation yesterday, Assemblywomen Woerner suggested hiring a Tax Attorney to help facilitate this change. Moran stated that Supervisor Veitch is also involved at the County level and is interested in collaborating with the City of Saratoga Springs.

Supervisory Veitch stated he agrees with the hiring of a tax attorney and stated that the state law and local law needs to be reviewed regarding the collection of sales and bed tax.

There were no comments from the public for this hearing.

Commissioner Moran stated the hearing will remain open.

1.2 Capital Budget Amendment for the Woodlawn and Putnam DeckRepairs 7:00 PM Public Hearing

Commissioner Golub stated there is a need for additional funds for the Woodlawn and Putnam deck repairs.

There were no comments from the public for this hearing.

Commissioner Golub closed the public hearing.

1.3 Capital Budget Amendment for Ice Rink Building and SiteImprovements 7:00 PM Public Hearing

Commissioner Golub stated that Skidmore and the City of Saratoga Springs entered into an agreement to create a hock locker room annex to the Weibel ice rink as part of the agreement Skidmore will provide 310,000.00 for improvements. Golub stated this capital budget amendment creates a capital line to accept the donations for these improvements.

There were no comments from the public for this hearing.

Commissioner Golub closed the public hearing.

2. Call To Order

Mayor Safford called the meeting at 7:06 P.M.

3. Roll Call

4. Salute To Flag

5. Presentation

5.1 Proclamation for City of Saratoga Springs Police and Fire Departments Proclamation

A PROCLAMATION
OF THE CITY OF SARATOGA SPRINGS, NEW YORK

WHEREAS, it is impossible to overstate the importance of thoroughbred racing to the City of Saratoga Springs. For more than 150 years horse racing has been part of our city's character, identity, economy and culture; and

WHEREAS, this year the running of the 156th Belmont Stakes at the Saratoga Race Track brought

unprecedented challenges to our city. The impact upon our buildings, our streets, public ways, and public services was immediate and intense. The personnel of the Saratoga Springs Police and Fire Departments worked tirelessly for months with officials and employees of the New York Racing Association, and with business organizations, county, state and federal offices, and many private and public sector organizations to ensure that the 2024 Belmont Stakes would take place safely and efficiently. Their efforts allowed a busy and complicated racing day to proceed on schedule, kept vehicle and pedestrian traffic moving smoothly, and maintained the safety of many thousands of racing fans during this exciting and historic day in our city,

NOW, THEREFORE, I, JOHN F. SAFFORD, Mayor of the City of Saratoga Springs, on behalf of the people of Saratoga Springs, hereby expresses our thanks and appreciation to our City's dedicated and hard-working Police and Fire personnel for their outstanding work during the 2024 Belmont Festival.

Mayor Safford stated the importance of all the hard work of the Police Department and Fire Department during the Belmont. Safford stated that for 150 years Horseracing has been a part of the City's character, identity, economy and culture. Safford stated that the 156th Belmont Stakes brought unprecedented challenges to the City and the impact from this event was immediate and intense. Safford stated the personnel of the fire and police departments worked tirelessly for months with officials, NYEA, local business, federal, county, public and private collaboration to ensure a safe and efficient event. Safford stated due to their hard work the event proceeded on schedule, pedestrian and vehicle traffic moved smoothly and maintained the safety of many thousands of racing fans.

Lt McGovern thanked officers who worked during the event and for the recognition.

Commissioner Sanghvi wished a speedy recovery of the officer injured today.

Commissioner Coll thanked the police and fire command staff and stated the tremendous effort. Coll stated that over 20 agencies collaborated for this event.

Commissioner Coll stated that Sergeant Dingman was injured during a traffic stop. Coll gave his condolences to Sergeant Dingman and his family. Coll stated this is a prime example of the risk first responder's deal with on a day-to-day basis.

6. Consent Agenda

6.1 Approval of 05/20/2024 Pre-Agenda Meeting Minutes
6.2 Approval of 05/21/2024 City Council Meeting Minutes
6.3 Approval of 06/03/2024 Pre-Agenda Meeting Minutes
6.4 Approve Mid-Warrant 2024 - 24MWJUN1 $165,119.37
6.5 Approve Warrant - 24JUN2 $1,399,330.09
6.6 Approve Payroll 06/07/2024 $529,567.62
6.7 Approve Payroll 06/14/2024 $839,171.91
6.8 Approve Budget Amendments - Regular
6.9 Approve Budget Transfers - Regular

Commissioner Sanghvi moved and Commissioner Golub seconded to approve the Consent Agenda.

5 – 0
Motion Passed.

Commissioner Sanghvi requested a few moments to discuss a few matters before public comment. Sanghvi stated this discussion is to clarify questions on these matters that Sanghvi could not address due to Sanghvi's absence at pre-agenda and several glitches from the new agenda and email systems that were recently implemented. Sanghvi stated that on April 4, 2024, an on-going investigation naming several City employees and officials. Sanghvi met with City Attorney Harper regarding the subpoena. Sanghvi stated that on May 1st, 2024, the City Attorney sent a memo stating that an ongoing investigation qualifies as a legal action under the provisions of section 9-1 of City Code and the City is obligated to defend anyone named in the grand jury subpoena. Sanghvi stated that based on this memo she believe that several named individuals from the Department of Public Works and the Accounts Department have hired attorneys. Sanghvi stated that on June 12, 2024, the Finance Department received an invoice from the Accounts Department.

Commissioner Sanghvi explained that in November 2023 due to surplus of funds an assignment for liability for legal expense was created to ease the burden of the taxpayers regarding unexpected legal expenses.

Commissioner Sanghvi stated that the June 12, 2024, invoice was not uploaded to the agenda due to glitches in the new software. Sanghvi stated that items 11.5 and 11.11 will be pulled from the agenda so that the invoice can be properly uploaded to the agenda software. Sanghvi stated dislike for paying all legal bills and does not believe these bills should burden the taxpayers.

Commissioner Golub stated that State Police expanded scope of their interviews beyond the scope of those named in the subpoena.

Commissioner Sanghvi suggested this matter be discussed in a future executive session.

Commissioner Coll stated the need for some discussions related to this matter occurring in executive session due to the potential confidential nature of this criminal investigation.

7. Public Comment Period/30 Minutes

Rose Tate 164 Lincoln Avenue appeared before the Council and discussed various issues related to parking, traffic, and air quality in the area, including changes to parking lot exits, gate closures, and the impact of these changes on traffic flow involving NYRA and Siros. Tate called for traffic and air quality studies and suggested traffic management improvements. Tate stated that the family of office Dingman and will be remembered on their prayer chain at daily mass.

Kaufman appeared before the Council and questioned where their two citations were regarding event organizing in May of 2024. Kaufman stated their frustration regarding the Department of Public Safety fails to issue citations to short term rental owners versus unfair treatment to members of the Black Lives Matters. Kaufman also stated their frustration with the City's support for the RISE shelter. Kaufman stated that RISE is doing very little to help the unhoused and asked the Council why an inadequate number of cooling stations were available during the heatwave.

Christine Greco of Monroe Street appeared before the Council and stated how the metamorphosis of the caterpillar to butterfly is parallel to human behavior and thought processes. Greco stated that just as caterpillars resist metamorphosis on a cellular level, humans have a "caterpillar brain" that prefers simplicity and direct action, and a "butterfly brain" that can navigate complex situations and adapt to challenges. She stated this conflict can lead to polarization and gridlock, so encouraged everyone to embrace their "butterfly brain".

Gordon Tolman of 26 York Avenue appeared before the Council and stated his concern that the proposed short-term rental legislation aims to push individuals out of the Airbnb business under the mistaken belief that it will lower property values. Tolman stated that the legislation would not solve the perceived problems but would instead lead to a shift towards long-term rentals, potentially harming the local economy. Tolman stated support for reasonable regulation, such as registration and licensing fees, and suggested grandfathering current Airbnb owners to avoid significant economic losses.

Sheri Grencher appeared before the Council and stated approval for waiving fees for non-profit organizations. Grencher stated her concern regarding the accessibility of services for unhoused individuals in the Woodlawn and Broadway areas, specifically mentioning that some of these individuals are banned from accessing the first floor of RISE shelter. Grencher suggested that the tier system proposed to address this issue needs further adjustment to lower barriers and allow more people into shelters, indicating that the current system excludes a significant number of individuals. Grencher stated having contacted the office to inquire about access to cooling systems for these banned individuals but were told they were not eligible. Grencher expressed a desire to assist in finding a solution.

David Buchyn of Saratoga Springs appeared before the Council and stated that Commissioner Sanghvi proposed upgrading four positions, an action not previously discussed in a pre-agenda meeting. Buchyn stated that despite unanimous agreement by the Council on the need for fair employee compensation, Commissioner Coll and Mayor Stafford opposed the upgrades, citing legal concerns, but were outvoted. Buchyn stated that the Council argued regarding the status of the positions being new positions or only upgrades. Buchyn stated that later in that Council Meeting Commissioner Coll proposed a new position, leading to accusations of illegality and hypocrisy among the Council. Buchyn stated that Commissioner Sanghvi later contradicted her initial stance, singling out one position as different, and launched a personal attack on Mayor Stafford. Buchyn stated concern regarding divisive politics and urged those with higher political ambitions to focus on city governance instead.

Marybeth Delarm of Saratoga Springs appeared before the Council and congratulated public safety for the success of Belmont. Delarm stated concern about the adverse impact of two City Commissioners are having on the City of Saratoga Springs. Delarm stated concern regarding Commissioner Moran's comments related to position upgrades. Delarm requested Commissioner Moran please show respect to the City and urged Council to vote down any esquire funds for someone who is found of all civil and criminal wrongdoings.

Stephen Mittler of 107 Lake Avenue appeared before the Council and stated that the City of Saratoga Springs had shut down his business at 33 Phila. Mittler stated that the remainder of his time would be used to stand in silence.

Commissioner Sanghvi asked Stephen Mittler the context of the situation and if Mittler had reached out via email.

Stephen Mittler stated that he would submit a written statement and had not at this time sent an email.

8. Executive Session Supervisors

1. <u>Michele Madigan</u>

Supervisor Madigan stated that tomorrow is Juneteenth to celebrate the emancipation of enslaved individuals and reflect on the progress made towards equality. Madigan stated that the YMCA will be hosting a Juneteenth day from 12:00 P.M. to 4:00 P.M. at 290 West Avenue.

1. County Committee Updates: Economic Development, Trails and Open Space, Public Works

Supervisor Madigan stated no update.

2. Board of Supervisors Meeting Update

Supervisor Madigan stated that this afternoon the County Board of Supervisors awarded the 2024 farmland and open space preservation program grants. Madigan stated that this program, established in 2003, to give matching grants to purchase development rights to outright ownership of productive agriculture and open space land and $400,000.00 was included in the County Budget for this program. Madigan stated of the five applications and from those applications two farmland preservation projects in Stillwater and Northumberland and one open space acquisition project in Moreau that totaled $604,000. Madigan stated that the remaining $204,000.00 will be transferred from the open space reserve fund.

Commissioner Sanghvi stated an interest in the open space reserve and how that reserve is funded.

Supervisor Madigan stated that a resolution was passed today that was introduced by the Chair of the Board requesting Congress and National Park Service to rename Saratoga National Historic Park to Saratoga National Battlefield Park.

2. <u>Matthew Veitch</u>

3. Update on Belmont Stakes – 2024

Supervisor Veitch congratulated the City of Saratoga Springs on the success of the Belmont Stakes and stated that over 10,000 people celebrated downtown during the Belmont on Broadway event. Veitch thanked colleagues from the Board of Supervisors for working to create a resolution that provided $25,000.00 to assist the City of Saratoga Springs for this event. Veitch also thanked all law enforcement for their hard work during the event.

Commissioner Sanghvi commended all the hard work of the Department of Public Works during Belmont.

9. Mayor's Department

9.1 <u>Belmont Week Follow Up</u>

Mayor Safford reiterated the massive collaborative effort for the Belmont Stakes.

Commissioner Coll stated that the numbers for Belmont were between 15,000 and 20,000.

9.2 <u>Announcement: Juneteenth – City Hall Closing</u>

Mayor Safford stated that Juneteenth began with 2 ½ mile walk held by Dr. Opal Lee and eventually lobbied for the national Holiday. Safford stated that the City Hall is closed for Juneteenth and the Juneteenth flag will be flown.

9.3 Status on Upgrades

Mayor Safford stated that Mayor Safford, the City's Labor Attorney, the City's CSEA President, City's Labor Relation Specialist and the City's Human Resources Director will meet to review the current practice on how the City is handling upgrades and work to create a path moving forward that is not in violation of any laws or union contracts.

9.4 Discussion and Vote: Authorization for the Mayor to sign Synthesis Architects LLP Contract

Mayor Safford moved and Commissioner Coll seconded to authorize the Mayor to sign the Synthesis Architects LLP Contract for professional services for the Scott T. Johnson Recreation Center storage in the amount of $6813.00.

5 – 0
Motion Passed

9.5 Discussion and Vote: Accept $1,000 donation from the Rotary Club of Saratoga Springs for financial need to Camp Saradac.

Mayor Safford moved and Commissioner Golub seconded to accept the donation in the amount of $1000.00 from the Rotary Club of Saratoga Springs for financial need to Camp Saradac.

5 – 0
Motion Passed.

9.6 Discussion and Vote: Accept $50 donation from the Shear Family for financial need to Multisport Camp.

Mayor Safford moved and Commissioner Sanghvi seconded to accept the donation in the amount of $50.00 from the Shear Family for financial need to Multisport Camp.

5 – 0
Motion Passed.

9.7 Acceptance of $1,200 USTA Eastern Inc. Growing Tennis Together Grant

Mayor Safford moved and Commissioner Golub seconded to accept the Growing Tennis Together Grant in the amount of $1200.00 from USTA Eastern Inc. for tennis supplies, equipment and personnel.

5 – 0
Motion Passed.

9.8 Discussion and Vote: Authorization to waive the Building and Planning Fees for RISE Homebase facility

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

WHEREAS, persons living with life challenges to their health and safety are frequently in need of a facility that will provide them with security, support and resources. The giving of assistance to such persons in need is a proper and worthy function of government; and

WHEREAS, RISE Housing and Support Services, a local organization dedicated to providing assistance to people living with mental health issues, substance issues, homelessness and other challenges, has announced plans to construct Homebase, a project to be located at 127 Union Street, to expand their services to the community; and

WHEREAS, this project will require application and review by a number of city offices and entities, and the payment of statutory fees for those reviews; and

WHEREAS, it is proper for a municipality to forego the collection of fees for a project in situations where the public benefit provided by the project will be equal to or greater than the required fees, and when the waiver of fees can be reasonably found to be a benefit to the general public,

NOW, THEREFORE, BE IT RESOLVED as follows:

1. This Council has reviewed an estimate of fees that will be payable by RISE in connection with their proposed Homebase Project. These fees total approximately Eleven Thousand Dollars ($11,000.00). The estimate is attached to and made part of this resolution.
2. This Council has reviewed RISE's proposal and hereby determines that it is in the interest of the general public, and that the public benefit derived from the project will be equal to or greater than the amount of the fees required.

3. This Council will therefore waive and forego the fees otherwise due for this project, up to the amount of Eleven Thousand Dollars ($11,000.00).

Mayor Safford moved and Commission Coll seconded to waive the Building and Planning fees for RISE Homebase facility, located at 127 Union Street, in the amount of approximately $11,000.

Commissioner Sanghvi questioned Mayor Safford where in the agenda's attachments the approximate amount was located and whether the RISE Homebase facility was for office space or for shelter. Deputy Mayor Kiernan explained to Commissioner Sanghvi that this total of $11,000.00 can be calculated by adding up the values on the documents attached to the agenda. Mayor Safford stated that the space will be used for offices and a drop-in center.

Mayor Safford stated that in the last six months due to the efforts of the City of Saratoga Springs, RISE, Shelters of Saratoga and Saratoga County ninety-six individuals have found permanent housing.

Commissioner Sanghvi stated the importance of maintaining the partnership between the City of Saratoga Springs and Saratoga County to help support the homeless population.

Commissioner Coll stated tremendous effort done to house ninety-six individuals in that last six

months of the estimated two hundred and twenty-five to two hundred and fifty homeless individuals in the City of Saratoga Springs.

5 – 0
Motion Passed.

Mayor Safford moved and Commissioner Moran seconded to add item to the Mayor's agenda.

5 – 0
Motion Passed

Item 9.9 Discussion and Vote to Extend the Tolling Agreement with the Attorney General's Office was added to the Mayor's agenda.

9.9 Discussion and Vote: to extend the Tolling Agreement with the Attorney General's Office and to be assigned by Council

Mayor Safford moved and Commissioner Golub seconded to extend the Tolling Agreement with the Attorney General's Office for three months.

Attorney Izzo requested to speak and stated that the last paragraph of the Tolling Agreement refers to respondent's counsel being the party to sign the agreement. Attorney Izzo stated that this creates two options, have a member of the City Attorney's office sign the agreement or have the last paragraph changed to reflect that that Mayor Safford would sign instead of respondent's counsel. Attorney Izzo also stated that the motion should have specific language indicating by whom this document will be signed.

Commissioner Moran asked if a member of the City Attorney's office signed the agreement the sole exclusive authority to do the negotiations on behalf the City of Saratoga Springs.

Attorney Izzo stated "Of course not, it's just to sign the agreement."

Mayor Safford moved and Commissioner Golub seconded to extend the Tolling Agreement with the Attorney General's Office for three months and signed by City Council.

Commissioner Coll stated that the statute of limitations is still running but is in favor of extending the agreement due to good faith negotiations.

5 – 0
Motion Passed.

10. Account's Department

10.1 Business Milestones

Commissioner Moran stated there are no business milestones to announce tonight.

10.2 Special Events

Commissioner Moran thanked the Department of Public Workers for all their hard work during the and after the Belmont on Broadway event. Moran stated that events like Belmont on Broadway do

not happen without the work of our sponsoring organizations and premier sponsors. Moran stated that this support from local businesses allows events to run with low to no cost to the City. Moran stated that the City of Saratoga Springs' expenditures for these events are related to paying staff for the Department of Public Works and the Department of Public Safety staff time as well as organizing the event.

Commissioner Moran thanked the citizens of Saratoga Springs for their participation and positive attitudes during this successful event.

Commissioner Coll stated that the police department's overtime was not covered in the fees for the Belmont on Broadway event.

Commissioner Moran agreed with Commissioner Coll and again stated that Belmont on Broadway was a successful event.

Commissioner Moran stated that the June 25th, 2004, Primary is limited to the towns of Ballston Spa and Milton for Conservative Party members only.

Commissioner Moran stated the Revive 65 Celebration is scheduled for Wednesday, June 19, 2024, at 65 Phila Street. Moran stated that the Saratoga Springs Preservation Foundation will be celebrating the revival of 65 Phila Street with a porch party fundraising event on Phila Street between Henry and Circular Streets.

Commissioner Moran stated the Make a Wish "Walk in the Park" is scheduled for Sunday, June 23 from 9:00 A.M. to 1:00 P.M. Moran stated this is a fundraiser for Make A Wish and the walk begins from their new office location at 92 Congress St. to the Congress Park Carousel.

Commissioner stated the Saratoga Pride Festival is scheduled for Sunday, June 23rd from 2:00 P.M. to 5:00 P.M. at High Rock Park. Moran stated that this event is in celebration of Pride Month with food trucks, live music, family activities, arts & crafts.

Commissioner Moran stated the All American Celebration - Firecracker 4 and Flag Day Parade are scheduled for Thursday, July 4th. Moran stated the parade was moved due to scheduling involving Belmont. Moran stated the parade would begin around 4:00 P.M. Moran stated the Firecracker 4 is a four-mile road race held every year commencing at 9:00 A.M. to 11:00 A.M. Moran stated the All American Celebration, which is hosted by the Saratoga Chamber of Commerce will have live music and fireworks after the parade. Moran thanked the Saratoga Chamber of Commerce, Deathwish Coffee and Druthers for their sponsorships.

10.3 Announcement: Report and AOD Received from the NYS Attorney General

Commissioner Moran stated that the City of Saratoga Springs received official communication from the City's Attorney General's office that included a cover letter, tolling agreement and proposed Assurance of Discontinuance (AOD). Moran stated that this item was put on the agenda to officially recognize and receive these materials, and this is an important moment for the City of Saratoga Springs. Moran stated that it is time to stop parsing words and start resolving these issues in a responsible manner. Moran stated that this was item was also included in the Accounts Department's agenda to open the conversation regarding this matter to the entire City Council. Moran stated that to his knowledge there had been conversations with the NYS Attorney General's Office that he was not aware of.

Commissioner Moran stated that he has reserved comment from the appearance tickets that were

issued to an organizer for Black Lives Matters regarding two recent protests. Moran stated that protected speech does not need to be asked for permission to exercise. Moran stated the expression on your first amendment right is fundamental. Moran stated that City Code is flawed. Moran stated that it is time to take accountability for what has happened.

Pastor Wallace walked to the front of the room and addressed the Council regarding being called racial slurs.

Commissioner Moran asked Pastor Wallace if being called a racial slur is a crime.

Mayor Safford asked Pastor Wallace to please sit down and asked Commissioner Moran to not engage.

Commissioner Moran stated that he has had enough, and that Mayor Safford should address Pastor Wallace about engaging.

Commissioner Moran stated that when the police department chose to take the action on Mr. Figuereo. Commissioner Moran stated he has had private conversations with Chief of Police and Commissioner Coll. Moran stated that he believes that all the intent and motivation were in good faith. Moran stated that he just does not agree.

Commissioner Moran read from the NYS Attorney General's letter, "The OAG has reviewed troubling reports that, in May 2024, the SSPD issued desk appearance tickets to a protest organizer in connection with two non-violent protests. Those tickets allege violations of Saratoga Springs ordinances that purportedly require individuals to give notice to the City before engaging in First Amendment-protected activity. Given the findings of the OAG's report, which described retaliatory arrests against the same individual, the OAG is concerned that the City of Saratoga Springs has resumed its unconstitutional retaliation against protesters. The proposed AOD would prohibit the SSPD from seeking criminal penalties against protesters in such circumstances-where there was no reported violence or significant property damage."

Commissioner Moran also read part of item 51 of the same letter, "Respondent shall be prohibited from investigating, arresting, or seeking charges against any individual for failing to seek a permit or failing to notify Respondent in advance of any First Amendment assembly or other expressive activity."

Commissioner Moran stated concern regarding future litigation and the safety of police officers that deal directly with these situations.

Commissioner Moran stated Jewish Voices for Peace indicated themselves as one of the organizers for the May 2024 demonstrations. Commissioner Moran asked Commissioner Coll if that group has been cited.

Commissioner Coll stated that this matter is in litigation and stated it is the government's obligation to prove who the organizer was who did not file for declarations. Coll stated that there are complexities when determining the difference between and sponsor and an organizer. Coll stated that they have identified one organizer, and that this citation is a code violation, not a criminal action. Coll stated that four different groups that have filed for declarations and that Black Lives Matter should be treated the same as those groups. Coll stated that the leader of Black lives Matters was never handcuffed, just issued an appearance ticket to appear before a judge and that case is pending. Coll stated that the group's first amendment right to protest was never disrupted. Coll stated that there has been negotiations with the NYS Attorney General's office questioning if the

City of Saratoga Spring's codes regarding demonstration declarations are unconstitutional. Coll stated if the codes are deemed unconstitutional then those codes will not be enforced, but if the codes are constitutional, the code will apply to everyone.

Commissioner Moran stated that due to past experiences while demonstrating some organizers may be apprehensive to submit future demonstration declarations for fear of consequences.

Commissioner Coll stated that unbiased police is treating people equal based on activity not on their status as an organization.

Commissioner Moran stated that there is also discretion and just because you can do something does not mean you should

Commissioner Coll stated that discretion is the issue. Coll again stated that unbiased police is based on activity and consistent with the 14th Amendment.

Commissioner Coll stated that he respects Commissioner Moran's opinion but disagrees with it.

Commissioner Moran stated his concern does not have only one party one subject to the negotiation with the Attorney General.

Commissioner Coll stated that there was a discussion regarding the hiring of a specialized Attorney to handle these negotiations with the NYS Attorney General's office.

Commissioner Coll stated that this decision is the most important decision for the City for the next fifty years. Coll stated that based on his interpretation of the AOD, this will impact future assemblies. Coll stated that the AOD document was leaked to the press before he was able to read it.

Commissioner Coll asked Commissioner Moran if he believes the demonstration declaration application is voluntary.

Commissioner Moran stated that he believes the application is not necessary.

Commissioner Moran stated that he wants this matter to be handled properly and agreed with Commissioner Coll on hiring a third-party counsel.

Commissioner Sanghvi stated the importance of the entire Council discussing the matter of hiring a third-party counsel.

Mayor suggested this could be a discussion at the following pre-agenda meeting.

Commissioner Moran stated that the pre-agenda meeting is for discussing the agenda items and not discussing solutions for issues. Moran stated that these discussions need to be in front of the citizens.

10.4 Award of Bid Copper Sulfate to Thornton, Musso, and Bellemin, Inc.

Commissioner Moran moved and Commissioner seconded to award the extension of bid of Coper Sulfate to Thornton, Musso and Bellemin, Inc. not to exceed the unit bid price of $7350.00 valid until June 1, 2025.

5 – 0
Motion Passed.

10.5 Discussion and Vote: Authorization for Mayor to Sign PILOT Agreement with Springs West Housing Development

Commissioner Moran stated that the resolution passed on June 4, 2024, had the incorrect parcel number of 165.91-1-12.1 listed. Moran stated this parcel number should be corrected to 165.9-1-12.1.

Commissioner Moran moved and Commissioner Coll seconded to authorize the Mayor to sign PILOT agreement with Springs West Housing Development correcting the parcel number to 165.9-1-12.1.

5 – 0
Motion passed.

Commissioner Moran stated that after meeting with Speaker Carl Heastie of the New York State Assembly committed $3 million dollars to improvements to the Jefferson Terrace housing project. Moran thanked Speak Heastie and thanked Assemblywoman Woerner for bringing Speaker Heastie to the City of Saratoga Springs.

11. Finance Department

Commissioner Sanghvi stated that for the Finance Department's agenda item 11.7 relating to parcel 165.13-2-7 there is no accompanying agenda item on the Accounts Department's agenda.

Deputy Commissioner Connors explained to Commissioner Sanghvi that the Account's Department agenda item related to parcel 165.13-2-7 was on the previous agenda.

11.1 Announcement: City Tax Update

Commissioner Sanghvi stated that the City's year to date sale tax is $5.3 million, and the budgeted sales tax is $19.5 million, which includes the potential revenue from the Belmont Stakes.

Mayor Safford clarified that a previous comment of the Belmont revenue being $10,000,000.00 was the expected gross revenue, which the City of Saratoga Springs would only receive a tax portion of that amount.

Commissioner Sanghvi stated that the city would receive 1.5% of the gross revenue as sales tax revenue, with the State receiving 4% and the County receiving 1.5%.

Commissioner Sanghvi stated that $862,061.71 has been collected for mortgage tax, which is 26% under the previous year.

11.2 Announcement: Deadline for Participatory Budgeting Project Proposals extended through July 31, 2024

Commissioner Sanghvi stated that the acceptance date has been extended to July 31, 2024.

11.3 Discussion and Vote: Update to City Fees - DPW

Commissioner Sanghvi stated that the Department of Public Works has requested an update to their

city fees. Sanghvi stated that these updates include the addition of seasonal paid parking at $2.00 an hour, miscellaneous $25.00 a month permit for volunteers co-work space occupants and service providers for downtown, $12 overnight rates after 9:00 P.M as suggested by the Police Department to provide an option for parking, $12 Broadway hotel day rate and $0.60 convenience fees for non-cash transactions. Sanghvi stated that the Broadway hotels will be invoiced for the season. Sanghvi also stated that the $4.00 landfill bags will be replaced with $1.00 landfill stickers that can be attached to a standard garbage bag. Sanghvi stated that the landfill bags will still be sold until the stock is depleted.

Commissioner Golub clarified that the flat fee for overnight rates was suggested by the Police Department to encourage individuals to not drive if intoxicated who may have been concerned of paying for their vehicle overnight.

Commissioner Sanghvi moved and Commissioner Golub seconded to Update to City Fees for the Department of Public Works

5 – 0
Motion Passed.

11.4 Discussion and Vote: Resolution to Use Assignment for Participatory Budgeting

A RESOLUTION
OF THE CITY COUNCIL
OF THE CITY OF SARATOGA SPRINGS, NEW YORK
BE IT RESOLVED, by the City council of the City of Saratoga Springs, New York as follows:

1. The City Council established an Assignment for Participatory Budgeting, on April 5, 2022. The uncommitted balance in the assignment as of 06/18/2024 is $ 21,887.82.

2. Therefore the City Council agrees to use $17,000 to cover two project awards: Lake Avenue School Centennial - $10,000; and Community Garden - $7000.

3. The balance remaining in the assignment will be $4,887.82.

Commissioner Sanghvi stated the unencumbered balance as of June 18, 2024 is $21,887.82. Sanghvi stated that the Finance department seeks Council approval to use $17,000.00 on two previously approved projects, the Lake Avenue School Centennial in the amount of $10,000.00 and Community Garden in the amount of $7,000.00. Sanghvi stated that the remaining balance would be $4887.82.

Commissioner Sanghvi moved and Commissioner Golub seconded to use assignment for participatory budgeting.

5 – 0
Motion Passed

11.5 Discussion and Vote: Resolution to Use Assignment for Liability for Legal Expense

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

PUBLIC OFFICERS LAW SECTION 18 SARATOGA SPRNGS CITY CODE CHAPTER 9

Be it resolved, by the City Council of the City of Saratoga Springs NY, as follows:

WHEREAS, in 1987 the City Council enacted an Article in the City Code that provides for a defense and indemnification of city officers and employees in any state or federal legal action arising out of any alleged act or omission which occurred or allegedly occurred in the scope of official duty or public employment, and

WHEREAS, Section 18 of the New York State Public Officers Law contains provisions that applyto public entities who have agreed by the adoption of local law, bylaw, rule or regulation, to confer benefits of defense and indemnification upon its officers and employees, and

WHEREAS, this Council desires to provide the officers with defense and indemnification as required by City Code Chapter 9 and by Public Officers Law Section 18, and to pay for reasonable attorneys' fees and expenses in the manner indicated in Section 18, and

WHEREAS, on November 28, 2023, the City Council established an Assignment for Liability for Legal Expense in the amount of $200,000. Funds can be used for providing legal services for city officers and employees as defined by City Code and Public Officers Law, and

WHEREAS, a subpoena has been issued by the Saratoga County District Attorney's office for documents and information from City officers and employees including Deputy Commissioner of Accounts Stacy Connors and Commissioner of Accounts Dillon Moran, and they have requested representation by private counsel oftheir choice, and said counsel have submitted to the City Council legal expenses and costs for providing advice and representation,

NOW, THEREFORE, BE IT RESOLVED as follows:

l. This Council hereby authorizes providing to Commissioner of Accounts Dillon Moran and Deputy Commissioner of Accounts Stacy Connors legal fees in the amount of not more than Forty-Nine Thousand Nine Hundred and Forty-Six Dollars and Sixty Cents ($49,946.60), to be used in responding to the subpoena served upon them by the District Attorney's office.

2. The private attorneys representing Dillon Moran and Stacy Connors shall continue to submit detailed statements of expenses, hours worked, services rendered, and amounts billed.

3. In accordance with Section 1 8 (3)(b) of the Public Officers Law, Dillon Moran and Stacy Connors may continue to request additional reasonable legal fees or expenses from time to time during the pendency of the subpoena response. The Council shall review such requests and if found reasonable shall provide such additional fees and expenses by further resolution.

Commissioner Sanghvi pulled this agenda item.

11.6 Discussion and Vote: Resolution for Use of the Parking Structure Capital Reserve

RESOLUTION
For Expenditure of CONSTRUCTION, RECONSTRUCTION OR ACQUISITION
OF PARKING STRUCTURES Reserve Funds

WHEREAS, the City Council of the City of Saratoga Springs established the

CONSTRUCTION, RECONSTRUCTION OR ACQUISITION OF PARKING STRUCTURES Reserve Fund on November 7, 2006 for the purpose of "to accumulate moneys to finance the cost of a type capital improvement of the construction, reconstruction, or acquisition of parking structures," and

WHEREAS, a $124,960 expenditure is required for the Woodlawn and Putnam Deck Repairs Capital Project and is in accordance with the purposes of the CONSTRUCTION, RECONSTRUCTION OR ACQUISITION OF PARKING STRUCTURES Reserve Fund;

NOW, THEREFORE, BE IT RESOLVED, that the above-described expenditure in the amount of $124,960, is hereby approved as authorized as in accordance with the CONSTRUCTION, RECONSTRUCTION OR ACQUISITION OF PARKING STRUCTURES Reserve Fund.

Commissioner Sanghvi stated that $124,960.00 is required for the Woodlawn and Putnam deck repair capitals budget.

A roll call vote was done.

Mayor Safford- Aye
Commissioner Sanghvi- Aye
Commissioner Moran- Aye
Commissioner Golub- Aye
Commissioner Coll- Aye

Motion Passed.

11.7 Discussion and Vote: Budget Amendment - Assignments

Commissioner moved and Commissioner Moran seconded to budget amendment – assignments.

5 – 0
Motion Passed.

11.8 Discussion and Vote: Budget Amendments - Capital

Commissioner moved and Commissioner Moran seconded to budget amendment – capital.

5 – 0
Motion Passed.

11.9 Discussion and Vote: Budget Amendments - Regular

Commissioner moved and Commissioner Moran seconded to budget amendment – regular.

5 – 0
Motion Passed.

11.10 Discussion and Vote: Budget Transfers - Payroll and Benefits

Commissioner moved and Commissioner Coll seconded to budget transfers – payroll and

benefits.

5 – 0
Motion Passed.

11.11 Discussion and Vote: Budget Amendment - Legal Liability

Commissioner Sanghvi pulled this item from the agenda.

11.12 Discussion and Vote: Budget Transfer - Contingency

Commissioner moved and Commissioner Coll seconded to budget transfers – contingency.

5 – 0
Motion Passed.

Commissioner Sanghvi moved and Commissioner Moran seconded to add an item to the Finance Department's agenda.

5- 0
Motion Passed.

11.13 Discussion and Vote: Updates to the Finance Policy and Procedure Manual

Commissioner Sanghvi stated that there are two pieces of the finance of policy and procedure manual to outline the handling of revenues paid parking. Sanghvi stated that a redlined copy was mailed to the Council this evening (redlined and original Finance Policy Procedure Manual attached to the minutes).

Commissioner Sanghvi stated the changes are regarding the changing of non-union members' pay periods being changed from weekly to bi-weekly and adding language for recording and depositing of paid parking revenues. Sanghvi stated that ten of the twenty-three items in the Finance policy and procedure manual.

Commissioner Coll asked what the repercussions will be if this item is not approved.

Commissioner Golub stated that the city would not be able to collect the revenue for two more weeks.

Commissioner Sanghvi moved and Commissioner Moran seconded to update the finance policy and procedure manual redline version as provided.

5 – 0
Motion Passed.

12. Public Works Department

12.1 Announcement: Parking Program Update

Commissioner Golub stated miscellaneous monthly permit, co-working, overnight, Broadway hotels. Golub stated that the pay stations are mostly set up and by the end of week this program will be running. 6,747 resident permits, 190 individual business fleets.

DRAFT

Commissioner Moran stated local membership organizations created a video available online explaining the parking program to the public. Moran stated that this parking program is a short season tourist focused that is only in City owned lots.

12.2 Discussion and Vote: Approval to Pay Invoice to Chimney Heroes

Commissioner Golub moved and Commissioner Coll seconded to approve to pay invoice 40003536 in the amount of $11,387.00 for emergency boiler repairs at the Franklin Community Center.

5 - 0
Motion Passed.

12.3 Discussion and Vote: Authorization for Mayor to Sign Change Order #1 with PCC Contracting

Commissioner Golub moved and Commissioner Moran seconded to authorize the Mayor to sign change order #1 with PPC Contracting for unforeseen broken weld joints and concrete repairs $18,595.00.

5 - 0
Motion Passed.

12.4 Discussion and Vote: Authorization for Mayor to Sign Contract with Thornton, Musso, Bellemin Inc. for Copper Sulfate

Commissioner Golub moved and Commissioner Moran seconded to authorize the Mayor to sign a contract with Thornton, Musso, Bellemin Inc. for copper sulfate to be used for the water treatment plant. Golub stated this contract will be valid until 6/1/2025 in the amount of unit bid prices not to exceed $7,350.00.

5 - 0
Motion Passed.

13. Public Safety Department

13.1 Belmont Festival

Commissioner Coll stated how impressed he was with the police department and command staff during the Belmont Festival. Coll also stated that within hours the suspect that was involved in traffic stop that left Sergeant Dingman injured was apprehended in Warren County.

13.2 Department of Public Safety / Traffic Violations Bureau window hours

Commissioner Coll stated that effective last Monday June 10th 2024. Coll stated that the window will be closed on Tuesday and Thursday and opened hours Monday, Wednesday, Friday from 9:00 A.M. to 4:00 P.M. and closed for lunch from 1:00 P.M. to 2:00 P.M. Coll thanked the Council for creating the new DPS Coordinator Position. Coll stated that a letter from the labor attorney regarding the creation of that position has been produce, distributed to Council and placed on the record.

13.3 Discussion and Vote: Authorization to pay three invoices to BPI Mechanical Services

Commissioner Coll moved and Commissioner seconded to authorize the payment of three invoices for BPI mechanical services for done in the police station, fire station #1 and fire station #2 without a purchase order and are now past due. Coll stated for work done on the police station the invoice is in the amount of $496.22 and the invoices for the fire stations are in the total amount of $15,884.18.

Commissioner Moran stated that several items on the agenda have not followed the City's purchasing policy. Department of Public Safety presented invoice# 150893 on May 7th to Council in the amount of $15,324.38 and approved by Council and the May 7th invoice was rejected by the Purchasing Department due to the invoice number being incorrect. Moran stated that now the correct invoice number #105893 is now being brought to Council for approval three meetings later due to the Department of Public Safety not following purchasing policies. Commissioner Moran asked Commissioner Coll to rectify this issue.

Commissioner Sanghvi stated COSF was provided on Friday after the agenda closed, please try to provide that before the agenda is closed.

Commissioner Coll stated that the Department of Public Safety is the largest department and short staffed but are willing to work with the other departments to resolve this.

Commissioner Moran stated that we need to follow policy. Moran is not encouraging others to vote against it but must vote no on the matter.

Ayes- 4
Nays- 1 (Commissioner Moran)
Motion Passed.

13.4 Discussion and Vote: Authorization for the Mayor to sign a contract with Absolute Pest Control Inc.

Commissioner Coll stated this contract with Absolute Pest Control Inc. will be this will be a piggybacking off DPW in the amount of $702.00 annually for the police station and $1,360.80 for fire station #1 and fire station #2.

Commissioner Coll moved and Commissioner Moran seconded to authorize the Mayor to sign a contract with Absolute Pest Control Inc.

Commissioner Moran stated that this was done properly with purchasing policy.

Commissioner Coll thanked Commissioner Moran and Commissioner Golub.

5 - 0
Motion Passed.

13.5 Discussion and Vote: Authorization to pay an invoice to Adirondack Cabling, Inc.

Commissioner Coll moved and Commissioner Golub seconded to authorize payment of an invoice to Adirondack Cabling, Inc. in the amount of $822.00 that will come from the police department professional service equipment budget line.

Commissioner Moran will be voting no due to purchasing policy.

Ayes- 4
Nays -1 (Commissioner Moran)
Motion Passed.

13.6 Discussion and Vote: Authorization to accept the Saratoga Springs Police Department Law Enforcement Technology (LETECH) Program grant from the Division of Criminal Justice Services (DCJS)

Commissioner Coll moved and Commissioner Sanghvi seconded to authorize acceptance of the Saratoga Springs Police Department Law Enforcement Technology (LETECH) Program grant from the Division of Criminal Justice Services (DCJS) in the amount of $1,075,000.00 to be used on approved purchases and City does not need to match funds or spend spends funds upfront.

Commissioner Sanghvi commended the Police Department on obtaining this grant. Sanghvi stated that there is an increased need for technology in the police department and with this grant some of those technological needs can be met.

Commissioner Coll stated that the grant is not meant to supplement the current budget.

Commissioner Sanghvi stated that they understand.

5 - 0
Motion Passed.

13.7 Discussion and Vote: Authorization for the Mayor to sign a contract with Galls, LLC

Commissioner Coll moved and Commissioner Moran seconded to authorize for the Mayor to sign a contract with Galls, LLC for in the amount of $15,063.63.

Commissioner Moran stated he is glad that this contract was completed but again stated the importance of following the purchasing process correctly.

Commissioner Coll thanked the Accounts Department and Finance Department.

5 - 0
Motion Passed.

14. Adjourn

Mayor moved Commissioner Coll seconded to adjourn at 9:14 P.M.

5 - 0
Motion Passed.

Respectfully Submitted,

Mark Graham
Assistant City Clerk

Approved:
Vote:

DRAFT

Rose Tait
164 Lincoln Avenue
Saratoga Sorings, NY -2866
Tait7@ aol.com. 518-424-0660

Rose Tait 6/18/2024

CITY OF SARATOGA SPRINGS
JUN 18 2024
ACCOUNTS DEPARTMENT

June 18,2024

It's my 53rd year of parking cars at 164 Lincoln Avenue
My predecessor, Mary Lanzara was doing so in the 1940's and trained me. There were no accidents iin these 70 years. There was also youth parking along the NYRA fence, NYRA parking next to Siros. and much more activity.

In 2022, NYRA in its greed, decided to close exits onto Union Avenue and make the PEDESTRIAN ONLY. Gate at the corner of Lincoln Avenue and Frank Sullivan Place into a main exit. Traffic can be exiting for 3 or more hours. GATE 9 is now GATE 7.

The big parking lot on Nelson & Frank Sullivan Place and the yellow house were charging
$100. and. $70 per car respectively I'm told by those parking with me. I wonder what Saratogians could pay $70 to $100 per car

I've repeatedly asked for a traffic and air quality study. IM AGAIN REQUEST THESE STUDIES.
I BELIEVE THIS AREA IS A LOVE CANAL OF EMISSIONS.

PARTY VANS LIKE TO PARK AT SIROS, leave the motor running so the van is cool, and let their fares get snacks & alcohol from the van, then go into Siros for the entertainment.

This leaves ONE LANE FOR EXITING NYRA PARKERs and those exiting the 2 lots on Frank Sullivan Place.

The City should:
-return 2 way traffic to Lincoln Avenue
Or
-turn the one way in opposite direction on alternate years

BUDGET MONEY FOR THE AIR QUALITY/ traffic study.

Re: When is this ever going to stop?

Minita Sanghvi <Minita.Sanghvi@saratoga-springs.org>

Tue 6/18/2024 10:16 AM

To:GINNY SCAVUZZO <saratogagrammy@gmail.com>;Dillon Moran <Dillon.Moran@saratoga-springs.org>;Jason Golub <Jason.Golub@saratoga-springs.org>;Mayor's Office <mayor@saratoga-springs.org>;Public Comment <public.comment@saratoga-springs.org>;Tim Coll <Tim.Coll@saratoga-springs.org>

I had a medical appointment and couldn't attend the pre-agenda meeting. I didn't realize Commissioner Moran was not going to be there. This was just a coincidence.

Minita

CITY OF
SARATOGA SPRINGS

JUN 18 2024

ACCOUNTS DEPARTMENT

From: GINNY SCAVUZZO <saratogagrammy@gmail.com>
Sent: Tuesday, June 18, 2024 6:18 AM
To: Dillon Moran <Dillon.Moran@saratoga-springs.org>; Minita Sanghvi <Minita.Sanghvi@saratoga-springs.org>; Jason Golub <Jason.Golub@saratoga-springs.org>; Mayor's Office <mayor@saratoga-springs.org>; Public Comment <public.comment@saratoga-springs.org>; Tim Coll <Tim.Coll@saratoga-springs.org>
Subject: When is this ever going to stop?

CAUTION: This email originated outside of the City network. Please contact IT Support if you need assistance determining if it's a threat before opening attachments or clicking any links.

Good morning,

"Minita Sanghvi has an item on her agenda for the June 18,2024, Saratoga Springs City Council meeting to pay $49,946.60 to an attorney to represent Accounts Commissioner Dillon Moran and his deputy, Stacy Connors, related to the on-call scandal. Sanghvi also has a resolution to transfer the city funds to pay for this. The language of Sanghvi's resolution also authorizes more payments to the attorney in the future.

An actual bill or contract from the attorney or even the attorney's name is missing. As the cost seems excessive on its face, it is disturbing that, as far as one can tell, the City Attorney has not reviewed a bill to determine if it is reasonable. It is even more disturbing that Sanghvi would put this forward for payment given the lack of documentation of the work that was done and a breakdown of the fees that were charged."

1) I am beyond words to think that there's no end to the shenanigans going on. For Comm Moran to think that his private legal fees be paid by us for something the city attorney advised against is obnoxious.... And that Comm Sanghvi is helping to do it is highly offensive.

2) For these two commissioners to not attend the pre agenda meeting is so transparent and totally unacceptable!

I respectfully ask that this be denied.

Ginny Scavuzzo

GOLDBERGER AND KREMER
ATTORNEYS AND COUNSELORS AT LAW
50 BEAVER STREET
SUITE 204
ALBANY, NEW YORK 12207
518-436-8313
FAX NO. 518-436-8316

BRYAN J. GOLDBERGER*
BRIAN S. KREMER

*ALSO ADMITTED IN PENNSYLVANIA

CITY OF
SARATOGA SPRINGS

JUN 18 2024

ACCOUNTS DEPARTMENT

June 8, 2024

Via email at Christy.Spadaro@saratoga-springs.org

Ms. Christy Spadaro
Human Resources Administrator
City of Saratoga Springs
City Hall – Broadway
Saratoga Springs, NY 12019

Re: DPS Purchasing Coordinator Position

Dear Ms. Spadaro:

You have asked for my opinion on the assignment of the newly created Department of Public Safety Purchasing Coordinator position by the City Council to Salary Grade 13 with an annual salary range of $59,648 to $72,968.00. It is my understanding that the Civil Service Commission recently created the position and that the City Council approved its creation at the salary range referenced above on or about June 4, 2024.

Initially, it must be noted that this new position is not yet represented by any union. Therefore, there is no obligation to negotiate with any union regarding the initial salary for the position. The collective bargaining agreement between the City and the CSEA "City Hall Unit" contains language at Article III, Section 2 which requires the parties to "meet and discuss the inclusion of any newly created positions arguably in the unit..." Therefore, the City should discuss with the "City Hall Unit" whether this new position should be in the unit and, assuming that the parties agree to its inclusion in the unit, the salary and other terms and conditions of employment of the position would then become mandatory subjects of bargaining.

Further, as I have stated in a previous opinion letter, even if the newly created position was already represented by the "City Hall Unit," the allocation of a position to a salary grade is generally not a mandatory subject of negotiation (See CSEA v. PERB, 248 AD2d 882). This is especially true when the position is first created (See Churchville-Chili Central School District, 17 PERB 3055; State of New York Racing and Wagering Board, 43 PERB 4503). Assignment to a salary grade only becomes a mandatory subject of negotiation if the collective bargaining agreement sets the specific grade to which the position is to be assigned (See City of Cohoes, 31 PERB 3020). Since

this position is newly created, there obviously is no language in any collective bargaining agreement assigning the position to a specific grade. Therefore, the City had no obligation to negotiate regarding the initial salary for this new position.

Based on the foregoing, the City of Saratoga Springs possesses the authority to assign this newly created position to a salary grade without prior negotiation. It is therefore my opinion that the City Council's action on June 4, 2024 of assigning the Department of Public Safety Purchasing Coordinator position to Salary Grade 13 was lawful and proper.

I hope the foregoing adequately addresses your inquiry. I would be happy to discuss this matter further with you, the Mayor, and/or members of the City Council.

Very Truly Yours,

GOLDBERGER AND KREMER



Brian S. Kremer

A PROCLAMATION
OF THE CITY OF SARATOGA SPRINGS, NEW YORK

WHEREAS, it is impossible to overstate the importance of thoroughbred racing to the City of Saratoga Springs. For more than 150 years horse racing has been part of our city's character, identity, economy and culture; and

WHEREAS, this year the running of the 156th Belmont Stakes at the Saratoga Race Track brought unprecedented challenges to our city. The impact upon our buildings, our streets, public ways, and public services was immediate and intense. The personnel of the Saratoga Springs Police and Fire Departments worked tirelessly for months with officials and employees of the New York Racing Association, and with business organizations, county, state and federal offices, and many private and public sector organizations to ensure that the 2024 Belmont Stakes would take place safely and efficiently. Their efforts allowed a busy and complicated racing day to proceed on schedule, kept vehicle and pedestrian traffic moving smoothly, and maintained the safety of many thousands of racing fans during this exciting and historic day in our city,

NOW, THEREFORE, I, JOHN F. SAFFORD, Mayor of the City of Saratoga Springs, on behalf of the people of Saratoga Springs, hereby expresses our thanks and appreciation to our City's dedicated and hard-working Police and Fire personnel for their outstanding work during the 2024 Belmont Festival.

Dated: June 18, 2024

John F. Safford, Mayor

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

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

WHEREAS, persons living with life challenges to their health and safety are frequently in need of a facility that will provide them with security, support and resources. The giving of assistance to such persons in need is a proper and worthy function of government; and

WHEREAS, RISE Housing and Support Services, a local organization dedicated to providing assistance to people living with mental health issues, substance issues, homelessness and other challenges, has announced plans to construct Homebase, a project to be located at 127 Union Street, to expand their services to the community; and

WHEREAS, this project will require application and review by a number of city offices and entities, and the payment of statutory fees for those reviews; and

WHEREAS, it is proper for a municipality to forego the collection of fees for a project in situations where the public benefit provided by the project will be equal to or greater than the required fees, and when the waiver of fees can be reasonably found to be a benefit to the general public,

NOW, THEREFORE, BE IT RESOLVED as follows:

1. This Council has reviewed an estimate of fees that will be payable by RISE in connection with their proposed Homebase Project. These fees total approximately Eleven Thousand Dollars ($11,000.00). The estimate is attached to and made part of this resolution.
2. This Council has reviewed RISE's proposal and hereby determines that it is in the interest of the general public, and that the public benefit derived from the project will be equal to or greater than the amount of the fees required.
3. This Council will therefore waive and forego the fees otherwise due for this project, up to the amount of Eleven Thousand Dollars ($11,000.00).

ADOPTED: 6/18/2024
AYES: 5 NAYS: 0

CITY COUNCIL OF THE CITY OF SARATOGA SPRINGS, NY

By: Dillon Moran, City Clerk

A RESOLUTION

OF THE CITY COUNCIL

OF THE CITY OF SARATOGA SPRINGS, NEW YORK

BE IT RESOLVED, by the City council of the City of Saratoga Springs, New York as follows:

1. The City Council established an Assignment for Participatory Budgeting, on April 5, 2022. The uncommitted balance in the assignment as of 06/18/2024 is $ 21,887.82.
2. Therefore the City Council agrees to use $17,000 to cover two project awards: Lake Avenue School Centennial - $10,000; and Community Garden - $7000.
3. The balance remaining in the assignment will be $4,887.82.

AYES: 5

NAYES: 0

Date: 06/18/2024

City Council of the City of Saratoga Springs

Dillon Moran, City Clerk

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

PUBLIC OFFICERS LAW SECTION 18 SARATOGA SPRINGS CITY CODE CHAPTER 9

Be it resolved, by the City Council of the City of Saratoga Springs NY, as follows:

WHEREAS, in 1987 the City Council enacted an Article in the City Code that provides for a defense and indemnification of city officers and employees in any state or federal legal action arising out of any alleged act or omission which occurred or allegedly occurred in the scope of official duty or public employment, and

WHEREAS, Section 18 of the New York State Public Officers Law contains provisions that applyto public entities who have agreed by the adoption of local law, bylaw, rule or regulation, to confer benefits of defense and indemnification upon its officers and employees, and

WHEREAS, this Council desires to provide the officers with defense and indemnification as required by City Code Chapter 9 and by Public Officers Law Section 18, and to pay for reasonable attorneys' fees and expenses in the manner indicated in Section 18, and

WHEREAS, on November 28, 2023, the City Council established an Assignment for Liability for Legal Expense in the amount of $200,000. Funds can be used for providing legal services for city officers and employees as defined by City Code and Public Officers Law, and

WHEREAS, a subpoena has been issued by the Saratoga County District Attorney's office for documents and information from City officers and employees including Deputy Commissioner of Accounts Stacy Connors and Commissioner of Accounts Dillon Moran, and they have requested representation by private counsel of their choice, and said counsel have submitted to the City Council legal expenses and costs for providing advice and representation,

NOW, THEREFORE, BE IT RESOLVED as follows:

1. This Council hereby authorizes providing to Commissioner of Accounts Dillon Moran and Deputy Commissioner of Accounts Stacy Connors legal fees in the amount of not more than Forty-Nine Thousand Nine Hundred and Forty-Six Dollars and Sixty Cents ($49,946.60), to be used in responding to the subpoena served upon them by the District Attorney's office.
2. The private attorneys representing Dillon Moran and Stacy Connors shall continue to submit detailed statements of expenses, hours worked, services

ITEM PULLED - NOT VOTED ON

rendered, and amounts billed.

3. In accordance with Section 18 (3)(b) of the Public Officers Law, Dillon Moran and Stacy Connors may continue to request additional reasonable legal fees or expenses from time to time during the pendency of the subpoena response. The Council shall review such requests and if found reasonable shall provide such additional fees and expenses by further resolution.

DATED: 06/18/2024

AYES: _____

NAYS: _____

CITY COUNCIL OF THE CITY OF SARATOGA SPRINGS, NEW YORK

_____

By: Dillon Moran, City Clerk

ITEM PULLED- NOT VOTED ON

Note from the Accounts Department 6/18/2024:
Commissioner Sanghvi pulled this item from the agenda during the June 18, 2024 City Council Meeting and at that time no vote was done.

06/12/2024 2:56 PM sc

RESOLUTION
For Expenditure of CONSTRUCTION, RECONSTRUCTION OR ACQUISITION OF PARKING STRUCTURES Reserve Funds

WHEREAS, the City Council of the City of Saratoga Springs established the CONSTRUCTION, RECONSTRUCTION OR ACQUISITION OF PARKING STRUCTURES Reserve Fund on November 7, 2006 for the purpose of "to accumulate moneys to finance the cost of a type capital improvement of the construction, reconstruction, or acquisition of parking structures," and

WHEREAS, a $124,960 expenditure is required for the Woodlawn and Putnam Deck Repairs Capital Project and is in accordance with the purposes of the CONSTRUCTION, RECONSTRUCTION OR ACQUISITION OF PARKING STRUCTURES Reserve Fund;

NOW, THEREFORE, BE IT RESOLVED, that the above-described expenditure in the amount of $124,960, is hereby approved as authorized as in accordance with the CONSTRUCTION, RECONSTRUCTION OR ACQUISITION OF PARKING STRUCTURES Reserve Fund.

Ayes_5_____

Nays _0_____

A roll call vote was done for this resolution:
Mayor Safford: Aye
Commissioner Sanghvi: Aye
Commissioner Moran: Aye
Commissioner Golub: Aye
Commissioner Coll: Aye

Dated: 6/18/2024

CITY OF
SARATOGA SPRINGS

OFFICE OF THE COMMISSIONER OF FINANCE

FINANCE POLICY AND PROCEDURES MANUAL

A Guidebook for City Departments

Amended & Approved, June 18 ~~December 20~~, 202~~4~~3~~2~~

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SUMMARY OF CHANGES 113~~20~~

I. GENERAL LEDGER AND BUDGET ACCOUNT STRUCTURE

The City of Saratoga Springs uses MUNIS financial management systems (a Tyler Technologies product) to process and contain its general ledger, budget and other financial data. This program supports a budget document that lists every expenditure and estimated revenue for each department and entity of the City of Saratoga Springs. Each item is structured in compliance with the State Comptroller General Ledger Account Codes.

Every line in the general ledger and budget is identified by a letter and a series of numbers that reflect that underlying account structure. The general ledger and budget accounts are broken down into what the system calls ORG, OBJECT and PROJECT. The ORG can be thought of as the organizational code, the OBJECT defines the account as a revenue or expenditure, and the PROJECT number further describes the account for more refined tracking and sorting of data.

ORG

The ORG is broken down by the following segments.

1. Fund:
   - A = GENERAL FUND
   - E = CITY CENTER AUTHORITY
   - F = WATER FUND
   - G = SEWER FUND
   - H = CAPITAL FUND
   - P = SPECIAL ASSESSMENT FUND
   - Q = WEST AVENUE SPECIAL ASSESSMENT DISTRICT
   - V = DEBT SERVICE FUND
   - Y = COMMUNITY DEVELOPENT

2. Function: The function is a State code which assigns account numbers to State categories utilized in preparing the Annual Financial Report required to be filed with the State Comptroller by the Finance Office at the close of each fiscal year. (i.e. 01 = Property Tax, 02 = Property Tax Items, 30 = General government support, 31 = Public Safety, etc.) For a complete list please contact the Finance Office.

3. Department:
   - 1 = Mayor
   - 2 = Finance
   - 3 = DPW
   - 4 = DPS
   - 5 = Accounts
   - 6 = Recreation
   - 7 = City Center

4. Sub department: The sub department further describes the department and is defined by the State Uniform Chart of Accounts. The sub department is only used for Expenditures. (i.e. 1210 = Mayor, 3120 = Police Department, etc.) For a complete list please

contact the Finance Office.

5. Category: The Category defines the type of expenditure.
   1 = Personal Service
   2 = Equipment and Capital Outlay
   4 = Contracted Services
   6 = Principal
   7 = Interest
   8 = Employee Benefits
   9 = Contingency/Transfers

OBJECT

The OBJECT is made up of five characters and more specifically defines the revenue or expenditure. The first character signifies the type of account and a 4 = Revenue and a 5 = Expenditure. In case of expenditure accounts, the second character is the same as the category listed above. The next 4 characters for a revenue account and the next three characters provide for even more definition such as employee title, vehicle, professional service, health insurance, etc. For a complete list please contact the Finance Office.

PROJECT NUMBER

The project number is used in the Capital Fund, Community Development and General Fund, but could be used in other funds if needed. Each new project is assigned a unique number to allow for more detailed tracking and sorting of the expenditure.

Reports and inquiries can be generated by the various segments, ORG, OBJECT, PROJECT, etc.

When preparing documents for processing of expenditures, use the category to help determine what type of expense should be charged to the account. For instance, for payroll charges, category 1 accounts should be used. To purchase vehicles and other assets, category 2 accounts should be used. To pay for professional services, such as attorney fees, use category 4.

SAMPLE

A3143124-54110 – Police Department Office Supplies

A3143124	
A	General Fund
31	Public Safety function per State Code
4	City of Saratoga Springs Department of Public Safety
3124	Sub-Department (3210 “Police Department”; the final digit, “4”, coincides with the category, which in this case is contract services (see below))

54110	
5	Expense
4	Contracted Services (goods or serviced that are purchased)
110	further definition of the line item expenditure

For additional guidance on understanding and using the proper accounts, please contact the Finance Office.

II. REPORTING AND DEPOSITING MONEY

The Commissioner of Finance is the custodian of all city monies per City Charter Section 4.2. As custodian, the Commissioner of Finance is required to create a Policy for, among other things, the timely reporting and depositing of City monies.

A. Reporting

All funds received by the City, in any form, must be properly recorded and reported as revenue in the City's General Ledger and corresponding budget. Revenue transactions are recorded and reported either through a payment proof or journal entry. All batches, whether processed by a payment proof or journal entry, shall be posted by the Office of the Commissioner of Finance to the general ledger.

B. Depositing Funds

Deposits shall be made according to each department's internal control procedures over cash receipting as established by the Commissioner of Finance and approved by the City Council. In the event procedures do not exist, or fail to address a particular item, the following system shall apply:

1. Timing. Any City funds that are received by any city department, employee, or entity, in any form and under any circumstances, shall be given to the Office of the Commissioner of Finance within five business days. In the event of a donation, delivery shall occur following City Council acceptance.

2. Delivery. The funds shall be accompanied by a deposit form or memorandum, stating:
    i. the department/individual making the deposit,
    ii. the date,
    iii. a description and dollar value of each transaction,
    iv. a cash and check breakdown, with totals, accompanied by an adding machine tape verifying totals, and,
    v. the appropriate charge code(s) for the deposit.

    (Please refer to sample form RDM-1.)
3. Charge Code. The charge code shall be one created, maintained, held, and updated from time to time by the Office of the Commissioner of Finance.

4. Bank Deposit. The Office of the Commissioner of Finance shall deposit the funds with the appropriate bank; they shall be made as necessary, at regular intervals, as determined by the Office of the Commissioner of Finance.

5. Receipts. Receipts are generated for each deposit included in a Finance payment proof and will be provided to the appropriate department. For departments preparing a payment proof, a duplicate bank deposit slip can be made available upon request to the Office of the Commissioner of Finance.

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6. Approval. All funds collected must be done so in accordance with the fee schedule approved annually by the City Council or by local law, code, etc. Funds collected without appropriate authorization will be returned to the appropriate party.

7. Budget Amendments. Funds requiring a budget amendment must first be deposited with the Office of the Commissioner of Finance prior to the amendment being submitted to the City Council, except in the case of a grant requiring disbursement prior to reimbursement.

8. Collection of New Revenue. All new revenues streams must be brought forth to the Commissioner of Finance first to establish proper procedures, controls, fees, etc.

9. Donations. All donations must be approved by the City Council in accordance with City policy and practice (see Finance Policy and Procedure Manual Section XV. Gifts and Donations). Following approval donations shall be deposited.

10. Safeguarding – All funds must be held in a locked safe or vault until they are deposited with the bank.
11. All fees shall be adopted annually by the City Council in accordance with the Fees Policy. Any changes during the year should be brought to the Council prior to implementation.
12. There shall be no donation of City goods or services unless previously approved by the City Council. All goods and services shall be charged according to the fees established by the City Council.
13. It is the policy of the City to not accept Credit Cards at City facilities. If permission is granted for credit card use on site, Credit Card data will be stored by a third party, not by the City.

~~13.~~

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Form – RDM -1

DEPOSIT MEMORANDUM

OFFICE OF

CITY OF SARATOGA SPRINGS

To:

From:

Date:

Re: Deposit

Please deposit the attached as follows:

(Description of transaction)

Total Cash: $

Total Check: $

Grand Total: $ Charge Code:

Thank you.

Timing. Any City funds that are received by any city department, employee, or entity, in any form and under any circumstances, shall be given to the Office of the Commissioner of Finance within five business days. In the event of a donation, delivery shall occur following City Council acceptance.

An adding machine tape shall be submitted with this memo to verify totals are accurate.

Approval. All funds collected must be done so in accordance with the fee schedule approved annually by the City Council or by local law, code, etc. Funds collected without appropriate authorization will be returned to the appropriate party.

III. INTERNAL CONTROLS

Internal controls are essential to the effective operation of the City of Saratoga Springs. Properly designed and functioning controls will help ensure the City is using public assets efficiently and protecting against loss, waste and abuse.

The Internal Controls, as well as all policies, are presented annually to the City Council to re-affirm its responsibility for oversight, authorization and ethical leadership.

INTERNAL CONTROLS FOR CASH RECEIPTING -DPW

All items receipted by DPW will be processed through the MUNIS cash register by batch method. Each transaction will require the entry of the individual's initials when entering the transaction and there will be a detailed audit trail in MUNIS. In addition, MUNIS will be used to bill for various services through General Billing. A centralized billing location will allow DPW to be aware of all services being billed for and be able to track delinquencies to various reports, such as aging reports.

Specific Internal Controls:
Sales at the DPW Administrative Offices such as Landfill Bags, ~~,~~ Compost, Music Hall, Milling Material, Street Opening Permits, Water and Sewer Taps, Carousel and Other Miscellaneous Items

- The cash drawer shall be removed from the safe after the vault has been accessed. Access to the vault shall be limited to only necessary personnel and door shall remain shut at all times. The combination to the vault shall be limited to the DPW staff handling funds. When any one of those employees separates from the City, the combination shall be changed.
- At the start of each day the employee shall count and note the amount in the drawer as the starting bank and ensure it matches the amount from the previous night. (See below for an example of verification and documentation of the cash drawer.)
- All funds collected shall be processed through the MUNIS register, with the exception of Veteran Brick, Storm Water Pollution and Prevention mitigation fee and Storm Water Pollution and Prevention application fees.
- All customers shall be issued a receipt.
- A sign shall be posted informing customers that they will be given a receipt and a statement, "Please call 518-587-7098 if you don't receive a receipt."
- Funds collected for Veteran's bricks and 911 Memorial bricks must have the appropriate order form completed. Once the fee is collected it shall be remitted to the Commissioner of Finance with a memorandum as described in the Finance Policy and Procedure Manual.
- Compost and milling material will require completion of a three part form indicating the amount of material paid for, amount paid, pick up or delivery, name of customer, delivery address, delivery date, method of payment, signature of employee making the sale and date with MM/DD/YY**.** One part will be retained by DPW. Two parts given to the customer, in the case of a pickup. For delivery, one part is given to the customer and the other part is sent over to the compost site. The employees working at the compost facility shall return the slips to DPW after delivery or pick-up, with indication of the date delivered with MM/DD/YY or picked up and the employee's initials.
- Music Hall funds must be indicated in the reservation log and an invoice prepared. The invoice shall be provided to the party making the reservation. All payments shall be processed through the DPW register and a copy of the invoice retained with the batch. A list of deposits received in advance for bookings in future years will be provided to the Director of Finance at the end of the fiscal year, December 31.

- Street opening permits, water taps and sewer taps must have the appropriate application completed. All forms shall be signed and dated with MM/DD/YY by DPW employee.
- Casino rental payments, private bookings of the Carousel, use of the chairs, kitchen, etc., shall be made by check only. The payment amounts will be entered into the reservation log. The payments shall be processed in the register as they are received. A list of deposits received in advance for bookings in future years will be provided to the Director of Finance at the end of the fiscal year, December 31.
- Landfill bags sold in DPW shall also be inventoried as described below.
- Items unable to be processed each day due to insufficient information, or for other reasons, shall be locked in the vault each night.
- In the event the system is down, or under other circumstances, a hand receipt can be issued from a preprinted receipt book. The receipt shall include, employee name, date, received from, dollar mount, and method of payment. A copy shall be provided to the customer and a copy retained by DPW. The funds shall be held in the vault until it can be processed in MUNIS.

Verification and Documentation of the cash drawer

07/17/12 Starting drawer

$1.00	#	Quarters	#
$5.00	#	Dimes	#
$10.00	#	Nickels	#
		Pennies	#

Grand Total:

07/17/12 Ending drawer

$1.00	#	Quarters	#
$5.00	#	Dimes	#
$10.00	#	Nickels	#
		Pennies	#

Grand Total:

All DPW staff shall use a documented verification process when closing out each register at the end of the business day.~~.~~

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Creating a payment batch in MUNIS – miscellaneous receipting only

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- Add a batch by clicking on the add icon. Enter in the date, department number of 3000, and select a receipt option.
- Select the miscellaneous receipt button.
- Select the add icon.
- Enter department number 3000, name of person paid by, comment and charge code.
- Enter a description if necessary.
- Enter the charge amount, amount being paid. Do not change the cash account.
- The Org/Object/Project will default in. Review to ensure it is correct and then select accept.
- Complete the receipt information by selecting payment method and enter check

number if applicable. At additional payment reference, enter your initials. Change the receipt option if necessary and accept. Endorse the back of each check with a "for deposit only" stamp.

- Checks will not be accepted for amounts over the amount due.
- In order to maintain efficient operation of the office, the City will not accept unrolled coins in excess of 50 coins on a given business day for any debts owed to the City by a customer. Customers making payments in coin will be required to remain present during the completion of the transaction (i.e. until a receipt is presented). As for rolled coin, the City will require proper identification to be placed on each roll (i.e. Name and Account number on which the payment is to be applied). A maximum of 20 rolls will be accepted on a given business day. Additionally, the customer will be held responsible for all identified shortages upon payment validation by the City's bank.

Cashing Out the Cash Drawer

- **At the end of each day** the drawer shall be closed out and verified. The cash drawer balance should be the same as the morning and the amount of remaining funds should match the payment proof totals. Any discrepancies shall be investigated and documented. (See above for an example of verification and documentation of the cash drawer.)The cash drawer bank shall be locked in the safe each night.
- The totals for each charge code shall be verified by totaling up the supporting documentation for each charge type to ensure accuracy.
- The total checks and cash shall be verified. Ensure each check has been endorsed.
- The balance in the cash drawer shall be counted and reconciled as noted above in landfill bag procedures.
- Any discrepancies shall be noted and rectified.
- Once all items are verified, the employee will sign and date, with MM/DD/YY, the payment proof. Any discrepancies shall be noted and rectified.
- The batch shall be released.
- A copy of the proof and the original documentation with batch number noted will be retained in the DPW office. The original proof, supporting documentation of transactions collected from another DPW site and funds will be turned over to the Finance office on a daily basis.
- The cash drawer shall be locked in the vault each night.
- The Finance Office will do a final verification prior to depositing the funds with the bank.
- A duplicate deposit slip will be left in the DPW mailbox in the Finance Office and another retained in laserfiche.
- Finance will post the batch and retain the proof and documentation with all others in the in laserfiche for the number of years required by records retention.

~~**Landfill bags:**~~

Landfill Bag Stickers:

Inventory of Stickers.

- Start inventory with number of stickers in the case, and starting sticker number
- Adjust the inventory with the amount sold, reflecting an ending balance and ending sticker number
- Each entry shall list a sticker number (s), be dated with MM/DD/YY, and initialed.

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- Damaged bag stickers should be noted and turned over to the DPW Coordinator along with the inventory for that day.
- At the end of each month, the list shall be remitted to the Commissioner of Public Works for review, no later than the 15th day of the following month.
- The DPW Coordinator shall review for accuracy and completeness and make inquiries of any discrepancies. The DPW Coordinator shall be reviewing for things such as the balance at the beginning of the report matching the ending balance of the previous month's report, mathematical accuracy, completeness, correct sequencing of stickers, etc.
- The DPW Coordinator shall sign and date with the MM/DD/YY indicating review and notate action taken due to discrepancies.
- The DPW Purchasing Coordinator shall do a periodic audit at the landfill, City garage and in the DPW office to ensure the actual inventory matches that on paper.
- Any inventory discrepancies will be investigated by the DPW Business Manager
- The Inventories shall be filed and retained for the proper amount of time as determined by record retention.

Example:

5/14/2024 Beginning balance:	200 stickers	Sticker# 1255	Initials
5/14/2024 Sold	50 Stickers		
5/14/2024 Ending balance	150 Stickers	Sticker# 1305	Initials
5/15/24 Beginning balance	150 Stickers	Sticker#1305	Initials
5/15/24 Sold	30 Stickers		
5/15/24 Ending balance	120 Stickers	Sticker #1335	Initials

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Stickers Sold at the Landfill

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- At the start of each day the employee shall count and note the amount in the drawer as the starting bank and ensure it matches the amount from the previous night.
- All bag stickers sold shall be receipted through the cash register and the customer shall be issued a receipt, noting the sticker numbers sold to the customer.
- A sign shall be posted at the landfill notifying the customers that they will be issued a receipt.
- At the end of each day the register shall be closed out and verified. The cash drawer balance should be the same as the morning and the amount of remaining funds should match the cash register tape.
- Any discrepancies shall be noted and rectified.
- The money collected shall be summarized on a sheet indicating the dollar amounts, number of stickers sold, date with MM/DD/YY, and a signature, along with the cash register tapes and brought to the DPW Coordinator for deposit. On weekends, these items should be placed in the DPW safe deposit box.
- Monday mornings DPW will pick up the locked bag from safe deposit box.
- DPW will verify and address any discrepancies.
- A sheet will be signed and dated with MM/DD/YY by the landfill employee indicating the number of stickers sold and the amount deposited with DPW. DPW will also sign the sheet and date, indicating the dollar amount received.
- The Landfill staff will ring the collections through the register and give DPW office staff a receipt, which will be verified and stapled to a copy of the sign off sheet.
- All keys to the locked bank bags will be maintained in the DPW vault and used by DPW only.

~~*Inventory of bags*~~

~~All bags shall be inventoried.~~

- ~~Start the inventory with the amount in the case.~~
- ~~Adjust the total daily for the amount sold, reflecting an ending balance.~~

- Each entry shall be dated with MM/DD/YY and initialed.
- Damaged bags should be noted and turned over to the Dispatch Supervisor along with the inventory.
- At the end of each month the list shall be remitted to the Commissioner of Public Works for review, no later than the 15th~~the~~ day of the following month.
- The Dispatch Supervisor shall review for accuracy and completeness and make inquiries of any discrepancies. The Dispatch Supervisor shall be reviewing for things such as the balance at the beginning of the report matching the ending balance from the previous months report, mathematical accuracy, completeness, etc.
- The Dispatch Supervisor shall sign and date with MM/DD/YY indicating review and notate action taken due to discrepancies.
- The Commissioner shall do a periodic audit at the landfill, City garage and in the DPW office to ensure the actual inventory matches that on paper.
- The inventories shall be filed and retained for the proper amount of time as determined by record retention.

Example:

07/17/12 Beginning Balance	200 bags
07/17/12 sold	50 bags
07/17/12 Ending Balance	150 bags

_____

Initials	Date
07/18/12 Beginning Balance	150 bags
07/18/12 Sold	50 bags
07/18/12 Ending Balance	90 bags

_____

Initials Date

~~The Landfill employees as well as all DPW staff will use the inventory process.~~

~~*Bags sold at the Landfill*~~

- ~~At the start of each day the employee shall count and note the amount in the drawer as the starting bank and ensure it matches the amount from the previous night. (See above for an example of verification and documentation of the cash drawer.)~~
- ~~All bags sold shall be receipted through the cash register and the customer shall be issued a receipt.~~
- ~~A sign shall be posted at the landfill notifying customers that they will be issued a receipt.~~
- ~~At the end of each day the register shall be closed out and verified. The cash drawer balance should be the same as the morning and the amount of remaining funds should match the cash register tap.~~
- ~~Any discrepancies shall be noted and rectified.~~
- ~~The money collected shall be summarized on a sheet indicating the dollar amounts, number of bags sold, date with MM/DD/YY and a signature, along with the cash registers tapes and brought to DPW for deposit. On weekends, the funds collected and a sheet indicating the amounts, number of bags sold, date with MM/DD/YY and a signature shall be placed in a locked DPW safe deposit box. .~~
- ~~On Monday mornings DPW will pick up the locked bag from safe deposit box.~~
- ~~DPW will verify and address any discrepancies.~~
- ~~A sheet will be signed and dated with MM/DD/YY by the landfill employee indicating the amount of bags sold and amount deposited with DPW and DPW will also sign the sheet and date with MM/DD/YY, indicating the dollar amount received.~~
- ~~DPW will ring the collections through the register and give a receipt to the Landfill employee, which will be verified and stapled to a copy of the sign off sheet.~~
- ~~All keys to the locked bank bags will be maintained in the DPW vault and used by DPW only.~~

Carousel Ride Sales

Token Machine:

- The token machine accepts credit cards.
- The token machine shall be opened at the beginning of day of operation by a DPW employee. DPW has step by step token machine instructions which will be maintained at the Carousel for use by the DPW employee and shall be reviewed annually.
- It shall be closed at night by the attendant and a receipt printed, tallying the day's activity. DPW has step by step token machine instructions which are maintained at the Carousel for use by the attendant and shall be reviewed annually.
- Deposits will be made to the City's account by the credit card processor. Finance will download proof of deposit and provide it to DPW for posting in a batch. DPW will post in a batch dated the same month, day, and year as the deposit date.

The following procedures shall be followed if the token machine is not in use:

- The cash on hand is verified at the beginning of each day
- The fee is collected.
- At the end of each day the amount collected is verified and agreed to the number of

tickets, making note of any riders paid in advance. (Advance tickets are purchased at City Hall and are most often not part of the daily transactions.)

- A sheet is prepared with the date MM/DD/YY, number of advance payments, and a breakdown of the money, total of the money, and signature and ~~date.~~date. (Form DPW-1)
- The cash shall be verified and then placed in a safe.
- The sheet and deposit is placed in a locked bag and picked up by DPW Monday through Friday. The daily deposit will be picked up by DPW. On weekends, the funds will be placed in a locked cash box and placed in the safe. On Monday mornings DPW will pick up the cash box.
- DPW will verify the amounts, sign and date MM/DD/YY the sheet and process through the register.
- A receipt plus a copy of the deposit sheet will be given to the attendant. The original deposit sheet will be retained with the register.

Carousel Advance Sales:

- Carousel advance sales will be purchased at DPW and the customer given a receipt.
- A log of the advance sales shall be retained and tokens distributed to the customer based on the amount paid.

Seasonal Paid Parking Program

There will be a total of fourteen (14) pay stations throughout the following six (6) locations:

- Woodlawn Garage and Surface Lot
- Walton Garage
- Putnam Garage
- Spring Street Surface Lot
- High Rock Surface Lot
- Library Parking Lot

Pay station:

- The pay station will accept credit cards and cash
- A verification of all bills in the machine will be performed daily during the seasonal parking program. The DPW employee will verify the total amount of cash in the machine by adding the bills in cash receipt box. This amount should be equal to the record created by the pay station. Any discrepancies shall be investigated.
- A log shall be made accounting for the verification, indicating that the amount in each cash receipt box matched the receipt. The log shall be initialed and dated by the DPW employee. This log shall be created in excel and included on the Pay station Daily Deposit sheet, Form DPW-2.
- The pay station shall be operational 24/7 during the seasonal parking program. A DPW employee will collect the cash and record generated by the pay station between 8am-10am daily to generate daily deposit verification. DPW will create a procedure with staff directions on how to collect cash for deposit.
- On the Saturday and Sunday deposits will be stored in the DPW safe, and combined in the Monday batch.
- Credit card processing will be handled by T2 systems and a third-party merchant credit card processor. Transactions will be tracked through T2s IRIS software. Proof of credit

card deposit will be provided by Finance to DPW. DPW will ensure credit card deposit is equal to pay station report. Any discrepancies shall be investigated. Finance will also supply to DPW and credit card returns processed against the City's bank account. DPW will ensure returns are reflected on the pay station report.

- DPW shall retain a copy of the Pay station report and retain the supporting documents.
- The Pay station report, supporting documentation and payments shall be delivered to Finance for Deposit on a nightly basis.
- The Finance Office will do a final verification prior to depositing the cash at the bank.
- Finance will retain the all documentation in Laserfiche for the number of years required by record retention.
- The Finance Office will post the daily activity to the general ledger.

General Billing – MUNIS

MUNIS is used to bill for various services through General Billing. A centralized billing location allows DPW and Finance to be aware of all services being billed for and be able to track delinquencies to various reports. Items to be included in general billing are sidewalks, curbs, rentals, and any other fees which need to be invoiced.

For instructions on creating a general billing invoice, refer to the "How to do General Billing Document" on the public drive under Finance. In addition:

- Duplicate invoices can be printed and reports can be generated detailing who is delinquent, how many days past due, and by general ledger account.
- Delinquent accounts shall follow the City's receivable collection policy.

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- Copies of the invoices should be retained where any DPW employee accepting payment has access to them.
- Copies of all general billing invoice maintenance postings will be provided to the Director of Finance.

Processing a payment for a general billing invoice in the register:

- If a payment entry batch is not already created, add a batch by clicking on the Add icon. Enter in the date, department number of 3000, and select a receipt option.
- Select Find and enter in the invoice number at Bill number. Then select accept.
- Review the invoice that is brought up to determine it is correct. When certain, select apply payment.
- Complete the receipt information by selecting payment method and enter check number if applicable. At additional payment reference, enter your initials. Change the receipt option if necessary and accept.

General Controls:

Review

In cases where reports are to be submitted and/or reviewed by the Commissioner of Public Works, the Commissioner can appoint a designee but must still be responsible to ensure the tasks are completed.

Annual Fees

All fees shall be adopted annually by the City Council. Any changes during the year should be brought to the Council prior to implementation.

Budget Amendments

Any funds received by DPW, which require a budget amendment, shall be put in the DPW register and an amendment request submitted to the Commissioner of Finance or his designee in accordance with the Budget Amendment policy.

Addition of New Revenue

Additional revenue DPW wishes to institute shall be brought forth to the Finance Office first to establish and adopt procedures, controls, fees, etc.

Contracts

DPW will work with the City Attorney's office to review periodically the necessary contracts for rental facilities and any other applicable services.

Donation of City Goods or Services

There shall be no donation of City goods or services unless previously approved by the City Council. For instance, use of the center cannot be provided to an organization free of charge without prior approval by the City Council. All goods and services shall be charged according to the fees established by the City Council.

Donations Received by City

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All donations received by DPW shall be accepted by the City Council in accordance with City's Gift and Donation Policy.

Employee Schedules

Employees working in the DPW Administrative Offices, are handling funds under this procedure and shall not be permitted to work at the Department of Public Works sites (i.e. Transfer Station, Casino, Carousel, etc.) collecting the money or delivering the goods.

Inventory

- An annual inventory shall be conducted of all utility supplies, such as meters.
- The inventory shall include the date counted, item name, number of items, condition, etc.
- A copy of the inventory shall be provided to the Director of Finance.

Accounts Receivable

When MUNIS is not utilized for General Billing, a list of past due accounts receivable shall be maintained and updated on a regular basis and kept readily available for all DPW staff collecting and registering for services. Delinquent accounts must be paid in full before any additional services may be used. Collection of delinquent accounts will follow the accounts receivable collection policy.

At the completion of each fiscal year, December 31, a list of open accounts receivable will be provided to the Director of Finance indicating such things as name, fee type, amount, principal, interest, billing date(s), collection attempts, etc.

Credit Card Payments

It is the policy of the City to not accept Credit Cards at City facilities. However, DPW will be allowed to receive Credit Cards for the Carousel at the token machine and for Seasonal Paid Parking at the Pay stations. When Credit cards are permitted, Credit Card data will be stored by a third party, not by the City. Credit card payments will not be accepted by City employees.

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- An annual inventory shall be conducted of all utility supplies, such as meters.
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Accounts Receivable

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At the completion of each fiscal year, December 31, a list of open accounts receivable will be provided to the Director of Finance indicating such things as name, fee type, amount, principal, interest, billing date(s), collection attempts, etc.

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Form DPW-1

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CAROUSEL DAILY DEPOSITS AND TOKEN MACHINE VERIFICATION

	DATE MM/DD/YY	CASH			VERIFICATION OF DRAWER			
		Twenties	Tens	Change	FIVES	ONES	INITIALS	DATE
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								
TOTAL								

CHARGE CODE: HORSES (Fives should equal $1,100 and Ones should equal $400. Initials indicate your verification.)

Form DPW-2
PAYSTATION DAILY DEPOSITS VERIFICATION

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Pay station Daily Deposit Verification						
Weekday	**Date**	**Location**	**Cash**	**Credit Card**	**Total**	**Initial**
Monday		Woodlawn				
		Walton				
		Putnam				
		Spring St				
		High Rock				
		Library				
Charge Code:		Combined Total:				

INTERNAL CONTROLS FOR CASH RECEIPTING - DPS

All items receipted by DPS, exclusive of parking tickets, will be processed through the MUNIS cash register by batch method. Each transaction will require the entry of the individual's initials when entering the transaction and there will be a detailed audit trail in MUNIS. In addition, MUNIS will be used to bill for various services through General Billing. A centralized billing location will allow DPS to be aware of all services being billed for and be able to track delinquencies to various reports, such as aging reports.

Specific Internal Controls:

Collection of fees such as property maintenance, false alarms, towing surcharge, dumpster, right of way (ROW), NAVY PILOT, Fire Watch Services, Police Services, Restitution, Code Violations, insurance recoveries, Accident and Incident Reports etc. - MUNIS

- The cash drawer shall be removed from the safe after the vault has been accessed. Access to the vault shall be limited to only necessary personnel and door shall remain shut at all times. The combination to the vault shall be limited to the DPS staff handling funds. When any one of those employees separates from the City, the combination shall be changed.
- At the start of each day the employee shall count and note the amount in the drawer as the starting bank and ensure it matches the amount from the previous night. (See below for an example of verification and documentation of the cash drawer.)
- All items remitted by DPS, exclusive of parking tickets, shall be processed through the MUNIS register.
- All customers shall be issued a receipt.
- A sign shall be posted in the office notifying customers that they will be issued a receipt and a statement, “Please call 518-587-7098 if you don’t receive a receipt.”
- A review shall be done to ensure the Dumpster and ROW applications are complete. After approval has been received, if required, the permit shall be printed. Payments will be processed at the time of acceptance. The applicant will be issued the permit and a receipt. A copy of the application shall be retained with the batch, to assist in cashing out of drawer. After cashing out is completed, copy must be retained by DPS for the required time period with batch number noted.
- An application will be completed for accident and incident reports and remitted to the PD Records Management Clerk. The PD Records Management Clerk will prepare the necessary report, place it in an envelope and send it up to DPS for collection of payment. The applicant will pick up the report from DPS upon payment and proof of identity.
- For payments received which were originally invoiced through general billing, a copy of the invoice shall be retained by DPS with the batch number noted.
- Any supporting documentation shall be retained with the register, such as a copy of the invoice, application, etc., in order to assist in verification of the drawer each night. After verification of the drawer, it must be retained by DPS with batch number noted.
- At the end of each day the register shall be closed out and verified. The cash drawer balance should be the same as the morning and the amount of remaining funds should match the cash register tape. (See below for an example of verification and documentation of the cash drawer and also Cashing Out the Cash Register Procedures.)
- Items unable to be processed each day due to insufficient information, or for other

reasons, shall be locked in the vault each night.

- In the event the system is down, or under other circumstances, a hand receipt can be issued from a preprinted receipt book. The receipt shall include, employee name, date, received from, dollar mount, and method of payment. The funds shall be held in the vault until it can be processed in MUNIS. A copy shall be provided to the customer and a copy retained by DPS.

Example of Verification and Documentation of the cash drawer

07/17/12 Starting drawer

$1.00	#	Quarters	#
$5.00	#	Dimes	#
$10.00	#	Nickels	#
		Pennies	#

Grand Total:

07/17/12 Ending drawer

$1.00	#	Quarters	#
$5.00	#	Dimes	#
$10.00	#	Nickels	#
		Pennies	#

Grand Total:

DPS staff shall use a verification process when closing out each register at the end of the business day.

Creating a payment batch in MUNIS – miscellaneous receipting only

- Add a batch by clicking on the add icon. Enter in the date, department number of 4000, and select a receipt option.
- Select the miscellaneous receipt button.
- Select the add (+) icon.
- Enter department number 4000, name of person paid by, comment and charge code.
- Enter a description if necessary.
- Enter the charge amount, amount being paid. Do not change the cash account.
- The Org/Object/Project will default in. Review to ensure it is correct and then select accept.
- Complete the receipt information by selecting payment method and enter check number if applicable. At additional payment reference, enter your initials. Change the receipt option if necessary and accept. Endorse the back of each check with a deposit only stamp.
- Checks will not be accepted for amounts over the amount due.
- In order to maintain efficient operation of the office, the City will not accept unrolled coins in excess of 50 coins on a given business day for any debts owed to the City by a customer. Customers making payments in coin will be required to remain present during the completion of the transaction (i.e. until a receipt is presented). As for rolled coin, the City will require proper identification to be placed on each roll (i.e. Name and Account number on which the payment is to be applied). A maximum of 20 rolls will be accepted on a given business day. Additionally, the customer will be held responsible for all identified shortages upon payment validation by the City's bank.

Cashing Out the Cash Register

- **The cash register shall be cashed out on a daily basis.**
- A payment proof shall be printed.
- The totals for each charge code shall be verified by totaling up the supporting documentation for each charge type to ensure accuracy.
- The total checks and cash shall be verified. Ensure each check has been endorsed.
- The balance in the cash drawer shall be counted and reconciled as noted above in the collection of fees procedures.
- Once all items are verified, the employee will sign and date, with MM/DD/YY, the payment proof. Any discrepancies shall be noted and rectified.
- The batch shall be released.
- A copy of the proof and documentation will be retained in the DPS office. Documentation shall be retained with batch number noted.
- The original proof and funds will be turned over to the Finance office on a daily basis. Supporting documentation will be made available for inspection and audit by the Finance office upon request.
- The cash drawer shall be locked in the vault each night.
- The Finance Office will do a final verification prior to depositing the funds with the bank.
- Finance will post the batch and retain the proof and documentation with all others in Laserfiche for the number of years required by record retention.

Parking Tickets

- Payment of parking tickets can be made online, by telephone, mail or in person at the DPS office.
- Payments made to Parking Ticket System by telephone or internet is updated in Parking Ticket System on a daily basis. A check for the appropriate amount is remitted to DPS on a weekly basis with a report detailing the date paid, time, amount, violation, total paid, number of tickets paid, method of payment and grand totals. When the report is received it shall be stamped received and initialed. The report, check, and deposit memo shall be delivered to Finance for bank deposit and reconciliation to the daily general ledger files upon receipt. Memo to Finance shall include name, date, number and amount of checks; period the check covers and notation that the checks shall not be processed through the MUNIS register. A copy of the report shall be provided to the Director Finance on a weekly basis.
- Payments made by mail are opened daily. Initials and date shall be made on the hand written ticket. The tickets are scanned in Parking Ticket System, amount entered and information verified to ensure correct ticket payment is being processed. A receipt is printed but not retained. If a payment is submitted to DPS without a ticket, it is mailed back with a request for the ticket or license plate number.
- Payments made in person are accepted immediately. They shall be initialed, and method of payment and amount noted. The tickets are scanned in Parking Ticket System, amount entered and information verified to ensure correct ticket payment is being processed. A receipt is printed and given to the customer. If the person does not have the ticket, they need the license plate number for DPS to process the payment. Endorse the back of each check with a deposit only stamp.
- Checks will not be accepted for amounts over the amount due.
- In order to maintain efficient operation of the office, the City will not accept

unrolled coins in excess of 50 coins on a given business day for any debts owed to the City by a customer. Customers making payments in coin will be required to remain present during the completion of the transaction (i.e. until a receipt is presented). As for rolled coin, the City will require proper identification to be placed on each roll (i.e. Name and Account number on which the payment is to be applied). A maximum of 20 rolls will be accepted on a given business day. Additionally, the customer will be held responsible for all identified shortages upon payment validation by the City's bank.

- **Each night the batch shall be closed and verified.** Select the totals screen. The cash and check total shall appear and the Batch Total Report shall be printed. Add the cash and check in the drawer and verify they match. Verify the bank matches as documented above in Verification and Documentation of the cash drawer. Ensure each check has been endorsed. Any discrepancies shall be noted and rectified.
- Once all items are verified, the employee will sign and date, with MM/DD/YY, the Batch Total Report.
- DPS shall retain a copy of the Batch Total Report and retain the supporting parking tickets.
- The Batch Total Report and payments shall be delivered to Finance for Deposit on a nightly basis.
- The Finance Office will do a final verification prior to depositing the funds with the bank
- Finance will retain the proof and documentation with all others in laserfiche for the number of years required by record retention.
- In the event the system is down, or under other circumstances, a hand receipt can be issued on a preprinted receipt book. The receipt shall include, employee name, date, received from, dollar mount, and method of payment. The funds shall be held in the vault until it can be processed in Parking Ticket System. A copy shall be provided to the customer and a copy retained by DPS.
- On a weekly basis DPS will provide the Director of Finance with the hand held reports, manual ticket entry reports, and dismissal reports to assist in posting the daily activity to the general ledger.
- On a monthly basis DPS will provide the Director of Finance a copy the Aging Report from Parking Ticket System.

Letters of good conduct, finger prints and photos

- People living out of the area request the majority of the letters of good conduct. Therefore, the fee will be mailed in with the request to the PD Records Management Clerk. The PD Records Management Clerk will prepare and mail the letter and remit the fees directly to Finance for deposit into Police Services, A054-42260.
- Fingerprint fees will be paid by taxicab drivers and by certain employment applicants of the City. They will be collected by the PD Records Management Clerk upon completion of the appropriate application and remitted to the Finance Office to be applied to the fingerprint revenue line A044-41520.
- Fingerprints may also be done for outside parties, such as teachers. The fee will be collected by the PD Records Management Clerk and deposited with Finance to the Public Safety, Other revenue line A044-41588Photo fees for accident and investigation scenes will be collected by the PD Records Management Clerk upon completion of the appropriate paperwork and remitted to Finance for deposit into Public Safety, Other revenue line A044-41588.

- A receipt from a preprinted three-part receipt book shall be given to each customer. It shall include date, amount, method of payment, service provided, applicant name and employee name. One part will be given to the applicant, one to Finance and the third retained by the Police Department. A copy shall be provided to the customer and a copy retained by DPS.
- Endorse the back of each check with a deposit only stamp.
- Checks will not be accepted for amounts over the amount due.
- In order to maintain efficient operation of the office, the City will not accept unrolled coins in excess of 50 coins on a given business day for any debts owed to the City by a customer. Customers making payments in coin will be required to remain present during the completion of the transaction (i.e. until a receipt is presented). As for rolled coin, the City will require proper identification to be placed on each roll (i.e. Name and Account number on which the payment is to be applied). A maximum of 20 rolls will be accepted on a given business day. Additionally, the customer will be held responsible for all identified shortages upon payment validation by the City's bank.
- All fees collected by the PD Records Management Clerk shall be remitted to Finance on a daily basis via memorandum as described in the Finance Policy and Procedures Manual. Attached will be one part of the pre-printed receipt to support each item being remitted, organized by charge code. Ensure each check has been endorsed. A copy of the deposit memorandum shall be given to DPS.
- Finance will verify the amount of deposit, process through the register and leave a MUNIS receipt in the DPS box in the Finance office.
- DPS shall staple the receipt to their copy of the deposit memorandum.

General Billing – MUNIS

Items to be included in general billing are fire watch services, police services, if any, towing surcharge, alarm fees, NAVY PILOT, COPS in School, code violations, and any other fees which need to be invoiced.

For instructions on creating a general billing invoice, refer to the "How to do General Billing Document" on the public drive under Finance. In addition:

- Duplicate invoices can be printed and reports can be generated detailing who is delinquent, how many days past due, and by general ledger account.
- Delinquent accounts shall follow the City's receivable collection policy unless collection method is required under local law, charter, etc.
- Copies of the invoices should be retained where any DPS employee accepting payment can access. Processing payment in MUNIS cash receipting is simpler if the invoice is available.
- Copies of all general billing invoice maintenance postings will be provided to the Director of Finance.

Processing payment for a general billing invoice:

- If a payment entry batch is not already created, add a batch by clicking on the Add icon. Enter in the date, department number of 4000, and select a receipt option.
- Select Find and enter in the invoice number at Bill number. Then select accept.
- Review the invoice that is brought up to determine it is correct. When certain, select apply payment. Complete the receipt information by selecting payment method and enter check number if applicable. At additional payment reference, enter your

initials. Change the receipt option if necessary and accept.

General Controls:

Donation of City Goods or Service

There shall be no donation of City goods or services unless previously approved by the City Council. For instance, Police or Fire Services cannot be provided to an organization free of charge without prior approval by the City Council. All goods and services shall be charged according to the fees established by the City Council.

Donations Received by City

All donations received by DPS shall be accepted by the City Council in accordance with City's Gifts and Donation Policy.

Annual Fees

All fees shall be adopted annually by the City Council. Any changes during the year should be brought to the Council prior to implementation.

Budget Amendments

Any funds received by DPS, which require a budget amendment, shall be put in the DPS register and an amendment request submitted to the Deputy Commissioner of Finance in accordance with the Budget Amendment policy.

Addition of New Revenue

Additional revenue DPS wishes to institute shall be brought forth to the Finance Office first to establish and adopt procedures, controls, fees, etc.

Sale of Property

The annual bike sale and periodic vehicle sales shall be conducted through property room site, as well as any other surplus or unneeded assets of DPS.

Restitution

The Commissioner of Public Safety should attempt to set up a process with the City Court regarding proper notification of restitution. DPS needs to know when it is declared by the court, amount, and when payment is due. DPS has encountered difficulties accepting restitution since they currently receive little or no documentation.

Contracts

DPS will work with the City Attorney's office to review periodically the necessary contracts for various services.

Credit Card Payments

Credit Card payments will only be accepted by Parking Ticket Systems. It is the policy of the City to not accept Credit Cards at City facilities. ~~.~~ When Credit Cards are permitted, Credit Card data will be stored by a third party, not by the City.

Review

Please note in cases where reports are to be submitted and/or reviewed by the Commissioner of Public Safety, the Commissioner can appoint a designee but must still be responsible to ensure the tasks are completed.

INTERNAL CONTROLS FOR CASH RECEIPTING AND DISBURSEMENTS - POLICE DEPARTMENT

The police department maintains three separate bank accounts to safeguard funds from seized assets, reimbursements from Federal investigations and various other police activities.

Specific Internal Controls:
All accounts shall be interest bearing and be with a bank or trust company as authorized in the City's investment policy. All deposit receipts and duplicate withdrawal slips will be retained with the police department's copy of the statements.

Asset Forfeiture

- Deposits to this account are made electronically by the Federal Government as a result of an investigation.
- Funds can be utilized only for purposes stated in the Guide to Equitable Sharing provided by the Federal government. The primary use of funds is to aid in narcotics related investigations.
- Use of funds to aid in investigation shall be approved by the Chief of Police, Assistant Chief of Police or their designee prior to use in a narcotic related investigation. The date and time that approval is given shall be documented and retained on the Special Investigation Funds Expenditure Report, as required in Police Department Policy General Order 5.4.
- Use of the funds for the purchase of goods or services not directly related to a specific investigation should first be approved by the Chief of Police. Approval shall be documented with date and time denoted and retained.
- All other purchases shall be made in accordance with the Purchasing Policy of the City.
- Use of these funds to make a purchase of vehicles or equipment shall be remitted by a check made payable to the Commissioner of Finance and shall be put in the DPS register. An amendment request should be submitted to the Deputy Commissioner of Finance in accordance with the Budget Amendment policy.
- An annual report must be filed with the Federal government. The report shall be reviewed prior to submission by the Director of Finance and the date and time or the review noted. Any sensitive information shall be redacted from the report. No copies of the report or supporting documentation should leave the police department during the review.
- A record of all deposits and withdrawals will be maintained by the Assistant Chief of Police or his designee, in a computerized financial records system such as Quicken in a timely fashion. These records shall be inspected by the Chief of Police on a monthly basis.

Special Investigation

- Deposits to the account come from various sources such as the City, government agencies, restitution, etc.
- Deposits to this account will be made within ten business days from receipt in accordance with the City's investment policy.
- Funds are used to aid in investigations and to make various purchases. Use of the funds is typically not restricted by a particular agency.
- Use of funds to aid in investigation shall be approved by the Chief of Police, Assistant Chief of Police or their designee prior to use. The date and time approval is given shall be documented and retained on the Special Investigation Funds Expenditure Report, as required in Police Department Policy General Order 5.4.
- Use of the funds for the purchase of goods or services not directly related to a specific investigation should first be approved by the Chief of Police, Assistant Chief of Police or their designee. Approval shall be documented with date and time denoted and retained.
- All purchases of goods and services shall be made in accordance with the Purchasing Policy of the City.
- Use of these funds to make a purchase of vehicles or equipment shall be remitted by a check made payable to the Commissioner of Finance and shall be put in the DPS register. An amendment request should be submitted to the Deputy Commissioner of Finance in accordance with the Budget Amendment policy.
- A record of all deposits and withdrawals will be maintained by the Assistant Chief of Police or his designee, in a computerized financial records system such as Quicken in a timely fashion. These records shall be inspected by the Chief of Police on a monthly basis.

Evidence Account

- Deposits to this account are comprised of found property and evidence.
- Deposits to this account will be made within ten business days from receipt in accordance with the City's investment policy.
- Once a case is closed, if the property is not required to be returned, it can be utilized to aid in police investigations.
- Use of funds to aid in investigation should be approved by the Chief of Police, Assistant Chief of Police, or their designee prior to use. The date and time approval is given should be documented and retained on the Special Investigation Funds Expenditure Report, as required in Police Department Policy General Order 5.4.
- A record of all deposits and withdrawals will be maintained by the Assistant Chief of Police or his designee in a computerized financial records system such as Quicken in a timely fashion. These records shall be inspected by the Chief of Police on a monthly basis.

Bank Reconciliation Procedures

1. Statements arrive monthly for all accounts and should be reconciled in a timely fashion.
2. The original statement should be given to the Director of Finance for review and posting to the City's general ledger.
3. The statement should be reviewed for anything out of the ordinary, such as suspicious payees, large dollar amounts, and secondary endorsements.
4. Any discrepancies or unusual activity noted during the reconciliation should be brought to the immediate attention of the Chief of Police.
5. The reconciliation should be performed by an employee of the Police Department who does not process deposits and withdrawals. The statements should be compared to records maintained in a computerized financial records system such as Quicken. Any discrepancies or unusual activity noted during the reconciliation should be brought to the immediate attention of the Chief of Police.
6. The Chief of Police should make periodic reviews of the bank statements to ensure the reconciliations are being made timely.
7. Statements and supporting documentation should be retained in the Police Department vault.
8. All banking correspondence that is not required to be maintained shall be shredded.
9. All statements and documentation will be retained for the number of years required by records management or as required by Federal agency.

Donations Received by City

All donations received by Police Department shall be accepted by the City Council in accordance with City practice and policy.

Review of Records

Any review of records by the Chief of Police shall be documented indicating date and time and discrepancies noted, if any.

INTERNAL CONTROLS FOR CASH RECEIPTING – RECREATION

All items receipted by Recreation will be processed through the Recreation Business Management Software. Each user must log onto Recreation Business Management Software system with their unique log in credentials. Recreation Department Transactions should be rung up under a specific customer account with the exceptions of (concession sales, public skate, youth parking, etc.). The Recreation Business Management Software and City's financial software transactions will be reconciled.

Specific Internal Controls:

RECREATION items shall be processed through the Recreation Department's Business Management Software System. This system will connect to the City's Financial System. If the system is down or for whatever reason this is not possible, a hardcopy document must be completed detailing all pertinent information of transaction.

All transactions processed through a customer account are defaulted to send a receipt of a transaction to the associated account email. If the system is down and/or the transaction is not processed under a customer account, the customer shall be offered a receipt or hand stamp. A duplicate receipt book will be available at the register to provide customer a copy of the transaction, if requested. A sign shall be posted (year round) indicating receipts are provided upon request.

Donations may be directly entered into the City's Financial System.

Recreation Center sales will be entered into the Recreation Department's Business Management Software system register & reconciled at the end of each employee shift.

Concession Stand sales will be entered into Recreation Department's Business Management Software system register. Credit Cards will be accepted through the Business Management Software system.

Ice Rink sales will be entered into the Recreation Department's Business Management Software system register & reconciled at the end of each employee shift. Ice Rink Pro Shop Items will be inventoried. The money will be picked up Monday through Friday, excluding holidays, by a Recreation Administrative employee.

Access to the safe shall be limited to only necessary personnel and the door shall remain locked at all times. The combination to the safe shall be limited to the RECREATION staff handling funds. When any one of those employees separates from the City, the combination shall be changed.

A fee schedule shall be posted for customer reference.

All Recreation staff shall use a documented verification process when closing out each register at the end of the business day. All payment batches/daily reports and forms of payment will be brought to Finance daily.

At the beginning of the shift, the employee shall:

- Go to Safe to get drawer bag with startup cash.
- Count money to verify start up. Verify wrapped tender, Initial/Date
- If there was more money than startup put overage in an envelope, place in safe, contact Administrative Staff & document with note back in safe.
- Enter Total Cash/Check Breakdown on Cash/Check Log Form.
- Get dated batch folder or envelope in office.
- Fill out deposit envelope with date.
- Sign into Recreation Department's Business Management Software System by logging into computer.
- Start new shift enter start up cash amount.

While completing transactions the employee shall:

- Review all enrollment forms, agreements, reports, etc. for completeness and accuracy prior to entering fee into any register.
- The fee shall be entered into the Business Management Software system register by selecting the catalogue item (onsite program registration form will be completed) or appropriate button per the program and residency of the participant.
- All supporting documentation, such as shift reports, registration forms, deposit forms, etc. must have the date noted on it, and shall be placed in the day's folder or deposit envelope at ice rink.
- Checks will not be accepted for amounts over the amount due. Endorse back with for deposit only stamp.
- Refunds will be processed by Recreation Department Administrative staff. The employee shall give the customer a Refund slip which will be processed by Recreation Administrative staff. The employee will complete the refund customers and document it on the report. If a customer, not at the Recreation Center, is requesting a refund, staff will direct them to send a message to Recreservations@saratoga-springs.org. Once approved by the Administrative Director Recreation, the refund will be processed by the Recreation Administrative Staff. *Note: Documentation must be provided for any participant not charged. As an example, if volunteering to coach, utilize the appropriate coach add to cart button. If a skater is under 5, use the "under 5" add to cart button in the Business Management Software system*
- For skate rentals and sharpening purchases, a ticket indicating proof of purchase will be given to a customer. The customer shall present the skate shop employee with receipt and the employee shall mark the receipt.

At the end of the shift, the employee shall:

- Count cash & match to Business Management Software system transactions or Shift Summary Report.
- If match, proceed to closing shift in Business Management Software system.
- If it doesn't match, run Payment Allocation Report (V3) and/or transaction report to determine issue. If problem isn't fixed proceed with closing but leave a note on your report.
- Wrap loose change and face currency the same direction.
- Click Logout.
- Enter in Community Pass Ending Cash (all cash in drawer-no checks).

- Enter closing totals including checks on log form. Closeout your session of Business Management Software system.
- Report any discrepancies to Supervisor.
- Put your log form and end of shift report with cash in a white envelope and put in dated folder. *Note: Employees at the Ice Rink shall put all reports, supporting documentation and money into the start deposit envelope with the date, rink(s), session name(s), and time(s) on it.*
- Put start up cash back in drawer bag.
- Put dated folder, drawer bag, and any other forms back in safe.
- Ensure all computer applications are closed.
- Restart front desk computers.
- Any Items unable to be processed each day due to insufficient information or for other reasons shall be noted on the cash log and locked in the safe.
- All documents will be retained in Recreation office for required period of time.
- All payment batches/daily reports and forms of payment will be brought to Finance daily.

- The Finance Office will do a final verification prior to depositing the funds with the bank. Finance will retain the proof and documentation in laserfiche for the number of years required by record retention.

Drop In Rec. Cards

Participants can register online for the Drop In Rec. Cards. Physical Drop In Rec. Cards will be issued at the Recreation Facilities.

City Residents will receive discounted rates by providing accepted forms of proof of Residency.

NOTE: In person applicants must be over the age of 18 must sign and applicants under 18 must have a parent/guardian sign.

Example of Cash Sheet

	Date: ___ Time:___ Staff: ___ START SHIFT	Date: ___ Time:___ Staff: ___ CLOSE SHIFT	TOTAL DEPOSIT
Cash (Start-up)			
Pennies ($ .01)			
Nickels ($ .05)			
Dimes ($ .10)			
Quarters ($ .25)			
Dollars/Coins ($1.00)			
Fives ($5.00)			
Ten ($10.00)			
Twenties($20.00)			
Fifties ($50.00)			
One Hundreds ($100.00)			
TOTAL			

Reconcile Deposits

The City's Financial Software and Recreation Department's Business Management Software System

The Revenue by Charge Code (V2) Report in Recreation Department's Business Management Software shall be verified by totaling up the supporting documentation to ensure accuracy.

The Recreation Department will receive transaction reports for online payments from the Finance Department.

City's Financial Software Batches

Occasionally the Department needs to utilize the City's Financial Software.

A payment proof shall be printed.

The totals for each charge code in City's Financial Software batches shall be verified by totaling up the supporting documentation for each charge type to ensure accuracy.

The batch shall be released.

Creating a payment batch in City's Financial Software System – miscellaneous receipting only

Add a batch by clicking on the add icon. Enter in the date, department number of 6000, and select a receipt option.

Select the miscellaneous receipt button.

Select the add icon.

Enter department number 6000, name of person paid by, comment and charge code.

Enter a description if necessary.

Enter the charge amount, amount being paid. Do not change the cash account.

The Org/Object/Project will default in. Review to ensure it is correct and then select accept.

Complete the receipt information by selecting payment method and enter check number if applicable. At additional payment reference, enter your initials. Change the receipt option if necessary and accept. Endorse the back of each check with a deposit only stamp.

Reconcile Deposits

The total checks and cash shall be verified. Endorse the back of each check with a deposit only stamp.

In order to maintain efficient operation of the office, the City will not accept unrolled coins in excess of 50 coins on a given business day for any debts owed to the City by a customer. Customers making payments in coin will be required to remain present during the completion of the transaction (i.e. until a receipt is presented). As for rolled coin, the City will require proper identification to be placed on each roll (i.e. Name and Account number on which the payment is to be applied). A maximum of 20 rolls will be accepted on a given business day. Additionally, the customer will be held responsible for all identified shortages upon payment validation by the City's bank.

A scan of the proof and documentation will be retained on the RECREATION computer for the required time period. Documentation shall be retained with date noted. Supporting documentation will be made available for inspection and audit by the Finance Office upon request.

The funds & documentation will be turned over to the Finance office no less ~~thank~~than

twice a week during normal business hours.
The Finance Office will do a final verification prior to depositing the funds with the bank. Finance will retain the proof and documentation in laserfiche for the number of years required by record retention.

Youth Parking

The youth parking program shall use a pre-numbered parking receipt for patrons with a matching pre-numbered tear off stub for the employee to turn in to Supervisor with daily collections.

The Supervisor shall review all employees' collections to ensure amount collected matches amount of tickets sold. Missing or damaged tickets should be documented. A deposit transmittal sheet totaling all collections for the day will be used by the Supervisor to remit daily funds.

Youth parking money shall be brought directly to the Recreation Center or the Police Station. It shall be reviewed and verified by the Recreation Administrative employee and initialed prior to inputting into the register.

General Controls:

Donation of City Goods or Services

There shall be no donation of City goods or services unless previously approved by the City Council. For instance, rental of recreation facility cannot be provided to an organization free of charge without prior approval by the City Council. All goods and services shall be charged according to the fees established by the City Council.

Scholarships

Scholarships shall be awarded based upon a fee schedule approved annually by the City Council. Scholarships will be entered into the Recreation Department's Business Management Software System.

Inventory

An inventory shall be conducted of all sport supplies; skate shop rental items, etc. The form shall include the date counted, item name, number of items, condition.

Donations Received by City

All donations received by RECREATION shall be accepted by the City Council in accordance with City's Gift and Donations Policy.

Annual Fees

All fees shall be adopted annually by the City Council. Any changes during the year should be brought to the Council prior to implementation.

Part-Time/Seasonal Personnel and Independent Contractor Rates

Personnel and Independent Contractor Rates are adopted by the City Council.

Budget Amendments

Any funds received by RECREATION, which require a budget amendment, shall be put in the RECREATION register and an amendment request submitted to the Budget Director or designee in accordance with the Budget Amendment policy.

Addition of New Revenue

Additional revenue RECREATION wishes to institute shall be brought forth to the Finance Office first to establish and adopt procedures, controls, fees, etc.

Contracts

Recreation will work with the City Attorney's office to review periodically the necessary contracts for rental facilities and any other applicable services.

Accounts Receivable

A list of past due accounts receivable shall be maintained and updated on a regular basis and kept readily available for all recreation staff collecting and registering for services. Each month an invoice is late, a late fee will be accessed until such invoice is paid or that the account was submitted to Finance for collections. Delinquent accounts must be paid in full before any recreation services may be used. Collection of delinquent accounts will follow the accounts receivable collection policy. At the completion of each fiscal year, a list of open accounts receivable will be provided to the Director of Finance indicating such things as name, fee type, amount, principal, interest, billing date(s), collection attempts, etc.

Credit Card Payments

The Recreation Department receives online Credit card & e-check payments through the Recreation Department's Business Management System. It is the policy of the City to not accept credit card payments at City facilities. However, the Recreation Center will be allowed to receive Credit Cards for the Concession Stand. Credit Card data will be stored by a third party, not by the City.

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IV. PETTY CASH

Purpose
Petty Cash Funds are maintained in the Finance Office and Community Development Office, and at the City Center, and in other city departments/entities as Finance deems necessary. These funds are available for the reimbursement of nominal expenditures made by city employees on behalf of the City of Saratoga Springs. Such expenditures include, but are not limited to:

- Travel Expenses, e.g., Hotel, and Meals
- Postage and Shipping
- Emergency Purchases, e.g., Computer Parts, Office Supplies
- Start-up cash (cash bank) for Summer Parking Program.

While these expenditures may have incurred a sales tax, sales tax is not reimbursable, except under extreme circumstances as determined by the Purchasing Division of the Accounts Department.

A. Petty Cash Policy

1. Right to Refuse. The Department/Office reserves the right to refuse any amount that seems unreasonable, or would deplete the Petty Cash Box. Anyone who cannot be accommodated through the Petty Cash System may use the vouchering system, with reimbursement made payable to that individual.

2. Reimbursement Deadline. Vouchers to reimburse Petty Cash must be submitted to Purchasing within one month. Late reimbursement vouchers will result in the discontinuation of Petty Cash privileges until the vouchers are submitted. Consistently late reimbursement vouchers may, at the discretion of the Department/Office, result in the permanent loss of Petty Cash privileges.

B. Petty Cash Procedure

The following is the procedure for a city employee seeking reimbursement from petty cash for an allowed purchase, as defined above:

1. Evidence. The employee seeking reimbursement provides the Department/Office with evidence of the purchase, e.g., mileage reimbursement form; dated receipt from Vendor.

2. Receipt. The Department/Office prepares a Petty Cash receipt or maintains a log of disbursements. The receipt/log includes:
    - the date
    - amount
    - a brief explanation for the expense
    - the signature of the reimbursee

- the signature of the department head
- date vouchered for City reimbursement

3. Signatures Required. The employee who is receiving the Petty Cash must sign the receipt on the "received by" line. The Department/Office must also sign the receipt, on the "approval line".

4. Receipts Distributed. The reimbursee keeps the original Petty Cash receipt. The Department/Office retains a duplicate receipt in Petty Cash Book. The "evidence", i.e. the mileage reimbursement form, dated receipt from Vendor, etc. is returned at this time to the reimbursee.

5. Voucher Required. The reimbursee (or their department personnel) prepares a voucher for the amount taken out of Petty Cash for reimbursement. The original "evidence", i.e. sales receipt, mileage reimbursement form, etc., and the original Petty Cash Book receipt are attached. The Voucher and attachments are submitted to the Purchasing Division, for inclusion on the next available warrant.

    a. Deadline. Vouchers to reimburse Petty Cash must be submitted to Purchasing within one month. Late reimbursement vouchers will result in the discontinuation of Petty Cash privileges until the vouchers are submitted. Consistently late reimbursement vouchers may, at the discretion of the Department/Office, result in the permanent loss of Petty Cash privileges.

6. Reimbursement to Petty Cash. A warrant check is issued per the voucher, cashed, and the funds placed in the petty cash box. Prior to cashing the warrant check, the vouchers are reconciled to the Petty Cash Book, and the Department/Office copies of the Petty Cash Book receipts are dated and stamped paid.

7. Petty Cash Reconciliation. The Department/Office shall reconcile the Petty Cash Box once a week or when each Petty Cash reimbursement occurs, as follows: Total Cash on Hand + Total Petty Cash Receipts = Total Petty Cash. Any discrepancies shall be investigated and rectified. Unresolved discrepancies shall be brought to the immediate attention of the Director of Finance.

V. CERTIFICATION OF SUFFICIENT FUNDS

Section 4.4.13 of Finance Title 4 of the City Charter describes certification of sufficient funds:

> **Section 4.4.13 Payments Prohibited**: "It shall not be lawful for any City employee to incur or contract any expense or liability for or on behalf of the City, unless the Council has made an appropriation concerning such expenses. No payment shall be made or obligation incurred against any allotment or appropriation except and unless the Commissioner of Finance first certifies that sufficient funds are or will be available to cover the claim to meet the obligation when it becomes due and payable. Any authorization of payment or incurring of obligation in violation of the provisions of the Charter shall be void."

It is important to note that a certification of sufficient funds must be obtained before an obligation is incurred, and that there must be an appropriation in order for a certification of sufficient funds to be considered.

A. When is a Certification of Sufficient Funds Required

According to Section 4.4.1.3, a certification of sufficient funds is required *prior* to incurring *any* obligation against an appropriation, or *prior* to any payment. In coordination with the purchasing policies promulgated by the Accounts Department, the following shall govern.

1. Presumption of Certification. **Amounts Less than $50,000; Exception for capital projects, waive of bids, change orders, purchase orders to the Commissioner of Finance, and purchase orders and invoices that did not follow proper purchasing guidelines and must be brought to City Council for approval.**

Except in the case of obligations involving a capital project, waive of bid, change order, purchase orders to the Commissioner of Finance as allowed under the procurement policy, and purchase orders and invoices that did not follow proper purchasing guidelines and must be brought to City Council for approval for obligations of less than $50,000 there is a presumption that sufficient funds are or will be available to cover the claim to meet the obligation when it becomes due and payable. Employees are not required to obtain written certification of sufficient funds in these cases.

There will also be a presumption of certification for all utility bill and fuel payments, even if the total amount of the payment exceeds $50,000.00.

At all times and in all cases, the Finance Office reserves the right, at its discretion, to override this presumption and require written certification of sufficient funds per the requirements below.

2. Certification Required. Amounts $50,000 or More; ALL capital projects, waive of bids, change orders, purchase orders to the Commissioner of Finance and invoices that did not

follow proper purchasing guidelines and must be brought to City Council for approval. For ALL obligations involving a capital project, waive of a bid, change order, or purchase orders to the Commissioner of Finance as allowed under the procurement policy, purchase orders and invoices that did not follow proper purchasing guidelines and must be brought to City Council for approval, as well as for obligations of $50,000 or more, a certification of sufficient funds is required prior to incurring the obligation. Therefore a certification of funds shall be completed in conjunction with an award of bid, contract, purchase requisition, or any other incurrence of an obligation as described. A Certification of Sufficient Funds is not required for change orders that do not have a monetary change or are a decrease.

2. Certification and Payment. In the case of a demand for payment, which has been through the Accounts Department voucher process and approved by the Commissioner of Finance, the signature of the Commissioner of Finance on the check prepared for payment is certification that sufficient funds are available to do so. The Commissioner reserves the right to withhold his/her signature in the event that sufficient funds cannot be so certified.

B. Requirements for Certification of Sufficient Funds

1. Form. Use Sample Form COSF-1,for Certification of Sufficient Funds:

If the obligation incurred requires an award of bid or a contract.

- If the item obligation requires a purchase order.
- **If the obligation requires a voucher and proper purchasing guidelines have been followed;**
- **If an invoice did not follow proper purchasing guidelines and must be brought to City Council for approval.**

2. Information Required. Each form requires a description the obligation/expense to be incurred (a.), a description of the appropriation (b.), and supporting documentation (c).

a. Description of Obligation/Expense to be Incurred. An 'expense' or 'liability to be incurred' may come in different forms, for example, a purchase order, a contract, an award of bid, or a council request for vote or resolution. A description must be provided to the Finance Office in the request for Certification of Sufficient Funds and supporting documentation must be attached.

b. Appropriation. **Before** an expense or liability may be incurred, the City Council must have appropriated the funds concerning that expense or liability. The Finance Office requires substantiation of the appropriation prior to certifying that funds are available.

i. Budget Expense Line. The line item(s) (org/ob/project(s)) in the budget against which the expense will be drawn substantiates the appropriation. This must be provided to the Finance Office in any request for Certification of Sufficient Funds.

- Sufficient Amounts. There must be an amount "available" in the expense line that is sufficient (equal to or greater than the obligation) to cover the liability or expense in question.

- Correct Budget Line. The correct budget expense line item (org/object/proj) must be used for certification of sufficient funds. For instance the purchase of a vehicle cannot be obligated against a supply account.

ii. Timing. The Budget Expense Line named should include sufficient amounts for the obligation at the time that the certification of sufficient funds is requested.

- Transfers and Amendments. If a transfer or amendment is required to complete the appropriation process and/or ensure that the expense line item of choice is sufficiently funded, it should occur **before** the certification is requested.

- Transfer or Amendment Pending. On occasion, subject to the discretion of the Commissioner of Finance, a certification request may be processed prior to the transfer or amendment, where "contingent upon transfer (or amendment) pending" is clearly indicated.

- If a purchase order needs to be released or canceled, it must be completed before the certification is required.

c. Supporting Documentation. Supporting documentation includes material that confirms, demonstrates, describes, or explains the obligation. Examples include an Award of Bid memo, a Bid, a draft contract, an estimate, a letter, etc.

3. Deadline. A Request for Certification of Sufficient Funds must be submitted before any obligation is incurred or payment is made. The Finance Department requires up to one week (five business days) to respond to a request.

4. Issuance of Certification of Sufficient Funds. Upon receipt by the Commissioner of Finance of a properly completed and timely requested for Certification of Sufficient Funds, which includes both evidence of the expense/obligation incurred, the corresponding appropriation information, and supporting documentation, the Commissioner may certify that sufficient funds are or will be available to cover the claim to meet the obligation when it becomes due and payable by digitally signing the form. The Commissioner reserves the right to withhold his/her signature in the event that sufficient funds cannot be so certified.

5. Presentation of Certification Statement. The Certification Statement must be presented by the entity seeking the certification at the Council meeting when the expense/obligation is to be incurred. It must be uploaded in NOVUS by the entity seeking certification before Finance can approve the contract. For agenda items "Approval to Pay Invoice", the Certification must be

completed prior to the item being included on the agenda and the certification must be uploaded in NOVUS.

6. Null and Void. If the above-described procedure is not followed, then, in accordance with Section 4.4.13, any authorization of payment or incurring of an obligation by anyone is void.

Form COSF-1

Request for Certification of Sufficient Funds

Submittal Date:

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

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

Appropriation – Current Budget Expense Org/Object/Proj(s):

Amount Requested for Approval: $

Current Amount Available: $

Transfer/Amendment Pending: $

Transfer/Amendment Date: _____

Department Head Signature Date

Certification of Sufficient Funds

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

Commissioner of Finance Approval Date

VI. PAYMENTS – APPROVAL

The Finance Office is responsible for approval of all payments made by the City:

> **Section 4.3.2 Payments:** "No demand against the City for money shall be paid unless appropriated by the Council, verified by a City official or employee, audited by the Commissioner of Accounts, and approved by the Commissioner of Finance."

A. Procedure

Per Section 4.3.2 of the City Charter, there are three prerequisites that must be met before the Finance Office will give its approval for a demand against City monies: an appropriation by City Council, verification by a City Employee, and an audit by the Commissioner of Accounts.

1. Appropriation. **Before** a demand for payment is paid, the City Council must have appropriated the funds concerning that expense or liability. The Finance Office requires substantiation of the appropriation before payment shall be approved. The line item (org/object/project) in the budget against which the expense will be drawn substantiates the appropriation. There must be an amount "available" in the expense line that is sufficient to cover the liability or expense in question and the proper type of expense line used.

2. Verification by a City Official. The individual in each Department who has the authority to sign vouchers. Please see the Purchasing Policy and Procedure Manuals. All demands for payment must be signed by the authorized individual as evidence of verification.

3. Audit by the Commissioner of Accounts. This occurs by the Purchasing Division of the Accounts Department during the purchasing process. Please see the Purchasing Policy and Procedure Manuals. All demands for payment must be signed by the Commissioner of Accounts as evidence of audit.

4. City Council Approval. Once a demand for payment has received approval by the Commissioner of Finance, it can be placed on the warrant. The warrant is then submitted to the City Council for approval by vote.

5. Approval by the Commissioner of Finance. Once provided with evidence of an appropriation, verification, audit, and following City Council warrant approval, the Commissioner of Finance may approve a demand for payment by signature.

VII. BUDGET AMENDMENTS

Purpose
A budget amendment allocates funds to the budget that were not included when the budget was adopted.

A. Procedure

A budget amendment appropriates unreserved fund balance, reserved fund balance, or unanticipated revenues, received or expected to be received. Examples of unanticipated revenue are grant money, donations, or revenues over and above those originally budgeted. A budget amendment can also be used to record the use of a capital reserve account which was not included in the adopted budget, increasing the original budget for both revenue(s) and expense(s) line(s). In some instances it may be necessary to have a budget amendment decrease. Examples are when a grant is not awarded or a significant decline in a revenue based on economic conditions.

All budget amendments, regardless of fund, shall be made in accordance with the following policy and with section 4.4.10 of the City Charter.

1. Certification. All budget amendments of monies shall require the certification of availability of funds by the Commissioner of Finance. The presentation by the Commissioner of Finance of an amendment to the Council for approval shall serve as certification of availability of funds therefore.

2. Written Explanation Required. All budget amendments must be accompanied by written justification regarding the requested supplemental appropriation, which shall include the financing source.

3. Deadline. Amendment requests must be submitted to the Budget Director by noon on the day before agenda materials are due for the preliminary agenda for the next City Council meeting. Amendment requests received afterwards will be reserved for the following City Council meeting unless there is an emergency certified in writing by the Council member making the request.

4. Format. All amendment requests shall be submitted on the attached amendment request form and approved by the Council member, or his/her designee, making the request (see Sample Form x). The form is available on the public drive. Revenue and expense lines included in the request must be for equal amounts and for the same fund. For instance the revenue account cannot be a general fund line and the expense account a water fund line.

5. Prior Review. Amendment requests will be distributed prior to the meeting for review by the City Council.

6. Resolution Required. Amendments shall be presented by resolution by the Commissioner of Finance. Routine amendments shall be presented on the consent agenda. Non routine amendments shall be included on the Finance agenda. Non routine amendments include but are not limited to capital budget amendments and use of all fund balance types, as well as those listed in item #11.

7. Year-End Amendments. Amendment requests for fiscal year-end items shall be approved on or before the last City Council meeting of December.

8. Errors. Amendment requests containing typographical errors shall be returned to the Council member submitting the request with a cover memorandum explaining the error. The corrected amendment request shall be resubmitted for inclusion at the next available meeting if received in Finance by the deadline in item 3 above.

9. Insurance Reimbursement Amendments. Insurance proceeds received for loss due to theft, damages or destruction of real personal property shall be used or applied to repair or replacement of such property upon receipt and without City Council approval. ~~TheDirector~~The Director Of Risk and Safety shall provide the Budget Director with the check accompanied by a written explanation of the loss, the appropriate charge code for receipting and the expenditure budget line to be increased. A budget amendment must be presented at the first available Council meeting agenda after proceeds are received.

10. Journal and Post. After approval of amendments, the ~~Deputy Commissioner of Finance~~Budget Director shall post to the appropriate general ledger and subsidiary accounts. All documents including journal and support, shall be saved to Laserfiche.

11. Amendments Prohibited. No amendment shall be made involving the expense lines listed below unless such amendment has been authorized by the Mayor, in the case of Liability Insurance, Self-Insurance, and Liability Medical, Employee Hospitalization Opt-Out, Hospitalization, HRA Co Pay Reimbursement, HRA Admin Fee, FSA Admin Fee, Vision Insurance, and Disability Insurance, and the Commissioner of Finance, in the case of all other expense lines listed. Amendments so authorized shall require separate City Council approval from other amendments (but may be grouped in a single journal), and shall be accompanied by written explanation, regardless of dollar amount or percent of budget line appropriation. The City Center Authority shall be exempt from this Item 11.

NYS Employees Retirement	Hospitalization
NYS Police and Fire Retirement	HRA Co Pay Reimbursement
Liability Insurance	HRA Admin Fee
Self-Insurance	FSA Admin Fee
Liability Medical	Vision Insurance
Unemployment Insurance	Disability Insurance
Employee Hospitalization Opt-Out	Sick Leave

12. Interfund "Transfers"

In certain circumstances, appropriations may be 'transferred' from one fund to another, especially when authorizing the use of reserve funds. An interfund transfer moves budget appropriations from one fund to another. Any such amendment so authorized shall require separate City Council approval from other amendments and shall be accompanied by written explanation, regardless of dollar amount or percent of budget line appropriation. In addition, these may require other actions per the City Charter, see e.g., Section 3.1.4. Capital Program Adoption. Please speak to the Finance office for advice on properly handling an interfund transfer. Capital Budget Amendment Guidance is provided later in this manual, in **XVI. CAPITAL BUDGET AMENDMENTS.**

13. Capital Budget Amendments, Use of all Fund Balance Types

In certain circumstances, appropriations may be made for capital budget amendments and to utilize fund balance types. Any such amendment so authorized shall require separate City Council approval from other amendments and shall be accompanied by written explanation, regardless of dollar amount or percent of budget line appropriation. In the case of an amendment using a reserve or assignment, an update shall be given regarding the balance of the reserve or assignment. In addition, these may require other actions per the City Charter, see e.g., Section 3.1.4. Capital Program Adoption. Please speak with the Finance office for advice on properly handling a Capital Budget Amendment Guidance is provided later in this manual, in **XVI. CAPITAL BUDGET AMENDMENTS.**

CITY OF SARATOGA SPRINGS
BUDGET AMENDMENT REQUEST
DEPARTMENT _____
FOR THE CITY COUNCIL MEETING _____

REVENUE ORG/OBJECT	AMOUNT	EXPENDITURE ORG/OBJECT	AMOUNT
	-		
	-		-
	-		-
	-		-
	-		-
	-		-
	-		-
	-		-
TOTALS	**$** -		**$** -

APPROVED BY _____

In accordance with section 4.4.10 of the City Charter and the City's budget amendment policy, all amendments shall be accompanied by written justification, including the financing source. Please provide explanation on this form, or if necessary attach a separate sheet.

Explanation - Use additional sheets if necessary

VIII. BUDGET TRANSFERS

Purpose
Transfers move funds from one budget line to another. Transfers move funds from one expense line to another expense line or from one revenue line to another revenue line.

A. Procedure

A budget transfer is a reallocation of funds.

All budget transfers, regardless of fund, shall be made in accordance with the following policy and with section 4.4.12 of the City Charter:

1. Certification. All budget transfers of monies shall require the certification of availability of funds by the Commissioner of Finance. The presentation by the Commissioner of Finance of a transfer to the Council for approval shall serve as certification of availability of funds therefore.

2. 10% Rule. Transfer requests that exceed 10% of the amount of a budget line appropriation shall be accompanied by written explanation. Transfers for the purpose of implementing contract agreements regarding personal services shall be permitted, notwithstanding the 10% limitation, on approval by the City Council. (For the purposes of this policy, 'budget line appropriation' shall refer to the 'revised budget' amount.)

3. Payroll and Benefit Line Items. Transfer requests to or from personal service and benefit lines shall require separate City Council approval from other transfers and shall be accompanied by written explanation, regardless of dollar amount or percent of budget line appropriation. Social security and benefits may be grouped in a journal as a payroll and benefits item. See Item 12 for authorization requirements.

4. Contingency Line Item. Transfers from contingency shall be reviewed and approved separately from other transfers and include an update of the remaining contingency balance. Expenditures may not be charged directly to a contingency line.

5. Deadline. Transfer requests shall be submitted to the Budget Director by noon on the day before agenda materials are due for the preliminary agenda for the next City Council meeting. Transfer requests received afterwards will be reserved for the following City Council meeting unless there is an emergency certified in writing by the Council member making the request.

6. Format. All transfer requests shall be submitted on the attached transfer request form (see Sample Form BT-1) and approved by the Council member or his/her designee, making the request. The form is available on the public drive Budget lines included in a single "to/from" item must be for equal amounts and for the same fund. For instance one cannot move funds to an expense line in the capital fund from an expense line in the debt service

fund.

7. Prior Review. Transfer requests requiring City Council approval will be distributed prior to the meeting for review by the City Council.

8. Resolution Required. Transfers shall be presented by resolution by the Commissioner of Finance. Routine transfers shall be presented on the consent agenda. Non routine transfers shall be included on the Finance agenda. Non routine transfers include but are not limited to contingency, benefits, and payroll, as well as those listed in item #12.

9. Year-End Transfers. Transfer requests for year-end items shall be approved on or before the last City Council meeting of December.

10. Errors. Transfer requests containing typographical errors shall be returned to the Council member submitting the request with a cover memorandum explaining the error. The corrected transfer request shall be resubmitted for inclusion at the next available meeting if received in Finance by the deadline in item 5 above.

11. Journal and Post. After approval of transfers, the Deputy Commissioner of Finance shall post to the appropriate general ledger and subsidiary accounts. All documents including journal and support, shall be saved to Laserfiche.

12. Transfers Prohibited. No transfer shall be made to or from the expense lines listed below unless such transfer has been authorized by the Mayor, in the case of ~~Liability Insurance, Self-Insurance, Liability, Liability~~ Liability Medical, Employee Hospital Opt-Out, Hospitalization, HRA Co-pay Reimbursement, HRA Admin Fee, FSA Admin Fee, Vision Insurance, and Disability Insurance, by the Commissioner of Accounts in the case of Liability Insurance and Self-Insurance, and the Commissioner of Finance, in the case of all other expense lines listed. Transfers so authorized shall require separate City Council approval from other transfers (but may be grouped in a single journal), and shall be accompanied by written explanation, regardless of dollar amount or percent of budget line appropriation. The City Center Authority shall be exempt from this Item 12.

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Sick Leave	FSA Admin Fee
Vision Insurance	NYS Employees Retirement
Disability Insurance	NYS Police and Fire Retirement
Unemployment Insurance	Liability Insurance
Employee Hospital Opt-Out	Self-Insurance
Hospitalization	Liability Medical
HRA Co Pay Reimbursement	Social Security
HRA Admin Fee	

13. Interfund "Transfers"

In certain circumstances, appropriations may be 'transferred' from one fund to another, especially when authorizing the use of reserve funds. An interfund transfer moves budget appropriations from one fund to another. This is handled via a budget amendment. Accordingly, see Section IV. Amendments. In addition, these may require other actions per the City Charter, see e.g., Section 3.1.4. Capital Program Adoption.

Please speak to the Finance office for advice on properly handling an interfund transfer. Capital Budget Amendment Guidance is provided later in this manual, in **XVI. CAPITAL BUDGET AMENDMENTS.**

14. Contingency Transfers

In certain circumstances, appropriations may be made to use contingency. Any such transfer so authorized shall require separate City Council approval from other transfers and shall be accompanied by written explanation, regardless of dollar amount or percent of budget line appropriation. An update shall be given regarding the balance of the contingency. Please speak with the Finance office for advice on properly handling a contingency transfer.

CITY OF SARATOGA SPRINGS
BUDGET TRANSFER REQUEST
DEPARTMENT OF
FOR THE CITY COUNCIL MEETING

TRANSFER TO ORG/OBJ/PROJ	AMOUNT	TRANSFER FROM ORG/OBJ/PROJ	AMOUNT	APPROPRIATION (Revised Budget)	% OF LINE APPROPRIATION
TOTALS	$0.00		$0.00		

Approved by _____

In accordance with section 4.4.12 of the City Charter and the City's transfer policy, transfer requests that exceed 10% of the amount of a budget line appropriation shall be accompanied by a written explanation. Please provide explanation on this form, or if necessary attach a separate sheet.

Explanation - Use additional sheets if necessary

IX. JOURNAL ENTRY POLICY AND PROCEDURE

Journal Entries Requested from Various Personnel

Various personnel, upon review of their department's general ledger accounts, occasionally note the need for correction. For instance a journal request may be required to correct an expense that was inadvertently charged on the warrant to the wrong account. A journal entry will move the actual expense or revenue from one general ledger account to another. A journal to correct an error can be requested on the "Journal Entry Request Form" (Sample Form J-1).

1. Complete the "Journal Entry Request" Form by filling in name, date, account numbers, amounts and an explanation for the request.

2. Attach any documentation needed to support the request.

3. Obtain an approval for the request by having the Department Head sign and date the request.

4. Remit the original request to the Director of Finance, who will stamp it received.

5. The Director of Finance will access the MUNIS financial module, General ledger, Journal Entry/History Menu and General Journal Entry/Proof.

6. General Journal Entry/Proof requires a new journal to be created. The system will automatically assign a journal number based on the year and period to be posted. The Director of Finance will identify criteria such as year, period, effective date, journal description, the general ledger account numbers, debit or credit and the dollar amount.

7. After the appropriate data has been entered, the Director of Finance will select out post to create a journal entry proof and save to Laserfiche.

8. The Director of Finance shall retain the journal entry proof, along with the request and any pertinent documentation, for audit and inspection for the appropriate retention period in Laserfiche.

Journal Entries Originated by the Director of Finance

Journal entries originated by the Director of Finance (Director) shall require the review and approval of the Deputy Commissioner of Finance (Deputy) or Commissioner of Finance (Commissioner) prior to posting. Journals shall not be proposed and posted by one individual.

1. The Director identifies a journal, which needs to be originated. Journal origination could be for items such as corrections of error, reconciliation differences, monthly and/or year-end closing entries, etc. Documentation to support the origination could be a copy of the

reconciliation, a monthly statement, monthly and/or year-end calculations, etc.

2. The Director accesses the MUNIS financial module, General ledger, Journal Entry/History Menu and General Journal Entry/Proof.

3. General Journal Entry/Proof requires a new journal to be created. The system will automatically assign a journal number based on the year and period to be posted. The Director will identify criteria such as year, period, effective date, journal description, the general ledger account numbers, debit or credit and the dollar amount.

4. After the appropriate data has been entered, the Director will select out post to create a journal entry proof and save to Laserfiche.

5. The Deputy or Commissioner will receive an email notification that a journal needs approval.

6. The Deputy or Commissioner will access Laserfiche and approve the journal.

7. The Director shall retain the approved proof and any necessary documentation for audit and inspection for the appropriate retention period in Laserfiche.

Journals Originated for Other Reasons

Journals being processed for recurring items, which have been generated under circumstances other than those above, shall not require the review and approval of the Deputy. Some examples are import of data from BAS or Passport Labs, summary journals from Tax and Utility Billing modules, etc. Approval for these types of transactions was obtained previously or originated by someone other than the Director of Finance and the journal is just the mechanism to record the receipt or disbursement.

The transactions shall be processed through General Journal Entry/Proof, Import JE, or Recurring Journal Entry/Generate by the Director of Finance in a timely manner. The journal and all documentation will be retained for audit and inspection for the appropriate retention period in Laserfiche.

No journals, other than audit adjustments, shall be posted after the fiscal year end process has been run in MUNIS.

Form J-1

JOURNAL ENTRY REQUEST FORM

To: Director of Finance

From:

Date:

Re: Journal Entry Request

I request a journal entry to correct the following:

1. Org/Object/Project of Original Expense/Revenue Amount Original Date

2. Org/Object/Project Expense/Revenue Should Be Amount

3. Explanation for entry request:

Please attach any supporting documentation such as a voucher copy.

Approval Signature: Department Head Date

X. PAYROLL PREPARATION AND DISTRIBUTION

The City of Saratoga Springs currently pays its employees on a weekly basis, except for PBA Union employees, who are paid biweekly effective 05/22/2021, and Non-Union Resolution, Non-Union Executive Resolution, City Council, and Attorney employees, who are paid biweekly effective 6/29/2024.~~,~~ . The workweek varies among employees, but in any case, all original time sheets, original time cards, and NOVATIME approved timesheets are due to the Finance Office on Monday of each pay week and paychecks are distributed by the Finance Office on Friday of each pay week.

Paychecks are "current" for salaried employees; this means a Friday paycheck covers the week in which it is received. Paychecks are "on a lag" for hourly employees; this means a Friday paycheck covers the week prior to the week in which the paycheck is received. Bi-weekly paychecks for salaried ~~PBA Union~~ employees ~~covers~~cover the week in which it was received and the prior week. Accruals are charged the week following the time actually taken for all employees.

Processing payroll involves payroll documentation, timecard audit, payroll certification, and paycheck distribution. All of these items must be carefully verified and properly approved. The following procedures are required:

A. Payroll Documentation

New hires are required to fill out the appropriate payroll documentation one week prior to the effective date of hire. A certified copy of the Civil Service Certification (RPC) must be submitted to the appropriate office two weeks prior to the effective date of hire.

New hires who fail to have the appropriate documentation filed timely may result in a delay in payment.

B. Time Card Verification

CSEA City DPW employees must "punch in and out" to have their electronic timesheets generated in NOVATIME. Time clocks are to be punched at the beginning and end of each shift or part thereof, by the employee only, using the finger scan. CSEA City Hall employees must "punch in and out" to have their electronic timesheets generated in NOVATIME. Time clocks or computers are punched at the beginning and end of each shift by the employee only and when leaving and returning from lunch. Lunch punches may not apply to employees working in the field or doing shift work. Employees shall notify their supervisor for any corrections or adjustments to their timesheet. The Non-Union and Executive Resolution~~ADMIN~~ employee's regular hours will auto populate to the weekly timesheet and only exceptions will need to be submitted. Council members standard workday of 6 hours will auto populate to the weekly timesheet. Council members will be tracked in NOVATIME effective immediately.

C. Weekly Input Sheets

Weekly input sheets for the City Center must be filled in with the appropriate hours. These input sheets must be submitted to the Finance Office no later than 11AM on Monday.

D. Review

In and Out punches shall be reviewed by the appropriate supervisor for accuracy and approved timely. Adjustments should only be made with proper documentation. Notes should be added for any adjustment. Review of NOVATIME punches will be completed no later than 3 PM Mondays.

Non-Union and Executive Resolution~~ADMIN~~ employees and Council members shall review timesheets for accuracy at the end of each pay period. Timesheets displaying standard workday will be considered ready for the Payroll Administrator's approval no later than 3 PM Mondays.

In the event that a Supervisor is not available to approve employee timesheets timely in the Mayors Dept., Accounts Dept., or Finance Dept., the Payroll Administrator will be delegated to approve the Supervisor's assigned timesheets.

Corrections must be submitted no later than 11AM on Tuesday.

Original time sheets for an employee not using NOVATIME must be submitted to Finance Office by 11 AM Mondays.

Failure to submit proper documentation timely may result in a delay in payment.

E. Separation/Termination Payouts

Payroll calculations for contract payouts at separation/termination from service should be sent to the Payroll Administrator the week before payout by the respective department. The calculations should be completed in an Excel spreadsheet and contain the employee's total hours currently available, hours to be paid out, hourly rate, and grand total of the payout for each accrual type due to be paid out based on the employee's contract. If the contract requires that a payout be based on a percentage of hours or prorated amount of service time, this calculation should be performed in the spreadsheet so that it can be verified. If the employee is due a retirement incentive payout, the amount of the payout should be listed in the spreadsheet. The original notice given should be scanned and attached to their Employee Master file in MUNIS in order to be verified.

F. Insurance Deduction Changes

Changes to employee insurance deductions shall be provided to the Payroll Administrator by the end of the week for inclusion the following week's payroll. Mid-year changes shall be accompanied by calculations.

G. Payroll Distribution

Payroll checks are available for distribution at **8:~~15~~ 30 AM every Friday** in the Finance Office. Direct Deposit advices will be emailed. If an employee has a City email address, that email address will be used to deliver their direct deposit advice. If an alternate email address is requested to be used, the employee must complete the Payroll Advice Email Enrollment Form. See Sample Form P-2; available on the public drive as "Direct Deposit Email Notification Enrollment Form".

H. Direct Deposit

As of 08/1/2021, the Finance Department will no longer allow partial direct deposit of an employee's paycheck. If an employee is enrolled in direct deposit, 100% of the net check amount must be direct deposited. Employees that are currently enrolled in direct deposit, but only depositing a set amount of their paycheck, will have their direct deposit converted to 100% of net pay.

I. Early Paycheck Pickup

From time to time it is necessary for employees to receive paychecks prior to 8:15 AM Friday. The Finance Office tries to accommodate these requests, and asks that the following procedure be observed.

In the instance where employees cannot pick up a paycheck on a Friday, they may make a request to the Payroll Administrator for Early Pick-up. The request must be in the following form:

1. Written. All requests for early-pick up must be in writing. See Sample Form P-1; available on the public drive as "Early Pick Up Paycheck Request Form". The request must include the date of the request, the name of the employee, the desired pick-up date, and be signed by the Department Head or designee. See attached form.

2. Thursday Pick-up: All requests for early-pick up must be made in writing. Checks will be available on the Thursday at the close of the employees' work-shift. In the case of emergency or other special circumstances, the Finance Office reserves the right to determine whether it can oblige a different pick up date. Paychecks will not be available for pick up prior to Thursday. During weeks with holidays, early paycheck pick up may be prohibited.

~~J.~~ **J. Electronic W-2 Consent**

Employees that would like to receive their W-2 electronically through email need to complete the Electronic W-2 Consent Form. See Sample Form P-3; available on the public drive as "Electronic W-2 Consent Form".

~~J.~~ K. **Vendor ACH Enrollment Form**

Payroll vendors that require or would like to receive payment from the City as an ACH transaction rather by check can complete Sample Form P-4. This form will be provided to payroll vendors by the Finance Office and implemented into the payroll process.

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Formatted: Right: 0", Space Before: 0 pt, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers, Pattern: Clear (White), Tab stops: Not at 0.29"

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Form P-1

Early Paycheck Pick-up Request

Form

TO:

FROM:

DATE:

RE: EARLY PICK-UP OF PAYCHECK

This is to request the early pick-up of my regular paycheck.

Printed Employee Name _____

Employee Signature _____

Paycheck, Week-Ending Date _____
MM/DD/YYYY

Pick-Up Date _____
MM/DD/YYYY

Thank you.

Authorized Signature **Date**

Form P-2

Direct Deposit Email Notification Enrollment Form

City of Saratoga Springs

Finance Department

The email advice you receive will be a password protected PDF file sent from payroll@saratoga-springs.org. The password to view your advice is the last 4 digits of your social security number. You will not receive a printed advice.

Direct Deposit Email Notification Enrollment Form

Personal Information

Employee ID | First Name | Last Name

E-Mail Address you would like your Direct Deposit Advice Emailed to:

Email Address

I authorize the City of Saratoga Springs to automatically email my direct deposit advice to the email address listed above. I acknowledge that I will not receive a printed advice after enrolling in email notifications. This authorization will remain in effect until I have filed a new authorization or until this authorization is revoked by me in writing.

Employee Signature | Date

Form P-3

Electronic W-2 Consent Form

City of Saratoga Springs

Finance Department

The City of Saratoga Springs is required by the Internal Revenue Service (IRS) to furnish all employees with a Form W-2 Wage and Tax Statement each calendar year. The Form W-2 is used to complete the employee's annual tax returns. The Form W-2 may be required to be printed and attached to your Federal, State, or local income tax return. The Form W-2 Tax Statement details the employee's wages, tax withholding, and other important payroll information. Due to IRS regulations, your permission is required to send you your Form W-2 form electronically. Please read the entire notice and complete the consent below to provide your consent to receive all future W-2's in electronic format.

Benefits of Receiving Form W-2 Electronically:

- Employees will receive their electronic Form W-2 earlier than they would if they received a printed copy.
- Employees help the City save money by eliminating printing costs.
- Employees have access to view or print their W-2 at any time without having to request a duplicate copy.

Disclosure Notice:

- An employee who consents to receiving his/her Form W-2 electronically by email will not receive a paper copy of the W-2. If an employee does not consent, he/she will continue to receive a paper copy of the W-2.
- An employee who chooses to receive his/her Form W-2 by email can change his/her mind and withdraw consent to online delivery. Consent can be revoked for future years by emailing your request to payroll@saratoga-springs.org.
- IRS regulations require that employees give their consent to receive the W-2 in electronic format. This process does not need to be repeated every year.
- If an employee terminates employment with the City, the employee's consent to receive an electronic W-2 will be considered revoked and their final W-2 will be mailed to their address on file.
- It is the employee's responsibility to notify the Finance Department of any changes to their personal information.
- If you choose to receive your W-2 electronically it will be sent as a PDF via email to your email address on file for your payroll advice. If you need to change the email address on file for your payroll advice, you will need to complete a new Payroll Advice Email Enrollment Form. You will open your W-2 just like you do your payroll advice by entering the last 4 digits of your social security number when it asks for your password.

I understand that by signing below, I consent to receive Form W-2 electronically through email and will not receive a paper copy. I also understand that I may withdraw my consent at any time as outlined above.

Employee Signature	Employee Name	Employee ID	Date

City of Saratoga Springs
Finance Department

Form P-4

Vendor ACH Enrollment Form

Vendor Information ☐ **New Request** ☐ **Change Request**

Vendor Name		Taxpayer ID	
Address	City	State	ZIP
Contact Name		Telephone Number	
Email Address			

Financial Institution Information

Bank Name			
Address	City	State	ZIP
Bank Account Name	ACH Routing Number (9 Digits)	Account Number	
Account Type ☐ Checking ☐ Savings			

Notes:

The City of Saratoga Springs will conduct a pre-notification for your first ACH transaction to ensure the accuracy of your banking information and you will receive a check for this transaction.

A voided check or bank confirmation letter is required to be submitted to process this form.

Certification:

I certify I am responsible for notifying any changes to the information provided above to the City of Saratoga Springs Finance Department.

I certify that I agree to immediately return any erroneous payments that may occur as a result of payment via ACH.

I certify the information provided on this form is true and correct, and that I, as an authorized representative for the above named vendor, herby authorize the City of Saratoga Springs to electronically deposit payments to the designated bank account. This authority remains in full force until written notice of change or cancellation is received by the City of Saratoga Springs Finance Department. The City of Saratoga Springs reserves the right to cancel or suspend this authorization at any time.

Authorization:

Authorized Official Name	Signature	Title	Date

XI. TIME SHEETS

Title 4 of the City Charter states that "the Commissioner of Finance shall certify City Payrolls." The Payroll function is in the Finance Department. This policy governs the recording of time, and the responsibilities of the Employee, Supervisor, Department Head (ex. Deputy, Director, or Commissioner), or designee for the accurate completion and review of all time sheets.

A. Definitions

Time sheets are the legal source document for all payroll transactions. Time sheets are the legal authority to pay an employee. They also serve as verification of time off, and provide the legal basis to grant an employee benefits, including workers' compensation, as appropriate. Timesheets may be paper or electronic.

Definitions:

1. "Time": "Time" includes all intervals for which pay is being requested, including the normal work day and the standard work week, as well as exceptions thereto.

2. "Normal Work Day; Standard Work Week": The Standard Work Week varies between 33 and 40 hrs. and is specified by title. The Normal Work Day is expected to be one-fifth of the Standard Work Week. PBA Union employees working the 12 hour shift schedule will have a standard work week that alternates between 36 hrs. and 48 hrs. totaling an 84 hour biweekly pay period. For the purposes of this policy, these do not include vacation, personal, sick, compensatory time, overtime, conferences, union matters, and other special circumstances.

3. "Exceptions": "Exceptions to the Normal Workday and the Standard Work Week" include vacation, personal, sick, compensatory time (earned or used), overtime, conferences, union matters, and other special circumstances.

B. Procedure

1. Recording of Time

   a) All time must be recorded on the NOVATIME timesheet or on Sample Form T-1, for Part-time employees, and Sample Form T-2 for Full-time employees.

      - Time must be reported accurately on the date that such work was performed.
      - Time recorded shall reflect the actual start and stop time of work, rounded to the nearest 15 minutes. CSEA City Hall and CSEA DPW employees are given a 7 minute window when punching in.
      - In the event that "Exceptions to the Normal Workday and the Standard Work Week" are recorded on the timesheet, the proper approvals and supporting

documentation, as described below, must precede the submission of the timesheet.

- Meal Breaks – An employee who works more than six hours in a given day will receive an unpaid, duty-free meal break of at least thirty minutes. In accordance with New York State regulations, an employee who works more than six hours in a given day is required to take the scheduled meal break. An employee is not allowed to work through the meal break to make up lost work time or to leave work early. In addition, the meal break may not be taken at the end of an employee's workday in order to leave work before the normal quitting time. A Commissioner and employee can agree that the employee may work through a meal period in exchange for being able to leave work early on an occasional basis due to employee needs. However, the Commissioner and employee cannot agree to such a situation on a long-term, regular basis. Total hours worked for the day must reflect meal breaks.

b) For employees using paper timesheets, it is the responsibility of the Employee to complete and sign ~~in blue or black ink only. No pencils may be used~~. Electronic signatures and scanned timesheet submissions for paper timesheets are acceptable. Electronic signatures for employees using clocks is evidenced by the in and out times and by the submission for employees using computers rather than clocks.

c) In the event an employee cannot sign or submit the time sheet due to absence or illness, the employee's Department Head or delegate may sign or submit for the employee but shall indicate on the timesheet that they signed or submitted for the employee. Non-Union and Executive Resolution~~ADMIN~~ employees and Council members shall review timesheets for accuracy at the end of each pay period. Timesheets displaying standard workday will be considered ready for the Payroll Administrator's approval no later than 2~~3~~ PM Mondays.

d) Falsifying a time sheet by failing to add time worked, adding time worked when such work was never performed or by failing to subtract from the time sheet when the employee was not present to work is a violation of this policy.

2. "Exceptions to the Normal Workday and the Standard Work Week"

a) Approval Process for Exceptions: Leave, Work Additional Hours, Illness

- "Requests for Leave" and "Requests for Approval to Work Additional Hours" must be submitted on the "Requests for Leave" and "Requests for Approval to Work Additional Hours" Forms (see "Supporting Documentation", below), to the Department Head or designee **prior to** utilization of the Exception, except in the case of illness or emergency. For employees using NOVATIME, the leave request will be made electronically and approved by the supervisor. For employees using NOVATIME, the Supervisors override of overtime will be the approval to

work additional hours.

- All other requests should be received by the Department Head or designee prior to the start of request and in accordance with the appropriate union contract, and will be subject to Department Head approval, taking into account adequate staffing levels for that Department.

- In the case of illness, the Department Head or delegate should be notified prior to, on or about the normal time for reporting to work, or as soon as possible in the event of an emergency.

- "Emergency Days" can only be declared by the Mayor in accordance with the Personnel Manual. In the event of an emergency please refer to the employee handbook.

b.) Time Sheets and Exceptions: Completed time sheets shall be submitted each week, and shall be accompanied by original supporting documentation for all Exceptions to the Normal Workday and Standard Workweek. The supporting documentation shall be signed by the Department Head or designee. Requests for Exception and Signatures will be electronic for employees/supervisors using NOVATIME.

c.) Supporting Documentation for Exceptions:

1. Request Forms: Attached are Sample Forms T-3 and T-4, "Request for Leave" and "Request for Approval to Work Additional Hours."

- **All** Leave Requests MUST use these forms or be submitted electronically. The Department Head or designee must respond, in writing, within two business days regardless of determination.

- Request to work additional time must be approved, in writing or electronically, by the Department Head or designee **prior** to working the hours requested. A reason for the request must be notated and all requests are subject to Department Head or delegate's approval.

Failure to submit the proper and complete documentation may result in a delay in payment.

2. Jury Duty: Please list the time and location on time sheet and provide copy of summons with your leave request and Court issued Jury Slip with your timesheet. For employees using NOAVTIME, please submit summons and jury slip to Payroll Administrator, DPW Office Manager or DPS Office Manager.

- The City pays full-time employees normal pay while serving as a juror. You are not entitled to the Jury Allowance payment. Per County instructions, if you are erroneously paid the $40.00 allowance, you are required to return the check to

the County.

- Full-time employees released early from jury duty must return to work and complete their standard hours of work.

3. Conferences: Please list the times and location in the notes section of the time sheet of your attendance at approved conferences, workshops, etc.

4. Union Matters: Please state on the time sheet that your time is to be allocated to Union matters, so that allowances may be correctly tracked. Please list the times and location in the notes section of the time sheet of your attendance at pre-approved trainings and functions. The Union President needs to provide a letter to the Payroll Administrator including names of employees attending union trainings and functions.

5. Allotments: Accruals shall only be used in the allotments allowed by union contract. If you are interchanging one accrual for another, you must use the accrual in the allotment allowed for that accrual.

3. Compensatory Time Payout Request

a) An employee may request a pay out of compensatory time to their supervisor.

b) The Supervisor should verify that sufficient hours are available and then include the pay out information in NOVATIME.

c) All compensatory time pay outs must be inputted by 10:00 a.m. Tuesday morning to be included on that week's payroll.

d) If sufficient hours are not available when receipted by payroll, it will be rejected.

Failure to submit proper and complete information may result in a delay in payment.

4. Correction to paper time sheets

a) Employee: When correcting time sheets, the employee shall use a single line strike through. **No white out is allowed**. The employee and Department Head or designee must initial and date changes.

b) Department Head, Designee or Office Manager: When correcting time sheets, use a single line strike through. **No white out is allowed**. The employee and Department Head or designee must initial and date changes.

c) Finance: The Finance Office, during the course of payroll processing, may require correction of time sheets. Every effort shall be made by the Finance Office to timely communicate such errors and corrections to the employee in advance of receiving

payment.

Post-Payroll: If an error is made after reporting and is not realized until the payroll process is completed or if a mistake is made in processing, the employee must contact their Supervisor in writing, describing the error and the notification shall be approved by the Department Head or designee and submitted to the Finance Office. If the Finance Office concurs that an error exists, it will make the correcting compensation on the next available payroll.

5. Correction to electronic time sheets
   a) Employee: When a correction to a timesheet is required, employees must make a request to the supervisor explaining the need for correction.

   b) Department Head or Designee: When correcting electronic time sheets, supervisors are encouraged to adjust the hours worked, but not change the punch in and out times. A note shall be included explaining why the change was made. For example: "John Doe reported to work at a meeting at the library at 8 am and then came to City Hall following the completion of the meeting."

   c) Finance: The Finance Office, during the course of payroll processing, may require correction of time sheets. Every effort shall be made by the Finance Office to timely communicate such errors and corrections to the employee in advance of receiving payment.

   d) Finance will not adjust timesheets that have been submitted and approved for hours less than the normal work.

   e) Post-Payroll: If an error is made after reporting and is not realized until the payroll process is completed or if a mistake is made in processing, the employee must contact their Supervisor in writing, describing the error and the notification shall be approved by the Department Head or designee and submitted to the Finance Office. If the Finance Office concurs that an error exists, it will make the correcting compensation on the next available payroll.

6. Submittal: Submittal of all documentation to the Finance Office shall comply with the Finance Policy. Original timesheets, timecards and daily/weekly rosters must be submitted to the Finance Office no later than 11:00am on Mondays.

C. Review, Verification and Certification of Time Sheets

Time sheets for all employees, as well as part-time employees, shall be reviewed and countersigned with an original signature (signature stamps are NOT acceptable) in blue ink or black ink or electronic signature **by their respective Department Head or designees.** This countersignature indicates that the time sheet has been reviewed and implies certification that the time reflected on the time sheet represents a true and accurate record of time

worked and time off. Electronic timesheets will be approved by the Department Head or Designee in NOVATIME.

D. Applicability

This policy applies to all City employees with exceptions as noted:

1. The Police and Fire Departments follow procedures that are maintained in their respective departments.

E. Custody of Time Sheets

All original time sheets, time cards and daily/weekly work rosters shall be kept confidential under the custody of the Commissioner of Finance.

F. Fraudulent Time Sheets and Violations of Time Sheet Policy

Fraudulent time sheets constitute theft of public funds. Such fraudulent time sheets and/or consistent violations of this policy may constitute cause for disciplinary action in accordance with the applicable provisions of the collective bargaining agreement and civil service law.

CITY OF SARATOGA SPRINGS
Part-Time TIME SHEET

Employee Name — Standard Hours/Wk. for Position

Finance

Department — Week Ending

DAILY TIME RECORD

			Lunch					Hrs Wrk	GRAND
Date	**Day**	**In**	**Out**	**In**	**Out**	**In**	**Out**	**Total**	**TOTAL**
#######	SAT								
#######	SUN								
#######	MON								
#######	TUE								
#######	WED								
#######	THURS								
01/00/00	FRI								
							Total		#VALUE!

Adjustment

Hours		**Reason**	
Hours		**Reason**	
Hours		**Reason**	

Employee Signature **Date** — **Department Head or Delegate Signature** **Date**

Time recorded shall reflect the actual start and stop time of work.

Sample Form T-1

CITY OF SARATOGA SPRINGS
TIME SHEET

Employee Name | Standard Hours/Wk. for Position

Department | Week Ending

DAILY TIME RECORD

			Lunch					Hrs Wrk	Excepts	GRAND
Date	**Day**	**In**	**Out**	**In**	**Out**	**In**	**Out**	**Total**	**Total**	**TOTAL**
	SAT									
	SUN									
	MON									
	TUE									
	WED									
	THURS									
	FRI									
								Total		0.00

Adjustment

Hours		**Reason**	

Exceptions to Normal Work Day/Standard Work Week

Date	**Day**	**Vacation**	**Personal**	**Sick**	**Holiday**	**Comp. Used**	**Add'l Hours**	**Pay As Overtime**	**Comp. Earned**	**Other**
	SAT									
	SUN									
	MON									
	TUE									
	WED									
	THURS									
	FRI									
										Totals

Employee Signature **Date**

Department Head or Delegate Signature **Date**

Time recorded shall reflect the actual start and stop time of work.

Sample Form T-2

FORM T-3

CITY OF SARATOGA SPRINGS
Leave Request Form

To: From: Date:

RE: REQUEST for LEAVE

I,_____, REQUEST THE FOLLOWING LEAVE TIME

	DATE/TIME	TOTAL HOURS
VACATION DAY:		
PERSONAL DAY:		
SICK DAY:		
BEREAVEMENT LEAVE:		
UNPAID LEAVE:		
COMPENSATORY TIME USED:		
OTHER: Please Specify *(Ex. Jury Duty, Conferences, Cancer Screening, Union Matters, etc.)*		

X_____ Employee Signature

Date

_____ Approved

_____ Disapproved / Reason: _____

_____

X_____ Deputy

Commissioner/Delegate in Absence Date

**** Per CSEA City Hall union contract, extended vacation should be requested no later than February 28 each year. All other requests must be received by your Deputy Commissioner at least ONE WEEK prior to start of request, and will be subject to adequate staffing levels as determined by your Deputy Commissioner. All requests MUST use this form. You will receive an answer, in writing, within one business day.****

FORM T-4

CITY OF SARATOGA SPRINGS
Approval to Work Additional Hours

To: From: Date:

RE: Request to Work Additional Hours

I, , REQUEST TO WORK ADDITIONAL HOURS ON .

REASON:

I, , REQUEST THE ADDITIONAL HOURS AS:

DAY/HOURS **DAY/**

HOURS

PAID OVERTIME: EARN COMPENSATORY TIME:

x
Employee Signature Date

Approved

Disapproved / Reason:

x
Deputy Mayor/Deputy Commissioner Signature Date

****Request to work additional time must be approved prior to working the hours requested. A reason for the request must be notated and all are subject to Department Deputy's approval.****

XII. DATA NETWORKING AND INFORMATION TECHNOLOGY

1. INFORMATION TECHNOLOGY CONFIDENTIALITY AGREEMENT

"As an employee, approved user, and/or Independent Contractor of the City of Saratoga Springs, I understand that I may have access to confidential information.

I understand that what is considered "confidential information" is difficult to define and may vary per my employment duties. When in doubt, and in situations where the confidential status cannot be determined, the information will be considered to be confidential and handled appropriately.

I agree to access only information required to accomplish my employment responsibilities while exposing as little information as possible. In situations where an individual has left confidential information up on a display, or I am required to view files containing confidential information during the course of my employment responsibilities, I will only review the contents of the files in a manner consistent with this agreement and only to the extent required to perform the task at hand.

I agree not to disclose confidential information obtained in the course of my duties to anyone, either City Employees or anyone else who is not affiliated with the City, unless directed to do so, in writing, by my supervisor. My supervisor must obtain permission for any such disclosure from the Commissioner of Finance.

When a request for information that may be confidential is made of an Information Technology employee, by someone not directly involved in the information in question, a formal request for the information must be made in writing, signed by the department head, and reviewed by the Director of IT , the Commissioner of Finance, and the City Attorney.

In all cases, I am aware that I am covered by the Finance Department "Inter/Intra-Departmental Requests for Information - Internal Documents Policy".

Any attempt to circumvent file auditing or to access information that is protected by security methods in place, or accessing information inadvertently left exposed by a flaw in the security methods in place would be considered a violation of this agreement.

All passwords used for all operations will not be disclosed to any outside source or used in a manner that would allow them to be disclosed.

Any access to internal networks will be only from known secure and controlled computing environments that would not allow a compromise of passwords during login or of internal City network integrity.

Any violation of this agreement may result in disciplinary actions pursuant with labor laws and applicable union regulations in place at the time of the violation."

Name _____

Position/Title _____

Date _____

Signature _____

2. City Network, Computer Systems and Social Media Site Usage Policy

3.

The City of Saratoga Springs' IT Network and Computer Systems are City property that are provided for general business purposes to increase productivity and effectiveness. These policy guidelines have been established to ensure that the City's network and computer systems are used in a productive manner. All employees, as well as anyone given access privileges to City computer systems as an "approved user", are required to abide by these guidelines. Use of the City's network and computer technology is a privilege. Any unapproved or improper use of City network or computer systems is not acceptable and shall not be permitted. The City of Saratoga Springs has total discretion over access privileges and the nature of public discussions on the City's network and computer system.

The City's network and computer systems are governed by the 'City of Saratoga Springs' Social Media Policy" and the City "Computer and Electronic Devices Usage Policy." The City's Director of Human Resources shall govern these policies as noted with regard to employment practice issues. The City's administrative control of the City's web presence rests with the Information Technology Department for security and liability purposes. The City Attorney's Office and Office of Risk and Safety shall assist the Information Technology Department with managing the liability of the City's web presence and any social media site activities pertaining to City business.

Definitions

Department Head: Mayor, Commissioners of Accounts, Finance, Public Safety, Public Works, Civil Service Commissioner Chair and Recreation Commission Chair.

Offensive materials: Includes but is not limited to sexual content or images, slurs against race, religious or political beliefs, age, gender, sexual orientation, national origin or physical attributes per Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.,* 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.

Social Media: Web based and social technologies and other online means of communication that are used by large groups of people to share information Examples include, but are not limited to Facebook, LinkedIn, Google, Yahoo, and Twitter.

Webmaster: Director of Information Technology

Website: www.saratoga-springs.org and any social media site that is City owned and/or maintained for the purpose of City government.

Protocol:

A. Webmaster

Requests to establish a new social media site must be made through the Information Technology Department, and will be reviewed for approval by the Information Technology Department in consultation with the City Attorney and Director of Risk and Safety. Please use form W-3: "Request for Social Media Presence."

Requests to post on City web and social media sites must be made through email to the Information Technology Department, and will be reviewed for approval by the Information Technology Department.

Parties eligible to make such requests are the City's departments: Mayor, Finance, Public Works, Public Safety, Accounts and Recreation. City Sub-Departments, Boards and Commissions may make requests through their governing department/appointing authority. These requests may be honored only if in compliance with this policy and purpose. The City strives for a uniform, identifiable, centralized web and social media presence, though certain circumstances and programs may require alternative solutions. If a concern exists about a decision regarding the establishment of or posting on a City web or social media site, the City Council may be requested to review the decision.

In the event a City department requests the establishment of a social media site separate from the City's owned and/or maintained web site, permission must be requested and obtained from the Information Technology Department in consultation with the City Attorney and the Director of Risk and Safety **PRIOR** to the site's establishment. The request must include the reason for the separate web or social media site, a description of the information to be included within the web or social media site, the name and contact information of the individual having responsibility for posting and maintaining the site and must conform to this City policy on content, appearance, and generally.

In the event a City department requests that material be posted on a City web or social media site, permission must be requested and obtained from the Information Technology Department. The request to the City's Information Technology Department must include a description of the information to be posted, the name and contact information of the individual making the request. The proposed social media site must conform to this City policy on content, appearance, and protocol.

The City's web site is maintained by the City Information Technology Department. The City owns and/or maintains approved social media sites that meet the criteria of this policy. City staff will update City owned and/or maintained web and social media sites regularly and every effort shall be made to ensure the accuracy of the information provided on these sites. However, there may be occasions where information becomes temporarily outdated pending the receipt and posting of available updates. Consequently, the City cannot expressly warrant the accuracy of web and social media site content on a 365/24/7 basis. Alternatively, the City provides adequate contact information for all City departments so that visitors may request verification or further information at any time.

B. Content

Content posted on the City's web and social media sites embodies the purpose and goals of the City and its government. The City of Saratoga Springs' owned and/or maintained web and social media sites are specifically intended to share information about City programs, events, and services with its community. (The City often receives requests from outside community agencies to include details on community events coordinated by outside agencies that benefit the needs of the community. The City, when feasible and appropriate, shall only include those events and/or programs that are coordinated and/or sponsored by the City on its Meetings and Events Calendar on the City's web site.)

All City web and social media owned and/or maintained sites shall be uniformly identified as the City of Saratoga Springs – Department of [Origin], and strive for a uniform appearance that identifies them as being a part of the government of the City of Saratoga Springs. Individual departmental City social media sites must link back to the official City of Saratoga Springs website for forms, documents, online services and other information necessary to conduct business with the City of Saratoga Springs. The City of Saratoga Springs' web site at http://www.saratoga-springs.org/ shall remain the City's primary and predominant owned and maintained internet presence.

Permission may be granted by Director of Information Technology to employees in other departments who are given the prior written permission of the employee's department head to post information on City owned and/or maintained web and social media sites. City employees designated for this task must complete a training program provided by the Department of Information Technology prior to the use of the City sites. In these situations, department heads take on the full responsibility of the content and understand and agree that any information posted on the City's owned and/or maintained sites must conform to this policy.

Any information posted that violates any portion of this policy shall be immediately removed by the Department of Information Technology. The department head may then appeal to the City Council, and it may be reposted upon review and approval by a vote of the City Council.

While the City of Saratoga Springs invites comments, suggestions and/or visitor input regarding the content of the City's owned and/or maintained web and social media sites, any unauthorized attempts to alter and/or upload information on these sites/server are strictly prohibited and may be punishable under the Computer Abuse and Fraud Act of 1986 and the National Information Infrastructure Protection Act.

Offensive comments in violation of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.,* 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21 that are posted on any City controlled website and/or social media will be immediately removed by the Director of Information Technology and/or his/her representative upon written notice.

C. Computer Links to Other Websites from City Websites

The City's web and social media sites may contain links to sites outside the City's official sites that offer helpful resources to users. The City does not control and shall not be responsible for the content of these outside links and does not endorse any information contained on those sites unless the City's web and/or social media site states otherwise.

The following criteria will be used to review and approve the placement of an outside organization's link on a City owned and/or maintained web and/or social media site links:

- Sponsored organization links must meet the criteria of this policy and its goals and objectives;
- Sponsored links must be community specific and/or offer a benefit to the community at large;
- The City reserves the right to remove any link to content deemed obscene or inappropriate.

The City's web and social media sites may provide links to sites, including but not limited to:

- Government and educational institutions;
- City sponsored Boards, Committees and Commissions;
- Generally recognized lawful, work related and community organizations;
- Sites that assist in offering lawful information pertaining to the health and safety of the City's employees and community members at large;
- Not-for-profit organizations providing information about City tourist or cultural attractions and
- The Posting of City Job Opportunities

The City's web and/or social media sites **will not** provide links to sites, including but not limited to:

- Candidates for local, state, or federal offices;
- Political organizations or other organizations advocating a position on a local, state, or federal issue;
- Corporate or other for-profit organizations for purposes of opinion, advertisement or endorsement;
- Individual or personal home pages for purposes of opinion, advertisement or endorsement.

D. Network and Computer System Policies: Monitoring Tools

The City of Saratoga Springs routinely monitors usage patterns for its network communications. The City monitors the system to leverage network productivity and to better plan and manage network resources. These monitoring tools allow the City to:

1. Collect data for Internet access to ensure that use during work hours stays productive including websites visited using SSL/TLS encryption.
2. Track and control the flow of network traffic and monitor for malware activity
3. Improve Internet capacity planning
4. Maintain availability of network bandwidth

E. Email Archive System

The City has in place an archiving system that retains and saves all e-mails sent or received on the City operated e-mail systems. E-mails are saved regardless of whether the individual user deletes them, including e-mail items deleted from the trash or recycling bin. The archive system assists in compliance with FOIL, records retention and other legal circumstances.

The email archive can be accessed by approved users with existing City email accounts to search their own email history as archived. A user can request that IT staff create an account on the archive system for this purpose. This access is limited to email that was sent or received by the user's assigned email address(s).

Requests for archived e-mails that are made by a Department Head for emails sent or received by his/her own current/former departmental employees may be made on Form CU-1. All other requests for archived emails must be made by way of the NYS FOIL (Freedom of Information Law) process through the City Attorney's Office and will follow the NYS FOIL guidelines for information distribution. An exception to this FOIL requirement may be made for requests from legal counsel representing the City in connection potential, proposed, pending or current litigation or employee disciplinary actions.

Requests for access to active email accounts may be made with form Access-1 for shares of active email folders including history retained there.

F. Internet Access

1. Blocking Internet Access. Access levels given to employees are dependent upon their work requirements. The City of Saratoga Springs reserves the absolute right to block access to certain Internet sites. Attempts to circumvent any form of blocking are prohibited. All attempts to access blocked sites will be recorded.

2. Streaming Media. Due to the effect on Internet bandwidth usage, services providing streaming media are only to be used when directly involved in the performance of specific job duties. These sites include internet radio stations and streaming music services. This includes time used for personal browsing of

the Internet as it pertains to this policy. The City reserves the right to limit this type of usage whenever necessary by appropriately blocking access to the identified sites.

3. Wi-Fi High Speed Internet. The City provides Wi-Fi high Speed Internet within City facilities for use by City employees and the community.

For security reasons, access to banking and outside email sites is not permitted except where these are required for job responsibilities. These sites can be accessed by employees using Wifi and personal devices such as phones and tablets without the risk of compromising the City network.

G. Maintaining System Security

1. System Permissions: The Director of Information Technology in consultation with the Director of Finance shall make the determination of end user permissions for the City's Financial Management System and modules based on system security and the requirements of each user in consultation with the Director of Human Resources and the employee's department head. The Director of Information Technology shall make all other determinations regarding access involving the City Information Technology infrastructure. In any case, volunteer/intern temporary users may be eligible for limited access to perform productive work for supervisors only if they have been evaluated by the Director of Human Resources, Civil Service, Director of Risk and Safety or other City vetting process, and will be considered on a case by case basis. Independent contractors will not be given system access except under extraordinary circumstances as determined by the City Attorney.

2. File Access Requests: Requests to access files may be desired, for example, in the event that users want to share files or a user requires temporary access to another user's files. A request to access files shall be submitted by Department Heads on Form Access-1 Data Access/Permission Change Request as maintained with the City's Human Resource Policies.

3. Password Security: Your user name and password identifies you individually on the network. If any other person has your password they can impersonate you and take actions that will be attributed to you. All passwords allowing access to employee workstations as well as access to online services should be treated as sensitive information, confidential in nature and not be disclosed. If you feel this information has been disclosed to someone other than yourself, please contact Department of Information Technology and have any compromised passwords changed immediately. If you need to give other user's permanent or temporary access to your files, contact Department of Information Technology so this access can be provided without revealing your password. If you are asked to give your password by ***anyone, including your supervisor***, it is mandatory that you contact Department of Information Technology before revealing it.

4. Independent Contractors: From time to time, the City may hire, by a contract approved by the City Council, Independent Contractors to perform professional services required by the City. Independent Contractors by nature are not employees of the City of Saratoga Springs and therefore not entitled, to access to the City's network, including but not limited to the City's e-mail or servers. The City, however, recognizes that to facilitate business operations while on City property, an Independent Contractor may be given Email and/or Internet access upon request, as granted by the Director of Information Technology. Any Independent Contractor granted access under this section is subject to this, and all other, relevant City policies and must execute a City indemnification agreement assuming

liability for his/her usage and provide the necessary insurance as determined by the Director of Risk and Safety. Vendors contracted for information technology related work that by nature requires access to the City's computer network resources (including but not limited to the City's e-mail or servers) to perform specific tasks may be granted the necessary access by the Director of Information Technology. Vendor must complete the Form CU-2 "Vendor Network Access Request Form" and agree to the "Vendor Acceptable Use Policy" for approval before any access is granted. Any vendor granted access under this policy is subject to this, and all other, relevant City policies and must execute a City indemnification agreement assuming liability for his/her usage and provide the necessary insurance as determined by the Director of Risk and Safety.

5. User security awareness training: All approved users will be required to participate in online or classroom training that will help reduce the risk of security breaches caused by end user actions that cannot be prevented by automated methods. If this training is not completed in a timely manner, user access to the Internet and City email accounts will be blocked until such time as the training has been completed. This training will be required of any approved user of the Internet or email system on a City owned computer system. The City reserves the right to enforce disciplinary measures in a manner that is in accordance with the City's collective bargaining agreements against users taking actions that are contrary to the training.

6. All forms referenced by this policy will be accepted in digital form when available through the City internal forms system as they are implemented over time.

H. Terms of Use, Privacy and Legal Notice and Disclaimer

The following disclaimer regarding terms of use shall be posted on the City's owned and/or maintained web and social media sites:

Terms of Use

The City of Saratoga Springs makes available for your use on City owned and/or maintained web and social media sites ("these sites") information and documents subject to the terms and conditions set forth in this document (the "Terms of Use"). By accessing any of these sites, you agree to the Terms of Use. The City of Saratoga Springs reserves the right to change the Terms of Use at its sole discretion at any time. Your use of these sites will be subject to the most current version of the Terms of Use posted on the City's owned and/or maintained web and/or social media sites at the time of such use. When using any services or materials on these sites, you are subject to the posted guidelines and/or rules applicable to such services or materials within the Terms of Use. All such guidelines or rules are hereby incorporated by reference into the Terms of Use.

All information and materials provided on this site are the property of the City of Saratoga Springs. The City retains copyright on all text, graphic images, and other content found on this site. Use of the City logo is prohibited for any non-governmental purpose. Commercial use of text, logos, photos, and other graphics is prohibited without the express written permission of the City of Saratoga Springs. The City of Saratoga Springs reserves all other rights.

Privacy Policy

The privacy of visitors to the City of Saratoga Springs' web and social media site visitors is important to the City. The City will use the utmost discretion with the use of personal information obtained through the web and social media site. If a user sends the City an electronic mail message that contains personally identifying information, or if a user fills out a form online, the City will use this personal information to respond to a request.

While the City will make every effort to protect your personal information, sharing any information via the Internet is not without risk and you are encouraged to use discretion when sharing personal information electronically. As a governmental agency, the City of Saratoga Springs is governed by open records laws. Your e-mail address and other identifying information may be subject to these open records laws if requested. In addition, certain e-mail may constitute a public record and is subject to disclosure under state law. Otherwise, we do not share personal identifying information with any third party without your permission.

The City does track the traffic patterns on its web site from information automatically provided by the browsers of site visitors. This information includes the IP address of your computer or network, the date, time, and page you visited on our site, your browser and operating system. This information is used by City staff to analyze data, measure server performance, and improve the content of our web site. This information may also be used to determine abuse by a web and/or social media site user and may be used to bring that individual to justice. Any information disclosed to a social media site is outside the control of the City and will be subject to the privacy policy of the social media site provider**.**

Legal Notice

Communication made through e-mail or any other online messaging system shall in no way be deemed to constitute legal notice to the City of Saratoga Springs or any of its officers, employees, agents, or representatives where notice to the City is required by any law, rule, regulation, or contract.

Disclaimer

The materials and information contained on or obtained from this web and/or social media site are distributed "as is" without warranties of any kind, either express or implied, including without limitation, warranties of title or implied warranties of merchantability of fitness for a particular purpose. Information contained on the web and/or social media sites, including information obtained from external links thereon, is provided without any representation of any kind as to accuracy or content and should be verified by the user.

The City of Saratoga Springs is not responsible for any special, indirect, incidental or consequential damages that may arise from the use of, or the inability to use, the web and/or social media sites, and/or the materials contained on the site. This is the case whether the materials contained on the web and/or social media site are provided by the City of Saratoga Springs, or by a third party.

Data contained on the web and social media sites are subject to change without notice. The City's owned and/or maintained social media sites supervised and controlled by the City. Links to other Internet sites should not be construed as an endorsement of the views contained therein.

The City does not control or guarantee the accuracy, relevance, timeliness or completeness of information contained on a linked website; does not endorse the organizations sponsoring linked websites or the views they express or the products/services they offer; cannot and does not authorize the use of copyrighted materials contained in linked websites - users must request such authorization from the sponsor of the linked website; and does not guarantee that external websites comply with Section 508 (Accessibility Requirements) of the Rehabilitation Act.

Form CU-1

ARCHIVED E-MAIL REQUEST

1. ***E-MAIL TO -** If requesting email "to" someone, please include their email account(s) and name(s). In addition, please state "ALL" if you would like all of the email that was sent to the named person/account; if not, please describe:

_____

_____

2. ***E-MAIL FROM –** If requesting email "from" someone, please include their email account(s) and name(s). In addition, please state "ALL" if you would like all of the email that was sent from the named person/account; if not, please describe:

_____

_____

*** Required – Item 1 *or* Item 2 above must reflect the department of the signatory below.**

3. **E-MAIL DATES**

From: _____ *To*: _____

4. **OTHER –** This will narrow down the email returned to include only email containing the words referenced below.

[ ] SUBJECT LINE _____

[ ] **BODY TEXT** _____

Notes/Comments: _____

I agree to indemnify and hold the City of Saratoga Springs and the Information Technology Staff harmless from any loss, liability, claim or demand, including, but not limited to, reasonable attorney's fees, arising out of my intentional misuse or violation of the City's confidentiality policies and/or federal and state confidentiality laws of the materials provided to me by the Information Technology Department under this request.

_____

Department Head Name and Title **Date**

_____

IT Department Approval **Date**

_____

HR Approval **Date**

_____

Request Processed by **Date**

3. Vendor Acceptable Use Policy

City of Saratoga Springs is hereinafter referred to as "the City."

1.0 Overview

Though there are a number of reasons to provide a vendor network access, by far the most common is granting access to perform specific contractually defined services. This access carries certain responsibilities and obligations as to what constitutes acceptable use of the City network. This policy explains how City information technology resources are to be used and specifies what actions are prohibited. While this policy is as complete as possible, no policy can cover every situation, and thus the user is asked additionally to use common sense when using City resources.

2.0 Purpose

Since inappropriate use of City systems exposes the City to risk, it is important to specify exactly what is permitted and what is prohibited. The purpose of this policy is to detail the acceptable use of City information technology resources for the protection of all parties involved.

3.0 Scope

The scope of this policy includes any and all use of City IT resources, including but not limited to, computer systems, email, the network, and the City Internet connection.

4.0 Definitions

Blogging The process of writing or updating a "blog," which is an online, user-created journal (short for "web log").

Instant Messaging A text-based computer application that allows two or more Internet-connected users to "chat" in real time.

Peer-to-Peer (P2P) File Sharing A distributed network of users who share files by directly connecting to the users' computers over the Internet rather than through a central server.

Remote Desktop ~~**Access** Remote~~**Access** Remote control software that allows users to connect to, interact with, and control a computer over the Internet just as if they were sitting in front of that computer.

Streaming Media Information, typically audio and/or video, that can be heard or viewed as it is being delivered, which allows the user to start playing a clip before the entire download has completed.

5.0 Policy

5.1 Confidentiality

Confidential data must not be A) shared or disclosed in any manner to non-employees of the vendor, B) should not be posted on the Internet or any publicly accessible systems, and C) should not be transferred in any insecure manner. Please note that this is only a brief overview of how to handle confidential information, and that other policies may refer to the proper use of this information in more detail.

5.2 Network Access
The vendor should take reasonable efforts to avoid accessing network data, files, and information that are not directly related to the reason for requesting remote access. Existence of access capabilities does not imply permission to use this access.

Use of access by anyone other than the person(s) defined in the Vendor Network Access Request is not permitted.

Vendor Network Access Request form must be submitted before vendor will be allowed access.

Network access will use two factor authentication for remote access by vendors to ensure that persons accessing remotely have been vetted and are performing work on behalf of the vendor.

5.3 Unacceptable Use
The following actions shall constitute unacceptable use of the City network. This list is not exhaustive, but is included to provide a frame of reference for types of activities that are deemed unacceptable. The user may not use the City network and/or systems to:

- Engage in activity that is illegal under local, state, federal, or international law. Engage in any activities that may cause embarrassment, loss of reputation, or other harm to the City.
- Disseminate defamatory, discriminatory, vilifying, sexist, racist, abusive, rude, annoying, insulting, threatening, obscene or otherwise inappropriate messages or media.
- Engage in activities that cause an invasion of privacy.
- Engage in activities that cause disruption to the workplace environment or create a hostile workplace.
- Make fraudulent offers for products or services.
- Perform any of the following: port scanning, security scanning, network sniffing, keystroke logging, or other IT information gathering techniques when not part of employee's job function.
- Install or distribute unlicensed or "pirated" software.
- Reveal personal or network passwords to others, including family, friends, or other members of the household when working from home or remote locations.

5.4 Overuse
Actions detrimental to the computer network or other City resources are not permitted.

5.5 Web Browsing
Web browsing using City equipment will be limited to access to the vendor's web resources required to perform the tasks assigned to the vendor by the City.

Any browsing outside this range may be blocked by security policies.

5.6 Copyright Infringement
The City's computer systems and networks must not be used to download, upload, or otherwise handle illegal and/or unauthorized copyrighted content. Any of the following activities constitute violations of acceptable use policy, if done without permission of the copyright owner: A) copying and sharing images, music, movies, or other copyrighted material using P2P file sharing or unlicensed CD's and DVD's; B) posting or plagiarizing copyrighted material; and C) downloading copyrighted files which employee has not

already legally procured. This list is not meant to be exhaustive, copyright law applies to a wide variety of works and applies to much more than is listed above.

5.7 Peer-to-Peer File Sharing
Peer-to-Peer (P2P) networking is not allowed on the City network under any circumstance.

5.8 Monitoring and Privacy
Users of the City network should expect no privacy when using the City network or City resources. Such use may include but is not limited to: transmission and storage of files, data, and messages. The City reserves the right to monitor any and all use of the computer network. To ensure compliance with City policies this may include the interception and review of any emails, or other messages sent or received, inspection of data stored on personal file directories, hard disks, and removable media.

5.9 Bandwidth Usage
Excessive use of City bandwidth or other computer resources is not permitted.

5.10 Remote Desktop Access
Use of remote desktop software and/or services is allowable as long as it is provided by the City. Remote access to the network must conform to the City's Remote Access Policy.

5.11 Circumvention of Security
Using City-owned or City-provided computer systems to circumvent any security systems, authentication systems, user-based systems, or escalating privileges is expressly prohibited. Knowingly taking any actions to bypass or circumvent security is expressly prohibited.

5.12 Use for Illegal Activities
No City-owned or City-provided computer systems may be knowingly used for activities that are considered illegal under local, state, federal, or international law. Such actions may include, but are not limited to, the following:

- Unauthorized Port Scanning
- Unauthorized Network Hacking
- Unauthorized Packet Sniffing
- Unauthorized Packet Spoofing
- Unauthorized Denial of Service
- Unauthorized Wireless Hacking
- Any act that may be considered an attempt to gain unauthorized access to or escalate privileges on a computer or other electronic system
- Acts of Terrorism
- Identity Theft
- Spying
- Downloading, storing, or distributing violent, perverse, obscene, lewd, or offensive material as deemed by applicable statutes
- Downloading, storing, or distributing copyrighted material

The City will take all necessary steps to report and prosecute any violations of this policy.

5.18 Non-City-Owned Equipment
The user must obtain written permission from the IT Manager before installing outside or non-City-

provided computer systems on the City network. Once this permission is obtained, and dependent on any conditions granted along with such permission, the user can connect a non-City-owned system to the network. Reasonable precautions must be taken to ensure viruses, Trojans, worms, malware, spyware, and other undesirable security risks are not introduced onto the City network. It should not be assumed that permission will be granted for this access.

The City will ensure that the equipment is free from malware by agreed upon procedures before equipment can be attached to the network.

The City will control access to equipment and will maintain security as necessary without hindrance from the vendor or software installed by the vendor.

5.13 Storage Media

All removable media must be scanned for malware by the City IT Department prior to being connected to any City network attached equipment.

5.14 Software Installation

Installation of non-City-supplied programs is prohibited. Numerous security threats can masquerade as innocuous software - malware, spyware, and Trojans can all be installed inadvertently through games or other programs. Alternatively, software can cause conflicts or have a negative impact on system performance.

5.15 Reporting of Security Incident

If a security incident or breach of any security policies is discovered or suspected, the user must immediately notify the City IT Department. Examples of incidents that require notification include:

- Suspected compromise of login credentials (username, password, etc.).
- Suspected virus/malware/Trojan infection.
- Loss or theft of any device that contains City information.
- Loss or theft of ID badge or keycard.
- Any attempt by any person to obtain a user's password over the telephone or by email.
- Any other suspicious event that may impact the City's information security.

Users must treat a suspected security incident as confidential information, and report the incident only to the City IT Department Users must not withhold information relating to a security incident or interfere with an investigation.

5.16 Applicability of Other Policies

This document is part of the City's cohesive set of security policies. Other policies may apply to the topics covered in this document and as such the applicable policies should be reviewed as needed.

6.0 Enforcement

This policy will be enforced by the IT Manager. Violations may result in disciplinary action which may include restriction of access. If any provision of this policy is found to be unenforceable or voided for any reason, such invalidation will not affect any remaining provisions, which will remain in force.

Form CU-2 Vendor Network Access Request

City of Saratoga Springs	
Vendor Company:	
Employee Contact:	

The City may wish to provide access to vendors on a case-by-case basis in accordance with its Vendor Policy. Please complete the information below in order to be granted access.

Dates Needed: From: _____ To: _____

Reason for Access: _____

Access Needed:
(check one) ___ Specific Resources on the network (list: _____)

___ Specific Ports or Services (list: _____)

Access Requested: ___ Wired ___ Wireless ___ Remote
(check one)

The City reserves the right to require vendors to review and accept the City Vendor Acceptable Use Policy (VAUP) before being granted network access. Please initial the statement below that is most accurate:

_____ I have read, understand, and agree to the VUAP.

_____ I have read and do not agree to the VUAP.

_____ I have not been asked to review the VUAP.

Please provide any additional information related to your request for access below:

_____

_____

_____

Vendor Representative Name (Print): _____

Vendor Representative Signature: _____
Date: _____

Employee Contact: _____

Employee Signature: _____

XIII. ACCOUNTS RECEIVABLE AND ALLOWANCE FOR DOUBTFUL ACCOUNTS

Purpose:

The purpose of this policy is to ensure all taxpayers are served equitably and to establish guidelines for invoicing, control and collection of accounts receivable. The City's goal is to take all appropriate and cost effective means to invoice timely and to collect accounts receivable. The objective is to improve management, coordination and accounting for all accounts receivable owed the City for all departments and for manual and automated systems. All receivables shall be recorded in accordance with generally accepted accounting principles. Property tax and utility bill invoicing, control and collection will follow the policies outlined in the City Charter and in accordance with the applicable New York State laws.

Background:

The City may provide goods and services on a credit basis, resulting in accounts receivable and the need to control and collect in an appropriate and cost effective manner.

Definitions:

Refund – A reimbursement as a result of a credit balance.

Accounts Receivable – Any amount owed the City for providing a good or service prior to payment. A receivable can also be for a grant from another entity or in the form of a loan to various parties.

Past Due (Delinquent) Receivable – Any account for which a payment has not been received by the payment due date.

Allowance for Doubtful Accounts – Management's estimate of the amount of the gross receivable which will be or will prove to be uncollectible.

Write-Off – A transaction that removed an account which management has determined to be uncollectible from the City's financial accounting records. Writing off the debt for accounting purposes does not discharge the debt. The debt is still owed the City, but it is no longer on the City's books as a receivable.

Invoicing:

Invoicing is important in order to receive timely payment. Many customers require an invoice in order to make payment for an adequate audit trail. All accounts receivables must be billed at regular intervals. Intervals may be determined by an agreement or contract.

Invoices will clearly indicate the following:

1. Customer name, address, etc.
2. Description and price of item or service
3. Address where payment is to be sent
4. The amount is due upon receipt
5. The applicable charge code

Invoices should be prepared and mailed/emailed to the customer 30 days before payment is due. A copy of all invoices shall be remitted to the Office of the Commissioner of Finance. For invoices not processed in MUNIS, the Office of the Commissioner of Finance will make the appropriate entry to the general ledger when required. MUNIS is the preferred invoice method and should be used unless permission is received by the Commissioner of Finance. All checks are to be made payable to the Commissioner of Finance.

An aging schedule should be prepared and reviewed monthly by all departments having accounts receivables. An aging schedule should distinguish between current and past due accounts receivables. When the invoices are created in MUNIS an aging report can be printed from the system.

If it is determined an invoice was generated in error, the department shall inform the Office of the Commissioner of Finance of the reversal or refund being performed, after approval has been documented by the department supervisor.

There shall be no donation of City goods or services unless previously approved by the City Council. All goods and services shall be charged according to the fees approved by the City Council.

Loan Receivables:

Amounts owed to the City on loans from individuals or organizations other than State or Federal agencies or institutions. The most common loans for the City are economic development and residential rehabilitation loans awarded by the Office of Community Development.

1. An application is submitted, reviewed and approved in accordance with City, State and Federal requirements.
2. The terms and conditions of the loan are outlined in a loan agreement, which is signed by both parties at closing.
3. For economic development and residential rehabilitation loans the bank provides a payment booklet and accepts monthly payments for the loan according to the terms and conditions of the agreement. Late fees are assessed by the bank as described in the agreement. The City records the loan payment, allocating principal and interest, on a monthly basis based on documentation provided by the bank. In other instances collection may be made by the City through periodic invoicing as outlined in the loan agreement.
4. Monthly analysis is done by the City to determine past due accounts.
5. Mailings are sent by the Community Development Office to attempt collection upon first failure to pay, stating payment is due upon receipt. (See attachment A.)
6. Following second consecutive failure to pay, a letter is mailed informing that the account will

be turned over to the City Attorney for collection if payment is not made in 30 days. (See attachment B.)

7. If an account remains past due, the City Attorney's office will pursue collection through small claims court and/or by adding the amount of the outstanding loan to the property tax bill.

Grant Receivables Recognition:

Grants that are susceptible to accrual, that is, both measurable and available, and expenditures/expenses have been incurred but have not been reimbursed. Certain grants should be recorded at the time of receipt or earlier if they are both measurable and available, and expenditures/expenses have been incurred but have not been reimbursed. Other receivables, such as reimbursement type grants, are recognized when the expenditure is made. Questioned costs or expenditures made in excess of grant or contract provisions should not be considered receivables of the City unless authorized by the grantor.

Past Due Accounts:

1. If an accounts receivable is unpaid for 30 days after original due date, a second request shall be sent.
2. If an accounts receivable is unpaid for 60 days after original due date, a third request shall be sent.
3. Attempts to collect by telephone or in person shall be documented.
4. If an accounts receivable is unpaid for 90 days after original due date, the department may request assistance from the Office of the Commissioner of Finance. After notice is sent by the Commissioner of Finance, if the account continues to be past due, the department shall contact Office of the City Attorney for assistance in pursuing the past due amount. At this time the City may decide to assess a onetime collection fee on gross accounts receivable of 10% of original invoice. (See attachment C and the public drive for past due form letters.)
5. Only the Office of the Commissioner of Finance is authorized to approve write-offs on accounts.

Returned Checks:

All returned checks are given to the Office of the Commissioner of Finance by the applicable bank. The Office of the Commissioner of Finance will contact the appropriate department for assistance in requesting and collecting the replacement and applicable bad check fee as approved annually by the City Council. The Office of the Commissioner of Finance will determine the appropriate action when a bad check is uncollectible.

Allowance for Doubtful Accounts:

Allowance for doubtful accounts shall be calculated annually at the end of the fiscal year by the Office of the Commissioner of Finance. Allowances shall be based on past documented figures, a percentage of total sales, or a percentage of total accounts receivable.

Write-Offs:

A receivable past due for 24 months will be written off by the City but attempts can still be made to collect. Receivables past due for more than 90 days will be reviewed annually by Office of the Commissioner of Finance, and in consultation with the independent auditor, to ensure the accounts receivable and allowance balances are not overstated.

Budgetary Review:

All departments should monitor revenue and account receivable balances timely. Any variances from budgeted revenues should be investigated thoroughly and significant variances reported to the Commissioner of Finance to determine the proper action, i.e., budget amendment.



CITY OF SARATOGA SPRINGS

OFFICE OF COMMUNITY DEVELOPMENT

❖

City Hall - 474 Broadway
Saratoga Springs, New York 12866-2296
Tel: 518-587-3550 x.2575 fax: 518-580-9480
http://www.cd.saratoga-springs.org

EQUAL HOUSING OPPORTUNITY

FIRST NOTICE – ATTACHMENT A

DATE

Business Name
Street Address
Saratoga Springs, NY 12866

Dear_____:

In my review of the records for those who have received economic development revolving loans from the City of Saratoga Springs, I find that you are not abiding by the repayment terms agreed upon in your contract with the City and that you are delinquent in repaying your loan. The current overdue balance on your loan is $_____. Your last payment in the amount of $_____was received on_____. Payment is due upon receipt of this letter in order to bring your loan current.

If the loan still remains delinquent it will be turned over to the City Attorney's Office for collection through small claims court, adding the outstanding loan to the property tax bill, or other available means.

Given the nature of this revolving loan fund, your repayments are critical as they provide the ability for other City businesses to receive this type of assistance to stimulate job creation for residents of low-moderate income.

If you have any questions about your loan records, or would like to speak to someone about your repayment options, please feel free to contact this office at 587-3550, extension 2575.

Sincerely yours,

Community Development Office



CITY OF SARATOGA SPRINGS

OFFICE OF COMMUNITY DEVELOPMENT

❖

City Hall - 474 Broadway
Saratoga Springs, New York 12866-2296
Tel: 518-587-3550 x.2575 fax: 518-580-9480
http://www.cd.saratoga-springs.org

EQUAL HOUSING OPPORTUNITY

FIRST NOTICE

Date

Loan Recipient
Street Address
Saratoga Springs, NY 12866

Dear_____:

In my review of the records for those who have received housing rehabilitation loans from the City of Saratoga Springs, I find that you are not abiding by the repayment terms agreed upon in your contract with the City and that you are delinquent in repaying your loan. The current overdue balance on your loan is $_____. Your last payment in the amount of $_____was received on_____. Payment is due upon receipt of this letter in order to bring your loan current.

If the loan continues to remain delinquent a second notice will be sent. If the loan still remains delinquent it will be turned over to the City Attorney's Office for collection through small claims court and/or by adding the outstanding loan to the property tax bill.

Given the nature of this revolving loan fund, your repayments directly affect the ability for other income-eligible persons to receive this type of assistance. If you do not repay your loan, others in need of housing rehabilitation may be unable to receive a similar loan.

If you have any questions about your loan records, or would like to speak to someone about your repayment options, please feel free to contact this office at 587-3550, extension 2575.

Sincerely yours,

Community Development Office



CITY OF SARATOGA SPRINGS

OFFICE OF COMMUNITY DEVELOPMENT

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http://www.cd.saratoga-springs.org

EQUAL HOUSING OPPORTUNITY

SECOND NOTICE – ATTACHMENT B

DATE

Business Name
Street Address
Saratoga Springs, NY 12866

Dear_____:

In a letter dated_____, you were informed that your economic development loan was delinquent. The City has not received payment and your loan continues to remain in arrears.

If the loan still remains delinquent it will be turned over to the City Attorney's Office for collection through small claims court, adding the outstanding loan to the property tax bill, or other available means.

Given the nature of this revolving loan fund, your repayments are critical as they provide the ability for other City businesses to receive this type of assistance to stimulate job creation for residents of low-moderate income.

If you have any questions about your loan records, or would like to speak to someone about your repayment options, please feel free to contact this office at 587-3550, extension 2575.

Sincerely yours,

Community Development Office



CITY OF SARATOGA SPRINGS

OFFICE OF COMMUNITY DEVELOPMENT

❖

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Saratoga Springs, New York 12866-2296
Tel: 518-587-3550 x.2575 fax: 518-580-9480
http://www.cd.saratoga-springs.org

EQUAL HOUSING OPPORTUNITY

SECOND NOTICE

Date

Loan Recipient
Street Address
Saratoga Springs, NY 12866

Dear_____:

In a letter dated_____, you were informed that your economic development loan was delinquent. The City has not received payment and your loan continues to remain in arrears.

If the loan continues to be delinquent for thirty days from the date of this letter, it will be turned over to the City Attorney's Office for collection through small claims court and/or by adding the outstanding loan to the property tax bill.

Given the nature of this revolving loan fund, your repayments directly affect the ability for other income-eligible persons to receive this type of assistance. If you do not repay your loan, others in need of housing rehabilitation may be unable to receive a similar loan.

If you have any questions about your loan records, or would like to speak to someone about your repayment options, please feel free to contact this office at 587-3550, extension 2575.

Sincerely yours,

Community Development Office

COMMISSIONER OF FINANCE LETTER – ATTACHMENT C

Date

Name
Company Name
Street Address
City State Zip

Re:

Dear:

On the last invoice dated_____, you were informed that your balance of $ is due. As of the date of this letter the City has not received payment and your account continues to remain in arrears.

If the balance remains delinquent, it will be turned over to the City Attorney's office for collection and a 10% collection fee will be added to the amount due. You are hereby granted 30 days to rectify the situation and remit payment in full. Payment can be sent to: Department of_, City of Saratoga Springs, 474 Broadway, Suite ##, Saratoga Springs, NY 12866. It can be made payable to "Commissioner of Finance". A copy of the invoice is enclosed for your reference.

We would appreciate your help in this matter. Any questions and/or comments can be directed to_____587-3550 ext.____.

Sincerely,

Commissioner of Finance

Enc.

Cc: City Attorney
Director of Finance

XIV. GIFTS AND DONATIONS

The City of Saratoga Springs may accept a gift, grant, or bequest of device or real property, provided the acceptance is made within the statutory authority granted to the City and is approved by the City Council.

All potential gifts or donations to the City shall be immediately brought to the attention of the Mayor and/or Commissioner of the Department to which the contribution is proposed.

The Mayor and/or Commissioner shall recommend the acceptance or rejection of the gift to the City Council and notify the donor of the recommendation.

The Mayor and/or Commissioner shall make a recommendation to accept or reject such gifts or donations at a regular or special meeting of the City Council. Approval to accept should include identification of the gift or donation, the market value, and recognition of the donor. All approvals need to be brought forth to the Council for acceptance within one month from the receipt date or proposal date.

If the donation is an asset, documentation shall be given to the Accounts Department to properly record it.

If the donation is in the form of cash or check, the donation shall be deposited according to the Section II. Reporting and Depositing Money.

The prospective donor shall be notified by the Mayor and/or Commissioner that a gift or donation will not be complete until formally accepted by the City Council.

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XV. RECOGNITION OF INDIVIDUALS

Recognition of individuals who have given generously of their time and talents in furtherance of the public good is a lawful and proper exercise of municipal authority. The giving of tokens of appreciation to such individuals has been recognized as appropriate by the Office of the State Comptroller on many occasions.

The Comptroller has specified that gifts to such individuals from the municipal authority should be of nominal value and pursuant to a program developed by the municipality.

The following is a program for gifts that may be given to individuals from the City who have made outstanding contributions to our government and our community.

Level 1

This category includes gifts to individuals who have participated in a single task, project, or activity in the public interest. Gifts in this category include pins, medals, plaques, and certificates of recognition or merit. Gifts in this category shall not exceed $15.00 in value.

Level 2

This category includes gifts to individuals who have participated in numerous tasks, projects, or activities in the public interest over a period of 5 years or more, as well as individuals who have served as employees of the City of Saratoga Springs for a period of 10 years or more. Gifts in this category include all the gifts in Level 1, as well as gift certificates, trophies, and jewelry. Gifts in this category shall not exceed $50.00 in value.

Level 3

This category includes gifts to individuals who have participated in numerous tasks, projects, or activities in the public interest, and have brought significant specialized knowledge or experience as part of their contribution to the public interest, as well as individuals who have served as employees of the City of Saratoga Springs for a period of 15 years or more. Gifts in this category include all the gifts in Level 1 and 2, as well as dinners, specialty and custom made awards, and cash awards. Gifts in this category shall not exceed $75.00 in value.

XVI. CAPITAL BUDGET AMENDMENTS

Purpose

Section 3.1.4 of the City Charter that "No capital project shall be authorized or undertaken unless it is included in the Capital Program adopted by the Council. A capital program may be added to or deleted from the Capital Program anytime by affirmative vote of four-fifths (4/5) of the Council, only after public hearing and publication of information supporting the requested action."

When a Department desires to add to or remove an existing capital project, or add a new capital project, the following steps should be followed.

Procedure

The Department that is responsible for overseeing the project shall be the Department that sponsors the capital budget/program amendment, unless the Council determines otherwise.

If a Department is adding a new capital project that is not in the capital program, it must amend both the Capital Program and the Capital Budget. If a Department is removing a capital project in its entirety, it must amend both the Capital Program and the Capital Budget. If a Department is revising an existing capital project, it must amend the Capital Budget.

1. Capital Project Form. A capital project description form should be completed or updated by the Department sponsoring the capital budget/program amendment. In the case of a deletion the original project description can be used. In the event the project exists but the dollar value or scope of the project changes, the original description form should be updated.

2. Finance Department Consultation. The Department sponsoring the capital budget/program amendment shall contact the Finance Department first for guidance regarding source of funding and the necessary documents required.

3. Set Public Hearing. A public hearing shall be scheduled by the Council member whose Department is sponsoring the capital budget/program amendment.

4. Legal Department Consultation. Pertinent information for the legal advertisement shall be forwarded to the City Attorney's office. An example of the information needed is project name, description, dollar amount, etc.

5. Budget Amendment Request Form. A Budget Amendment Request Form shall be completed by the Department that is sponsoring the capital budget/program amendment and forwarded to the Budget Director in accordance with the Budget Amendment Policy. The Budget Amendment Request, following review and approval of the Commissioner of Finance, will be placed on the Finance agenda subsequent to the public hearing.

6. Revenue Source Confirmation and Approval

   a. Use of Reserve. If the source of funding is determined to be a use of a reserve, a Use of Reserve Resolution must be completed by the department sponsoring the capital budget/program amendment and forwarded to the City Attorney's and Finance offices for review and approval one week prior to the Council meeting when the capital budget amendment is presented. A Use of Reserve Resolution is included on the Finance agenda, after approval of the City Attorney and the Commissioner of Finance, and at the same meeting the capital budget amendment is presented.

   b. Bond Resolution. If the source of funding is bonds, after approval of the Commissioner of Finance, the Finance office will coordinate with Bond Counsel for the preparation of a bond resolution. The Bond Resolution will appear on the Finance agenda at the same meeting that the capital budget amendment is presented.

   c. Donation. If the source of funding is a donation, the donation must be accepted in accordance with the "Gift and Donations" policy in the Finance Policy and Procedure Manual. Acceptance of a donation must appear on the agenda of the Department sponsoring the capital budget/program amendment or the Finance Department agenda, at the same meeting that the capital budget amendment is presented.

   d. Grant. If the source of funding is a grant, an award letter must be provided by the Department to the Finance Office as an attachment to the Budget Amendment Request.

7. City Council Agenda-Item Order.

   Set Public Hearing: The Department sponsoring the capital budget/program amendment will have on its agenda "Set a Public Hearing: Capital Budget Amendment". This occurs at a meeting separate from and prior to items b, c, d, and e. The public hearing will be set as requested by the Department, but no sooner than allowed per legal notice requirements.

   Public Hearing: The Public Hearing will be on the Council agenda, and held before the capital budget amendment occurs.

   Department Requesting the Amendment: The Department sponsoring the capital budget/program amendment will have on its agenda "Discussion and Vote: Capital Budget Amendment" and include the project name as well as a description of the project and the reason for the amendment. This revises the City's plan for Capital Projects. If the project is not already in the Capital Program, then the Department sponsoring the capital budget/program amendment shall ask to amend both the Capital Budget and the Capital Program. The Mayor will request a roll call vote to ensure the 4/5th approval requirement is met. This vote precedes the Finance Department vote to amend the capital budget.

Revenue Source-Finance or Sponsoring Department: The Finance Department will have on its agenda "Discussion and Vote: [Use of Reserve Resolution or approval of Bond Resolution, (if submitted and approved per item 6 above). This allows the Council to use the revenue it will be tapping for the Finance Department capital budget amendment. In the case of a donation, the Department sponsoring the capital budget/program amendment will include on its agenda "Discussion and Vote: Acceptance of a Donation." Votes on the revenue source are subsequent to a, b, and c above, and precede e below. In the case of a grant, if the acceptance of the grant has not been authorized, it will need to be on the appropriate department's agenda.

Budget Amendment - Finance Department: The Finance Department will have on its agenda "Discussion and Vote: Capital Budget Amendment", and include the capital budget amendment (if submitted and approved per item 5 above). This incorporates the financial change into the City Budget and allows Finance to revise the City's financial management program. This is the final approval of the budget amendment request form.

8. Exceptions. All capital budget additions and deletions, regardless of dollar value, will follow the above listed steps except as noted below.

   a. Interfund Transfers to the debt service fund for unused bond proceeds or interest earned on account.

   b. Interfund Transfers In from the General Fund to cover shortfall.

   c. Bid deposits received, rebate checks, refund checks, duplicate payment returned check, or other correction of payment error.

   d. Transfers from one capital budget line to another capital budget line within the same project.

   e. Transfer from one capital project to another capital project, following approval by the Commissioner of Finance.

XVII. YEAR END PAYMENT PROCESSING

Purpose

It is the policy of the City of Saratoga Springs to maintain its financial statements on the accrual basis of Accounting. Accordingly, the liability for goods or services provided to the City of Saratoga Springs should be recorded in the same fiscal year in which the goods or services were received. Time delays in receiving and processing invoices for goods or services can cause the City of Saratoga Springs to record the associated liability in a subsequent year and therefore distort the presentation of the City of Saratoga Springs financial position. To ensure that liabilities are recorded to the proper fiscal year, the following procedures shall be observed.

Procedure

1. Purchasing Policy and Procedure Manual. All invoices must be processed according to the "Purchasing Policy and Procedure Manual".

2. Timely Payment. All invoices shall be paid timely and according to terms. Failure to record the liability in the proper year can become a significant problem with our external auditors during the annual audit of the City's financial statements.

    a. Extenuating Circumstances Require Written Documentation. In the event that an invoice cannot be paid timely or according to terms, e.g. an invoice is held for extenuating circumstances, such as a job not completed to specification, a **copy of the invoice and a written explanation for why it is being held must be immediately submitted to the Director of Finance *and* the Assistant Purchasing Agent** so the proper liability can be recorded.

3. Contracts for Public Works-Certified Payroll. Contracts for Public Works shall have attached to the voucher the certified payroll for review by the Assistant Purchasing Agent. The Assistant Purchasing Agent will return the certified payroll following review.

4. January and February Vouchers. During the months of January and February, all vouchers shall be labeled in the upper right hand corner, in red ink, with the appropriate budget year. For example: ~~2022~~ 2023 (for accounts payable) or ~~2023~~ 2024 (for current year).

    a. To determine if a voucher should be labeled accounts payable or current year: Refer to the detail on the invoice. If the date the good or service was **received** was in the previous year, then it is be an accounts payable. If the date the good or service was **received** was in the current year, it is a current year.

~~5.~~ Missing Invoice. Vendors shall be contacted directly if an invoice has not been received for a good or service to ensure payment is made timely and in the correct year.

~~6.~~ If vendor does not respond, the Director of Finance shall be immediately **provided a**

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written explanation regarding period covered, anticipated amount, vendor name, etc.

5.

~~7.~~6. Insufficient Funds. If sufficient funds are not available in the appropriate budget year, please contact the Director of Finance or Budget Director immediately for guidance.

~~8.~~7. List of Invoices Maintained by Assistant Purchasing Agent. From March 1st through April 30th the Assistant Purchasing Agent will maintain a list of invoices received for the prior year. The list will include:

- vendor name
- amount
- general ledger account
- date good or service were received
- a brief description
- applicable department.

The list will be submitted to the Director of Finance on March 31st and April 30th. The Director of Finance will make the appropriate journal entry to record the liability.

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XVIII. Enforcing/Waiving Utility Bill Penalties

Procedures

1. Enforcing of Penalties

Commissioner of Finance will apply late fees to utility bills in accordance with Section 4.1.3 Tax penalties of the City Charter. Late fees will ~~not~~ be applied ~~until~~ after the due date and ~~it is deemed that~~when all postmarked mail has been received. The website will be taken down on or about 4:30 pm the day of the due date.

2. Waiving Penalties

A. Commissioner of Finance will ~~only~~ waive penalties under following circumstances only~~–~~:
   a. Mail postmarked on or before due date but~~is~~ received after penalties are applied.
   b. Notification received from Utilities Supervisor of accounts that were mailed out late due to billing adjustments.
   c. Exempt accounts, i.e. Navy

B. Penalties waived for individual accounts for any other reason will be under the sole discretion of the Commissioner of Public Works and documented in writing. Written documentation will be provided to Finance.

C. If a ~~For a~~ large number of accounts require penalties waived, the Commissioner of Public Works must ~~request the~~seek City Council approval to~~e~~ waive~~ing~~ any~~any~~ amounts. Written documentation will be provided to Finance with a copy of the City Council minutes.

XIV. POSITION UPGRADE

Purpose

Given the potential funding constraints Cities deal with regularly, it is imperative that our expenditure projections be as accurate as possible. This is especially true of employee compensation, as it is the City's largest expenditure category. The City needs to accurately project and plan for revenues and expenses, it is best practice that salary increases be evaluated and planned for during the annual budgeting process.

Requests to upgrade a staff member's position to a higher salary grade must be made via the attached application. Such requests will be evaluated by comparing the duties and responsibilities of the recommended position with current position descriptions; comparisons with similar positions and other employers may also be made.

Position upgrades should be submitted to the Finance Department through the budget process procedure outlined in the call letter. If a position upgrade is necessary outside of the budget process schedule, submission to and approval of the Finance department is required.

The following procedure shall apply to all upgrade requests of staff members.

Procedure

A. Complete the attached form

1. Provide the employee's current information.
2. Explain why the position should be considered for an upgrade.
3. Describe any new duties that will be assigned to the position.
4. Provide a wage comparison to other communities. (Contact HR for this information)
5. If the position is a single title position, circle yes.
6. If the position is a multiple title position, circle no. Please be aware that *all appointing authorities must agree with the request for an upgrade.*
7. State the New Grade, Step, Effective Date, and Longevity Date if applicable.
8. Indicate the budget line and the appropriation.

B. **Signatures:**

1. Requests must be submitted first to Civil Service, then to the applicable Union, if any, who will then forward to the Commissioner of Finance and Human Resources for their review and signature.
2. The request will then be reviewed by the City Council during the annual budget process. If Council approves, the RPC (Green Sheet) will then be issued and submitted to Civil Service.

City of Saratoga Springs Position Upgrade Application

1. Name: _____ Start date in current Position:_____

Position Title: _____ Department: _____

Current Grade and Step:_____ Current Supervisor: _____

Purpose of Upgrade

2. Explain why the position should be upgraded? _____

3. List any new Duties:

_____

4. Provide a wage comparison to other Communities: (Contact HR for this information)_____

5. Is the proposed title a single title position?

Yes or No

6. State: Grade: _____ Step: _____ Effective Date:_____ Longevity Date: _____

7. Budget Line: _____ Appropriation: _____

Signatures:

Civil Service _____

Union _____

Commissioner of Finance _____

Human Resources _____

Official Use

City Council Approval Date _____

RPC (Green Sheet) issued and submitted to Civil Service after Council approval_____

XX. APPROPRIATIONS TO NOT FOR PROFIT AGENCIES

Purpose

From time to time a department's budget may include appropriations to not for profit agencies (agencies), such as the Senior Center, Franklin Community Center, and Preservation Foundation. In these cases the department in which the appropriation exists shall coordinate disbursement of funds to the agency as follows.

Procedure

1. Review the contract/agreement and adopted budget, and review the appropriation(s) with the agency.
2. Upon Council approval of the appropriation, notify the agency of the amount appropriated and establish a payment process such as monthly or one-time.
3. If a monthly payment will be made to the agency, prepare a purchase order requisition. This is not required for a one-time payment.
4. For all payments, prepare a voucher and note the budget approval date on the voucher. Have the voucher signed by the agency.
5. Submit the voucher according to the deadline established by purchasing to ensure a timely payment.

XXI. PAYING INVOICES

Purpose

Prior to submitting invoices to Purchasing for payment, certain steps should be undertaken. Taking these steps will ensure payment is made to the vendor timely, reduce rejections from purchasing, and avoid duplicate or payment error. It will also ensure City money is spent appropriately and wisely.

This is intended to be a quick reference guide and includes some best practices. It is not intended to be the only resource and Purchasing should always be contacted with questions or concerns.

Procedure

1. Stamp invoices received with a departmental date stamp.
2. Only original invoices will be processed. In addition to paper invoices received by mail, original Invoices include those received via email at ap-invoice@saratoga-springs.org or through an online portal.
3. Review the invoice for mathematical accuracy.
4. Review the invoice for sufficient itemization and detail.
5. Check for a previous balance or a credit balance.
    a. If a previous balance exists: research the balance, make sure it has been paid, if it has not been paid, you will need the original invoice to submit for payment.
        i. If you need an original invoice contact the company.
        ii. If there are late fees, check the contract to determine if late fees can be charged.
    b. If a credit balance exists: check previous payments, returns or credits on the invoice and verify the payment, refund or credit should have been made on this account.
        i. If the credit belongs to this account, make sure it is used when submitting payment.
        ii. If the credit does not belong to this account contact the company immediately.
6. The City does not pay sales tax. If it's charged on the invoice contact the company to have it removed. Do not send the tax exempt form with the remit slip. See contacts below.
7. Attach documents to support authorization and approval, if necessary.
8. Make sure the invoice, in whole or in part, has not been previously paid by reviewing GL account inquiry and vendor inquiry.
9. Check that the appropriation exists and is sufficiently funded to cover the invoice.
10. Prepare the voucher and have it approved. People responsible for Approving vouchers should be reviewing the vouchers and invoices to ensure accuracy that funds are

available and that proper documentation is included. Double check that funds are available to cover the cost.

11. Obtain Certification of Sufficient funds from Finance, if required.
12. Obtain Civil Service Certification, if required.
13. Reviewing the warrant when it is circulated by Stefanie is also important. Your review should include checking to see that vendor name, amounts, general ledger accounts, etc. are accurate. This review can reduce the need for reissuing of checks and journal entries.
14. Provide remit slips to Finance.

XXII. CITY FEES

Purpose

The City uses fees to help fund services. Well-designed fees not only reduce the need for additional revenue sources, but promote service efficiency. By updating fees on a periodic basis, this may help smooth fees over several years rather than having uneven impacts.

Procedure

1. Each year the Finance Office circulates a list of current fees to the Departments and requests they be updated for the next fiscal year. The list is~~IS~~ organized by department and includes how the fees will be levied, such as per square foot.
2. The updated list is presented to the City Council for adoption no later than December 31st. All charges and fees must be approved by City Council before they can be implemented and assessed.
3. Once adopted, the list of adopted fees is provided to each Department and posted on the City website.
4. Any changes to fees during the year must be brought to City Council for approval by the Commissioner of Finance. No fees should be charged without first being approved by City Council.
5. There shall be no donation of City goods or services unless previously approved by the City Council. All goods and services shall be charged according to the fees established by the City Council.

Items for Departments to consider when developing charges and fees should include:

1. Consider applicable laws and statutes before the implementation of specific fees.
2. Identify the factors (affordability, pricing history, inflation, service delivery alternatives, and available efficiencies) to be taken into account when pricing goods and services.
3. State whether the jurisdiction intends to recover the full cost of providing goods and services. If the full cost of a good or service is not recovered, then an explanation of the government's rationale for this deviation should be provided. Full cost incorporates direct and indirect costs (including operations and maintenance), overhead, and charges for the use of capital facilities. Examples of overhead costs include: payroll processing, accounting services, computer usage, and other central administrative services.
4. Outline the considerations that might influence City's pricing decisions.
5. Benchmarking individual fees and charges with those charged by comparable or neighboring jurisdictions can guide the City when setting rates; it can also differentiate service levels to reveal service or pricing options.

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XXIII. GRANT ADMINISTRATION

A. Background

This policy is intended to give departments guidance regarding grant awards. From time to time the City applies for and is awarded Federal and State funding. When awarded, these funds must be administered in accordance with applicable federal and state laws, regulations and directives. Grants awarded by New York State may be a Federal grant that is passed through from the Federal government to a State agency and on to the City. Therefore it is important to review all agreements closely to ensure the appropriate regulations are being followed.

One such Federal Regulation is Title 2 of the Code and Federal Regulations Part 200 (2 CFR 200)— UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS. Independent Auditors refer to 2 CFR 200 when reviewing Federal grants received by the City to ensure compliance.

B. Funding Cycles

All Federal and State grants adhere to annual funding cycles and they differ due to their varying fiscal years. Federal and State fiscal years also vary from the City's fiscal year, which is the calendar year, January - December. It is important to pay attention to the award period to ensure grant programs are applied for and completed in the time period specified.

C. Applying for Grants

Before applying for any grants, the City should first evaluate if the City can meet the terms and conditions of the grant, including but not limited to local matche requirements, personnel and other City resources required, cost to maintain the program or asset after grant has expired. The City should also be aware of any purchasing, reporting and audit requirements.

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D. City Council Approval

The City Council must accept all grants and determine the match, if applicable.

1. Receive Authorization for the Mayor to sign Grant Application. At this time the match amount and source of funds should be stated on the record if applicable. The source of local matching funds must be identified at the City Council table.
2. When the grant is awarded, forward award letter to Director of Finance and have the award approved by the City Council. At the time the award is placed on the agenda, a certification of sufficient funds must be completed if required.
3. Any contracts/agreements required for the grant must follow the City's contract policy.

E. Budgeting

Recording grants in the budget is essential. Both the revenue source(s) and appropriation(s) need to be established in order for the grant to be appropriately managed. Failure to establish the budget may result in delays.

1. Grant awards known at the time of budget development shall be included in the requested budget submission or written notification given to the Commissioner of Finance if the award becomes known after the request stage of the budget process.

2. For grants awarded after budget adoption, a budget amendment/transfer request form shall be completed and submitted to the Commissioner of Finance. If the grant is for a capital project, a capital budget amendment is required, refer to section XVI.
3. A copy of the award letter shall be provided to the Director of Finance.

The budgeting provisions do not pertain to Community Development Office.

F. Grant Operations

Establish a plan that identifies timeline and parties responsible for implementing the plan, including reporting requirements. If specialized reports are required, establish methodology for preparing the reports. Approval process should also be included in the plan. Ensure the plan includes compliance with auditing requirements.

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Seek training from the grant sponsor and include all necessary City staff and subrecipients if applicable. Maintain continuous communications with the grant sponsor.

If personnel costs are an allowable expense, establish a process to address personnel issues and a way to track related time-keeping tasks as required by the grant.

Finance Office will incorporate grants into cash flow planning.

A contingency plan should be developed for funding services that will continue even if the grant funding is reduced or terminated. A plan should also be made to maintain the program or asset after the expiration of the grant.

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G. Spending

The City must ensure proper disbursement of, and accounting for, all grants. The City's procurement policy must be followed for all aspects of the disbursement and proper supporting documentation retained. Review guidelines regarding purchasing requirements as specific needs may need to be met such as more quotes than City policy requires. Supporting documentation includes items such as quotes, RFP's, purchase orders, contracts, payroll records, vendor invoices, travel documentation, canceled checks, etc. Invoices which are being funded by a Grant must be paid and submitted to the granting agency for reimbursement timely and in the correct City fiscal year. Failure to record expenses in the proper period, expenses not paid according to policy and grant guidelines, among other things, can result in audit findings and loss of grant funding.

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To be considered allowable for reimbursement, costs must meet the following general criteria:

1. Be necessary and reasonable for the performance of the award and be allocable.
2. Conform to any limitations or exclusions set forth in the Federal/State award as to types or amount of cost items.
3. Be consistent with policies and procedures.
4. Be accorded consistent treatment. A cost may not be assigned to a Federal/State award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal/State award as an indirect cost.
5. Be determined in accordance with generally accepted accounting principles (GAAP).
6. Must not be included as a cost in any other project or grant.

7. Be adequately documented.
8. If indirect costs will be allocated to grant programs, maintain and appropriate process to make the allocation.

Once a request for reimbursement has been submitted, supply a copy of the request to the Director of Finance. Indicate which fiscal year the expenses cover. Reimbursements are recorded as revenue and will follow the City's practice for revenue recognition, reporting and recording.

Local funding matches must be tracked, source of funds identified and records maintained for review, reimbursement and audit.

H. Schedule of Expenditures of Federal Awards

Federal grants are subject to 2 CFR 200. Independent Auditors when reviewing Federal grants received by the City will seek to ensure compliance with this regulation. It is important that the audit requirements be included in the plan noted above and for Director of Finance to be included in the line of communication. Emails will be sent by the Director of Finance as a reminder to ensure Federal grants are being followed and properly documented.

I. Monitoring

Regularly review grant information to monitor for changes in terms and conditions.

If the grant involves subrecipients, establish procedures for them to submit progress reports, The City should also provide administrative monitoring, including timely reporting and adherence to compliance requirements, as well as financial monitoring. Sub recipients should provide copies of Single Audits reports when applicable. They should be reviewed by the City and the City should follow up on any findings or concerns. If the organization prepares annual financial statements, a copy should be provided to the City. In addition, grant funding should be noted on subrecipient's website, brochures and other communications.

J. Interest Earned

If funds are awarded in advance, the City may be required to return any interest earned on account. Refer to the grant agreement or contract the grant administrator to find out if interest needs to be returned and any provisions regarding how funds received in advance must be held by the City.

K. Records Retention

Supporting documentation must be retained in accordance with the City's records retention policy. Records must be accessible and available for audits.

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Summary of Changes

Section I.
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Updated June 2013
Reviewed July 2014
Reviewed July 2015
Reviewed July 2016
Reviewed December 2017
Reviewed November 2018
Updated November 2019
Reviewed November 2020
Reviewed November 2021
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Section V.
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Section VIII.
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Updated June 2013

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Updated November 2020
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Section IX.
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Reviewed July 2015
Reviewed July 2016
Updated December 2017
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Section X.
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Amended November 2007
Amended July 2009
Updated August 2012
Updated June 2013
Updated July 2014
Reviewed July 2015
Reviewed July 2016
Updated December 2017
Updated November 2018
Updated November 2019
Updated October 2020
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Section XI.
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Updated November 2019
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Section XIII.
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Updated November 2018
Reviewed November 2019
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Updated July 2016
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Reviewed November 2018
Reviewed November 2019
Reviewed November 2020
Reviewed November 2021
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Updated June 2024

Section XV.
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Reviewed November 2018
Reviewed November 2019
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Reviewed December 2022
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Section XVI.
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Updated November 2019
Reviewed November 2020
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Updated December 2022
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Section XVII.
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Reviewed November 2019
Reviewed November 2020
Reviewed November 2021
Updated December 2022
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Section XVIII.
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Updated June 2024

Section XIX.
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Section XX.
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Reviewed June 2024

Section XXI.

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Reviewed June 2024

Section XXII.
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Updated June 2024

Section XXIII.
Adopted 2023
Reviewed June 2024

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CITY OF
SARATOGA SPRINGS

OFFICE OF THE COMMISSIONER OF FINANCE

FINANCE POLICY AND PROCEDURES MANUAL

A Guidebook for City Departments

Amended & Approved, June 18, 2024

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A Guidebook for City Departments

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I. GENERAL LEDGER AND BUDGET ACCOUNT STRUCTURE

The City of Saratoga Springs uses MUNIS financial management systems (a Tyler Technologies product) to process and contain its general ledger, budget and other financial data. This program supports a budget document that lists every expenditure and estimated revenue for each department and entity of the City of Saratoga Springs. Each item is structured in compliance with the State Comptroller General Ledger Account Codes.

Every line in the general ledger and budget is identified by a letter and a series of numbers that reflect that underlying account structure. The general ledger and budget accounts are broken down into what the system calls ORG, OBJECT and PROJECT. The ORG can be thought of as the organizational code, the OBJECT defines the account as a revenue or expenditure, and the PROJECT number further describes the account for more refined tracking and sorting of data.

ORG

The ORG is broken down by the following segments.

1. Fund:
   - A = GENERAL FUND
   - E = CITY CENTER AUTHORITY
   - F = WATER FUND
   - G = SEWER FUND
   - H = CAPITAL FUND
   - P = SPECIAL ASSESSMENT FUND
   - Q = WEST AVENUE SPECIAL ASSESSMENT DISTRICT
   - V = DEBT SERVICE FUND
   - Y = COMMUNITY DEVELOPENT

2. Function: The function is a State code which assigns account numbers to State categories utilized in preparing the Annual Financial Report required to be filed with the State Comptroller by the Finance Office at the close of each fiscal year. (i.e. 01 = Property Tax, 02 = Property Tax Items, 30 = General government support, 31 = Public Safety, etc.) For a complete list please contact the Finance Office.

3. Department:
   - 1 = Mayor
   - 2 = Finance
   - 3 = DPW
   - 4 = DPS
   - 5 = Accounts
   - 6 = Recreation
   - 7 = City Center

4. Sub department: The sub department further describes the department and is defined by the State Uniform Chart of Accounts. The sub department is only used for Expenditures. (i.e. 1210 = Mayor, 3120 = Police Department, etc.) For a complete list please

contact the Finance Office.

5. Category: The Category defines the type of expenditure.
   1 = Personal Service
   2 = Equipment and Capital Outlay
   4 = Contracted Services
   6 = Principal
   7 = Interest
   8 = Employee Benefits
   9 = Contingency/Transfers

OBJECT

The OBJECT is made up of five characters and more specifically defines the revenue or expenditure. The first character signifies the type of account and a 4 = Revenue and a 5 = Expenditure. In case of expenditure accounts, the second character is the same as the category listed above. The next 4 characters for a revenue account and the next three characters provide for even more definition such as employee title, vehicle, professional service, health insurance, etc. For a complete list please contact the Finance Office.

PROJECT NUMBER

The project number is used in the Capital Fund, Community Development and General Fund, but could be used in other funds if needed. Each new project is assigned a unique number to allow for more detailed tracking and sorting of the expenditure.

Reports and inquiries can be generated by the various segments, ORG, OBJECT, PROJECT, etc.

When preparing documents for processing of expenditures, use the category to help determine what type of expense should be charged to the account. For instance, for payroll charges, category 1 accounts should be used. To purchase vehicles and other assets, category 2 accounts should be used. To pay for professional services, such as attorney fees, use category 4.

SAMPLE

A3143124-54110 – Police Department Office Supplies

A3143124	
A	General Fund
31	Public Safety function per State Code
4	City of Saratoga Springs Department of Public Safety
3124	Sub-Department (3210 “Police Department”; the final digit, “4”, coincides with the category, which in this case is contract services (see below))

54110	
5	Expense
4	Contracted Services (goods or serviced that are purchased)
110	further definition of the line item expenditure

For additional guidance on understanding and using the proper accounts, please contact the Finance Office.

II. REPORTING AND DEPOSITING MONEY

The Commissioner of Finance is the custodian of all city monies per City Charter Section 4.2. As custodian, the Commissioner of Finance is required to create a Policy for, among other things, the timely reporting and depositing of City monies.

A. Reporting

All funds received by the City, in any form, must be properly recorded and reported as revenue in the City's General Ledger and corresponding budget. Revenue transactions are recorded and reported either through a payment proof or journal entry. All batches, whether processed by a payment proof or journal entry, shall be posted by the Office of the Commissioner of Finance to the general ledger.

B. Depositing Funds

Deposits shall be made according to each department's internal control procedures over cash receipting as established by the Commissioner of Finance and approved by the City Council. In the event procedures do not exist, or fail to address a particular item, the following system shall apply:

1. Timing. Any City funds that are received by any city department, employee, or entity, in any form and under any circumstances, shall be given to the Office of the Commissioner of Finance within five business days. In the event of a donation, delivery shall occur following City Council acceptance.

2. Delivery. The funds shall be accompanied by a deposit form or memorandum, stating:
    i. the department/individual making the deposit,
    ii. the date,
    iii. a description and dollar value of each transaction,
    iv. a cash and check breakdown, with totals, accompanied by an adding machine tape verifying totals, and,
    v. the appropriate charge code(s) for the deposit.

    (Please refer to sample form RDM-1.)
3. Charge Code. The charge code shall be one created, maintained, held, and updated from time to time by the Office of the Commissioner of Finance.

4. Bank Deposit. The Office of the Commissioner of Finance shall deposit the funds with the appropriate bank; they shall be made as necessary, at regular intervals, as determined by the Office of the Commissioner of Finance.

5. Receipts. Receipts are generated for each deposit included in a Finance payment proof and will be provided to the appropriate department. For departments preparing a payment proof, a duplicate bank deposit slip can be made available upon request to the Office of the Commissioner of Finance.

6. Approval. All funds collected must be done so in accordance with the fee schedule approved annually by the City Council or by local law, code, etc. Funds collected without appropriate authorization will be returned to the appropriate party.

7. Budget Amendments. Funds requiring a budget amendment must first be deposited with the Office of the Commissioner of Finance prior to the amendment being submitted to the City Council, except in the case of a grant requiring disbursement prior to reimbursement.

8. Collection of New Revenue. All new revenues streams must be brought forth to the Commissioner of Finance first to establish proper procedures, controls, fees, etc.

9. Donations. All donations must be approved by the City Council in accordance with City policy and practice (see Finance Policy and Procedure Manual Section XV. Gifts and Donations). Following approval donations shall be deposited.

10. Safeguarding – All funds must be held in a locked safe or vault until they are deposited with the bank.
11. All fees shall be adopted annually by the City Council in accordance with the Fees Policy. Any changes during the year should be brought to the Council prior to implementation.
12. There shall be no donation of City goods or services unless previously approved by the City Council. All goods and services shall be charged according to the fees established by the City Council.
13. It is the policy of the City to not accept Credit Cards at City facilities. If permission is granted for credit card use on site, Credit Card data will be stored by a third party, not by the City.

Form – RDM -1

DEPOSIT MEMORANDUM

OFFICE OF _____

CITY OF SARATOGA SPRINGS

To:
From:

Date:

Re: Deposit

Please deposit the attached _____as follows:
(Description of transaction)

Total Cash: $_____

Total Check: $_____

Grand Total: $_____ Charge Code: _____

Thank you.

Timing. Any City funds that are received by any city department, employee, or entity, in any form and under any circumstances, shall be given to the Office of the Commissioner of Finance within five business days. In the event of a donation, delivery shall occur following City Council acceptance.

An adding machine tape shall be submitted with this memo to verify totals are accurate.

Approval. All funds collected must be done so in accordance with the fee schedule approved annually by the City Council or by local law, code, etc. Funds collected without appropriate authorization will be returned to the appropriate party.

III. INTERNAL CONTROLS

Internal controls are essential to the effective operation of the City of Saratoga Springs. Properly designed and functioning controls will help ensure the City is using public assets efficiently and protecting against loss, waste and abuse.

The Internal Controls, as well as all policies, are presented annually to the City Council to re-affirm its responsibility for oversight, authorization and ethical leadership.

INTERNAL CONTROLS FOR CASH RECEIPTING -DPW

All items receipted by DPW will be processed through the MUNIS cash register by batch method. Each transaction will require the entry of the individual's initials when entering the transaction and there will be a detailed audit trail in MUNIS. In addition, MUNIS will be used to bill for various services through General Billing. A centralized billing location will allow DPW to be aware of all services being billed for and be able to track delinquencies to various reports, such as aging reports.

Specific Internal Controls:

Sales at the DPW Administrative Offices such as Landfill Bags, Compost, Music Hall, Milling Material, Street Opening Permits, Water and Sewer Taps, Carousel and Other Miscellaneous Items

- The cash drawer shall be removed from the safe after the vault has been accessed. Access to the vault shall be limited to only necessary personnel and door shall remain shut at all times. The combination to the vault shall be limited to the DPW staff handling funds. When any one of those employees separates from the City, the combination shall be changed.
- At the start of each day the employee shall count and note the amount in the drawer as the starting bank and ensure it matches the amount from the previous night. (See below for an example of verification and documentation of the cash drawer.)
- All funds collected shall be processed through the MUNIS register, with the exception of Veteran Brick, Storm Water Pollution and Prevention mitigation fee and Storm Water Pollution and Prevention application fees.
- All customers shall be issued a receipt.
- A sign shall be posted informing customers that they will be given a receipt and a statement, “Please call 518-587-7098 if you don’t receive a receipt.”
- Funds collected for Veteran’s bricks and 911 Memorial bricks must have the appropriate order form completed. Once the fee is collected it shall be remitted to the Commissioner of Finance with a memorandum as described in the Finance Policy and Procedure Manual.
- Compost and milling material will require completion of a three part form indicating the amount of material paid for, amount paid, pick up or delivery, name of customer, delivery address, delivery date, method of payment, signature of employee making the sale and date with MM/DD/YY. One part will be retained by DPW. Two parts given to the customer, in the case of a pickup. For delivery, one part is given to the customer and the other part is sent over to the compost site. The employees working at the compost facility shall return the slips to DPW after delivery or pick-up, with indication of the date delivered with MM/DD/YY or picked up and the employee’s initials.
- Music Hall funds must be indicated in the reservation log and an invoice prepared. The invoice shall be provided to the party making the reservation. All payments shall be processed through the DPW register and a copy of the invoice retained with the batch. A list of deposits received in advance for bookings in future years will be provided to the Director of Finance at the end of the fiscal year, December 31.

- Street opening permits, water taps and sewer taps must have the appropriate application completed. All forms shall be signed and dated with MM/DD/YY by DPW employee.
- Casino rental payments, private bookings of the Carousel, use of the chairs, kitchen, etc., shall be made by check only. The payment amounts will be entered into the reservation log. The payments shall be processed in the register as they are received. A list of deposits received in advance for bookings in future years will be provided to the Director of Finance at the end of the fiscal year, December 31.
- Landfill bags sold in DPW shall also be inventoried as described below.
- Items unable to be processed each day due to insufficient information, or for other reasons, shall be locked in the vault each night.
- In the event the system is down, or under other circumstances, a hand receipt can be issued from a preprinted receipt book. The receipt shall include, employee name, date, received from, dollar mount, and method of payment. A copy shall be provided to the customer and a copy retained by DPW. The funds shall be held in the vault until it can be processed in MUNIS.

Verification and Documentation of the cash drawer

07/17/12 Starting drawer

$1.00	#	Quarters	#
$5.00	#	Dimes	#
$10.00	#	Nickels	#
		Pennies	#

Grand Total:

07/17/12 Ending drawer

$1.00	#	Quarters	#
$5.00	#	Dimes	#
$10.00	#	Nickels	#
		Pennies	#

Grand Total:

All DPW staff shall use a documented verification process when closing out each register at the end of the business day.

Creating a payment batch in MUNIS – miscellaneous receipting only

- Add a batch by clicking on the add icon. Enter in the date, department number of 3000, and select a receipt option.
- Select the miscellaneous receipt button.
- Select the add icon.
- Enter department number 3000, name of person paid by, comment and charge code.
- Enter a description if necessary.
- Enter the charge amount, amount being paid. Do not change the cash account.
- The Org/Object/Project will default in. Review to ensure it is correct and then select accept.
- Complete the receipt information by selecting payment method and enter check number if applicable. At additional payment reference, enter your initials. Change

the receipt option if necessary and accept. Endorse the back of each check with a "for deposit only" stamp.

- Checks will not be accepted for amounts over the amount due.
- In order to maintain efficient operation of the office, the City will not accept unrolled coins in excess of 50 coins on a given business day for any debts owed to the City by a customer. Customers making payments in coin will be required to remain present during the completion of the transaction (i.e. until a receipt is presented). As for rolled coin, the City will require proper identification to be placed on each roll (i.e. Name and Account number on which the payment is to be applied). A maximum of 20 rolls will be accepted on a given business day. Additionally, the customer will be held responsible for all identified shortages upon payment validation by the City's bank.

Cashing Out the Cash Drawer

- **At the end of each day** the drawer shall be closed out and verified. The cash drawer balance should be the same as the morning and the amount of remaining funds should match the payment proof totals. Any discrepancies shall be investigated and documented. (See above for an example of verification and documentation of the cash drawer.)The cash drawer bank shall be locked in the safe each night.
- The totals for each charge code shall be verified by totaling up the supporting documentation for each charge type to ensure accuracy.
- The total checks and cash shall be verified. Ensure each check has been endorsed.
- The balance in the cash drawer shall be counted and reconciled as noted above in landfill bag procedures.
- Any discrepancies shall be noted and rectified.
- Once all items are verified, the employee will sign and date, with MM/DD/YY, the payment proof. Any discrepancies shall be noted and rectified.
- The batch shall be released.
- A copy of the proof and the original documentation with batch number noted will be retained in the DPW office. The original proof, supporting documentation of transactions collected from another DPW site and funds will be turned over to the Finance office on a daily basis.
- The cash drawer shall be locked in the vault each night.
- The Finance Office will do a final verification prior to depositing the funds with the bank.
- A duplicate deposit slip will be left in the DPW mailbox in the Finance Office and another retained in laserfiche.
- Finance will post the batch and retain the proof and documentation with all others in the in laserfiche for the number of years required by records retention.

Landfill Bag Stickers:

Inventory of Stickers.

- Start inventory with number of stickers in the case, and starting sticker number
- Adjust the inventory with the amount sold, reflecting an ending balance and ending sticker number
- Each entry shall list a sticker number (s), be dated with MM/DD/YY, and initialed.
- Damaged bag stickers should be noted and turned over to the DPW Coordinator along with the inventory for that day.

- At the end of each month, the list shall be remitted to the Commissioner of Public Works for review, no later than the 15th day of the following month.
- The DPW Coordinator shall review for accuracy and completeness and make inquiries of any discrepancies. The DPW Coordinator shall be reviewing for things such as the balance at the beginning of the report matching the ending balance of the previous month's report, mathematical accuracy, completeness, correct sequencing of stickers, etc.
- The DPW Coordinator shall sign and date with the MM/DD/YY indicating review and notate action taken due to discrepancies.
- The DPW Purchasing Coordinator shall do a periodic audit at the landfill, City garage and in the DPW office to ensure the actual inventory matches that on paper.
- Any inventory discrepancies will be investigated by the DPW Business Manager
- The Inventories shall be filed and retained for the proper amount of time as determined by record retention.

Example:

5/14/2024 Beginning balance:	200 stickers	Sticker# 1255	Initials
5/14/2024 Sold	50 Stickers		
5/14/2024 Ending balance	150 Stickers	Sticker# 1305	Initials
5/15/24 Beginning balance	150 Stickers	Sticker#1305	Initials
5/15/24 Sold	30 Stickers		
5/15/24 Ending balance	120 Stickers	Sticker #1335	Initials

Stickers Sold at the Landfill

- At the start of each day the employee shall count and note the amount in the drawer as the starting bank and ensure it matches the amount from the previous night.
- All bag stickers sold shall be receipted through the cash register and the customer shall be issued a receipt, noting the sticker numbers sold to the customer.
- A sign shall be posted at the landfill notifying the customers that they will be issued a receipt.
- At the end of each day the register shall be closed out and verified. The cash drawer balance should be the same as the morning and the amount of remaining funds should match the cash register tape.
- Any discrepancies shall be noted and rectified.
- The money collected shall be summarized on a sheet indicating the dollar amounts, number of stickers sold, date with MM/DD/YY, and a signature, along with the cash register tapes and brought to the DPW Coordinator for deposit. On weekends, these items should be placed in the DPW safe deposit box.
- Monday mornings DPW will pick up the locked bag from safe deposit box.
- DPW will verify and address any discrepancies.
- A sheet will be signed and dated with MM/DD/YY by the landfill employee indicating the number of stickers sold and the amount deposited with DPW. DPW will also sign the sheet and date, indicating the dollar amount received.
- The Landfill staff will ring the collections through the register and give DPW office staff a receipt, which will be verified and stapled to a copy of the sign off sheet.
- All keys to the locked bank bags will be maintained in the DPW vault and used by DPW only.

Carousel Ride Sales

Token Machine:

- The token machine accepts credit cards.
- The token machine shall be opened at the beginning of day of operation by a DPW employee. DPW has step by step token machine instructions which will be

maintained at the Carousel for use by the DPW employee and shall be reviewed annually.

- It shall be closed at night by the attendant and a receipt printed, tallying the day's activity. DPW has step by step token machine instructions which are maintained at the Carousel for use by the attendant and shall be reviewed annually.
- Deposits will be made to the City's account by the credit card processor. Finance will download proof of deposit and provide it to DPW for posting in a batch. DPW will post in a batch dated the same month, day, and year as the deposit date.

The following procedures shall be followed if the token machine is not in use:

- The cash on hand is verified at the beginning of each day
- The fee is collected.
- At the end of each day the amount collected is verified and agreed to the number of tickets, making note of any riders paid in advance. (Advance tickets are purchased at City Hall and are most often not part of the daily transactions.)
- A sheet is prepared with the date MM/DD/YY, number of advance payments, and a breakdown of the money, total of the money, and signature and date. (Form DPW-1)
- The cash shall be verified and then placed in a safe.
- The sheet and deposit is placed in a locked bag and picked up by DPW Monday through Friday. The daily deposit will be picked up by DPW. On weekends, the funds will be placed in a locked cash box and placed in the safe. On Monday mornings DPW will pick up the cash box.
- DPW will verify the amounts, sign and date MM/DD/YY the sheet and process through the register.
- A receipt plus a copy of the deposit sheet will be given to the attendant. The original deposit sheet will be retained with the register.

Carousel Advance Sales:

- Carousel advance sales will be purchased at DPW and the customer given a receipt.
- A log of the advance sales shall be retained and tokens distributed to the customer based on the amount paid.

Seasonal Paid Parking Program

There will be a total of fourteen (14) pay stations throughout the following six (6) locations:

- Woodlawn Garage and Surface Lot
- Walton Garage
- Putnam Garage
- Spring Street Surface Lot
- High Rock Surface Lot
- Library Parking Lot

Pay station:

- The pay station will accept credit cards and cash
- A verification of all bills in the machine will be performed daily during the seasonal parking program. The DPW employee will verify the total amount of cash in the machine by adding the bills in cash receipt box. This amount should be equal to the record created by the pay station. Any discrepancies shall be investigated.

- A log shall be made accounting for the verification, indicating that the amount in each cash receipt box matched the receipt. The log shall be initialed and dated by the DPW employee. This log shall be created in excel and included on the Pay station Daily Deposit sheet, Form DPW-2.
- The pay station shall be operational 24/7 during the seasonal parking program. A DPW employee will collect the cash and record generated by the pay station between 8am-10am daily to generate daily deposit verification. DPW will create a procedure with staff directions on how to collect cash for deposit.
- On the Saturday and Sunday deposits will be stored in the DPW safe, and combined in the Monday batch.
- Credit card processing will be handled by T2 systems and a third-party merchant credit card processor. Transactions will be tracked through T2s IRIS software. Proof of credit card deposit will be provided by Finance to DPW. DPW will ensure credit card deposit is equal to pay station report. Any discrepancies shall be investigated. Finance will also supply to DPW and credit card returns processed against the City's bank account. DPW will ensure returns are reflected on the pay station report.
- DPW shall retain a copy of the Pay station report and retain the supporting documents.
- The Pay station report, supporting documentation and payments shall be delivered to Finance for Deposit on a nightly basis.
- The Finance Office will do a final verification prior to depositing the cash at the bank.
- Finance will retain the all documentation in Laserfiche for the number of years required by record retention.
- The Finance Office will post the daily activity to the general ledger.

General Billing – MUNIS

MUNIS is used to bill for various services through General Billing. A centralized billing location allows DPW and Finance to be aware of all services being billed for and be able to track delinquencies to various reports. Items to be included in general billing are sidewalks, curbs, rentals, and any other fees which need to be invoiced.

For instructions on creating a general billing invoice, refer to the "How to do General Billing Document" on the public drive under Finance. In addition:

- Duplicate invoices can be printed and reports can be generated detailing who is delinquent, how many days past due, and by general ledger account.
- Delinquent accounts shall follow the City's receivable collection policy.
- Copies of the invoices should be retained where any DPW employee accepting payment has access to them.
- Copies of all general billing invoice maintenance postings will be provided to the Director of Finance.

Processing a payment for a general billing invoice in the register:

- If a payment entry batch is not already created, add a batch by clicking on the Add icon. Enter in the date, department number of 3000, and select a receipt option.
- Select Find and enter in the invoice number at Bill number. Then select accept.
- Review the invoice that is brought up to determine it is correct. When certain, select apply payment.
- Complete the receipt information by selecting payment method and enter check number if applicable. At additional payment reference, enter your initials. Change

the receipt option if necessary and accept.

General Controls:

Review

In cases where reports are to be submitted and/or reviewed by the Commissioner of Public Works, the Commissioner can appoint a designee but must still be responsible to ensure the tasks are completed.

Annual Fees

All fees shall be adopted annually by the City Council. Any changes during the year should be brought to the Council prior to implementation.

Budget Amendments

Any funds received by DPW, which require a budget amendment, shall be put in the DPW register and an amendment request submitted to the Commissioner of Finance or his designee in accordance with the Budget Amendment policy.

Addition of New Revenue

Additional revenue DPW wishes to institute shall be brought forth to the Finance Office first to establish and adopt procedures, controls, fees, etc.

Contracts

DPW will work with the City Attorney's office to review periodically the necessary contracts for rental facilities and any other applicable services.

Donation of City Goods or Services

There shall be no donation of City goods or services unless previously approved by the City Council. For instance, use of the center cannot be provided to an organization free of charge without prior approval by the City Council. All goods and services shall be charged according to the fees established by the City Council.

Donations Received by City

All donations received by DPW shall be accepted by the City Council in accordance with City's Gift and Donation Policy.

Employee Schedules

Employees working in the DPW Administrative Offices, are handling funds under this procedure and shall not be permitted to work at the Department of Public Works sites (i.e. Transfer Station, Casino, Carousel, etc.) collecting the money or delivering the goods.

Inventory

- An annual inventory shall be conducted of all utility supplies, such as meters.
- The inventory shall include the date counted, item name, number of items, condition, etc.
- A copy of the inventory shall be provided to the Director of Finance.

Accounts Receivable

When MUNIS is not utilized for General Billing, a list of past due accounts receivable shall be

maintained and updated on a regular basis and kept readily available for all DPW staff collecting and registering for services. Delinquent accounts must be paid in full before any additional services may be used. Collection of delinquent accounts will follow the accounts receivable collection policy.

At the completion of each fiscal year, December 31, a list of open accounts receivable will be provided to the Director of Finance indicating such things as name, fee type, amount, principal, interest, billing date(s), collection attempts, etc.

Credit Card Payments

It is the policy of the City to not accept Credit Cards at City facilities. However, DPW will be allowed to receive Credit Cards for the Carousel at the token machine and for Seasonal Paid Parking at the Pay stations. When Credit cards are permitted, Credit Card data will be stored by a third party, not by the City. Credit card payments will not be accepted by City employees.

Form DPW-1

CAROUSEL DAILY DEPOSITS AND TOKEN MACHINE VERIFICATION

	DATE MM/DD/YY	CASH			VERIFICATION OF DRAWER			
		Twenties	Tens	Change	FIVES	ONES	INITIALS	DATE
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								
TOTAL								
CHARGE CODE: HORSES	(Fives should equal $1,100 and Ones should equal $400. Initials indicate your verification.)							

Form DPW-2
PAYSTATION DAILY DEPOSITS VERIFICATION

Pay station Daily Deposit Verification						
Weekday	**Date**	**Location**	**Cash**	**Credit Card**	**Total**	**Initial**
Monday		Woodlawn				
		Walton				
		Putnam				
		Spring St				
		High Rock				
		Library				
Charge Code:		Combined Total:				

INTERNAL CONTROLS FOR CASH RECEIPTING - DPS

All items receipted by DPS, exclusive of parking tickets, will be processed through the MUNIS cash register by batch method. Each transaction will require the entry of the individual's initials when entering the transaction and there will be a detailed audit trail in MUNIS. In addition, MUNIS will be used to bill for various services through General Billing. A centralized billing location will allow DPS to be aware of all services being billed for and be able to track delinquencies to various reports, such as aging reports.

Specific Internal Controls:

Collection of fees such as property maintenance, false alarms, towing surcharge, dumpster, right of way (ROW), NAVY PILOT, Fire Watch Services, Police Services, Restitution, Code Violations, insurance recoveries, Accident and Incident Reports etc. - MUNIS

- The cash drawer shall be removed from the safe after the vault has been accessed. Access to the vault shall be limited to only necessary personnel and door shall remain shut at all times. The combination to the vault shall be limited to the DPS staff handling funds. When any one of those employees separates from the City, the combination shall be changed.
- At the start of each day the employee shall count and note the amount in the drawer as the starting bank and ensure it matches the amount from the previous night. (See below for an example of verification and documentation of the cash drawer.)
- All items remitted by DPS, exclusive of parking tickets, shall be processed through the MUNIS register.
- All customers shall be issued a receipt.
- A sign shall be posted in the office notifying customers that they will be issued a receipt and a statement, “Please call 518-587-7098 if you don’t receive a receipt.”
- A review shall be done to ensure the Dumpster and ROW applications are complete. After approval has been received, if required, the permit shall be printed. Payments will be processed at the time of acceptance. The applicant will be issued the permit and a receipt. A copy of the application shall be retained with the batch, to assist in cashing out of drawer. After cashing out is completed, copy must be retained by DPS for the required time period with batch number noted.
- An application will be completed for accident and incident reports and remitted to the PD Records Management Clerk. The PD Records Management Clerk will prepare the necessary report, place it in an envelope and send it up to DPS for collection of payment. The applicant will pick up the report from DPS upon payment and proof of identity.
- For payments received which were originally invoiced through general billing, a copy of the invoice shall be retained by DPS with the batch number noted.
- Any supporting documentation shall be retained with the register, such as a copy of the invoice, application, etc., in order to assist in verification of the drawer each night. After verification of the drawer, it must be retained by DPS with batch number noted.
- At the end of each day the register shall be closed out and verified. The cash drawer balance should be the same as the morning and the amount of remaining funds should match the cash register tape. (See below for an example of verification and documentation of the cash drawer and also Cashing Out the Cash Register Procedures.)
- Items unable to be processed each day due to insufficient information, or for other

reasons, shall be locked in the vault each night.

- In the event the system is down, or under other circumstances, a hand receipt can be issued from a preprinted receipt book. The receipt shall include, employee name, date, received from, dollar mount, and method of payment. The funds shall be held in the vault until it can be processed in MUNIS. A copy shall be provided to the customer and a copy retained by DPS.

Example of Verification and Documentation of the cash drawer

07/17/12 Starting drawer

$1.00	#	Quarters	#
$5.00	#	Dimes	#
$10.00	#	Nickels	#
		Pennies	#

Grand Total:

07/17/12 Ending drawer

$1.00	#	Quarters	#
$5.00	#	Dimes	#
$10.00	#	Nickels	#
		Pennies	#

Grand Total:

DPS staff shall use a verification process when closing out each register at the end of the business day.

Creating a payment batch in MUNIS – miscellaneous receipting only

- Add a batch by clicking on the add icon. Enter in the date, department number of 4000, and select a receipt option.
- Select the miscellaneous receipt button.
- Select the add (+) icon.
- Enter department number 4000, name of person paid by, comment and charge code.
- Enter a description if necessary.
- Enter the charge amount, amount being paid. Do not change the cash account.
- The Org/Object/Project will default in. Review to ensure it is correct and then select accept.
- Complete the receipt information by selecting payment method and enter check number if applicable. At additional payment reference, enter your initials. Change the receipt option if necessary and accept. Endorse the back of each check with a deposit only stamp.
- Checks will not be accepted for amounts over the amount due.
- In order to maintain efficient operation of the office, the City will not accept unrolled coins in excess of 50 coins on a given business day for any debts owed to the City by a customer. Customers making payments in coin will be required to remain present during the completion of the transaction (i.e. until a receipt is presented). As for rolled coin, the City will require proper identification to be placed on each roll (i.e. Name and Account number on which the payment is to be applied). A maximum of 20 rolls will be accepted on a given business day. Additionally, the customer will be held responsible for all identified shortages upon payment validation by the City's bank.

Cashing Out the Cash Register

- **The cash register shall be cashed out on a daily basis.**
- A payment proof shall be printed.
- The totals for each charge code shall be verified by totaling up the supporting documentation for each charge type to ensure accuracy.
- The total checks and cash shall be verified. Ensure each check has been endorsed.
- The balance in the cash drawer shall be counted and reconciled as noted above in the collection of fees procedures.
- Once all items are verified, the employee will sign and date, with MM/DD/YY, the payment proof. Any discrepancies shall be noted and rectified.
- The batch shall be released.
- A copy of the proof and documentation will be retained in the DPS office. Documentation shall be retained with batch number noted.
- The original proof and funds will be turned over to the Finance office on a daily basis. Supporting documentation will be made available for inspection and audit by the Finance office upon request.
- The cash drawer shall be locked in the vault each night.
- The Finance Office will do a final verification prior to depositing the funds with the bank.
- Finance will post the batch and retain the proof and documentation with all others in Laserfiche for the number of years required by record retention.

Parking Tickets

- Payment of parking tickets can be made online, by telephone, mail or in person at the DPS office.
- Payments made to Parking Ticket System by telephone or internet is updated in Parking Ticket System on a daily basis. A check for the appropriate amount is remitted to DPS on a weekly basis with a report detailing the date paid, time, amount, violation, total paid, number of tickets paid, method of payment and grand totals. When the report is received it shall be stamped received and initialed. The report, check, and deposit memo shall be delivered to Finance for bank deposit and reconciliation to the daily general ledger files upon receipt. Memo to Finance shall include name, date, number and amount of checks; period the check covers and notation that the checks shall not be processed through the MUNIS register. A copy of the report shall be provided to the Director Finance on a weekly basis.
- Payments made by mail are opened daily. Initials and date shall be made on the hand written ticket. The tickets are scanned in Parking Ticket System, amount entered and information verified to ensure correct ticket payment is being processed. A receipt is printed but not retained. If a payment is submitted to DPS without a ticket, it is mailed back with a request for the ticket or license plate number.
- Payments made in person are accepted immediately. They shall be initialed, and method of payment and amount noted. The tickets are scanned in Parking Ticket System, amount entered and information verified to ensure correct ticket payment is being processed. A receipt is printed and given to the customer. If the person does not have the ticket, they need the license plate number for DPS to process the payment. Endorse the back of each check with a deposit only stamp.
- Checks will not be accepted for amounts over the amount due.
- In order to maintain efficient operation of the office, the City will not accept

unrolled coins in excess of 50 coins on a given business day for any debts owed to the City by a customer. Customers making payments in coin will be required to remain present during the completion of the transaction (i.e. until a receipt is presented). As for rolled coin, the City will require proper identification to be placed on each roll (i.e. Name and Account number on which the payment is to be applied). A maximum of 20 rolls will be accepted on a given business day. Additionally, the customer will be held responsible for all identified shortages upon payment validation by the City's bank.

- **Each night the batch shall be closed and verified.** Select the totals screen. The cash and check total shall appear and the Batch Total Report shall be printed. Add the cash and check in the drawer and verify they match. Verify the bank matches as documented above in Verification and Documentation of the cash drawer. Ensure each check has been endorsed. Any discrepancies shall be noted and rectified.
- Once all items are verified, the employee will sign and date, with MM/DD/YY, the Batch Total Report.
- DPS shall retain a copy of the Batch Total Report and retain the supporting parking tickets.
- The Batch Total Report and payments shall be delivered to Finance for Deposit on a nightly basis.
- The Finance Office will do a final verification prior to depositing the funds with the bank
- Finance will retain the proof and documentation with all others in laserfiche for the number of years required by record retention.
- In the event the system is down, or under other circumstances, a hand receipt can be issued on a preprinted receipt book. The receipt shall include, employee name, date, received from, dollar mount, and method of payment. The funds shall be held in the vault until it can be processed in Parking Ticket System. A copy shall be provided to the customer and a copy retained by DPS.
- On a weekly basis DPS will provide the Director of Finance with the hand held reports, manual ticket entry reports, and dismissal reports to assist in posting the daily activity to the general ledger.
- On a monthly basis DPS will provide the Director of Finance a copy the Aging Report from Parking Ticket System.

Letters of good conduct, finger prints and photos

- People living out of the area request the majority of the letters of good conduct. Therefore, the fee will be mailed in with the request to the PD Records Management Clerk. The PD Records Management Clerk will prepare and mail the letter and remit the fees directly to Finance for deposit into Police Services, A054-42260.
- Fingerprint fees will be paid by taxicab drivers and by certain employment applicants of the City. They will be collected by the PD Records Management Clerk upon completion of the appropriate application and remitted to the Finance Office to be applied to the fingerprint revenue line A044-41520.
- Fingerprints may also be done for outside parties, such as teachers. The fee will be collected by the PD Records Management Clerk and deposited with Finance to the Public Safety, Other revenue line A044-41588Photo fees for accident and investigation scenes will be collected by the PD Records Management Clerk upon completion of the appropriate paperwork and remitted to Finance for deposit into Public Safety, Other revenue line A044-41588.

- A receipt from a preprinted three-part receipt book shall be given to each customer. It shall include date, amount, method of payment, service provided, applicant name and employee name. One part will be given to the applicant, one to Finance and the third retained by the Police Department. A copy shall be provided to the customer and a copy retained by DPS.
- Endorse the back of each check with a deposit only stamp.
- Checks will not be accepted for amounts over the amount due.
- In order to maintain efficient operation of the office, the City will not accept unrolled coins in excess of 50 coins on a given business day for any debts owed to the City by a customer. Customers making payments in coin will be required to remain present during the completion of the transaction (i.e. until a receipt is presented). As for rolled coin, the City will require proper identification to be placed on each roll (i.e. Name and Account number on which the payment is to be applied). A maximum of 20 rolls will be accepted on a given business day. Additionally, the customer will be held responsible for all identified shortages upon payment validation by the City's bank.
- All fees collected by the PD Records Management Clerk shall be remitted to Finance on a daily basis via memorandum as described in the Finance Policy and Procedures Manual. Attached will be one part of the pre-printed receipt to support each item being remitted, organized by charge code. Ensure each check has been endorsed. A copy of the deposit memorandum shall be given to DPS.
- Finance will verify the amount of deposit, process through the register and leave a MUNIS receipt in the DPS box in the Finance office.
- DPS shall staple the receipt to their copy of the deposit memorandum.

General Billing – MUNIS

Items to be included in general billing are fire watch services, police services, if any, towing surcharge, alarm fees, NAVY PILOT, COPS in School, code violations, and any other fees which need to be invoiced.

For instructions on creating a general billing invoice, refer to the "How to do General Billing Document" on the public drive under Finance. In addition:

- Duplicate invoices can be printed and reports can be generated detailing who is delinquent, how many days past due, and by general ledger account.
- Delinquent accounts shall follow the City's receivable collection policy unless collection method is required under local law, charter, etc.
- Copies of the invoices should be retained where any DPS employee accepting payment can access. Processing payment in MUNIS cash receipting is simpler if the invoice is available.
- Copies of all general billing invoice maintenance postings will be provided to the Director of Finance.

Processing payment for a general billing invoice:

- If a payment entry batch is not already created, add a batch by clicking on the Add icon. Enter in the date, department number of 4000, and select a receipt option.
- Select Find and enter in the invoice number at Bill number. Then select accept.
- Review the invoice that is brought up to determine it is correct. When certain, select apply payment. Complete the receipt information by selecting payment method and enter check number if applicable. At additional payment reference, enter your

initials. Change the receipt option if necessary and accept.

General Controls:

Donation of City Goods or Service

There shall be no donation of City goods or services unless previously approved by the City Council. For instance, Police or Fire Services cannot be provided to an organization free of charge without prior approval by the City Council. All goods and services shall be charged according to the fees established by the City Council.

Donations Received by City

All donations received by DPS shall be accepted by the City Council in accordance with City's Gifts and Donation Policy.

Annual Fees

All fees shall be adopted annually by the City Council. Any changes during the year should be brought to the Council prior to implementation.

Budget Amendments

Any funds received by DPS, which require a budget amendment, shall be put in the DPS register and an amendment request submitted to the Deputy Commissioner of Finance in accordance with the Budget Amendment policy.

Addition of New Revenue

Additional revenue DPS wishes to institute shall be brought forth to the Finance Office first to establish and adopt procedures, controls, fees, etc.

Sale of Property

The annual bike sale and periodic vehicle sales shall be conducted through property room site, as well as any other surplus or unneeded assets of DPS.

Restitution

The Commissioner of Public Safety should attempt to set up a process with the City Court regarding proper notification of restitution. DPS needs to know when it is declared by the court, amount, and when payment is due. DPS has encountered difficulties accepting restitution since they currently receive little or no documentation.

Contracts

DPS will work with the City Attorney's office to review periodically the necessary contracts for various services.

Credit Card Payments

Credit Card payments will only be accepted by Parking Ticket Systems. It is the policy of the City to not accept Credit Cards at City facilities. When Credit Cards are permitted, Credit Card data will be stored by a third party, not by the City.

Review

Please note in cases where reports are to be submitted and/or reviewed by the Commissioner of Public Safety, the Commissioner can appoint a designee but must still be responsible to ensure the tasks are completed.

INTERNAL CONTROLS FOR CASH RECEIPTING AND DISBURSEMENTS - POLICE DEPARTMENT

The police department maintains three separate bank accounts to safeguard funds from seized assets, reimbursements from Federal investigations and various other police activities.

Specific Internal Controls:
All accounts shall be interest bearing and be with a bank or trust company as authorized in the City's investment policy. All deposit receipts and duplicate withdrawal slips will be retained with the police department's copy of the statements.

Asset Forfeiture

- Deposits to this account are made electronically by the Federal Government as a result of an investigation.
- Funds can be utilized only for purposes stated in the Guide to Equitable Sharing provided by the Federal government. The primary use of funds is to aid in narcotics related investigations.
- Use of funds to aid in investigation shall be approved by the Chief of Police, Assistant Chief of Police or their designee prior to use in a narcotic related investigation. The date and time that approval is given shall be documented and retained on the Special Investigation Funds Expenditure Report, as required in Police Department Policy General Order 5.4.
- Use of the funds for the purchase of goods or services not directly related to a specific investigation should first be approved by the Chief of Police. Approval shall be documented with date and time denoted and retained.
- All other purchases shall be made in accordance with the Purchasing Policy of the City.
- Use of these funds to make a purchase of vehicles or equipment shall be remitted by a check made payable to the Commissioner of Finance and shall be put in the DPS register. An amendment request should be submitted to the Deputy Commissioner of Finance in accordance with the Budget Amendment policy.
- An annual report must be filed with the Federal government. The report shall be reviewed prior to submission by the Director of Finance and the date and time or the review noted. Any sensitive information shall be redacted from the report. No copies of the report or supporting documentation should leave the police department during the review.
- A record of all deposits and withdrawals will be maintained by the Assistant Chief of Police or his designee, in a computerized financial records system such as Quicken in a timely fashion. These records shall be inspected by the Chief of Police on a monthly basis.

Special Investigation

- Deposits to the account come from various sources such as the City, government agencies, restitution, etc.
- Deposits to this account will be made within ten business days from receipt in accordance with the City's investment policy.
- Funds are used to aid in investigations and to make various purchases. Use of the funds is typically not restricted by a particular agency.
- Use of funds to aid in investigation shall be approved by the Chief of Police, Assistant Chief of Police or their designee prior to use. The date and time approval is given shall be documented and retained on the Special Investigation Funds Expenditure Report, as required in Police Department Policy General Order 5.4.
- Use of the funds for the purchase of goods or services not directly related to a specific investigation should first be approved by the Chief of Police, Assistant Chief of Police or their designee. Approval shall be documented with date and time denoted and retained.
- All purchases of goods and services shall be made in accordance with the Purchasing Policy of the City.
- Use of these funds to make a purchase of vehicles or equipment shall be remitted by a check made payable to the Commissioner of Finance and shall be put in the DPS register. An amendment request should be submitted to the Deputy Commissioner of Finance in accordance with the Budget Amendment policy.
- A record of all deposits and withdrawals will be maintained by the Assistant Chief of Police or his designee, in a computerized financial records system such as Quicken in a timely fashion. These records shall be inspected by the Chief of Police on a monthly basis.

Evidence Account

- Deposits to this account are comprised of found property and evidence.
- Deposits to this account will be made within ten business days from receipt in accordance with the City's investment policy.
- Once a case is closed, if the property is not required to be returned, it can be utilized to aid in police investigations.
- Use of funds to aid in investigation should be approved by the Chief of Police, Assistant Chief of Police, or their designee prior to use. The date and time approval is given should be documented and retained on the Special Investigation Funds Expenditure Report, as required in Police Department Policy General Order 5.4.
- A record of all deposits and withdrawals will be maintained by the Assistant Chief of Police or his designee in a computerized financial records system such as Quicken in a timely fashion. These records shall be inspected by the Chief of Police on a monthly basis.

Bank Reconciliation Procedures

1. Statements arrive monthly for all accounts and should be reconciled in a timely fashion.
2. The original statement should be given to the Director of Finance for review and posting to the City's general ledger.
3. The statement should be reviewed for anything out of the ordinary, such as suspicious payees, large dollar amounts, and secondary endorsements.
4. Any discrepancies or unusual activity noted during the reconciliation should be brought to the immediate attention of the Chief of Police.
5. The reconciliation should be performed by an employee of the Police Department who does not process deposits and withdrawals. The statements should be compared to records maintained in a computerized financial records system such as Quicken. Any discrepancies or unusual activity noted during the reconciliation should be brought to the immediate attention of the Chief of Police.
6. The Chief of Police should make periodic reviews of the bank statements to ensure the reconciliations are being made timely.
7. Statements and supporting documentation should be retained in the Police Department vault.
8. All banking correspondence that is not required to be maintained shall be shredded.
9. All statements and documentation will be retained for the number of years required by records management or as required by Federal agency.

Donations Received by City

All donations received by Police Department shall be accepted by the City Council in accordance with City practice and policy.

Review of Records

Any review of records by the Chief of Police shall be documented indicating date and time and discrepancies noted, if any.

INTERNAL CONTROLS FOR CASH RECEIPTING – RECREATION

All items receipted by Recreation will be processed through the Recreation Business Management Software. Each user must log onto Recreation Business Management Software system with their unique log in credentials. Recreation Department Transactions should be rung up under a specific customer account with the exceptions of (concession sales, public skate, youth parking, etc.). The Recreation Business Management Software and City's financial software transactions will be reconciled.

Specific Internal Controls:

RECREATION items shall be processed through the Recreation Department's Business Management Software System. This system will connect to the City's Financial System. If the system is down or for whatever reason this is not possible, a hardcopy document must be completed detailing all pertinent information of transaction.

All transactions processed through a customer account are defaulted to send a receipt of a transaction to the associated account email. If the system is down and/or the transaction is not processed under a customer account, the customer shall be offered a receipt or hand stamp. A duplicate receipt book will be available at the register to provide customer a copy of the transaction, if requested. A sign shall be posted (year round) indicating receipts are provided upon request.

Donations may be directly entered into the City's Financial System.

Recreation Center sales will be entered into the Recreation Department's Business Management Software system register & reconciled at the end of each employee shift.

Concession Stand sales will be entered into Recreation Department's Business Management Software system register. Credit Cards will be accepted through the Business Management Software system.

Ice Rink sales will be entered into the Recreation Department's Business Management Software system register & reconciled at the end of each employee shift. Ice Rink Pro Shop Items will be inventoried. The money will be picked up Monday through Friday, excluding holidays, by a Recreation Administrative employee.

Access to the safe shall be limited to only necessary personnel and the door shall remain locked at all times. The combination to the safe shall be limited to the RECREATION staff handling funds. When any one of those employees separates from the City, the combination shall be changed.

A fee schedule shall be posted for customer reference.

All Recreation staff shall use a documented verification process when closing out each register at the end of the business day. All payment batches/daily reports and forms of payment will be brought to Finance daily.

At the beginning of the shift, the employee shall:

- Go to Safe to get drawer bag with startup cash.
- Count money to verify start up. Verify wrapped tender, Initial/Date
- If there was more money than startup put overage in an envelope, place in safe, contact Administrative Staff & document with note back in safe.
- Enter Total Cash/Check Breakdown on Cash/Check Log Form.
- Get dated batch folder or envelope in office.
- Fill out deposit envelope with date.
- Sign into Recreation Department's Business Management Software System by logging into computer.
- Start new shift enter start up cash amount.

While completing transactions the employee shall:

- Review all enrollment forms, agreements, reports, etc. for completeness and accuracy prior to entering fee into any register.
- The fee shall be entered into the Business Management Software system register by selecting the catalogue item (onsite program registration form will be completed) or appropriate button per the program and residency of the participant.
- All supporting documentation, such as shift reports, registration forms, deposit forms, etc. must have the date noted on it, and shall be placed in the day's folder or deposit envelope at ice rink.
- Checks will not be accepted for amounts over the amount due. Endorse back with for deposit only stamp.
- Refunds will be processed by Recreation Department Administrative staff. The employee shall give the customer a Refund slip which will be processed by Recreation Administrative staff. The employee will complete the refund customers and document it on the report. If a customer, not at the Recreation Center, is requesting a refund, staff will direct them to send a message to Recreservations@saratoga-springs.org. Once approved by the Administrative Director Recreation, the refund will be processed by the Recreation Administrative Staff. *Note: Documentation must be provided for any participant not charged. As an example, if volunteering to coach, utilize the appropriate coach add to cart button. If a skater is under 5, use the "under 5" add to cart button in the Business Management Software system*
- For skate rentals and sharpening purchases, a ticket indicating proof of purchase will be given to a customer. The customer shall present the skate shop employee with receipt and the employee shall mark the receipt.

At the end of the shift, the employee shall:

- Count cash & match to Business Management Software system transactions or Shift Summary Report.
- If match, proceed to closing shift in Business Management Software system.
- If it doesn't match, run Payment Allocation Report (V3) and/or transaction report to determine issue. If problem isn't fixed proceed with closing but leave a note on your report.
- Wrap loose change and face currency the same direction.
- Click Logout.
- Enter in Community Pass Ending Cash (all cash in drawer-no checks).

- Enter closing totals including checks on log form. Closeout your session of Business Management Software system.
- Report any discrepancies to Supervisor.
- Put your log form and end of shift report with cash in a white envelope and put in dated folder. *Note: Employees at the Ice Rink shall put all reports, supporting documentation and money into the start deposit envelope with the date, rink(s), session name(s), and time(s) on it.*
- Put start up cash back in drawer bag.
- Put dated folder, drawer bag, and any other forms back in safe.
- Ensure all computer applications are closed.
- Restart front desk computers.
- Any Items unable to be processed each day due to insufficient information or for other reasons shall be noted on the cash log and locked in the safe.
- All documents will be retained in Recreation office for required period of time.
- All payment batches/daily reports and forms of payment will be brought to Finance daily.

- The Finance Office will do a final verification prior to depositing the funds with the bank. Finance will retain the proof and documentation in laserfiche for the number of years required by record retention.

Drop In Rec. Cards

Participants can register online for the Drop In Rec. Cards. Physical Drop In Rec. Cards will be issued at the Recreation Facilities.

City Residents will receive discounted rates by providing accepted forms of proof of Residency.

NOTE: In person applicants must be over the age of 18 must sign and applicants under 18 must have a parent/guardian sign.

Example of Cash Sheet

	Date: ___ Time:___ Staff: ___ START SHIFT	Date: ___ Time:___ Staff: ___ CLOSE SHIFT	TOTAL DEPOSIT
Cash (Start-up)			
Pennies ($ .01)			
Nickels ($ .05)			
Dimes ($ .10)			
Quarters ($ .25)			
Dollars/Coins ($1.00)			
Fives ($5.00)			
Ten ($10.00)			
Twenties($20.00)			
Fifties ($50.00)			
One Hundreds ($100.00)			
TOTAL			

Reconcile Deposits

The City's Financial Software and Recreation Department's Business Management Software System

The Revenue by Charge Code (V2) Report in Recreation Department's Business Management Software shall be verified by totaling up the supporting documentation to ensure accuracy.

The Recreation Department will receive transaction reports for online payments from the Finance Department.

City's Financial Software Batches

Occasionally the Department needs to utilize the City's Financial Software.

A payment proof shall be printed.

The totals for each charge code in City's Financial Software batches shall be verified by totaling up the supporting documentation for each charge type to ensure accuracy.

The batch shall be released.

Creating a payment batch in City's Financial Software System – miscellaneous receipting only

Add a batch by clicking on the add icon. Enter in the date, department number of 6000, and select a receipt option.

Select the miscellaneous receipt button.

Select the add icon.

Enter department number 6000, name of person paid by, comment and charge code.

Enter a description if necessary.

Enter the charge amount, amount being paid. Do not change the cash account.

The Org/Object/Project will default in. Review to ensure it is correct and then select accept.

Complete the receipt information by selecting payment method and enter check number if applicable. At additional payment reference, enter your initials. Change the receipt option if necessary and accept. Endorse the back of each check with a deposit only stamp.

Reconcile Deposits

The total checks and cash shall be verified. Endorse the back of each check with a deposit only stamp.

In order to maintain efficient operation of the office, the City will not accept unrolled coins in excess of 50 coins on a given business day for any debts owed to the City by a customer. Customers making payments in coin will be required to remain present during the completion of the transaction (i.e. until a receipt is presented). As for rolled coin, the City will require proper identification to be placed on each roll (i.e. Name and Account number on which the payment is to be applied). A maximum of 20 rolls will be accepted on a given business day. Additionally, the customer will be held responsible for all identified shortages upon payment validation by the City's bank.

A scan of the proof and documentation will be retained on the RECREATION computer for the required time period. Documentation shall be retained with date noted. Supporting documentation will be made available for inspection and audit by the Finance Office upon request.

The funds & documentation will be turned over to the Finance office no less than twice a

week during normal business hours.
The Finance Office will do a final verification prior to depositing the funds with the bank. Finance will retain the proof and documentation in laserfiche for the number of years required by record retention.

Youth Parking

The youth parking program shall use a pre-numbered parking receipt for patrons with a matching pre-numbered tear off stub for the employee to turn in to Supervisor with daily collections.

The Supervisor shall review all employees' collections to ensure amount collected matches amount of tickets sold. Missing or damaged tickets should be documented. A deposit transmittal sheet totaling all collections for the day will be used by the Supervisor to remit daily funds.

Youth parking money shall be brought directly to the Recreation Center or the Police Station. It shall be reviewed and verified by the Recreation Administrative employee and initialed prior to inputting into the register.

General Controls:

Donation of City Goods or Services

There shall be no donation of City goods or services unless previously approved by the City Council. For instance, rental of recreation facility cannot be provided to an organization free of charge without prior approval by the City Council. All goods and services shall be charged according to the fees established by the City Council.

Scholarships

Scholarships shall be awarded based upon a fee schedule approved annually by the City Council. Scholarships will be entered into the Recreation Department's Business Management Software System.

Inventory

An inventory shall be conducted of all sport supplies; skate shop rental items, etc. The form shall include the date counted, item name, number of items, condition.

Donations Received by City

All donations received by RECREATION shall be accepted by the City Council in accordance with City's Gift and Donations Policy.

Annual Fees

All fees shall be adopted annually by the City Council. Any changes during the year should be brought to the Council prior to implementation.

Part-Time/Seasonal Personnel and Independent Contractor Rates

Personnel and Independent Contractor Rates are adopted by the City Council.

Budget Amendments

Any funds received by RECREATION, which require a budget amendment, shall be put in the RECREATION register and an amendment request submitted to the Budget Director or designee in accordance with the Budget Amendment policy.

Addition of New Revenue

Additional revenue RECREATION wishes to institute shall be brought forth to the Finance Office first to establish and adopt procedures, controls, fees, etc.

Contracts

Recreation will work with the City Attorney's office to review periodically the necessary contracts for rental facilities and any other applicable services.

Accounts Receivable

A list of past due accounts receivable shall be maintained and updated on a regular basis and kept readily available for all recreation staff collecting and registering for services. Each month an invoice is late, a late fee will be accessed until such invoice is paid or that the account was submitted to Finance for collections. Delinquent accounts must be paid in full before any recreation services may be used. Collection of delinquent accounts will follow the accounts receivable collection policy. At the completion of each fiscal year, a list of open accounts receivable will be provided to the Director of Finance indicating such things as name, fee type, amount, principal, interest, billing date(s), collection attempts, etc.

Credit Card Payments

The Recreation Department receives online Credit card & e-check payments through the Recreation Department's Business Management System. It is the policy of the City to not accept credit card payments at City facilities. However, the Recreation Center will be allowed to receive Credit Cards for the Concession Stand. Credit Card data will be stored by a third party, not by the City.

IV. PETTY CASH

Purpose

Petty Cash Funds are maintained in the Finance Office and Community Development Office, and at the City Center, and in other city departments/entities as Finance deems necessary. These funds are available for the reimbursement of nominal expenditures made by city employees on behalf of the City of Saratoga Springs. Such expenditures include, but are not limited to:

- Travel Expenses, e.g., Hotel, and Meals
- Postage and Shipping
- Emergency Purchases, e.g., Computer Parts, Office Supplies
- Start-up cash (cash bank) for Summer Parking Program.

While these expenditures may have incurred a sales tax, sales tax is not reimbursable, except under extreme circumstances as determined by the Purchasing Division of the Accounts Department.

A. Petty Cash Policy

1. Right to Refuse. The Department/Office reserves the right to refuse any amount that seems unreasonable, or would deplete the Petty Cash Box. Anyone who cannot be accommodated through the Petty Cash System may use the vouchering system, with reimbursement made payable to that individual.

2. Reimbursement Deadline. Vouchers to reimburse Petty Cash must be submitted to Purchasing within one month. Late reimbursement vouchers will result in the discontinuation of Petty Cash privileges until the vouchers are submitted. Consistently late reimbursement vouchers may, at the discretion of the Department/Office, result in the permanent loss of Petty Cash privileges.

B. Petty Cash Procedure

The following is the procedure for a city employee seeking reimbursement from petty cash for an allowed purchase, as defined above:

1. Evidence. The employee seeking reimbursement provides the Department/Office with evidence of the purchase, e.g., mileage reimbursement form; dated receipt from Vendor.

2. Receipt. The Department/Office prepares a Petty Cash receipt or maintains a log of disbursements. The receipt/log includes:
    - the date
    - amount
    - a brief explanation for the expense
    - the signature of the reimbursee

- the signature of the department head
- date vouchered for City reimbursement

3. Signatures Required. The employee who is receiving the Petty Cash must sign the receipt on the "received by" line. The Department/Office must also sign the receipt, on the "approval line".

4. Receipts Distributed. The reimbursee keeps the original Petty Cash receipt. The Department/Office retains a duplicate receipt in Petty Cash Book. The "evidence", i.e. the mileage reimbursement form, dated receipt from Vendor, etc. is returned at this time to the reimbursee.

5. Voucher Required. The reimbursee (or their department personnel) prepares a voucher for the amount taken out of Petty Cash for reimbursement. The original "evidence", i.e. sales receipt, mileage reimbursement form, etc., and the original Petty Cash Book receipt are attached. The Voucher and attachments are submitted to the Purchasing Division, for inclusion on the next available warrant.

   a. Deadline. Vouchers to reimburse Petty Cash must be submitted to Purchasing within one month. Late reimbursement vouchers will result in the discontinuation of Petty Cash privileges until the vouchers are submitted. Consistently late reimbursement vouchers may, at the discretion of the Department/Office, result in the permanent loss of Petty Cash privileges.

6. Reimbursement to Petty Cash. A warrant check is issued per the voucher, cashed, and the funds placed in the petty cash box. Prior to cashing the warrant check, the vouchers are reconciled to the Petty Cash Book, and the Department/Office copies of the Petty Cash Book receipts are dated and stamped paid.

7. Petty Cash Reconciliation. The Department/Office shall reconcile the Petty Cash Box once a week or when each Petty Cash reimbursement occurs, as follows: Total Cash on Hand + Total Petty Cash Receipts = Total Petty Cash. Any discrepancies shall be investigated and rectified. Unresolved discrepancies shall be brought to the immediate attention of the Director of Finance.

V. CERTIFICATION OF SUFFICIENT FUNDS

Section 4.4.13 of Finance Title 4 of the City Charter describes certification of sufficient funds:

> **Section 4.4.13 Payments Prohibited**: "It shall not be lawful for any City employee to incur or contract any expense or liability for or on behalf of the City, unless the Council has made an appropriation concerning such expenses. No payment shall be made or obligation incurred against any allotment or appropriation except and unless the Commissioner of Finance first certifies that sufficient funds are or will be available to cover the claim to meet the obligation when it becomes due and payable. Any authorization of payment or incurring of obligation in violation of the provisions of the Charter shall be void."

It is important to note that a certification of sufficient funds must be obtained before an obligation is incurred, and that there must be an appropriation in order for a certification of sufficient funds to be considered.

A. When is a Certification of Sufficient Funds Required

According to Section 4.4.1.3, a certification of sufficient funds is required *prior* to incurring *any* obligation against an appropriation, or *prior* to any payment. In coordination with the purchasing policies promulgated by the Accounts Department, the following shall govern.

1. Presumption of Certification. **Amounts Less than $50,000; Exception for capital projects, waive of bids, change orders, purchase orders to the Commissioner of Finance, and purchase orders and invoices that did not follow proper purchasing guidelines and must be brought to City Council for approval.**

Except in the case of obligations involving a capital project, waive of bid, change order, purchase orders to the Commissioner of Finance as allowed under the procurement policy, and purchase orders and invoices that did not follow proper purchasing guidelines and must be brought to City Council for approval for obligations of less than $50,000 there is a presumption that sufficient funds are or will be available to cover the claim to meet the obligation when it becomes due and payable. Employees are not required to obtain written certification of sufficient funds in these cases.

There will also be a presumption of certification for all utility bill and fuel payments, even if the total amount of the payment exceeds $50,000.00.

At all times and in all cases, the Finance Office reserves the right, at its discretion, to override this presumption and require written certification of sufficient funds per the requirements below.

2. Certification Required. Amounts $50,000 or More; ALL capital projects, waive of bids, change orders, purchase orders to the Commissioner of Finance and invoices that did not

follow proper purchasing guidelines and must be brought to City Council for approval. For ALL obligations involving a capital project, waive of a bid, change order, or purchase orders to the Commissioner of Finance as allowed under the procurement policy, purchase orders and invoices that did not follow proper purchasing guidelines and must be brought to City Council for approval, as well as for obligations of $50,000 or more, a certification of sufficient funds is required prior to incurring the obligation. Therefore a certification of funds shall be completed in conjunction with an award of bid, contract, purchase requisition, or any other incurrence of an obligation as described. A Certification of Sufficient Funds is not required for change orders that do not have a monetary change or are a decrease.

2. Certification and Payment. In the case of a demand for payment, which has been through the Accounts Department voucher process and approved by the Commissioner of Finance, the signature of the Commissioner of Finance on the check prepared for payment is certification that sufficient funds are available to do so. The Commissioner reserves the right to withhold his/her signature in the event that sufficient funds cannot be so certified.

B. Requirements for Certification of Sufficient Funds

1. Form. Use Sample Form COSF-1,for Certification of Sufficient Funds:

If the obligation incurred requires an award of bid or a contract.

- If the item obligation requires a purchase order.
- **If the obligation requires a voucher and proper purchasing guidelines have been followed;**
- **If an invoice did not follow proper purchasing guidelines and must be brought to City Council for approval.**

2. Information Required. Each form requires a description the obligation/expense to be incurred (a.), a description of the appropriation (b.), and supporting documentation (c).

   a. Description of Obligation/Expense to be Incurred. An 'expense' or 'liability to be incurred' may come in different forms, for example, a purchase order, a contract, an award of bid, or a council request for vote or resolution. A description must be provided to the Finance Office in the request for Certification of Sufficient Funds and supporting documentation must be attached.

   b. Appropriation. **Before** an expense or liability may be incurred, the City Council must have appropriated the funds concerning that expense or liability. The Finance Office requires substantiation of the appropriation prior to certifying that funds are available.

      i. Budget Expense Line. The line item(s) (org/ob/project(s)) in the budget against which the expense will be drawn substantiates the appropriation. This must be provided to the Finance Office in any request for Certification of Sufficient Funds.

- Sufficient Amounts. There must be an amount "available" in the expense line that is sufficient (equal to or greater than the obligation) to cover the liability or expense in question.

- Correct Budget Line. The correct budget expense line item (org/object/proj) must be used for certification of sufficient funds. For instance the purchase of a vehicle cannot be obligated against a supply account.

ii. Timing. The Budget Expense Line named should include sufficient amounts for the obligation at the time that the certification of sufficient funds is requested.

- Transfers and Amendments. If a transfer or amendment is required to complete the appropriation process and/or ensure that the expense line item of choice is sufficiently funded, it should occur **before** the certification is requested.

- Transfer or Amendment Pending. On occasion, subject to the discretion of the Commissioner of Finance, a certification request may be processed prior to the transfer or amendment, where "contingent upon transfer (or amendment) pending" is clearly indicated.

- If a purchase order needs to be released or canceled, it must be completed before the certification is required.

c. Supporting Documentation. Supporting documentation includes material that confirms, demonstrates, describes, or explains the obligation. Examples include an Award of Bid memo, a Bid, a draft contract, an estimate, a letter, etc.

3. Deadline. A Request for Certification of Sufficient Funds must be submitted before any obligation is incurred or payment is made. The Finance Department requires up to one week (five business days) to respond to a request.

4. Issuance of Certification of Sufficient Funds. Upon receipt by the Commissioner of Finance of a properly completed and timely requested for Certification of Sufficient Funds, which includes both evidence of the expense/obligation incurred, the corresponding appropriation information, and supporting documentation, the Commissioner may certify that sufficient funds are or will be available to cover the claim to meet the obligation when it becomes due and payable by digitally signing the form. The Commissioner reserves the right to withhold his/her signature in the event that sufficient funds cannot be so certified.

5. Presentation of Certification Statement. The Certification Statement must be presented by the entity seeking the certification at the Council meeting when the expense/obligation is to be incurred. It must be uploaded in NOVUS by the entity seeking certification before Finance can approve the contract. For agenda items "Approval to Pay Invoice", the Certification must be

completed prior to the item being included on the agenda and the certification must be uploaded in NOVUS.

6. Null and Void. If the above-described procedure is not followed, then, in accordance with Section 4.4.13, any authorization of payment or incurring of an obligation by anyone is void.

Form COSF-1

Request for Certification of Sufficient Funds

Submittal Date:

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

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

Appropriation – Current Budget Expense Org/Object/Proj(s):

Amount Requested for Approval: $

Current Amount Available: $

Transfer/Amendment Pending: $

Transfer/Amendment Date: _____

Department Head Signature Date

Certification of Sufficient Funds

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

Commissioner of Finance Approval Date

VI. PAYMENTS – APPROVAL

The Finance Office is responsible for approval of all payments made by the City:

> **Section 4.3.2 Payments:** "No demand against the City for money shall be paid unless appropriated by the Council, verified by a City official or employee, audited by the Commissioner of Accounts, and approved by the Commissioner of Finance."

A. Procedure

Per Section 4.3.2 of the City Charter, there are three prerequisites that must be met before the Finance Office will give its approval for a demand against City monies: an appropriation by City Council, verification by a City Employee, and an audit by the Commissioner of Accounts.

1. Appropriation. **Before** a demand for payment is paid, the City Council must have appropriated the funds concerning that expense or liability. The Finance Office requires substantiation of the appropriation before payment shall be approved. The line item (org/object/project) in the budget against which the expense will be drawn substantiates the appropriation. There must be an amount "available" in the expense line that is sufficient to cover the liability or expense in question and the proper type of expense line used.

2. Verification by a City Official. The individual in each Department who has the authority to sign vouchers. Please see the Purchasing Policy and Procedure Manuals. All demands for payment must be signed by the authorized individual as evidence of verification.

3. Audit by the Commissioner of Accounts. This occurs by the Purchasing Division of the Accounts Department during the purchasing process. Please see the Purchasing Policy and Procedure Manuals. All demands for payment must be signed by the Commissioner of Accounts as evidence of audit.

4. City Council Approval. Once a demand for payment has received approval by the Commissioner of Finance, it can be placed on the warrant. The warrant is then submitted to the City Council for approval by vote.

5. Approval by the Commissioner of Finance. Once provided with evidence of an appropriation, verification, audit, and following City Council warrant approval, the Commissioner of Finance may approve a demand for payment by signature.

VII. BUDGET AMENDMENTS

Purpose
A budget amendment allocates funds to the budget that were not included when the budget was adopted.

A. Procedure

A budget amendment appropriates unreserved fund balance, reserved fund balance, or unanticipated revenues, received or expected to be received. Examples of unanticipated revenue are grant money, donations, or revenues over and above those originally budgeted. A budget amendment can also be used to record the use of a capital reserve account which was not included in the adopted budget, increasing the original budget for both revenue(s) and expense(s) line(s). In some instances it may be necessary to have a budget amendment decrease. Examples are when a grant is not awarded or a significant decline in a revenue based on economic conditions.

All budget amendments, regardless of fund, shall be made in accordance with the following policy and with section 4.4.10 of the City Charter.

1. Certification. All budget amendments of monies shall require the certification of availability of funds by the Commissioner of Finance. The presentation by the Commissioner of Finance of an amendment to the Council for approval shall serve as certification of availability of funds therefore.

2. Written Explanation Required. All budget amendments must be accompanied by written justification regarding the requested supplemental appropriation, which shall include the financing source.

3. Deadline. Amendment requests must be submitted to the Budget Director by noon on the day before agenda materials are due for the preliminary agenda for the next City Council meeting. Amendment requests received afterwards will be reserved for the following City Council meeting unless there is an emergency certified in writing by the Council member making the request.

4. Format. All amendment requests shall be submitted on the attached amendment request form and approved by the Council member, or his/her designee, making the request (see Sample Form x). The form is available on the public drive. Revenue and expense lines included in the request must be for equal amounts and for the same fund. For instance the revenue account cannot be a general fund line and the expense account a water fund line.

5. Prior Review. Amendment requests will be distributed prior to the meeting for review by the City Council.

6. Resolution Required. Amendments shall be presented by resolution by the Commissioner of Finance. Routine amendments shall be presented on the consent agenda. Non routine amendments shall be included on the Finance agenda. Non routine amendments include but are not limited to capital budget amendments and use of all fund balance types, as well as those listed in item #11.

7. Year-End Amendments. Amendment requests for fiscal year-end items shall be approved on or before the last City Council meeting of December.

8. Errors. Amendment requests containing typographical errors shall be returned to the Council member submitting the request with a cover memorandum explaining the error. The corrected amendment request shall be resubmitted for inclusion at the next available meeting if received in Finance by the deadline in item 3 above.

9. Insurance Reimbursement Amendments. Insurance proceeds received for loss due to theft, damages or destruction of real personal property shall be used or applied to repair or replacement of such property upon receipt and without City Council approval. The Director Of Risk and Safety shall provide the Budget Director with the check accompanied by a written explanation of the loss, the appropriate charge code for receipting and the expenditure budget line to be increased. A budget amendment must be presented at the first available Council meeting agenda after proceeds are received.

10. Journal and Post. After approval of amendments, the Budget Director shall post to the appropriate general ledger and subsidiary accounts. All documents including journal and support, shall be saved to Laserfiche.

11. Amendments Prohibited. No amendment shall be made involving the expense lines listed below unless such amendment has been authorized by the Mayor, in the case of Liability Insurance, Self-Insurance, and Liability Medical, Employee Hospitalization Opt-Out, Hospitalization, HRA Co Pay Reimbursement, HRA Admin Fee, FSA Admin Fee, Vision Insurance, and Disability Insurance, and the Commissioner of Finance, in the case of all other expense lines listed. Amendments so authorized shall require separate City Council approval from other amendments (but may be grouped in a single journal), and shall be accompanied by written explanation, regardless of dollar amount or percent of budget line appropriation. The City Center Authority shall be exempt from this Item 11.

NYS Employees Retirement	Hospitalization
NYS Police and Fire Retirement	HRA Co Pay Reimbursement
Liability Insurance	HRA Admin Fee
Self-Insurance	FSA Admin Fee
Liability Medical	Vision Insurance
Unemployment Insurance	Disability Insurance
Employee Hospitalization Opt-Out	Sick Leave

12. Interfund "Transfers"

In certain circumstances, appropriations may be 'transferred' from one fund to another, especially when authorizing the use of reserve funds. An interfund transfer moves budget appropriations from one fund to another. Any such amendment so authorized shall require separate City Council approval from other amendments and shall be accompanied by written explanation, regardless of dollar amount or percent of budget line appropriation. In addition, these may require other actions per the City Charter, see e.g., Section 3.1.4. Capital Program Adoption. Please speak to the Finance office for advice on properly handling an interfund transfer. Capital Budget Amendment Guidance is provided later in this manual, in **XVI. CAPITAL BUDGET AMENDMENTS.**

13. Capital Budget Amendments, Use of all Fund Balance Types

In certain circumstances, appropriations may be made for capital budget amendments and to utilize fund balance types. Any such amendment so authorized shall require separate City Council approval from other amendments and shall be accompanied by written explanation, regardless of dollar amount or percent of budget line appropriation. In the case of an amendment using a reserve or assignment, an update shall be given regarding the balance of the reserve or assignment. In addition, these may require other actions per the City Charter, see e.g., Section 3.1.4. Capital Program Adoption. Please speak with the Finance office for advice on properly handling a Capital Budget Amendment Guidance is provided later in this manual, in **XVI. CAPITAL BUDGET AMENDMENTS.**

CITY OF SARATOGA SPRINGS
BUDGET AMENDMENT REQUEST
DEPARTMENT _____
FOR THE CITY COUNCIL MEETING _____

REVENUE ORG/OBJECT	AMOUNT	EXPENDITURE ORG/OBJECT	AMOUNT
	-		-
	-		-
	-		-
	-		-
	-		-
	-		-
	-		-
TOTALS	**$ -**		**$ -**

APPROVED BY _____

In accordance with section 4.4.10 of the City Charter and the City's budget amendment policy, all amendments shall be accompanied by written justification, including the financing source. Please provide explanation on this form, or if necessary attach a separate sheet.

Explanation - Use additional sheets if necessary

VIII. BUDGET TRANSFERS

Purpose
Transfers move funds from one budget line to another. Transfers move funds from one expense line to another expense line or from one revenue line to another revenue line.

A. Procedure

A budget transfer is a reallocation of funds.

All budget transfers, regardless of fund, shall be made in accordance with the following policy and with section 4.4.12 of the City Charter:

1. Certification. All budget transfers of monies shall require the certification of availability of funds by the Commissioner of Finance. The presentation by the Commissioner of Finance of a transfer to the Council for approval shall serve as certification of availability of funds therefore.

2. 10% Rule. Transfer requests that exceed 10% of the amount of a budget line appropriation shall be accompanied by written explanation. Transfers for the purpose of implementing contract agreements regarding personal services shall be permitted, notwithstanding the 10% limitation, on approval by the City Council. (For the purposes of this policy, 'budget line appropriation' shall refer to the 'revised budget' amount.)

3. Payroll and Benefit Line Items. Transfer requests to or from personal service and benefit lines shall require separate City Council approval from other transfers and shall be accompanied by written explanation, regardless of dollar amount or percent of budget line appropriation. Social security and benefits may be grouped in a journal as a payroll and benefits item. See Item 12 for authorization requirements.

4. Contingency Line Item. Transfers from contingency shall be reviewed and approved separately from other transfers and include an update of the remaining contingency balance. Expenditures may not be charged directly to a contingency line.

5. Deadline. Transfer requests shall be submitted to the Budget Director by noon on the day before agenda materials are due for the preliminary agenda for the next City Council meeting. Transfer requests received afterwards will be reserved for the following City Council meeting unless there is an emergency certified in writing by the Council member making the request.

6. Format. All transfer requests shall be submitted on the attached transfer request form (see Sample Form BT-1) and approved by the Council member or his/her designee, making the request. The form is available on the public drive Budget lines included in a single "to/from" item must be for equal amounts and for the same fund. For instance one cannot move funds to an expense line in the capital fund from an expense line in the debt service

fund.

7. Prior Review. Transfer requests requiring City Council approval will be distributed prior to the meeting for review by the City Council.

8. Resolution Required. Transfers shall be presented by resolution by the Commissioner of Finance. Routine transfers shall be presented on the consent agenda. Non routine transfers shall be included on the Finance agenda. Non routine transfers include but are not limited to contingency, benefits, and payroll, as well as those listed in item #12.

9. Year-End Transfers. Transfer requests for year-end items shall be approved on or before the last City Council meeting of December.

10. Errors. Transfer requests containing typographical errors shall be returned to the Council member submitting the request with a cover memorandum explaining the error. The corrected transfer request shall be resubmitted for inclusion at the next available meeting if received in Finance by the deadline in item 5 above.

11. Journal and Post. After approval of transfers, the Deputy Commissioner of Finance shall post to the appropriate general ledger and subsidiary accounts. All documents including journal and support, shall be saved to Laserfiche.

12. Transfers Prohibited. No transfer shall be made to or from the expense lines listed below unless such transfer has been authorized by the Mayor, in the case of Liability Medical, Employee Hospital Opt-Out, Hospitalization, HRA Co-pay Reimbursement, HRA Admin Fee, FSA Admin Fee, Vision Insurance, and Disability Insurance, by the Commissioner of Accounts in the case of Liability Insurance and Self-Insurance, and the Commissioner of Finance, in the case of all other expense lines listed. Transfers so authorized shall require separate City Council approval from other transfers (but may be grouped in a single journal), and shall be accompanied by written explanation, regardless of dollar amount or percent of budget line appropriation. The City Center Authority shall be exempt from this Item 12.

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Sick Leave	FSA Admin Fee
Vision Insurance	NYS Employees Retirement
Disability Insurance	NYS Police and Fire Retirement
Unemployment Insurance	Liability Insurance
Employee Hospital Opt-Out	Self-Insurance
Hospitalization	Liability Medical
HRA Co Pay Reimbursement	Social Security
HRA Admin Fee	

13. Interfund "Transfers"

In certain circumstances, appropriations may be 'transferred' from one fund to another,

especially when authorizing the use of reserve funds. An interfund transfer moves budget appropriations from one fund to another. This is handled via a budget amendment. Accordingly, see Section IV. Amendments. In addition, these may require other actions per the City Charter, see e.g., Section 3.1.4. Capital Program Adoption. Please speak to the Finance office for advice on properly handling an interfund transfer. Capital Budget Amendment Guidance is provided later in this manual, in **XVI. CAPITAL BUDGET AMENDMENTS.**

14. Contingency Transfers

In certain circumstances, appropriations may be made to use contingency. Any such transfer so authorized shall require separate City Council approval from other transfers and shall be accompanied by written explanation, regardless of dollar amount or percent of budget line appropriation. An update shall be given regarding the balance of the contingency. Please speak with the Finance office for advice on properly handling a contingency transfer.

CITY OF SARATOGA SPRINGS
BUDGET TRANSFER REQUEST
DEPARTMENT OF
FOR THE CITY COUNCIL MEETING

TRANSFER TO ORG/OBJ/PROJ	AMOUNT	TRANSFER FROM ORG/OBJ/PROJ	AMOUNT	APPROPRIATION (Revised Budget)	% OF LINE APPROPRIATION
TOTALS	$0.00		$0.00		

Approved by _____

In accordance with section 4.4.12 of the City Charter and the City's transfer policy, transfer requests that exceed 10% of the amount of a budget line appropriation shall be accompanied by a written explanation. Please provide explanation on this form, or if necessary attach a separate sheet.

Explanation - Use additional sheets if necessary

IX. JOURNAL ENTRY POLICY AND PROCEDURE

Journal Entries Requested from Various Personnel

Various personnel, upon review of their department's general ledger accounts, occasionally note the need for correction. For instance a journal request may be required to correct an expense that was inadvertently charged on the warrant to the wrong account. A journal entry will move the actual expense or revenue from one general ledger account to another. A journal to correct an error can be requested on the "Journal Entry Request Form" (Sample Form J-1).

1. Complete the "Journal Entry Request" Form by filling in name, date, account numbers, amounts and an explanation for the request.

2. Attach any documentation needed to support the request.

3. Obtain an approval for the request by having the Department Head sign and date the request.

4. Remit the original request to the Director of Finance, who will stamp it received.

5. The Director of Finance will access the MUNIS financial module, General ledger, Journal Entry/History Menu and General Journal Entry/Proof.

6. General Journal Entry/Proof requires a new journal to be created. The system will automatically assign a journal number based on the year and period to be posted. The Director of Finance will identify criteria such as year, period, effective date, journal description, the general ledger account numbers, debit or credit and the dollar amount.

7. After the appropriate data has been entered, the Director of Finance will select out post to create a journal entry proof and save to Laserfiche.

8. The Director of Finance shall retain the journal entry proof, along with the request and any pertinent documentation, for audit and inspection for the appropriate retention period in Laserfiche.

Journal Entries Originated by the Director of Finance

Journal entries originated by the Director of Finance (Director) shall require the review and approval of the Deputy Commissioner of Finance (Deputy) or Commissioner of Finance (Commissioner) prior to posting. Journals shall not be proposed and posted by one individual.

1. The Director identifies a journal, which needs to be originated. Journal origination could be for items such as corrections of error, reconciliation differences, monthly and/or year-end closing entries, etc. Documentation to support the origination could be a copy of the

reconciliation, a monthly statement, monthly and/or year-end calculations, etc.

2. The Director accesses the MUNIS financial module, General ledger, Journal Entry/History Menu and General Journal Entry/Proof.

3. General Journal Entry/Proof requires a new journal to be created. The system will automatically assign a journal number based on the year and period to be posted. The Director will identify criteria such as year, period, effective date, journal description, the general ledger account numbers, debit or credit and the dollar amount.

4. After the appropriate data has been entered, the Director will select out post to create a journal entry proof and save to Laserfiche.

5. The Deputy or Commissioner will receive an email notification that a journal needs approval.

6. The Deputy or Commissioner will access Laserfiche and approve the journal.

7. The Director shall retain the approved proof and any necessary documentation for audit and inspection for the appropriate retention period in Laserfiche.

Journals Originated for Other Reasons

Journals being processed for recurring items, which have been generated under circumstances other than those above, shall not require the review and approval of the Deputy. Some examples are import of data from BAS or Passport Labs, summary journals from Tax and Utility Billing modules, etc. Approval for these types of transactions was obtained previously or originated by someone other than the Director of Finance and the journal is just the mechanism to record the receipt or disbursement.

The transactions shall be processed through General Journal Entry/Proof, Import JE, or Recurring Journal Entry/Generate by the Director of Finance in a timely manner. The journal and all documentation will be retained for audit and inspection for the appropriate retention period in Laserfiche.

No journals, other than audit adjustments, shall be posted after the fiscal year end process has been run in MUNIS.

Form J-1

JOURNAL ENTRY REQUEST FORM

To: Director of Finance

From:

Date:

Re: Journal Entry Request

I request a journal entry to correct the following:

1. Org/Object/Project of Original Expense/Revenue Amount Original Date

2. Org/Object/Project Expense/Revenue Should Be Amount

3. Explanation for entry request:

Please attach any supporting documentation such as a voucher copy.

Approval Signature: Department Head Date

X. PAYROLL PREPARATION AND DISTRIBUTION

The City of Saratoga Springs currently pays its employees on a weekly basis, except for PBA Union employees, who are paid biweekly effective 05/22/2021, and Non-Union Resolution, Non-Union Executive Resolution, City Council, and Attorney employees, who are paid biweekly effective 6/29/2024. . The workweek varies among employees, but in any case, all original time sheets, original time cards, and NOVATIME approved timesheets are due to the Finance Office on Monday of each pay week and paychecks are distributed by the Finance Office on Friday of each pay week.

Paychecks are "current" for salaried employees; this means a Friday paycheck covers the week in which it is received. Paychecks are "on a lag" for hourly employees; this means a Friday paycheck covers the week prior to the week in which the paycheck is received. Bi-weekly paychecks for salaried employees cover the week in which it was received and the prior week. Accruals are charged the week following the time actually taken for all employees.

Processing payroll involves payroll documentation, timecard audit, payroll certification, and paycheck distribution. All of these items must be carefully verified and properly approved. The following procedures are required:

A. Payroll Documentation

New hires are required to fill out the appropriate payroll documentation one week prior to the effective date of hire. A certified copy of the Civil Service Certification (RPC) must be submitted to the appropriate office two weeks prior to the effective date of hire.

New hires who fail to have the appropriate documentation filed timely may result in a delay in payment.

B. Time Card Verification

CSEA City DPW employees must "punch in and out" to have their electronic timesheets generated in NOVATIME. Time clocks are to be punched at the beginning and end of each shift or part thereof, by the employee only, using the finger scan. CSEA City Hall employees must "punch in and out" to have their electronic timesheets generated in NOVATIME. Time clocks or computers are punched at the beginning and end of each shift by the employee only and when leaving and returning from lunch. Lunch punches may not apply to employees working in the field or doing shift work. Employees shall notify their supervisor for any corrections or adjustments to their timesheet. The Non-Union and Executive Resolution employee's regular hours will auto populate to the weekly timesheet and only exceptions will need to be submitted. Council members standard workday of 6 hours will auto populate to the weekly timesheet. Council members will be tracked in NOVATIME effective immediately.

C. Weekly Input Sheets

Weekly input sheets for the City Center must be filled in with the appropriate hours. These input sheets must be submitted to the Finance Office no later than 11AM on Monday.

D. Review

In and Out punches shall be reviewed by the appropriate supervisor for accuracy and approved timely. Adjustments should only be made with proper documentation. Notes should be added for any adjustment. Review of NOVATIME punches will be completed no later than 3 PM Mondays.

Non-Union and Executive Resolution employees and Council members shall review timesheets for accuracy at the end of each pay period. Timesheets displaying standard workday will be considered ready for the Payroll Administrator's approval no later than 3 PM Mondays.

In the event that a Supervisor is not available to approve employee timesheets timely in the Mayors Dept., Accounts Dept., or Finance Dept., the Payroll Administrator will be delegated to approve the Supervisor's assigned timesheets.

Corrections must be submitted no later than 11AM on Tuesday.

Original time sheets for an employee not using NOVATIME must be submitted to Finance Office by 11 AM Mondays.

Failure to submit proper documentation timely may result in a delay in payment.

E. Separation/Termination Payouts

Payroll calculations for contract payouts at separation/termination from service should be sent to the Payroll Administrator the week before payout by the respective department. The calculations should be completed in an Excel spreadsheet and contain the employee's total hours currently available, hours to be paid out, hourly rate, and grand total of the payout for each accrual type due to be paid out based on the employee's contract. If the contract requires that a payout be based on a percentage of hours or prorated amount of service time, this calculation should be performed in the spreadsheet so that it can be verified. If the employee is due a retirement incentive payout, the amount of the payout should be listed in the spreadsheet. The original notice given should be scanned and attached to their Employee Master file in MUNIS in order to be verified.

F. Insurance Deduction Changes

Changes to employee insurance deductions shall be provided to the Payroll Administrator by the end of the week for inclusion the following week's payroll. Mid-year changes shall be accompanied by calculations.

G. Payroll Distribution

Payroll checks are available for distribution at **8:30 AM every Friday** in the Finance Office. Direct Deposit advices will be emailed. If an employee has a City email address, that email address will be used to deliver their direct deposit advice. If an alternate email address is requested to be used, the employee must complete the Payroll Advice Email Enrollment Form. See Sample Form P-2; available on the public drive as "Direct Deposit Email Notification Enrollment Form".

H. Direct Deposit

As of 08/1/2021, the Finance Department will no longer allow partial direct deposit of an employee's paycheck. If an employee is enrolled in direct deposit, 100% of the net check amount must be direct deposited. Employees that are currently enrolled in direct deposit, but only depositing a set amount of their paycheck, will have their direct deposit converted to 100% of net pay.

I. Early Paycheck Pickup

From time to time it is necessary for employees to receive paychecks prior to 8:15 AM Friday. The Finance Office tries to accommodate these requests, and asks that the following procedure be observed.

In the instance where employees cannot pick up a paycheck on a Friday, they may make a request to the Payroll Administrator for Early Pick-up. The request must be in the following form:

1. Written. All requests for early-pick up must be in writing. See Sample Form P-1; available on the public drive as "Early Pick Up Paycheck Request Form". The request must include the date of the request, the name of the employee, the desired pick-up date, and be signed by the Department Head or designee. See attached form.

2. Thursday Pick-up

   All requests for early-pick up must be made in writing. Checks will be available on the Thursday at the close of the employees' work-shift. In the case of emergency or other special circumstances, the Finance Office reserves the right to determine whether it can oblige a different pick up date. Paychecks will not be available for pick up prior to Thursday. During weeks with holidays, early paycheck pick up may be prohibited.

J. Electronic W-2 Consent

Employees that would like to receive their W-2 electronically through email need to complete the Electronic W-2 Consent Form. See Sample Form P-3; available on the public drive as "Electronic W-2 Consent Form".

K. Vendor ACH Enrollment Form

Payroll vendors that require or would like to receive payment from the City as an ACH transaction rather by check can complete Sample Form P-4. This form will be provided to payroll vendors by the Finance Office and implemented into the payroll process.

Form P-1

Early Paycheck Pick-up Request

Form

TO:

FROM:

DATE:

RE: EARLY PICK-UP OF PAYCHECK

This is to request the early pick-up of my regular paycheck.

Printed Employee Name _____

Employee Signature _____

Paycheck, Week-Ending Date _____
MM/DD/YYYY

Pick-Up Date _____
MM/DD/YYYY

Thank you.

Authorized Signature **Date**



Form P-2

Direct Deposit Email Notification Enrollment Form

City of Saratoga Springs

Finance Department

The email advice you receive will be a password protected PDF file sent from payroll@saratoga-springs.org. The password to view your advice is the last 4 digits of your social security number. You will not receive a printed advice.

Direct Deposit Email Notification Enrollment Form

Personal Information

Employee ID | First Name | Last Name

E-Mail Address you would like your Direct Deposit Advice Emailed to:

Email Address

I authorize the City of Saratoga Springs to automatically email my direct deposit advice to the email address listed above. I acknowledge that I will not receive a printed advice after enrolling in email notifications. This authorization will remain in effect until I have filed a new authorization or until this authorization is revoked by me in writing.

Employee Signature | Date

Form P-3

Electronic W-2 Consent Form

City of Saratoga Springs

Finance Department

The City of Saratoga Springs is required by the Internal Revenue Service (IRS) to furnish all employees with a Form W-2 Wage and Tax Statement each calendar year. The Form W-2 is used to complete the employee's annual tax returns. The Form W-2 may be required to be printed and attached to your Federal, State, or local income tax return. The Form W-2 Tax Statement details the employee's wages, tax withholding, and other important payroll information. Due to IRS regulations, your permission is required to send you your Form W-2 form electronically. Please read the entire notice and complete the consent below to provide your consent to receive all future W-2's in electronic format.

Benefits of Receiving Form W-2 Electronically:

- Employees will receive their electronic Form W-2 earlier than they would if they received a printed copy.
- Employees help the City save money by eliminating printing costs.
- Employees have access to view or print their W-2 at any time without having to request a duplicate copy.

Disclosure Notice:

- An employee who consents to receiving his/her Form W-2 electronically by email will not receive a paper copy of the W-2. If an employee does not consent, he/she will continue to receive a paper copy of the W-2.
- An employee who chooses to receive his/her Form W-2 by email can change his/her mind and withdraw consent to online delivery. Consent can be revoked for future years by emailing your request to payroll@saratoga-springs.org.
- IRS regulations require that employees give their consent to receive the W-2 in electronic format. This process does not need to be repeated every year.
- If an employee terminates employment with the City, the employee's consent to receive an electronic W-2 will be considered revoked and their final W-2 will be mailed to their address on file.
- It is the employee's responsibility to notify the Finance Department of any changes to their personal information.
- If you choose to receive your W-2 electronically it will be sent as a PDF via email to your email address on file for your payroll advice. If you need to change the email address on file for your payroll advice, you will need to complete a new Payroll Advice Email Enrollment Form. You will open your W-2 just like you do your payroll advice by entering the last 4 digits of your social security number when it asks for your password.

I understand that by signing below, I consent to receive Form W-2 electronically through email and will not receive a paper copy. I also understand that I may withdraw my consent at any time as outlined above.

Employee Signature	Employee Name	Employee ID	Date

City of Saratoga Springs
Finance Department

Form P-4

Vendor ACH Enrollment Form

Vendor Information ☐ **New Request** ☐ **Change Request**

Vendor Name		Taxpayer ID	
Address	City	State	ZIP
Contact Name		Telephone Number	
Email Address			

Financial Institution Information

Bank Name			
Address	City	State	ZIP
Bank Account Name	ACH Routing Number (9 Digits)	Account Number	
Account Type ☐ Checking ☐ Savings			

Notes:

The City of Saratoga Springs will conduct a pre-notification for your first ACH transaction to ensure the accuracy of your banking information and you will receive a check for this transaction.

A voided check or bank confirmation letter is required to be submitted to process this form.

Certification:

I certify I am responsible for notifying any changes to the information provided above to the City of Saratoga Springs Finance Department.

I certify that I agree to immediately return any erroneous payments that may occur as a result of payment via ACH.

I certify the information provided on this form is true and correct, and that I, as an authorized representative for the above named vendor, herby authorize the City of Saratoga Springs to electronically deposit payments to the designated bank account. This authority remains in full force until written notice of change or cancellation is received by the City of Saratoga Springs Finance Department. The City of Saratoga Springs reserves the right to cancel or suspend this authorization at any time.

Authorization:

Authorized Official Name	Signature	Title	Date

XI. TIME SHEETS

Title 4 of the City Charter states that "the Commissioner of Finance shall certify City Payrolls." The Payroll function is in the Finance Department. This policy governs the recording of time, and the responsibilities of the Employee, Supervisor, Department Head (ex. Deputy, Director, or Commissioner), or designee for the accurate completion and review of all time sheets.

A. Definitions

Time sheets are the legal source document for all payroll transactions. Time sheets are the legal authority to pay an employee. They also serve as verification of time off, and provide the legal basis to grant an employee benefits, including workers' compensation, as appropriate. Timesheets may be paper or electronic.

Definitions:

1. "Time": "Time" includes all intervals for which pay is being requested, including the normal work day and the standard work week, as well as exceptions thereto.

2. "Normal Work Day; Standard Work Week": The Standard Work Week varies between 33 and 40 hrs. and is specified by title. The Normal Work Day is expected to be one-fifth of the Standard Work Week. PBA Union employees working the 12 hour shift schedule will have a standard work week that alternates between 36 hrs. and 48 hrs. totaling an 84 hour biweekly pay period. For the purposes of this policy, these do not include vacation, personal, sick, compensatory time, overtime, conferences, union matters, and other special circumstances.

3. "Exceptions": "Exceptions to the Normal Workday and the Standard Work Week" include vacation, personal, sick, compensatory time (earned or used), overtime, conferences, union matters, and other special circumstances.

B. Procedure

1. Recording of Time

   a) All time must be recorded on the NOVATIME timesheet or on Sample Form T-1, for Part-time employees, and Sample Form T-2 for Full-time employees.

   - Time must be reported accurately on the date that such work was performed.
   - Time recorded shall reflect the actual start and stop time of work, rounded to the nearest 15 minutes. CSEA City Hall and CSEA DPW employees are given a 7 minute window when punching in.
   - In the event that "Exceptions to the Normal Workday and the Standard Work Week" are recorded on the timesheet, the proper approvals and supporting

documentation, as described below, must precede the submission of the timesheet.

- Meal Breaks – An employee who works more than six hours in a given day will receive an unpaid, duty-free meal break of at least thirty minutes. In accordance with New York State regulations, an employee who works more than six hours in a given day is required to take the scheduled meal break. An employee is not allowed to work through the meal break to make up lost work time or to leave work early. In addition, the meal break may not be taken at the end of an employee's workday in order to leave work before the normal quitting time. A Commissioner and employee can agree that the employee may work through a meal period in exchange for being able to leave work early on an occasional basis due to employee needs. However, the Commissioner and employee cannot agree to such a situation on a long-term, regular basis. Total hours worked for the day must reflect meal breaks.

b) For employees using paper timesheets, it is the responsibility of the Employee to complete and sign. Electronic signatures and scanned timesheet submissions for paper timesheets are acceptable. Electronic signatures for employees using clocks is evidenced by the in and out times and by the submission for employees using computers rather than clocks.

c) In the event an employee cannot sign or submit the time sheet due to absence or illness, the employee's Department Head or delegate may sign or submit for the employee but shall indicate on the timesheet that they signed or submitted for the employee. Non-Union and Executive Resolution employees and Council members shall review timesheets for accuracy at the end of each pay period. Timesheets displaying standard workday will be considered ready for the Payroll Administrator's approval no later than 2 PM Mondays.

d) Falsifying a time sheet by failing to add time worked, adding time worked when such work was never performed or by failing to subtract from the time sheet when the employee was not present to work is a violation of this policy.

2. "<u>Exceptions to the Normal Workday and the Standard Work Week</u>"

a) Approval Process for Exceptions: Leave, Work Additional Hours, Illness

- "Requests for Leave" and "Requests for Approval to Work Additional Hours" must be submitted on the "Requests for Leave" and "Requests for Approval to Work Additional Hours" Forms (see "Supporting Documentation", below), to the Department Head or designee **prior to** utilization of the Exception, except in the case of illness or emergency. For employees using NOVATIME, the leave request will be made electronically and approved by the supervisor. For employees using NOVATIME, the Supervisors override of overtime will be the approval to

work additional hours.

- All other requests should be received by the Department Head or designee prior to the start of request and in accordance with the appropriate union contract, and will be subject to Department Head approval, taking into account adequate staffing levels for that Department.

- In the case of illness, the Department Head or delegate should be notified prior to, on or about the normal time for reporting to work, or as soon as possible in the event of an emergency.

- "Emergency Days" can only be declared by the Mayor in accordance with the Personnel Manual. In the event of an emergency please refer to the employee handbook.

b.) Time Sheets and Exceptions: Completed time sheets shall be submitted each week, and shall be accompanied by original supporting documentation for all Exceptions to the Normal Workday and Standard Workweek. The supporting documentation shall be signed by the Department Head or designee. Requests for Exception and Signatures will be electronic for employees/supervisors using NOVATIME.

c.) Supporting Documentation for Exceptions:

1. Request Forms: Attached are Sample Forms T-3 and T-4, "Request for Leave" and "Request for Approval to Work Additional Hours."

- **All** Leave Requests MUST use these forms or be submitted electronically. The Department Head or designee must respond, in writing, within two business days regardless of determination.

- Request to work additional time must be approved, in writing or electronically, by the Department Head or designee **prior** to working the hours requested. A reason for the request must be notated and all requests are subject to Department Head or delegate's approval.

Failure to submit the proper and complete documentation may result in a delay in payment.

2. Jury Duty: Please list the time and location on time sheet and provide copy of summons with your leave request and Court issued Jury Slip with your timesheet. For employees using NOAVTIME, please submit summons and jury slip to Payroll Administrator, DPW Office Manager or DPS Office Manager.

- The City pays full-time employees normal pay while serving as a juror. You are not entitled to the Jury Allowance payment. Per County instructions, if you are erroneously paid the $40.00 allowance, you are required to return the check to

the County.

- Full-time employees released early from jury duty must return to work and complete their standard hours of work.

3. Conferences: Please list the times and location in the notes section of the time sheet of your attendance at approved conferences, workshops, etc.

4. Union Matters: Please state on the time sheet that your time is to be allocated to Union matters, so that allowances may be correctly tracked. Please list the times and location in the notes section of the time sheet of your attendance at pre-approved trainings and functions. The Union President needs to provide a letter to the Payroll Administrator including names of employees attending union trainings and functions.

5. Allotments: Accruals shall only be used in the allotments allowed by union contract. If you are interchanging one accrual for another, you must use the accrual in the allotment allowed for that accrual.

3. Compensatory Time Payout Request

a) An employee may request a pay out of compensatory time to their supervisor.

b) The Supervisor should verify that sufficient hours are available and then include the pay out information in NOVATIME.

c) All compensatory time pay outs must be inputted by 10:00 a.m. Tuesday morning to be included on that week's payroll.

d) If sufficient hours are not available when receipted by payroll, it will be rejected.

Failure to submit proper and complete information may result in a delay in payment.

4. Correction to paper time sheets

a) Employee: When correcting time sheets, the employee shall use a single line strike through. **No white out is allowed**. The employee and Department Head or designee must initial and date changes.

b) Department Head, Designee or Office Manager: When correcting time sheets, use a single line strike through. **No white out is allowed**. The employee and Department Head or designee must initial and date changes.

c) Finance: The Finance Office, during the course of payroll processing, may require correction of time sheets. Every effort shall be made by the Finance Office to timely communicate such errors and corrections to the employee in advance of receiving

payment.

Post-Payroll: If an error is made after reporting and is not realized until the payroll process is completed or if a mistake is made in processing, the employee must contact their Supervisor in writing, describing the error and the notification shall be approved by the Department Head or designee and submitted to the Finance Office. If the Finance Office concurs that an error exists, it will make the correcting compensation on the next available payroll.

5. Correction to electronic time sheets
   a) Employee: When a correction to a timesheet is required, employees must make a request to the supervisor explaining the need for correction.

   b) Department Head or Designee: When correcting electronic time sheets, supervisors are encouraged to adjust the hours worked, but not change the punch in and out times. A note shall be included explaining why the change was made. For example: "John Doe reported to work at a meeting at the library at 8 am and then came to City Hall following the completion of the meeting."

   c) Finance: The Finance Office, during the course of payroll processing, may require correction of time sheets. Every effort shall be made by the Finance Office to timely communicate such errors and corrections to the employee in advance of receiving payment.

   d) Finance will not adjust timesheets that have been submitted and approved for hours less than the normal work.

   e) Post-Payroll: If an error is made after reporting and is not realized until the payroll process is completed or if a mistake is made in processing, the employee must contact their Supervisor in writing, describing the error and the notification shall be approved by the Department Head or designee and submitted to the Finance Office. If the Finance Office concurs that an error exists, it will make the correcting compensation on the next available payroll.

6. Submittal: Submittal of all documentation to the Finance Office shall comply with the Finance Policy. Original timesheets, timecards and daily/weekly rosters must be submitted to the Finance Office no later than 11:00am on Mondays.

C. Review, Verification and Certification of Time Sheets

Time sheets for all employees, as well as part-time employees, shall be reviewed and countersigned with an original signature (signature stamps are NOT acceptable) in blue ink or black ink or electronic signature **by their respective Department Head or designees.** This countersignature indicates that the time sheet has been reviewed and implies certification that the time reflected on the time sheet represents a true and accurate record of time

worked and time off. Electronic timesheets will be approved by the Department Head or Designee in NOVATIME.

D. Applicability

This policy applies to all City employees with exceptions as noted:

1. The Police and Fire Departments follow procedures that are maintained in their respective departments.

E. Custody of Time Sheets

All original time sheets, time cards and daily/weekly work rosters shall be kept confidential under the custody of the Commissioner of Finance.

F. Fraudulent Time Sheets and Violations of Time Sheet Policy

Fraudulent time sheets constitute theft of public funds. Such fraudulent time sheets and/or consistent violations of this policy may constitute cause for disciplinary action in accordance with the applicable provisions of the collective bargaining agreement and civil service law.

CITY OF SARATOGA SPRINGS
Part-Time TIME SHEET

Employee Name | Standard Hours/Wk. for Position

Finance

Department | Week Ending

DAILY TIME RECORD

			Lunch					Hrs Wrk	GRAND
Date	**Day**	**In**	**Out**	**In**	**Out**	**In**	**Out**	**Total**	**TOTAL**
#######	SAT								
#######	SUN								
#######	MON								
#######	TUE								
#######	WED								
#######	THURS								
01/00/00	FRI								

Total #VALUE!

Adjustment

Hours		**Reason**	
Hours		**Reason**	
Hours		**Reason**	

Employee Signature **Date**

Department Head or Delegate Signature **Date**

Time recorded shall reflect the actual start and stop time of work.

Sample Form T-1

CITY OF SARATOGA SPRINGS
TIME SHEET

Employee Name | Standard Hours/Wk. for Position

Department | Week Ending

DAILY TIME RECORD

			Lunch					Hrs Wrk	Excepts	GRAND
Date	**Day**	**In**	**Out**	**In**	**Out**	**In**	**Out**	**Total**	**Total**	**TOTAL**
	SAT									
	SUN									
	MON									
	TUE									
	WED									
	THURS									
	FRI									
									Total	0.00

Adjustment

Hours		**Reason**	

Exceptions to Normal Work Day/Standard Work Week

Date	**Day**	**Vacation**	**Personal**	**Sick**	**Holiday**	**Comp. Used**		**Add'l Hours**	**Pay As Overtime**	**Comp. Earned**	**Other**
	SAT										
	SUN										
	MON										
	TUE										
	WED										
	THURS										
	FRI										
											Totals

Employee Signature **Date**

Department Head or Delegate Signature **Date**

Time recorded shall reflect the actual start and stop time of work.

Sample Form T-2

FORM T-3

CITY OF SARATOGA SPRINGS
Leave Request Form

To: From: Date:

RE: REQUEST for LEAVE

I,_____, REQUEST THE FOLLOWING LEAVE TIME

	DATE/TIME	TOTAL HOURS
VACATION DAY:		
PERSONAL DAY:		
SICK DAY:		
BEREAVEMENT LEAVE:		
UNPAID LEAVE:		
COMPENSATORY TIME USED:		
OTHER: Please Specify *(Ex. Jury Duty, Conferences, Cancer Screening, Union Matters, etc.)*		

X_____ Employee Signature

Date

_____ Approved

_____ Disapproved / Reason: _____

_____

X_____ Deputy Commissioner/Delegate in Absence

Date

**** Per CSEA City Hall union contract, extended vacation should be requested no later than February 28 each year. All other requests must be received by your Deputy Commissioner at least ONE WEEK prior to start of request, and will be subject to adequate staffing levels as determined by your Deputy Commissioner. All requests MUST use this form. You will receive an answer, in writing, within one business day.****

FORM T-4

CITY OF SARATOGA SPRINGS
Approval to Work Additional Hours

To: From: Date:

RE: Request to Work Additional Hours

I, , REQUEST TO WORK ADDITIONAL HOURS ON _____.

REASON: _____

I, _____, REQUEST THE ADDITIONAL HOURS AS:

DAY/HOURS

HOURS

DAY/

PAID OVERTIME: _____ EARN COMPENSATORY TIME: _____

X _____

Employee Signature Date

_____ Approved

_____ Disapproved / Reason: _____

X _____

Deputy Mayor/Deputy Commissioner Signature Date

****Request to work additional time must be approved prior to working the hours requested. A reason for the request must be notated and all are subject to Department Deputy's approval.****

XII. DATA NETWORKING AND INFORMATION TECHNOLOGY

1. INFORMATION TECHNOLOGY CONFIDENTIALITY AGREEMENT

"As an employee, approved user, and/or Independent Contractor of the City of Saratoga Springs, I understand that I may have access to confidential information.

I understand that what is considered "confidential information" is difficult to define and may vary per my employment duties. When in doubt, and in situations where the confidential status cannot be determined, the information will be considered to be confidential and handled appropriately.

I agree to access only information required to accomplish my employment responsibilities while exposing as little information as possible. In situations where an individual has left confidential information up on a display, or I am required to view files containing confidential information during the course of my employment responsibilities, I will only review the contents of the files in a manner consistent with this agreement and only to the extent required to perform the task at hand.

I agree not to disclose confidential information obtained in the course of my duties to anyone, either City Employees or anyone else who is not affiliated with the City, unless directed to do so, in writing, by my supervisor. My supervisor must obtain permission for any such disclosure from the Commissioner of Finance.

When a request for information that may be confidential is made of an Information Technology employee, by someone not directly involved in the information in question, a formal request for the information must be made in writing, signed by the department head, and reviewed by the Director of IT , the Commissioner of Finance, and the City Attorney.

In all cases, I am aware that I am covered by the Finance Department "Inter/Intra-Departmental Requests for Information - Internal Documents Policy".

Any attempt to circumvent file auditing or to access information that is protected by security methods in place, or accessing information inadvertently left exposed by a flaw in the security methods in place would be considered a violation of this agreement.

All passwords used for all operations will not be disclosed to any outside source or used in a manner that would allow them to be disclosed.

Any access to internal networks will be only from known secure and controlled computing environments that would not allow a compromise of passwords during login or of internal City network integrity.

Any violation of this agreement may result in disciplinary actions pursuant with labor laws and applicable union regulations in place at the time of the violation."

Name _____

Position/Title _____

Date _____

Signature _____

2. City Network, Computer Systems and Social Media Site Usage Policy

3.

The City of Saratoga Springs' IT Network and Computer Systems are City property that are provided for general business purposes to increase productivity and effectiveness. These policy guidelines have been established to ensure that the City's network and computer systems are used in a productive manner. All employees, as well as anyone given access privileges to City computer systems as an "approved user", are required to abide by these guidelines. Use of the City's network and computer technology is a privilege. Any unapproved or improper use of City network or computer systems is not acceptable and shall not be permitted. The City of Saratoga Springs has total discretion over access privileges and the nature of public discussions on the City's network and computer system.

The City's network and computer systems are governed by the 'City of Saratoga Springs' Social Media Policy" and the City "Computer and Electronic Devices Usage Policy." The City's Director of Human Resources shall govern these policies as noted with regard to employment practice issues. The City's administrative control of the City's web presence rests with the Information Technology Department for security and liability purposes. The City Attorney's Office and Office of Risk and Safety shall assist the Information Technology Department with managing the liability of the City's web presence and any social media site activities pertaining to City business.

Definitions

Department Head: Mayor, Commissioners of Accounts, Finance, Public Safety, Public Works, Civil Service Commissioner Chair and Recreation Commission Chair.

Offensive materials: Includes but is not limited to sexual content or images, slurs against race, religious or political beliefs, age, gender, sexual orientation, national origin or physical attributes per Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.,* 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.

Social Media: Web based and social technologies and other online means of communication that are used by large groups of people to share information Examples include, but are not limited to Facebook, LinkedIn, Google, Yahoo, and Twitter.

Webmaster: Director of Information Technology

Website: www.saratoga-springs.org and any social media site that is City owned and/or maintained for the purpose of City government.

Protocol:

A. Webmaster

Requests to establish a new social media site must be made through the Information Technology Department, and will be reviewed for approval by the Information Technology Department in consultation with the City Attorney and Director of Risk and Safety. Please use form W-3: "Request for Social Media Presence."

Requests to post on City web and social media sites must be made through email to the Information Technology Department, and will be reviewed for approval by the Information Technology Department.

Parties eligible to make such requests are the City's departments: Mayor, Finance, Public Works, Public Safety, Accounts and Recreation. City Sub-Departments, Boards and Commissions may make requests through their governing department/appointing authority. These requests may be honored only if in compliance with this policy and purpose. The City strives for a uniform, identifiable, centralized web and social media presence, though certain circumstances and programs may require alternative solutions. If a concern exists about a decision regarding the establishment of or posting on a City web or social media site, the City Council may be requested to review the decision.

In the event a City department requests the establishment of a social media site separate from the City's owned and/or maintained web site, permission must be requested and obtained from the Information Technology Department in consultation with the City Attorney and the Director of Risk and Safety **PRIOR** to the site's establishment. The request must include the reason for the separate web or social media site, a description of the information to be included within the web or social media site, the name and contact information of the individual having responsibility for posting and maintaining the site and must conform to this City policy on content, appearance, and generally.

In the event a City department requests that material be posted on a City web or social media site, permission must be requested and obtained from the Information Technology Department. The request to the City's Information Technology Department must include a description of the information to be posted, the name and contact information of the individual making the request. The proposed social media site must conform to this City policy on content, appearance, and protocol.

The City's web site is maintained by the City Information Technology Department. The City owns and/or maintains approved social media sites that meet the criteria of this policy. City staff will update City owned and/or maintained web and social media sites regularly and every effort shall be made to ensure the accuracy of the information provided on these sites. However, there may be occasions where information becomes temporarily outdated pending the receipt and posting of available updates. Consequently, the City cannot expressly warrant the accuracy of web and social media site content on a 365/24/7 basis. Alternatively, the City provides adequate contact information for all City departments so that visitors may request verification or further information at any time.

B. Content

Content posted on the City's web and social media sites embodies the purpose and goals of the City and its government. The City of Saratoga Springs' owned and/or maintained web and social media sites are specifically intended to share information about City programs, events, and services with its community. (The City often receives requests from outside community agencies to include details on community events coordinated by outside agencies that benefit the needs of the community. The City, when feasible and appropriate, shall only include those events and/or programs that are coordinated and/or sponsored by the City on its Meetings and Events Calendar on the City's web site.)

All City web and social media owned and/or maintained sites shall be uniformly identified as the City of Saratoga Springs – Department of [Origin], and strive for a uniform appearance that identifies them as being a part of the government of the City of Saratoga Springs. Individual departmental City social media sites must link back to the official City of Saratoga Springs website for forms, documents, online services and other information necessary to conduct business with the City of Saratoga Springs. The City of Saratoga Springs' web site at http://www.saratoga-springs.org/ shall remain the City's primary and predominant owned and maintained internet presence.

Permission may be granted by Director of Information Technology to employees in other departments who are given the prior written permission of the employee's department head to post information on City owned and/or maintained web and social media sites. City employees designated for this task must complete a training program provided by the Department of Information Technology prior to the use of the City sites. In these situations, department heads take on the full responsibility of the content and understand and agree that any information posted on the City's owned and/or maintained sites must conform to this policy.

Any information posted that violates any portion of this policy shall be immediately removed by the Department of Information Technology. The department head may then appeal to the City Council, and it may be reposted upon review and approval by a vote of the City Council.

While the City of Saratoga Springs invites comments, suggestions and/or visitor input regarding the content of the City's owned and/or maintained web and social media sites, any unauthorized attempts to alter and/or upload information on these sites/server are strictly prohibited and may be punishable under the Computer Abuse and Fraud Act of 1986 and the National Information Infrastructure Protection Act.

Offensive comments in violation of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.,* 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21 that are posted on any City controlled website and/or social media will be immediately removed by the Director of Information Technology and/or his/her representative upon written notice.

C. Computer Links to Other Websites from City Websites

The City's web and social media sites may contain links to sites outside the City's official sites that offer helpful resources to users. The City does not control and shall not be responsible for the content of these outside links and does not endorse any information contained on those sites unless the City's web and/or social media site states otherwise.

The following criteria will be used to review and approve the placement of an outside organization's link on a City owned and/or maintained web and/or social media site links:

- Sponsored organization links must meet the criteria of this policy and its goals and objectives;
- Sponsored links must be community specific and/or offer a benefit to the community at large;
- The City reserves the right to remove any link to content deemed obscene or inappropriate.

The City's web and social media sites may provide links to sites, including but not limited to:

- Government and educational institutions;
- City sponsored Boards, Committees and Commissions;
- Generally recognized lawful, work related and community organizations;
- Sites that assist in offering lawful information pertaining to the health and safety of the City's employees and community members at large;
- Not-for-profit organizations providing information about City tourist or cultural attractions and
- The Posting of City Job Opportunities

The City's web and/or social media sites **will not** provide links to sites, including but not limited to:

- Candidates for local, state, or federal offices;
- Political organizations or other organizations advocating a position on a local, state, or federal issue;
- Corporate or other for-profit organizations for purposes of opinion, advertisement or endorsement;
- Individual or personal home pages for purposes of opinion, advertisement or endorsement.

D. Network and Computer System Policies: Monitoring Tools

The City of Saratoga Springs routinely monitors usage patterns for its network communications. The City monitors the system to leverage network productivity and to better plan and manage network resources. These monitoring tools allow the City to:

1. Collect data for Internet access to ensure that use during work hours stays productive including websites visited using SSL/TLS encryption.
2. Track and control the flow of network traffic and monitor for malware activity
3. Improve Internet capacity planning
4. Maintain availability of network bandwidth

E. Email Archive System

The City has in place an archiving system that retains and saves all e-mails sent or received on the City operated e-mail systems. E-mails are saved regardless of whether the individual user deletes them, including e-mail items deleted from the trash or recycling bin. The archive system assists in compliance with FOIL, records retention and other legal circumstances.

The email archive can be accessed by approved users with existing City email accounts to search their own email history as archived. A user can request that IT staff create an account on the archive system for this purpose. This access is limited to email that was sent or received by the user's assigned email address(s).

Requests for archived e-mails that are made by a Department Head for emails sent or received by his/her own current/former departmental employees may be made on Form CU-1. All other requests for archived emails must be made by way of the NYS FOIL (Freedom of Information Law) process through the City Attorney's Office and will follow the NYS FOIL guidelines for information distribution. An exception to this FOIL requirement may be made for requests from legal counsel representing the City in connection potential, proposed, pending or current litigation or employee disciplinary actions.

Requests for access to active email accounts may be made with form Access-1 for shares of active email folders including history retained there.

F. Internet Access

1. Blocking Internet Access. Access levels given to employees are dependent upon their work requirements. The City of Saratoga Springs reserves the absolute right to block access to certain Internet sites. Attempts to circumvent any form of blocking are prohibited. All attempts to access blocked sites will be recorded.

2. Streaming Media. Due to the effect on Internet bandwidth usage, services providing streaming media are only to be used when directly involved in the performance of specific job duties. These sites include internet radio stations and streaming music services. This includes time used for personal browsing of

the Internet as it pertains to this policy. The City reserves the right to limit this type of usage whenever necessary by appropriately blocking access to the identified sites.

3. Wi-Fi High Speed Internet. The City provides Wi-Fi high Speed Internet within City facilities for use by City employees and the community.

For security reasons, access to banking and outside email sites is not permitted except where these are required for job responsibilities. These sites can be accessed by employees using Wifi and personal devices such as phones and tablets without the risk of compromising the City network.

G. Maintaining System Security

1. System Permissions: The Director of Information Technology in consultation with the Director of Finance shall make the determination of end user permissions for the City's Financial Management System and modules based on system security and the requirements of each user in consultation with the Director of Human Resources and the employee's department head. The Director of Information Technology shall make all other determinations regarding access involving the City Information Technology infrastructure. In any case, volunteer/intern temporary users may be eligible for limited access to perform productive work for supervisors only if they have been evaluated by the Director of Human Resources, Civil Service, Director of Risk and Safety or other City vetting process, and will be considered on a case by case basis. Independent contractors will not be given system access except under extraordinary circumstances as determined by the City Attorney.

2. File Access Requests: Requests to access files may be desired, for example, in the event that users want to share files or a user requires temporary access to another user's files. A request to access files shall be submitted by Department Heads on Form Access-1 Data Access/Permission Change Request as maintained with the City's Human Resource Policies.

3. Password Security: Your user name and password identifies you individually on the network. If any other person has your password they can impersonate you and take actions that will be attributed to you. All passwords allowing access to employee workstations as well as access to online services should be treated as sensitive information, confidential in nature and not be disclosed. If you feel this information has been disclosed to someone other than yourself, please contact Department of Information Technology and have any compromised passwords changed immediately. If you need to give other user's permanent or temporary access to your files, contact Department of Information Technology so this access can be provided without revealing your password. If you are asked to give your password by ***anyone, including your supervisor***, it is mandatory that you contact Department of Information Technology before revealing it.

4. Independent Contractors: From time to time, the City may hire, by a contract approved by the City Council, Independent Contractors to perform professional services required by the City. Independent Contractors by nature are not employees of the City of Saratoga Springs and therefore not entitled, to access to the City's network, including but not limited to the City's e-mail or servers. The City, however, recognizes that to facilitate business operations while on City property, an Independent Contractor may be given Email and/or Internet access upon request, as granted by the Director of Information Technology. Any Independent Contractor granted access under this section is subject to this, and all other, relevant City policies and must execute a City indemnification agreement assuming

liability for his/her usage and provide the necessary insurance as determined by the Director of Risk and Safety. Vendors contracted for information technology related work that by nature requires access to the City's computer network resources (including but not limited to the City's e-mail or servers) to perform specific tasks may be granted the necessary access by the Director of Information Technology. Vendor must complete the Form CU-2 "Vendor Network Access Request Form" and agree to the "Vendor Acceptable Use Policy" for approval before any access is granted. Any vendor granted access under this policy is subject to this, and all other, relevant City policies and must execute a City indemnification agreement assuming liability for his/her usage and provide the necessary insurance as determined by the Director of Risk and Safety.

5. User security awareness training: All approved users will be required to participate in online or classroom training that will help reduce the risk of security breaches caused by end user actions that cannot be prevented by automated methods. If this training is not completed in a timely manner, user access to the Internet and City email accounts will be blocked until such time as the training has been completed. This training will be required of any approved user of the Internet or email system on a City owned computer system. The City reserves the right to enforce disciplinary measures in a manner that is in accordance with the City's collective bargaining agreements against users taking actions that are contrary to the training.

6. All forms referenced by this policy will be accepted in digital form when available through the City internal forms system as they are implemented over time.

H. Terms of Use, Privacy and Legal Notice and Disclaimer

The following disclaimer regarding terms of use shall be posted on the City's owned and/or maintained web and social media sites:

Terms of Use

The City of Saratoga Springs makes available for your use on City owned and/or maintained web and social media sites ("these sites") information and documents subject to the terms and conditions set forth in this document (the "Terms of Use"). By accessing any of these sites, you agree to the Terms of Use. The City of Saratoga Springs reserves the right to change the Terms of Use at its sole discretion at any time. Your use of these sites will be subject to the most current version of the Terms of Use posted on the City's owned and/or maintained web and/or social media sites at the time of such use. When using any services or materials on these sites, you are subject to the posted guidelines and/or rules applicable to such services or materials within the Terms of Use. All such guidelines or rules are hereby incorporated by reference into the Terms of Use.

All information and materials provided on this site are the property of the City of Saratoga Springs. The City retains copyright on all text, graphic images, and other content found on this site. Use of the City logo is prohibited for any non-governmental purpose. Commercial use of text, logos, photos, and other graphics is prohibited without the express written permission of the City of Saratoga Springs. The City of Saratoga Springs reserves all other rights.

Privacy Policy

The privacy of visitors to the City of Saratoga Springs' web and social media site visitors is important to the City. The City will use the utmost discretion with the use of personal information obtained through the web and social media site. If a user sends the City an electronic mail message that contains personally identifying information, or if a user fills out a form online, the City will use this personal information to respond to a request.

While the City will make every effort to protect your personal information, sharing any information via the Internet is not without risk and you are encouraged to use discretion when sharing personal information electronically. As a governmental agency, the City of Saratoga Springs is governed by open records laws. Your e-mail address and other identifying information may be subject to these open records laws if requested. In addition, certain e-mail may constitute a public record and is subject to disclosure under state law. Otherwise, we do not share personal identifying information with any third party without your permission.

The City does track the traffic patterns on its web site from information automatically provided by the browsers of site visitors. This information includes the IP address of your computer or network, the date, time, and page you visited on our site, your browser and operating system. This information is used by City staff to analyze data, measure server performance, and improve the content of our web site. This information may also be used to determine abuse by a web and/or social media site user and may be used to bring that individual to justice. Any information disclosed to a social media site is outside the control of the City and will be subject to the privacy policy of the social media site provider**.**

Legal Notice

Communication made through e-mail or any other online messaging system shall in no way be deemed to constitute legal notice to the City of Saratoga Springs or any of its officers, employees, agents, or representatives where notice to the City is required by any law, rule, regulation, or contract.

Disclaimer

The materials and information contained on or obtained from this web and/or social media site are distributed "as is" without warranties of any kind, either express or implied, including without limitation, warranties of title or implied warranties of merchantability of fitness for a particular purpose. Information contained on the web and/or social media sites, including information obtained from external links thereon, is provided without any representation of any kind as to accuracy or content and should be verified by the user.

The City of Saratoga Springs is not responsible for any special, indirect, incidental or consequential damages that may arise from the use of, or the inability to use, the web and/or social media sites, and/or the materials contained on the site. This is the case whether the materials contained on the web and/or social media site are provided by the City of Saratoga Springs, or by a third party.

Data contained on the web and social media sites are subject to change without notice. The City's owned and/or maintained social media sites supervised and controlled by the City. Links to other Internet sites should not be construed as an endorsement of the views contained therein.

The City does not control or guarantee the accuracy, relevance, timeliness or completeness of information contained on a linked website; does not endorse the organizations sponsoring linked websites or the views they express or the products/services they offer; cannot and does not authorize the use of copyrighted materials contained in linked websites - users must request such authorization from the sponsor of the linked website; and does not guarantee that external websites comply with Section 508 (Accessibility Requirements) of the Rehabilitation Act.

Form CU-1

ARCHIVED E-MAIL REQUEST

1. ***E-MAIL TO -** If requesting email "to" someone, please include their email account(s) and name(s). In addition, please state "ALL" if you would like all of the email that was sent to the named person/account; if not, please describe:

_____

_____

2. ***E-MAIL FROM –** If requesting email "from" someone, please include their email account(s) and name(s). In addition, please state "ALL" if you would like all of the email that was sent from the named person/account; if not, please describe:

_____

_____

*** Required – Item 1 *or* Item 2 above must reflect the department of the signatory below.**

3. **E-MAIL DATES**

From: _____ *To*: _____

4. **OTHER –** This will narrow down the email returned to include only email containing the words referenced below.

[ ] SUBJECT LINE _____

[ ] **BODY TEXT** _____

Notes/Comments: _____

I agree to indemnify and hold the City of Saratoga Springs and the Information Technology Staff harmless from any loss, liability, claim or demand, including, but not limited to, reasonable attorney's fees, arising out of my intentional misuse or violation of the City's confidentiality policies and/or federal and state confidentiality laws of the materials provided to me by the Information Technology Department under this request.

_____

Department Head Name and Title **Date**

_____

IT Department Approval **Date**

_____

HR Approval **Date**

_____

Request Processed by **Date**

3. Vendor Acceptable Use Policy

City of Saratoga Springs is hereinafter referred to as "the City."

1.0 Overview

Though there are a number of reasons to provide a vendor network access, by far the most common is granting access to perform specific contractually defined services. This access carries certain responsibilities and obligations as to what constitutes acceptable use of the City network. This policy explains how City information technology resources are to be used and specifies what actions are prohibited. While this policy is as complete as possible, no policy can cover every situation, and thus the user is asked additionally to use common sense when using City resources.

2.0 Purpose

Since inappropriate use of City systems exposes the City to risk, it is important to specify exactly what is permitted and what is prohibited. The purpose of this policy is to detail the acceptable use of City information technology resources for the protection of all parties involved.

3.0 Scope

The scope of this policy includes any and all use of City IT resources, including but not limited to, computer systems, email, the network, and the City Internet connection.

4.0 Definitions

Blogging The process of writing or updating a "blog," which is an online, user-created journal (short for "web log").

Instant Messaging A text-based computer application that allows two or more Internet-connected users to "chat" in real time.

Peer-to-Peer (P2P) File Sharing A distributed network of users who share files by directly connecting to the users' computers over the Internet rather than through a central server.

Remote Desktop Access Remote control software that allows users to connect to, interact with, and control a computer over the Internet just as if they were sitting in front of that computer.

Streaming Media Information, typically audio and/or video, that can be heard or viewed as it is being delivered, which allows the user to start playing a clip before the entire download has completed.

5.0 Policy

5.1 Confidentiality

Confidential data must not be A) shared or disclosed in any manner to non-employees of the vendor, B) should not be posted on the Internet or any publicly accessible systems, and C) should not be transferred in any insecure manner. Please note that this is only a brief overview of how to handle confidential information, and that other policies may refer to the proper use of this information in more detail.

5.2 Network Access

The vendor should take reasonable efforts to avoid accessing network data, files, and information that are not directly related to the reason for requesting remote access. Existence of access capabilities does not imply permission to use this access.

Use of access by anyone other than the person(s) defined in the Vendor Network Access Request is not permitted.

Vendor Network Access Request form must be submitted before vendor will be allowed access.

Network access will use two factor authentication for remote access by vendors to ensure that persons accessing remotely have been vetted and are performing work on behalf of the vendor.

5.3 Unacceptable Use

The following actions shall constitute unacceptable use of the City network. This list is not exhaustive, but is included to provide a frame of reference for types of activities that are deemed unacceptable. The user may not use the City network and/or systems to:

- Engage in activity that is illegal under local, state, federal, or international law. Engage in any activities that may cause embarrassment, loss of reputation, or other harm to the City.
- Disseminate defamatory, discriminatory, vilifying, sexist, racist, abusive, rude, annoying, insulting, threatening, obscene or otherwise inappropriate messages or media.
- Engage in activities that cause an invasion of privacy.
- Engage in activities that cause disruption to the workplace environment or create a hostile workplace.
- Make fraudulent offers for products or services.
- Perform any of the following: port scanning, security scanning, network sniffing, keystroke logging, or other IT information gathering techniques when not part of employee's job function.
- Install or distribute unlicensed or "pirated" software.
- Reveal personal or network passwords to others, including family, friends, or other members of the household when working from home or remote locations.

5.4 Overuse

Actions detrimental to the computer network or other City resources are not permitted.

5.5 Web Browsing

Web browsing using City equipment will be limited to access to the vendor’s web resources required to perform the tasks assigned to the vendor by the City.

Any browsing outside this range may be blocked by security policies.

5.6 Copyright Infringement

The City's computer systems and networks must not be used to download, upload, or otherwise handle illegal and/or unauthorized copyrighted content. Any of the following activities constitute violations of acceptable use policy, if done without permission of the copyright owner: A) copying and sharing images, music, movies, or other copyrighted material using P2P file sharing or unlicensed CD's and DVD's; B) posting or plagiarizing copyrighted material; and C) downloading copyrighted files which employee has not

already legally procured. This list is not meant to be exhaustive, copyright law applies to a wide variety of works and applies to much more than is listed above.

5.7 Peer-to-Peer File Sharing

Peer-to-Peer (P2P) networking is not allowed on the City network under any circumstance.

5.8 Monitoring and Privacy

Users of the City network should expect no privacy when using the City network or City resources. Such use may include but is not limited to: transmission and storage of files, data, and messages. The City reserves the right to monitor any and all use of the computer network. To ensure compliance with City policies this may include the interception and review of any emails, or other messages sent or received, inspection of data stored on personal file directories, hard disks, and removable media.

5.9 Bandwidth Usage

Excessive use of City bandwidth or other computer resources is not permitted.

5.10 Remote Desktop Access

Use of remote desktop software and/or services is allowable as long as it is provided by the City. Remote access to the network must conform to the City's Remote Access Policy.

5.11 Circumvention of Security

Using City-owned or City-provided computer systems to circumvent any security systems, authentication systems, user-based systems, or escalating privileges is expressly prohibited. Knowingly taking any actions to bypass or circumvent security is expressly prohibited.

5.12 Use for Illegal Activities

No City-owned or City-provided computer systems may be knowingly used for activities that are considered illegal under local, state, federal, or international law. Such actions may include, but are not limited to, the following:

- Unauthorized Port Scanning
- Unauthorized Network Hacking
- Unauthorized Packet Sniffing
- Unauthorized Packet Spoofing
- Unauthorized Denial of Service
- Unauthorized Wireless Hacking
- Any act that may be considered an attempt to gain unauthorized access to or escalate privileges on a computer or other electronic system
- Acts of Terrorism
- Identity Theft
- Spying
- Downloading, storing, or distributing violent, perverse, obscene, lewd, or offensive material as deemed by applicable statutes
- Downloading, storing, or distributing copyrighted material

The City will take all necessary steps to report and prosecute any violations of this policy.

5.18 Non-City-Owned Equipment

The user must obtain written permission from the IT Manager before installing outside or non-City-

provided computer systems on the City network. Once this permission is obtained, and dependent on any conditions granted along with such permission, the user can connect a non-City-owned system to the network. Reasonable precautions must be taken to ensure viruses, Trojans, worms, malware, spyware, and other undesirable security risks are not introduced onto the City network. It should not be assumed that permission will be granted for this access.

The City will ensure that the equipment is free from malware by agreed upon procedures before equipment can be attached to the network.

The City will control access to equipment and will maintain security as necessary without hindrance from the vendor or software installed by the vendor.

5.13 Storage Media

All removable media must be scanned for malware by the City IT Department prior to being connected to any City network attached equipment.

5.14 Software Installation

Installation of non-City-supplied programs is prohibited. Numerous security threats can masquerade as innocuous software - malware, spyware, and Trojans can all be installed inadvertently through games or other programs. Alternatively, software can cause conflicts or have a negative impact on system performance.

5.15 Reporting of Security Incident

If a security incident or breach of any security policies is discovered or suspected, the user must immediately notify the City IT Department. Examples of incidents that require notification include:

- Suspected compromise of login credentials (username, password, etc.).
- Suspected virus/malware/Trojan infection.
- Loss or theft of any device that contains City information.
- Loss or theft of ID badge or keycard.
- Any attempt by any person to obtain a user's password over the telephone or by email.
- Any other suspicious event that may impact the City's information security.

Users must treat a suspected security incident as confidential information, and report the incident only to the City IT Department Users must not withhold information relating to a security incident or interfere with an investigation.

5.16 Applicability of Other Policies

This document is part of the City's cohesive set of security policies. Other policies may apply to the topics covered in this document and as such the applicable policies should be reviewed as needed.

6.0 Enforcement

This policy will be enforced by the IT Manager. Violations may result in disciplinary action which may include restriction of access. If any provision of this policy is found to be unenforceable or voided for any reason, such invalidation will not affect any remaining provisions, which will remain in force.

Form CU-2 Vendor Network Access Request

City of Saratoga Springs	
Vendor Company:	
Employee Contact:	

The City may wish to provide access to vendors on a case-by-case basis in accordance with its Vendor Policy. Please complete the information below in order to be granted access.

Dates Needed: From: _____ To: _____

Reason for Access: _____

Access Needed:
(check one) ___ Specific Resources on the network (list: _____)

___ Specific Ports or Services (list: _____)

Access Requested: ___ Wired ___ Wireless ___ Remote
(check one)

The City reserves the right to require vendors to review and accept the City Vendor Acceptable Use Policy (VAUP) before being granted network access. Please initial the statement below that is most accurate:

_____ I have read, understand, and agree to the VUAP.

_____ I have read and do not agree to the VUAP.

_____ I have not been asked to review the VUAP.

Please provide any additional information related to your request for access below:

_____

_____

_____

Vendor Representative Name (Print): _____

Vendor Representative Signature: _____
Date: _____

Employee Contact: _____

Employee Signature: _____

XIII. ACCOUNTS RECEIVABLE AND ALLOWANCE FOR DOUBTFUL ACCOUNTS

Purpose:

The purpose of this policy is to ensure all taxpayers are served equitably and to establish guidelines for invoicing, control and collection of accounts receivable. The City's goal is to take all appropriate and cost effective means to invoice timely and to collect accounts receivable. The objective is to improve management, coordination and accounting for all accounts receivable owed the City for all departments and for manual and automated systems. All receivables shall be recorded in accordance with generally accepted accounting principles. Property tax and utility bill invoicing, control and collection will follow the policies outlined in the City Charter and in accordance with the applicable New York State laws.

Background:

The City may provide goods and services on a credit basis, resulting in accounts receivable and the need to control and collect in an appropriate and cost effective manner.

Definitions:

Refund – A reimbursement as a result of a credit balance.

Accounts Receivable – Any amount owed the City for providing a good or service prior to payment. A receivable can also be for a grant from another entity or in the form of a loan to various parties.

Past Due (Delinquent) Receivable – Any account for which a payment has not been received by the payment due date.

Allowance for Doubtful Accounts – Management's estimate of the amount of the gross receivable which will be or will prove to be uncollectible.

Write-Off – A transaction that removed an account which management has determined to be uncollectible from the City's financial accounting records. Writing off the debt for accounting purposes does not discharge the debt. The debt is still owed the City, but it is no longer on the City's books as a receivable.

Invoicing:

Invoicing is important in order to receive timely payment. Many customers require an invoice in order to make payment for an adequate audit trail. All accounts receivables must be billed at regular intervals. Intervals may be determined by an agreement or contract.

Invoices will clearly indicate the following:

1. Customer name, address, etc.
2. Description and price of item or service
3. Address where payment is to be sent
4. The amount is due upon receipt
5. The applicable charge code

Invoices should be prepared and mailed/emailed to the customer 30 days before payment is due. A copy of all invoices shall be remitted to the Office of the Commissioner of Finance. For invoices not processed in MUNIS, the Office of the Commissioner of Finance will make the appropriate entry to the general ledger when required. MUNIS is the preferred invoice method and should be used unless permission is received by the Commissioner of Finance. All checks are to be made payable to the Commissioner of Finance.

An aging schedule should be prepared and reviewed monthly by all departments having accounts receivables. An aging schedule should distinguish between current and past due accounts receivables. When the invoices are created in MUNIS an aging report can be printed from the system.

If it is determined an invoice was generated in error, the department shall inform the Office of the Commissioner of Finance of the reversal or refund being performed, after approval has been documented by the department supervisor.

There shall be no donation of City goods or services unless previously approved by the City Council. All goods and services shall be charged according to the fees approved by the City Council.

Loan Receivables:

Amounts owed to the City on loans from individuals or organizations other than State or Federal agencies or institutions. The most common loans for the City are economic development and residential rehabilitation loans awarded by the Office of Community Development.

1. An application is submitted, reviewed and approved in accordance with City, State and Federal requirements.
2. The terms and conditions of the loan are outlined in a loan agreement, which is signed by both parties at closing.
3. For economic development and residential rehabilitation loans the bank provides a payment booklet and accepts monthly payments for the loan according to the terms and conditions of the agreement. Late fees are assessed by the bank as described in the agreement. The City records the loan payment, allocating principal and interest, on a monthly basis based on documentation provided by the bank. In other instances collection may be made by the City through periodic invoicing as outlined in the loan agreement.
4. Monthly analysis is done by the City to determine past due accounts.
5. Mailings are sent by the Community Development Office to attempt collection upon first failure to pay, stating payment is due upon receipt. (See attachment A.)
6. Following second consecutive failure to pay, a letter is mailed informing that the account will

be turned over to the City Attorney for collection if payment is not made in 30 days. (See attachment B.)

7. If an account remains past due, the City Attorney's office will pursue collection through small claims court and/or by adding the amount of the outstanding loan to the property tax bill.

Grant Receivables Recognition:

Grants that are susceptible to accrual, that is, both measurable and available, and expenditures/expenses have been incurred but have not been reimbursed. Certain grants should be recorded at the time of receipt or earlier if they are both measurable and available, and expenditures/expenses have been incurred but have not been reimbursed. Other receivables, such as reimbursement type grants, are recognized when the expenditure is made. Questioned costs or expenditures made in excess of grant or contract provisions should not be considered receivables of the City unless authorized by the grantor.

Past Due Accounts:

1. If an accounts receivable is unpaid for 30 days after original due date, a second request shall be sent.
2. If an accounts receivable is unpaid for 60 days after original due date, a third request shall be sent.
3. Attempts to collect by telephone or in person shall be documented.
4. If an accounts receivable is unpaid for 90 days after original due date, the department may request assistance from the Office of the Commissioner of Finance. After notice is sent by the Commissioner of Finance, if the account continues to be past due, the department shall contact Office of the City Attorney for assistance in pursuing the past due amount. At this time the City may decide to assess a onetime collection fee on gross accounts receivable of 10% of original invoice. (See attachment C and the public drive for past due form letters.)
5. Only the Office of the Commissioner of Finance is authorized to approve write-offs on accounts.

Returned Checks:

All returned checks are given to the Office of the Commissioner of Finance by the applicable bank. The Office of the Commissioner of Finance will contact the appropriate department for assistance in requesting and collecting the replacement and applicable bad check fee as approved annually by the City Council. The Office of the Commissioner of Finance will determine the appropriate action when a bad check is uncollectible.

Allowance for Doubtful Accounts:

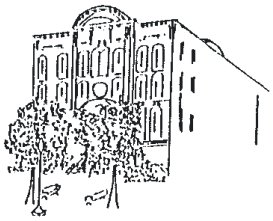
Allowance for doubtful accounts shall be calculated annually at the end of the fiscal year by the Office of the Commissioner of Finance. Allowances shall be based on past documented figures, a percentage of total sales, or a percentage of total accounts receivable.

Write-Offs:

A receivable past due for 24 months will be written off by the City but attempts can still be made to collect. Receivables past due for more than 90 days will be reviewed annually by Office of the Commissioner of Finance, and in consultation with the independent auditor, to ensure the accounts receivable and allowance balances are not overstated.

Budgetary Review:

All departments should monitor revenue and account receivable balances timely. Any variances from budgeted revenues should be investigated thoroughly and significant variances reported to the Commissioner of Finance to determine the proper action, i.e., budget amendment.



CITY OF SARATOGA SPRINGS

OFFICE OF COMMUNITY DEVELOPMENT

❖

City Hall - 474 Broadway
Saratoga Springs, New York 12866-2296
Tel: 518-587-3550 x.2575 fax: 518-580-9480
http://www.cd.saratoga-springs.org

EQUAL HOUSING OPPORTUNITY

FIRST NOTICE – ATTACHMENT A

DATE

Business Name
Street Address
Saratoga Springs, NY 12866

Dear_____:

In my review of the records for those who have received economic development revolving loans from the City of Saratoga Springs, I find that you are not abiding by the repayment terms agreed upon in your contract with the City and that you are delinquent in repaying your loan. The current overdue balance on your loan is $_____. Your last payment in the amount of $_____was received on_____. Payment is due upon receipt of this letter in order to bring your loan current.

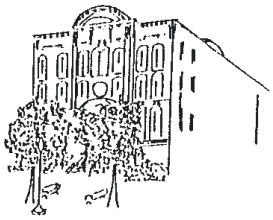
If the loan still remains delinquent it will be turned over to the City Attorney's Office for collection through small claims court, adding the outstanding loan to the property tax bill, or other available means.

Given the nature of this revolving loan fund, your repayments are critical as they provide the ability for other City businesses to receive this type of assistance to stimulate job creation for residents of low-moderate income.

If you have any questions about your loan records, or would like to speak to someone about your repayment options, please feel free to contact this office at 587-3550, extension 2575.

Sincerely yours,

Community Development Office



CITY OF SARATOGA SPRINGS

OFFICE OF COMMUNITY DEVELOPMENT

❖

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Saratoga Springs, New York 12866-2296
Tel: 518-587-3550 x.2575 fax: 518-580-9480
http://www.cd.saratoga-springs.org

EQUAL HOUSING OPPORTUNITY

FIRST NOTICE

Date

Loan Recipient
Street Address
Saratoga Springs, NY 12866

Dear_____:

In my review of the records for those who have received housing rehabilitation loans from the City of Saratoga Springs, I find that you are not abiding by the repayment terms agreed upon in your contract with the City and that you are delinquent in repaying your loan. The current overdue balance on your loan is $_____. Your last payment in the amount of $_____was received on_____. Payment is due upon receipt of this letter in order to bring your loan current.

If the loan continues to remain delinquent a second notice will be sent. If the loan still remains delinquent it will be turned over to the City Attorney's Office for collection through small claims court and/or by adding the outstanding loan to the property tax bill.

Given the nature of this revolving loan fund, your repayments directly affect the ability for other income-eligible persons to receive this type of assistance. If you do not repay your loan, others in need of housing rehabilitation may be unable to receive a similar loan.

If you have any questions about your loan records, or would like to speak to someone about your repayment options, please feel free to contact this office at 587-3550, extension 2575.

Sincerely yours,

Community Development Office

CITY OF SARATOGA SPRINGS

OFFICE OF COMMUNITY DEVELOPMENT

❖

City Hall - 474 Broadway
Saratoga Springs, New York 12866-2296
Tel: 518-587-3550 x.2575 fax: 518-580-9480
http://www.cd.saratoga-springs.org

EQUAL HOUSING OPPORTUNITY

SECOND NOTICE – ATTACHMENT B

DATE

Business Name
Street Address
Saratoga Springs, NY 12866

Dear_____:

In a letter dated_____, you were informed that your economic development loan was delinquent. The City has not received payment and your loan continues to remain in arrears.

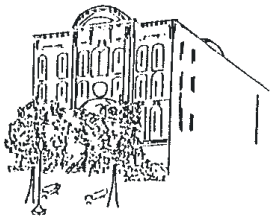
If the loan still remains delinquent it will be turned over to the City Attorney's Office for collection through small claims court, adding the outstanding loan to the property tax bill, or other available means.

Given the nature of this revolving loan fund, your repayments are critical as they provide the ability for other City businesses to receive this type of assistance to stimulate job creation for residents of low-moderate income.

If you have any questions about your loan records, or would like to speak to someone about your repayment options, please feel free to contact this office at 587-3550, extension 2575.

Sincerely yours,

Community Development Office



CITY OF SARATOGA SPRINGS

OFFICE OF COMMUNITY DEVELOPMENT

❖

City Hall - 474 Broadway
Saratoga Springs, New York 12866-2296
Tel: 518-587-3550 x.2575 fax: 518-580-9480
http://www.cd.saratoga-springs.org

EQUAL HOUSING OPPORTUNITY

SECOND NOTICE

Date

Loan Recipient
Street Address
Saratoga Springs, NY 12866

Dear_____:

In a letter dated_____, you were informed that your economic development loan was delinquent. The City has not received payment and your loan continues to remain in arrears.

If the loan continues to be delinquent for thirty days from the date of this letter, it will be turned over to the City Attorney's Office for collection through small claims court and/or by adding the outstanding loan to the property tax bill.

Given the nature of this revolving loan fund, your repayments directly affect the ability for other income-eligible persons to receive this type of assistance. If you do not repay your loan, others in need of housing rehabilitation may be unable to receive a similar loan.

If you have any questions about your loan records, or would like to speak to someone about your repayment options, please feel free to contact this office at 587-3550, extension 2575.

Sincerely yours,

Community Development Office

COMMISSIONER OF FINANCE LETTER – ATTACHMENT C

Date

Name
Company Name
Street Address
City State Zip

Re:

Dear:

On the last invoice dated_____, you were informed that your balance of $ is due. As of the date of this letter the City has not received payment and your account continues to remain in arrears.

If the balance remains delinquent, it will be turned over to the City Attorney's office for collection and a 10% collection fee will be added to the amount due. You are hereby granted 30 days to rectify the situation and remit payment in full. Payment can be sent to: Department of_, City of Saratoga Springs, 474 Broadway, Suite ##, Saratoga Springs, NY 12866. It can be made payable to "Commissioner of Finance". A copy of the invoice is enclosed for your reference.

We would appreciate your help in this matter. Any questions and/or comments can be directed to_____587-3550 ext._____.

Sincerely,

Commissioner of Finance

Enc.

Cc: City Attorney
Director of Finance

XIV. GIFTS AND DONATIONS

The City of Saratoga Springs may accept a gift, grant, or bequest of device or real property, provided the acceptance is made within the statutory authority granted to the City and is approved by the City Council.

All potential gifts or donations to the City shall be immediately brought to the attention of the Mayor and/or Commissioner of the Department to which the contribution is proposed.

The Mayor and/or Commissioner shall recommend the acceptance or rejection of the gift to the City Council and notify the donor of the recommendation.

The Mayor and/or Commissioner shall make a recommendation to accept or reject such gifts or donations at a regular or special meeting of the City Council. Approval to accept should include identification of the gift or donation, the market value, and recognition of the donor. All approvals need to be brought forth to the Council for acceptance within one month from the receipt date or proposal date.

If the donation is an asset, documentation shall be given to the Accounts Department to properly record it.

If the donation is in the form of cash or check, the donation shall be deposited according to the Section II. Reporting and Depositing Money.

The prospective donor shall be notified by the Mayor and/or Commissioner that a gift or donation will not be complete until formally accepted by the City Council.

XV. RECOGNITION OF INDIVIDUALS

Recognition of individuals who have given generously of their time and talents in furtherance of the public good is a lawful and proper exercise of municipal authority. The giving of tokens of appreciation to such individuals has been recognized as appropriate by the Office of the State Comptroller on many occasions.

The Comptroller has specified that gifts to such individuals from the municipal authority should be of nominal value and pursuant to a program developed by the municipality.

The following is a program for gifts that may be given to individuals from the City who have made outstanding contributions to our government and our community.

Level 1

This category includes gifts to individuals who have participated in a single task, project, or activity in the public interest. Gifts in this category include pins, medals, plaques, and certificates of recognition or merit. Gifts in this category shall not exceed $15.00 in value.

Level 2

This category includes gifts to individuals who have participated in numerous tasks, projects, or activities in the public interest over a period of 5 years or more, as well as individuals who have served as employees of the City of Saratoga Springs for a period of 10 years or more. Gifts in this category include all the gifts in Level 1, as well as gift certificates, trophies, and jewelry. Gifts in this category shall not exceed $50.00 in value.

Level 3

This category includes gifts to individuals who have participated in numerous tasks, projects, or activities in the public interest, and have brought significant specialized knowledge or experience as part of their contribution to the public interest, as well as individuals who have served as employees of the City of Saratoga Springs for a period of 15 years or more. Gifts in this category include all the gifts in Level 1 and 2, as well as dinners, specialty and custom made awards, and cash awards. Gifts in this category shall not exceed $75.00 in value.

XVI. CAPITAL BUDGET AMENDMENTS

Purpose

Section 3.1.4 of the City Charter that "No capital project shall be authorized or undertaken unless it is included in the Capital Program adopted by the Council. A capital program may be added to or deleted from the Capital Program anytime by affirmative vote of four-fifths (4/5) of the Council, only after public hearing and publication of information supporting the requested action."

When a Department desires to add to or remove an existing capital project, or add a new capital project, the following steps should be followed.

Procedure

The Department that is responsible for overseeing the project shall be the Department that sponsors the capital budget/program amendment, unless the Council determines otherwise.

If a Department is adding a new capital project that is not in the capital program, it must amend both the Capital Program and the Capital Budget. If a Department is removing a capital project in its entirety, it must amend both the Capital Program and the Capital Budget. If a Department is revising an existing capital project, it must amend the Capital Budget.

1. Capital Project Form. A capital project description form should be completed or updated by the Department sponsoring the capital budget/program amendment. In the case of a deletion the original project description can be used. In the event the project exists but the dollar value or scope of the project changes, the original description form should be updated.

2. Finance Department Consultation. The Department sponsoring the capital budget/program amendment shall contact the Finance Department first for guidance regarding source of funding and the necessary documents required.

3. Set Public Hearing. A public hearing shall be scheduled by the Council member whose Department is sponsoring the capital budget/program amendment.

4. Legal Department Consultation. Pertinent information for the legal advertisement shall be forwarded to the City Attorney's office. An example of the information needed is project name, description, dollar amount, etc.

5. Budget Amendment Request Form. A Budget Amendment Request Form shall be completed by the Department that is sponsoring the capital budget/program amendment and forwarded to the Budget Director in accordance with the Budget Amendment Policy. The Budget Amendment Request, following review and approval of the Commissioner of Finance, will be placed on the Finance agenda subsequent to the public hearing.

6. Revenue Source Confirmation and Approval

   a. Use of Reserve. If the source of funding is determined to be a use of a reserve, a Use of Reserve Resolution must be completed by the department sponsoring the capital budget/program amendment and forwarded to the City Attorney's and Finance offices for review and approval one week prior to the Council meeting when the capital budget amendment is presented. A Use of Reserve Resolution is included on the Finance agenda, after approval of the City Attorney and the Commissioner of Finance, and at the same meeting the capital budget amendment is presented.

   b. Bond Resolution. If the source of funding is bonds, after approval of the Commissioner of Finance, the Finance office will coordinate with Bond Counsel for the preparation of a bond resolution. The Bond Resolution will appear on the Finance agenda at the same meeting that the capital budget amendment is presented.

   c. Donation. If the source of funding is a donation, the donation must be accepted in accordance with the "Gift and Donations" policy in the Finance Policy and Procedure Manual. Acceptance of a donation must appear on the agenda of the Department sponsoring the capital budget/program amendment or the Finance Department agenda, at the same meeting that the capital budget amendment is presented.

   d. Grant. If the source of funding is a grant, an award letter must be provided by the Department to the Finance Office as an attachment to the Budget Amendment Request.

7. City Council Agenda-Item Order.

   Set Public Hearing: The Department sponsoring the capital budget/program amendment will have on its agenda "Set a Public Hearing: Capital Budget Amendment". This occurs at a meeting separate from and prior to items b, c, d, and e. The public hearing will be set as requested by the Department, but no sooner than allowed per legal notice requirements.

   Public Hearing: The Public Hearing will be on the Council agenda, and held before the capital budget amendment occurs.

   Department Requesting the Amendment: The Department sponsoring the capital budget/program amendment will have on its agenda "Discussion and Vote: Capital Budget Amendment" and include the project name as well as a description of the project and the reason for the amendment. This revises the City's plan for Capital Projects. If the project is not already in the Capital Program, then the Department sponsoring the capital budget/program amendment shall ask to amend both the Capital Budget and the Capital Program. The Mayor will request a roll call vote to ensure the 4/5th approval requirement is met. This vote precedes the Finance Department vote to amend the capital budget.

Revenue Source-Finance or Sponsoring Department: The Finance Department will have on its agenda "Discussion and Vote: [Use of Reserve Resolution or approval of Bond Resolution, (if submitted and approved per item 6 above). This allows the Council to use the revenue it will be tapping for the Finance Department capital budget amendment. In the case of a donation, the Department sponsoring the capital budget/program amendment will include on its agenda "Discussion and Vote: Acceptance of a Donation." Votes on the revenue source are subsequent to a, b, and c above, and precede e below. In the case of a grant, if the acceptance of the grant has not been authorized, it will need to be on the appropriate department's agenda.

Budget Amendment - Finance Department: The Finance Department will have on its agenda "Discussion and Vote: Capital Budget Amendment", and include the capital budget amendment (if submitted and approved per item 5 above). This incorporates the financial change into the City Budget and allows Finance to revise the City's financial management program. This is the final approval of the budget amendment request form.

8. Exceptions. All capital budget additions and deletions, regardless of dollar value, will follow the above listed steps except as noted below.

   a. Interfund Transfers to the debt service fund for unused bond proceeds or interest earned on account.

   b. Interfund Transfers In from the General Fund to cover shortfall.

   c. Bid deposits received, rebate checks, refund checks, duplicate payment returned check, or other correction of payment error.

   d. Transfers from one capital budget line to another capital budget line within the same project.

   e. Transfer from one capital project to another capital project, following approval by the Commissioner of Finance.

XVII. YEAR END PAYMENT PROCESSING

Purpose

It is the policy of the City of Saratoga Springs to maintain its financial statements on the accrual basis of Accounting. Accordingly, the liability for goods or services provided to the City of Saratoga Springs should be recorded in the same fiscal year in which the goods or services were received. Time delays in receiving and processing invoices for goods or services can cause the City of Saratoga Springs to record the associated liability in a subsequent year and therefore distort the presentation of the City of Saratoga Springs financial position. To ensure that liabilities are recorded to the proper fiscal year, the following procedures shall be observed.

Procedure

1. Purchasing Policy and Procedure Manual. All invoices must be processed according to the "Purchasing Policy and Procedure Manual".

2. Timely Payment. All invoices shall be paid timely and according to terms. Failure to record the liability in the proper year can become a significant problem with our external auditors during the annual audit of the City's financial statements.

    a. Extenuating Circumstances Require Written Documentation. In the event that an invoice cannot be paid timely or according to terms, e.g. an invoice is held for extenuating circumstances, such as a job not completed to specification, a **copy of the invoice and a written explanation for why it is being held must be immediately submitted to the Director of Finance *and* the Assistant Purchasing Agent** so the proper liability can be recorded.

3. Contracts for Public Works-Certified Payroll. Contracts for Public Works shall have attached to the voucher the certified payroll for review by the Assistant Purchasing Agent. The Assistant Purchasing Agent will return the certified payroll following review.

4. January and February Vouchers. During the months of January and February, all vouchers shall be labeled in the upper right hand corner, in red ink, with the appropriate budget year. For example: **2023** (for accounts payable) or **2024** (for current year).

    a. To determine if a voucher should be labeled accounts payable or current year: Refer to the detail on the invoice. If the date the good or service was **received** was in the previous year, then it is be an accounts payable. If the date the good or service was **received** was in the current year, it is a current year.

5. Missing Invoice. Vendors shall be contacted directly if an invoice has not been received for a good or service to ensure payment is made timely and in the correct year. If vendor does not respond, the Director of Finance shall be immediately **provided a written explanation regarding period covered, anticipated amount, vendor name,**

etc.

6. Insufficient Funds. If sufficient funds are not available in the appropriate budget year, please contact the Director of Finance or Budget Director immediately for guidance.

7. List of Invoices Maintained by Assistant Purchasing Agent. From March 1st through April 30th the Assistant Purchasing Agent will maintain a list of invoices received for the prior year. The list will include:

    - vendor name
    - amount
    - general ledger account
    - date good or service were received
    - a brief description
    - applicable department.

    The list will be submitted to the Director of Finance on March 31st and April 30th. The Director of Finance will make the appropriate journal entry to record the liability.

XVIII. Enforcing/Waiving Utility Bill Penalties

Procedures

1. Enforcing of Penalties

Commissioner of Finance will apply late fees to utility bills in accordance with Section 4.1.3 Tax penalties of the City Charter. Late fees will be applied after the due date and when all postmarked mail has been received. The website will be taken down on or about 4:30 pm the day of the due date.

2. Waiving Penalties

A. Commissioner of Finance will waive penalties under following circumstances only:
    a. Mail postmarked on or before due date but received after penalties are applied.
    b. Notification received from Utilities Supervisor of accounts that were mailed out late due to billing adjustments.
    c. Exempt accounts, i.e. Navy
B. Penalties waived for individual accounts for any other reason will be under the sole discretion of the Commissioner of Public Works and documented in writing. Written documentation will be provided to Finance.
C. If a large number of accounts require penalties waived, the Commissioner of Public Works must seek City Council approval to waive any amounts. Written documentation will be provided to Finance with a copy of the City Council minutes.

XIV. POSITION UPGRADE

Purpose

Given the potential funding constraints Cities deal with regularly, it is imperative that our expenditure projections be as accurate as possible. This is especially true of employee compensation, as it is the City's largest expenditure category. The City needs to accurately project and plan for revenues and expenses, it is best practice that salary increases be evaluated and planned for during the annual budgeting process.

Requests to upgrade a staff member's position to a higher salary grade must be made via the attached application. Such requests will be evaluated by comparing the duties and responsibilities of the recommended position with current position descriptions; comparisons with similar positions and other employers may also be made.

Position upgrades should be submitted to the Finance Department through the budget process procedure outlined in the call letter. If a position upgrade is necessary outside of the budget process schedule, submission to and approval of the Finance department is required.

The following procedure shall apply to all upgrade requests of staff members.

Procedure

A. Complete the attached form

1. Provide the employee's current information.
2. Explain why the position should be considered for an upgrade.
3. Describe any new duties that will be assigned to the position.
4. Provide a wage comparison to other communities. (Contact HR for this information)
5. If the position is a single title position, circle yes.
6. If the position is a multiple title position, circle no. Please be aware that *all appointing authorities must agree with the request for an upgrade.*
7. State the New Grade, Step, Effective Date, and Longevity Date if applicable.
8. Indicate the budget line and the appropriation.

B. **Signatures:**

1. Requests must be submitted first to Civil Service, then to the applicable Union, if any, who will then forward to the Commissioner of Finance and Human Resources for their review and signature.
2. The request will then be reviewed by the City Council during the annual budget process. If Council approves, the RPC (Green Sheet) will then be issued and submitted to Civil Service.

City of Saratoga Springs Position Upgrade Application

1. Name: _____ Start date in current Position:_____
Position Title: _____ Department: _____
Current Grade and Step:_____ Current Supervisor: _____

Purpose of Upgrade

2. Explain why the position should be upgraded? _____
3. List any new Duties: _____
4. Provide a wage comparison to other Communities: (Contact HR for this information)_____
5. Is the proposed title a single title position?
Yes or No
6. State: Grade: _____ Step: _____ Effective Date:_____ Longevity Date: _____

7. Budget Line: _____ Appropriation: _____

Signatures:
Civil Service _____
Union _____
Commissioner of Finance _____
Human Resources _____

Official Use

City Council Approval Date _____
RPC (Green Sheet) issued and submitted to Civil Service after Council approval_____

XX. APPROPRIATIONS TO NOT FOR PROFIT AGENCIES

Purpose

From time to time a department's budget may include appropriations to not for profit agencies (agencies), such as the Senior Center, Franklin Community Center, and Preservation Foundation. In these cases the department in which the appropriation exists shall coordinate disbursement of funds to the agency as follows.

Procedure

1. Review the contract/agreement and adopted budget, and review the appropriation(s) with the agency.
2. Upon Council approval of the appropriation, notify the agency of the amount appropriated and establish a payment process such as monthly or one-time.
3. If a monthly payment will be made to the agency, prepare a purchase order requisition. This is not required for a one-time payment.
4. For all payments, prepare a voucher and note the budget approval date on the voucher. Have the voucher signed by the agency.
5. Submit the voucher according to the deadline established by purchasing to ensure a timely payment.

XXI. PAYING INVOICES

Purpose

Prior to submitting invoices to Purchasing for payment, certain steps should be undertaken. Taking these steps will ensure payment is made to the vendor timely, reduce rejections from purchasing, and avoid duplicate or payment error. It will also ensure City money is spent appropriately and wisely.

This is intended to be a quick reference guide and includes some best practices. It is not intended to be the only resource and Purchasing should always be contacted with questions or concerns.

Procedure

1. Stamp invoices received with a departmental date stamp.
2. Only original invoices will be processed. In addition to paper invoices received by mail, original Invoices include those received via email at ap-invoice@saratoga-springs.org or through an online portal.
3. Review the invoice for mathematical accuracy.
4. Review the invoice for sufficient itemization and detail.
5. Check for a previous balance or a credit balance.
    a. If a previous balance exists: research the balance, make sure it has been paid, if it has not been paid, you will need the original invoice to submit for payment.
        i. If you need an original invoice contact the company.
        ii. If there are late fees, check the contract to determine if late fees can be charged.
    b. If a credit balance exists: check previous payments, returns or credits on the invoice and verify the payment, refund or credit should have been made on this account.
        i. If the credit belongs to this account, make sure it is used when submitting payment.
        ii. If the credit does not belong to this account contact the company immediately.
6. The City does not pay sales tax. If it's charged on the invoice contact the company to have it removed. Do not send the tax exempt form with the remit slip. See contacts below.
7. Attach documents to support authorization and approval, if necessary.
8. Make sure the invoice, in whole or in part, has not been previously paid by reviewing GL account inquiry and vendor inquiry.
9. Check that the appropriation exists and is sufficiently funded to cover the invoice.
10. Prepare the voucher and have it approved. People responsible for Approving vouchers should be reviewing the vouchers and invoices to ensure accuracy that funds are

available and that proper documentation is included. Double check that funds are available to cover the cost.

11. Obtain Certification of Sufficient funds from Finance, if required.
12. Obtain Civil Service Certification, if required.
13. Reviewing the warrant when it is circulated by Stefanie is also important. Your review should include checking to see that vendor name, amounts, general ledger accounts, etc. are accurate. This review can reduce the need for reissuing of checks and journal entries.
14. Provide remit slips to Finance.

XXII. CITY FEES

Purpose

The City uses fees to help fund services. Well-designed fees not only reduce the need for additional revenue sources, but promote service efficiency. By updating fees on a periodic basis, this may help smooth fees over several years rather than having uneven impacts.

Procedure

1. Each year the Finance Office circulates a list of current fees to the Departments and requests they be updated for the next fiscal year. The list is organized by department and includes how the fees will be levied, such as per square foot.
2. The updated list is presented to the City Council for adoption no later than December 31st. All charges and fees must be approved by City Council before they can be implemented and assessed.
3. Once adopted, the list of adopted fees is provided to each Department and posted on the City website.
4. Any changes to fees during the year must be brought to City Council for approval by the Commissioner of Finance. No fees should be charged without first being approved by City Council.
5. There shall be no donation of City goods or services unless previously approved by the City Council. All goods and services shall be charged according to the fees established by the City Council.

Items for Departments to consider when developing charges and fees should include:

1. Consider applicable laws and statutes before the implementation of specific fees.
2. Identify the factors (affordability, pricing history, inflation, service delivery alternatives, and available efficiencies) to be taken into account when pricing goods and services.
3. State whether the jurisdiction intends to recover the full cost of providing goods and services. If the full cost of a good or service is not recovered, then an explanation of the government's rationale for this deviation should be provided. Full cost incorporates direct and indirect costs (including operations and maintenance), overhead, and charges for the use of capital facilities. Examples of overhead costs include: payroll processing, accounting services, computer usage, and other central administrative services.
4. Outline the considerations that might influence City’s pricing decisions.
5. Benchmarking individual fees and charges with those charged by comparable or neighboring jurisdictions can guide the City when setting rates; it can also differentiate service levels to reveal service or pricing options.

XXIII. GRANT ADMINISTRATION

A. Background

This policy is intended to give departments guidance regarding grant awards. From time to time the City applies for and is awarded Federal and State funding. When awarded, these funds must be administered in accordance with applicable federal and state laws, regulations and directives. Grants awarded by New York State may be a Federal grant that is passed through from the Federal government to a State agency and on to the City. Therefore it is important to review all agreements closely to ensure the appropriate regulations are being followed.

One such Federal Regulation is Title 2 of the Code and Federal Regulations Part 200 (2 CFR 200)— UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS. Independent Auditors refer to 2 CFR 200 when reviewing Federal grants received by the City to ensure compliance.

B. Funding Cycles

All Federal and State grants adhere to annual funding cycles and they differ due to their varying fiscal years. Federal and State fiscal years also vary from the City's fiscal year, which is the calendar year, January - December. It is important to pay attention to the award period to ensure grant programs are applied for and completed in the time period specified.

C. Applying for Grants

Before applying for any grants, the City should first evaluate if the City can meet the terms and conditions of the grant, including but not limited to local match requirements, personnel and other City resources required, cost to maintain the program or asset after grant has expired. The City should also be aware of any purchasing, reporting and audit requirements.

D. City Council Approval

The City Council must accept all grants and determine the match, if applicable.

1. Receive Authorization for the Mayor to sign Grant Application. At this time the match amount and source of funds should be stated on the record if applicable. The source of local matching funds must be identified at the City Council table.
2. When the grant is awarded, forward award letter to Director of Finance and have the award approved by the City Council. At the time the award is placed on the agenda, a certification of sufficient funds must be completed if required.
3. Any contracts/agreements required for the grant must follow the City's contract policy.

E. Budgeting

Recording grants in the budget is essential. Both the revenue source(s) and appropriation(s) need to be established in order for the grant to be appropriately managed. Failure to establish the budget may result in delays.

1. Grant awards known at the time of budget development shall be included in the requested budget submission or written notification given to the Commissioner of Finance if the award becomes known after the request stage of the budget process.

2. For grants awarded after budget adoption, a budget amendment/transfer request form shall be completed and submitted to the Commissioner of Finance. If the grant is for a capital project, a capital budget amendment is required, refer to section XVI.
3. A copy of the award letter shall be provided to the Director of Finance.

The budgeting provisions do not pertain to Community Development Office.

F. Grant Operations

Establish a plan that identifies timeline and parties responsible for implementing the plan, including reporting requirements. If specialized reports are required, establish methodology for preparing the reports. Approval process should also be included in the plan. Ensure the plan includes compliance with auditing requirements.

Seek training from the grant sponsor and include all necessary City staff and subrecipients if applicable. Maintain continuous communications with the grant sponsor.

If personnel costs are an allowable expense, establish a process to address personnel issues and a way to track related time-keeping tasks as required by the grant.

Finance Office will incorporate grants into cash flow planning.

A contingency plan should be developed for funding services that will continue even if the grant funding is reduced or terminated. A plan should also be made to maintain the program or asset after the expiration of the grant.

G. Spending

The City must ensure proper disbursement of, and accounting for, all grants. The City's procurement policy must be followed for all aspects of the disbursement and proper supporting documentation retained. Review guidelines regarding purchasing requirements as specific needs may need to be met such as more quotes than City policy requires. Supporting documentation includes items such as quotes, RFP's, purchase orders, contracts, payroll records, vendor invoices, travel documentation, canceled checks, etc. Invoices which are being funded by a Grant must be paid and submitted to the granting agency for reimbursement timely and in the correct City fiscal year. Failure to record expenses in the proper period, expenses not paid according to policy and grant guidelines, among other things, can result in audit findings and loss of grant funding.

To be considered allowable for reimbursement, costs must meet the following general criteria:

1. Be necessary and reasonable for the performance of the award and be allocable.
2. Conform to any limitations or exclusions set forth in the Federal/State award as to types or amount of cost items.
3. Be consistent with policies and procedures.
4. Be accorded consistent treatment. A cost may not be assigned to a Federal/State award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal/State award as an indirect cost.
5. Be determined in accordance with generally accepted accounting principles (GAAP).
6. Must not be included as a cost in any other project or grant.

7. Be adequately documented.
8. If indirect costs will be allocated to grant programs, maintain and appropriate process to make the allocation.

Once a request for reimbursement has been submitted, supply a copy of the request to the Director of Finance. Indicate which fiscal year the expenses cover. Reimbursements are recorded as revenue and will follow the City's practice for revenue recognition, reporting and recording.

Local funding matches must be tracked, source of funds identified and records maintained for review, reimbursement and audit.

H. Schedule of Expenditures of Federal Awards

Federal grants are subject to 2 CFR 200. Independent Auditors when reviewing Federal grants received by the City will seek to ensure compliance with this regulation. It is important that the audit requirements be included in the plan noted above and for Director of Finance to be included in the line of communication. Emails will be sent by the Director of Finance as a reminder to ensure Federal grants are being followed and properly documented.

I. Monitoring

Regularly review grant information to monitor for changes in terms and conditions.

If the grant involves subrecipients, establish procedures for them to submit progress reports, The City should also provide administrative monitoring, including timely reporting and adherence to compliance requirements, as well as financial monitoring. Sub recipients should provide copies of Single Audits reports when applicable. They should be reviewed by the City and the City should follow up on any findings or concerns. If the organization prepares annual financial statements, a copy should be provided to the City. In addition, grant funding should be noted on subrecipient's website, brochures and other communications.

J. Interest Earned

If funds are awarded in advance, the City may be required to return any interest earned on account. Refer to the grant agreement or contract the grant administrator to find out if interest needs to be returned and any provisions regarding how funds received in advance must be held by the City.

K. Records Retention

Supporting documentation must be retained in accordance with the City's records retention policy. Records must be accessible and available for audits.

Summary of Changes

Section I.
Adopted July 19, 2011
Updated August 2012
Updated June 2013
Reviewed July 2014
Reviewed July 2015
Reviewed July 2016
Reviewed December 2017
Reviewed November 2018
Updated November 2019
Reviewed November 2020
Reviewed November 2021
Reviewed December 2022
Reviewed June 2024

Section II.
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Amended October 2009
Amended July 2010
Updated August 2012
Updated June 2013
Reviewed July 2014
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Reviewed July 2016
Reviewed December 2017
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Reviewed November 2020
Reviewed November 2021
Updated December 2022
Updated June 2024

Section III. 1.
Adopted December 16, 2008
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Revised July 2011
Revised August 2012
Revised June 2013

Revised July 2014
Revised July 2015
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Updated November 2018
Updated November 2019
Reviewed November 2020
Reviewed November 2021
Updated December 2022
Updated June 2024

Section III. 2.
Adopted March 3, 2009
Revised July 2010
Revised July 2011
Revised August 2012
Revised June 2013
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Revised July 2015
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Reviewed November 2021
Updated December 2022
Reviewed June 2024

Section III. 3.
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Revised August 2012
Revised June 2013
Revised July 2014
Revised July 2015
Revised July 16
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Reviewed November 2020
Reviewed November 2021
Reviewed December 2022
Reviewed June 2024

Section III. 4.
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Reviewed November 2020
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Updated December 2022
Updated June 2024

Section IV.
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Amended June 2006
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Amended July 2010
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Reviewed July 2015
Reviewed July 2016
Reviewed December 2017
Reviewed November 2018
Reviewed November 2019
Reviewed November 2020
Reviewed November 2021
Reviewed December 2022
Reviewed June 2024

Section V.
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Amended November 2007
Amended July 2009
Amended October 2009
Amended August 2011
Updated August 2012
Updated June 2013
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Updated November 2019
Updated October 2020
Reviewed November 2021
Updated December 2022
Updated June 2024

Section VI.
Adopted July 5, 2005
Amended June 2006
Amended November 2007
Amended July 2009
Updated August 2012
Updated June 2013
Reviewed July 2014
Reviewed July 2015
Reviewed July 2016
Reviewed December 2017
Reviewed November 2018
Updated November 2019
Reviewed November 2020
Reviewed November 2021
Updated December 2022
Reviewed June 2024

Section VII.
Adopted February 3, 2004
Amended June 2006
Amended November 2007
Amended July 2008
Amended July 2009
Amended July 2011
Updated August 2012
Updated June 2013
Reviewed July 2014
Reviewed July 2015
Updated July 2016
Updated December 2017
Updated November 2018
Updated November 2019
Updated November 2020
Reviewed November 2021
Updated December 2022
Updated June 2024

Section VIII.
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Amended February 2005
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Amended November 2007
Amended July 2008
Amended July 2009
Amended July 2011
Updated August 2012
Updated June 2013

Reviewed July 2014
Reviewed July 2015
Reviewed July 2016
Updated December 2017
Updated November 2018
Updated November 2019
Updated November 2020
Reviewed November 2021
Updated December 2022
Updated June 2024

Section IX.
Adopted June 20, 2006
Amended November 2007
Amended July 2009
Updated August 2012
Updated June 2013
Reviewed July 2014
Reviewed July 2015
Reviewed July 2016
Updated December 2017
Updated November 2018
Reviewed November 2019
Reviewed November 2020
Reviewed November 2021
Reviewed December 2022
Reviewed June 2024

Section X.
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Amended June 2006
Amended November 2007
Amended July 2009
Updated August 2012
Updated June 2013
Updated July 2014
Reviewed July 2015
Reviewed July 2016
Updated December 2017
Updated November 2018
Updated November 2019
Updated October 2020
Reviewed November 2021
Updated April 2022
Updated June 2024

Section XI.
Presented November 20, 2007
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Updated August 2012
Updated June 2013
Updated July 2014
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Reviewed July 2016
Updated December 2017
Updated November 2018
Updated November 2019
Updated November 2020
Reviewed November 2021
Updated April 2022 and Updated December 2022
Updated June 2024

Section XII. 1.
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Amended June 2006
Amended November 2007
Updated August 2012
Revised November 2012
Updated June 2013
Reviewed July 2014
Updated September 2014
Updated July 2015
Revised March 2016
Updated July 2016
Updated December 2017
Updated November 2018
Reviewed November 2019
Reviewed November 2020
Reviewed November 2021
Updated December 2022

Section XII. 2.
Adopted June 20, 2005
Amended July 2011
Updated August 2012
Revised November 2012
Updated June 2013
Updated September 2014
Updated July 2015
Updated March 2016
Updated July 2016
Updated November 2021
Updated December 2022

Section XII. 3.
Created September 30, 2019
Adopted November 16, 2021
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Section XIII.
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Updated August 2012
Updated June 2013
Reviewed July 2014
Reviewed July 2015
Reviewed July 2016
Reviewed December 2017
Updated November 2018
Reviewed November 2019
Reviewed November 2020
Reviewed November 2021
Updated December 2022
Reviewed June 2024

Section XIV.
Adopted July 19, 2011
Updated August 2012
Updated June 2013
Reviewed July 2014
Reviewed July 2015
Updated July 2016
Reviewed December 2017
Reviewed November 2018
Reviewed November 2019
Reviewed November 2020
Reviewed November 2021
Reviewed December 2022
Updated June 2024

Section XV.
Adopted March 16, 2004
Updated August 2012
Updated June 2013
Reviewed July 2014
Reviewed July 2015
Reviewed July 2016
Reviewed December 2017
Reviewed November 2018
Reviewed November 2019
Reviewed November 2020
Reviewed November 2021
Reviewed December 2022
Reviewed June 2024

Section XVI.
Adopted July 15, 2014
Reviewed July 2015

Reviewed July 2016
Updated December 2017
Reviewed November 2018
Updated November 2019
Reviewed November 2020
Reviewed November 2021
Updated December 2022
Reviewed June 2024

Section XVII.
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Reviewed July 2015
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Reviewed December 2017
Updated November 2018
Reviewed November 2019
Reviewed November 2020
Reviewed November 2021
Updated December 2022
Updated June 2024

Section XVIII.
Adopted December 5, 2017
Updated November 2018
Updated November 2019
Reviewed November 2020
Reviewed November 2021
Reviewed December 2022
Updated June 2024

Section XIX.
Adopted June 6, 2017
Reviewed December 2018
Updated November 2019
Updated November 2020
Reviewed November 2021
Reviewed December 2022

Section XX.
Adopted July 5, 2017
Reviewed November 2018
Updated November 2019
Updated November 2020
Reviewed November 2021
Reviewed December 2022
Reviewed June 2024

Section XXI.

Adopted November 2019
Updated November 2020
Reviewed November 2021
Updated April 2022
Reviewed June 2024

Section XXII.
Adopted December 2022
Updated June 2024

Section XXIII.
Adopted 2023
Reviewed June 2024

AGENDA ITEM NO. 6.3

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Barbara Brindisi, Accounts

ITEM TYPE: Consent Agenda

AGENDA SECTION: Consent Agenda

SUBJECT: Approval of 06/26/2024 Special City Council Meeting Minutes

SUGGESTED ACTION:

ITEM ACTION: Consent Agenda

ITEM NOTES:

ATTACHMENTS:
20240626 Special City Council Meeting Minutes_Draft2.pdf

CITY OF SARATOGA SPRINGS

Special City Council Meeting
Wednesday, June 26, 2024 – 3:30 PM

City Council Room - First Floor
Special council meeting to discuss city network disruption

1. Public Hearing
2. Roll Call
3. Call To Order
4. Salute To Flag
5. Presentation
6. Consent Agenda
7. Public Comment Period / 30 Minutes
8. Executive Session
9. Supervisors
10. Mayor's Department
11. Account's Department
12. Finance Department
13. Public Works Department
14. Public Safety Department
15. Adjourn

June 26, 2024

CITY OF SARATOGA SPRINGS
City Council Meeting

City Council Room
474 Broadway
Saratoga Springs, New York
2:00 PM

PRESENT:	John Safford, Mayor Minita Sanghvi, Commissioner of Finance Dillon Moran, Commissioner of Accounts Jason Golub, Commissioner of Department of Public Works Timothy Coll, Commissioner of Department of Public Safety
STAFF PRESENT:	Joanne Kiernan, Deputy Mayor Heather Crocker, Deputy Commissioner of Finance Stacy Connors, Deputy Commissioner, Accounts Joe O'Neill, Deputy Commissioner of Public Works Daniel Charleson, Deputy Commission of Public Works David Harper, City Attorney Tony Izzo, Assistant City Attorney

RECORDING OF PROCEEDING

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

PUBLIC HEARING

There was no public hearing.

ROLL CALL

All Council Members were present at the Special City Council Meeting.

CALL TO ORDER

The Special City Council Meeting was called to order at 2:00 p.m.

Mayor Safford stated the Council would be going into Executive Session per NYS Public Officers Law § 105.a, "matters which will imperil the public safety if disclosed."

SALUTE TO FLAG

PRESENTATION

There were no presentations.

CONSENT AGENDA

A consent agenda was not presented.

PUBLIC COMMENT

Lew Benton, of Saratoga Springs, commented on the proposed resolution for payment of legal services that had been planned to be presented to the City Council at the June 18, 2024 City Council Meeting and then withdrawn. Benton commented he could not find the resolution that enable the use of an assignment for legal liability. Benton commented he may be incorrect in the statement there were no resolutions for a legal liability assignment, and stated that he was unable to find one.

Lew Benton recommended the Council to reference Public Officer Law Section 18 regarding determination of defense and indemnification of officers and employees of public entities. Benton commented that the prerequisites to a resolution are the City Charter, City Code, and Public Officer's Laws.

Mayor Safford closed public comment at 2:06 p.m.

Commissioner Sanghvi stated the evening of June 25,2024, she had reached out to the City Council and employees on behalf of the I.T. Department, due to identified computer issues. Sanghvi stated the Mayor was not able to be reached, and as the Commissioner of Finance, per City Charter, substitute for the Mayor, she had made the decisions and steps in conjunction with the I.T. Department to mediate the situation at hand.

EXECUTIVE SESSION

The full Council and both City Attorney's convened into executive session at 2:07 p.m. and reconvened the City Council Meeting at 2:26 p.m.

CITY COUNCIL

Mayor Safford stated he was unavailable in the middle of the night and Commissioner Sanghvi had played the appropriate role, she holds, in the absence of the Mayor and as Commissioner of Finance.

Commissioner Sanghvi stated the she had been alerted to issues at hand within the I.T. Department by Interim Director Jeff Cornick on Tuesday, June 25th. Sanghvi stated it was at the 4 o'clock hour when Cornick was first made aware of an I.T. difficulty. Cornick evaluated the issues and had immediately taken measures outline in the emergency response plan and alerted all agencies of the nature of the issue. Sanghvi stated local, county, state, and federal agencies have taken part in the investigation of the I.T. issues reported by the City's Information Technology Department.

Commissioner Sanghvi reported there are no threats to the public at this time and service to the public would be slowed, since employee desktop and laptop computers were offline. Sanghvi stated services to the public is coming back as the computers are brought back online. Sanghvi stated the City's website remained operational.

Commissioner Sanghvi and Commissioner Coll stated Federal Bureau of Investigation (FBI) investigators acknowledged every response taken by the I.T. Department Director Cornick had been the correct and appropriate steps to take.

Commissioner Coll stated the network disruption was no threat to public safety at any time. Coll stated the SSPD erred on the side of caution and relocated the City's dispatch services to the Saratoga County Sheriff's

Department. Coll stated the City's dispatch services are still going through the County and directed the public to call 518-885-6761 for police and emergency response until further notice.

Commissioner Coll stated due to the nature of the issue the FBI is in charge of the situation.

ADJOURNMENT

Commissioner Moran moved and Commissioner Golub seconded to adjourn the City Council Meeting at 2:32 p.m.

Ayes – 5
Nays – 0
Motion Passed.

Respectfully submitted,

Barbara Brindisi
Accounts Department Office Supervisor

Approved:
Vote:

DRAFT

AGENDA ITEM NO. 6.4

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Barbara Brindisi, Accounts

ITEM TYPE: Consent Agenda

AGENDA SECTION: Consent Agenda

SUBJECT: Approval of 06/27/2024 Special City Council Meeting Minutes

SUGGESTED ACTION:

ITEM ACTION: Consent Agenda

ITEM NOTES:

ATTACHMENTS:
20240627 Special City Council Meeting Minutes_Draft.pdf

CITY OF SARATOGA SPRINGS

Special City Council Meeting
Thursday, June 27, 2024 – 3:30 PM

City Council Room - First Floor

1. Public Hearing
2. Roll Call
3. Call To Order
4. Salute To Flag
5. Presentation
6. Consent Agenda
7. Public Comment Period
8. Executive Session
9. Supervisors
10. Mayor's Department
11. Account's Department

    11.1 Discussion and Vote: Authorization for Mayor to Sign Documents Relative to Potential Data Security Incident

    LEGAL NOTICE Special council meeting 062624.pdf
    Attachment 1.pdf
    Attachment 2.pdf

12. Finance Department
13. Public Works Department
14. Public Safety Department

15. Adjourn

June 27, 2024

CITY OF SARATOGA SPRINGS
City Council Meeting

City Council Room
474 Broadway
Saratoga Springs, New York
3:30 PM

PRESENT: John Safford, Mayor
Minita Sanghvi, Commissioner of Finance
Dillon Moran, Commissioner of Accounts
Timothy Coll, Commissioner of Department of Public Safety

EXCUSED: Jason Golub, Commissioner of Department of Public Works

STAFF PRESENT: Joanne Kiernan, Deputy Mayor
Heather Crocker, Deputy Commissioner of Finance
Stacy Connors, Deputy Commissioner, Accounts
Joe O'Neill, Deputy Commissioner of Public Works
Daniel Charleson, Deputy Commission of Public Works
David Harper, City Attorney
Tony Izzo, Assistant City Attorney

RECORDING OF PROCEEDING

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

PUBLIC HEARING

There was no public hearing.

ROLL CALL

Commissioner Golub was not present for the meeting.

CALL TO ORDER

The Special City Council Meeting was called to order at 3:30 p.m. with quorum of Mayor Safford, Commissioner Moran and Commissioner Coll. Commissioner Coll left at 3:32 p.m. No discussion happened. Commissioner Coll and Commissioner Sanghvi arrived to the meeting, which Mayor Safford restarted at 3:34 p.m.

SALUTE TO FLAG

PRESENTATION

There were no presentations.

CONSENT AGENDA

A consent agenda was not presented.

PUBLIC COMMENT

David Buchan, Saratoga County Conservative Party Chair, commented that it appeared that the Council is working its way through the Information Technology problems the City is facing. Buchan commented the I.T. problems show that the City's Commission form of government does not seem to work well. Buchan asked whether the Mayor or DPS Commissioner had the ability to delegate or allowed to give full authority to the I.T. Department to do their job without the requirement of City Council Meetings, which had taken place twice over the last two (2) days. Buchan commented that the requirement to reach out to different departments seemed to slow down getting to the solution and made things more problematic. Buchan stated the City's social media and website would be effective to communicate with the public, if it was utilized to put out information.

Commissioner Sanghvi agreed the Commission form of government is outdated and that Saratoga Springs and Mechanicville were the only two (2) municipalities that use the Commission form of government. Commissioner Sanghvi stated the I.T. Department had the authority to do what I.T. needed to do when the I.T. situation was discovered. Sanghvi stated the insurance component involved Risk & Safety, which is under the Accounts Department and the documents require the signature of the Mayor. Sanghvi stated there are many different pieces and the Commissioner's aren't allowed to talk and work together, which becomes an issue in the Commission form of government. Sanghvi stated it is an ineffective form of government, which doesn't allow for the City to move forward.

Commissioner Coll stated in spite of the Commission form of government's weaknesses, the City did the best job possible. Coll stated the departments have their own programs and processes to follow, which enables the department to work across departments. Coll stated that during the planning of Belmont on Broadway the Department of Public Safety worked together with the Accounts Department to make the event a success. Coll stated the I.T. Department emergency allowed for the departments to work across department lines to get the job done.

Mayor Safford stated he had not been available the evening the I.T. department developed issues and Commissioner Sanghvi moved into the role as second and Commissioner of Finance, which enables her to take the responsibility to follow the department's protocol. Safford stated the form of government the City has did work in this instance. Safford stated the reason for the June 26, 2024, City Council Meeting was that had been the only way for all the Commissioner's to be in one room to discuss the events of the situation.

Marybeth Delarm, of Saratoga Springs, commented on her concerns regarding a proposed attorney contract. Delarm commented whether the City had enough time to review the contract and whether the Council was properly noticed. Delarm asked whether the City had researched the Mullen Coughlin law group and why didn't the Council decide on a local attorney. Delarm commented on the additional fees within the contract regarding extra consultants and other vendors. Delarm commented the extra payments could be for other employees outside of the law firm's legal expertise.

Mayor Safford stated the legal firm and outside representatives to do the cyber investigation were hired and recommended by the insurance company.

Robert Millis, commented the City's messaging is confusing to him. Millis commented the words cyberattack had been used earlier in the day while, Millis stated, a department within City Hall used the term data breach. Millis asked whether the I.T. issue was an outside intrusion into the City's computer system or a network problem that required an internal fix to the file.

Commissioner Sanghvi stated she would give an update to the I.T. issue. Commissioner Sanghvi requested for the Finance Department to submit their agenda before the Accounts Department; the request was granted.

EXECUTIVE SESSION

Mayor Safford stated there would not be an executive session.

FINANCE DEPARTMENT

Commissioner Sanghvi stated the City has a cyber network disruption that was identified June 25, 2024. Sanghvi stated the Interim Information Technology (I.T.) Director Jeff Cornick started all the emergency protocols once the issue was identified. Sanghvi stated the department has since been working with the FBI, Department of Homeland Security and NYS Emergency Services, NYS Police, and the SSPD. Sanghvi stated the departments have identified and contained the threat. Sanghvi stated the FBI is working through the final pieces and stages of the investigation and there is no current and ongoing threat nor indication of further activity for the City.

Commissioner Sanghvi stated the FBI would provide to the City a complete full forensic analysis in the coming weeks. Sanghvi stated to be relieved there no were breach, ransomware, or loss of public data to report. Sanghvi stated Jeff Cornick is continuing his work with all agencies, previously mentioned, to ensure the City's systems are secured and functioning properly. Commissioner Sanghvi stated once the FBI report is complete, the City would provide an updated report.

Commissioner Sanghvi stated to be grateful to state the City is up and running and the restoration of service is expected to be complete by the close of business tomorrow – Friday, June 28, 2024. Sanghvi stated the I.T. staff has cleared a majority of City Hall staff to access their computer systems. Sanghvi gave acknowledgment to all the outside agencies for the support to the City through this process. Sanghvi gave acknowledgment to Commissioner Coll, Commissioner Moran, Mayor Safford, and Commissioner Golub, and the Deputies who have supported the I.T. Department. Sanghvi gave thanks to the I.T. team and acknowledged their rapid assessment of the issue and the collaboration with all the agencies and restoration of the City's computer systems and services.

Sanghvi stated the Accounts Department has been operating alongside the I.T. and Finance Departments to work with the City's insurance brokerage and agents to review insurance follow up requirements. Sanghvi stated Commissioner Moran would have additional information regarding the insurance.

DEPARTMENT OF PUBLIC SAFETY

Commissioner Coll stated, at this time, the City's 911 Dispatchers remain at the County. Coll stated the dispatch services will come back to the City as soon as the SSPD is fully operational. Coll stated the FBI is stating there is no criminal intent involved in the matter, at this time.

ACCOUNTS DEPARTMENT

Commissioner Moran stated he had been contacted very early on and worked the majority of the evening to support Commissioner Sanghvi while she worked through the different decision points that were required to get through with the work at hand. Moran stated Sanghvi did a tremendous job and Moran stated to feel fortunate Commissioner Sanghvi was at the helm.

Commissioner Moran stated when the City activated the cyber insurance, a breach team was activated and resources were made available to the City. Moran stated as the beginning investigation was weaning down and the system was being handed back to the City, those resources gave the steps for the City to follow through with. Moran stated the response went very well, and the City will be able to learn from this incident. Moran stated the performance by Interim I.T. Director Jeff Cornick was exemplary and the City should be very proud to have someone so committed to their job. Moran stated shame on anyone in the community

rooting for the City to fail. Commissioner Sanghvi stated Jeff Cornick is a twenty-year (20) veteran employee to the City of Saratoga Springs, and all the agencies Cornick worked with on this City emergency stated Cornick's response was exemplary and that Cornick followed all the protocols exactly as they should have been followed.

Commissioner Moran stated the City has a responsibility to review the processes and work on any improvements to the systems based upon the analysis of the investigation. Moran stated the feedback from the City's cyber insurance carrier, Traveler's Insurance, is that they want the City to engage in legal counsel by Mullen-Coughlin LLC. to represent the City to investigate, provide legal advice and otherwise assist with response to a potential data security incident. Moran stated the recommendation from Travelers include: to engage with counsel, Arete, to conduct a forensics analysis to determine the scope of the attack and whether there was infiltration of data and to assure of a clean bill of health for the City. Moran stated Arete would provide support for the overall investigation effort including recommendations, validation of measures to take, review of architecture and security controls and malware specific mitigation measures. Moran stated these efforts are components of the City's cyber insurance policy with Traveler's.

Commissioner Moran stated the City holds their cyber insurance with one of the best insurance carriers within the municipal market, Travelers. Moran stated the City's job is to listen to this insurance carrier to enact the steps they may identify and that this would allow for the City to in a better position to insure in the future. Moran stated the steps will bring the City down the path of better data and cyber security.

Moran stated there had been a set of documents sent to the Council to review. Moran stated there is a twenty-five-thousand-dollar ($25,000) self-insured retention to maintain attorney-client privilege with Mullen-Coughlin and Avete which would allow for a self-analysis and not have Traveler's hold the attorney-client privilege. Moran stated Traveler's would pay for any other insurance coverage outside of this privilege.

Mayor Safford stated he was satisfied with the way this insurance process was going and he was able to ask the questions he had and that he felt satisfied with the answers.

Commissioner Sanghvi stated the City's insurance broker Amsure President Matt D'Abate has been very helpful to the City through this process and has been extremely responsive to the City. Commissioner Moran stated the City is fortunate to have the local support.

Discussion and Vote: Authorization for the Mayor to Sign Documents Relative to Potential Data Security Incident

Commissioner Moran moved and Commissioner Coll and Sanghvi seconded to authorize the Mayor to sign documents relative to the potential data security incident.

Ayes – 4
Nays – 0
Absent – 1
Motion Passed.

ADJOURNMENT

Commissioner Sanghvi moved and Commissioner Moran seconded to adjourn the Special City Council Meeting at 3:54 p.m.

Ayes – 4
Nays – 0
Absent – 1
Motion Passed.

Respectfully submitted,

Barbara Brindisi
Accounts Department Office Supervisor

Approved:
Vote:

DRAFT

AGENDA ITEM NO. 6.5

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Barbara Brindisi, Accounts

ITEM TYPE: Consent Agenda

AGENDA SECTION: Consent Agenda

SUBJECT: Approval of 07/01/2024 Pre-Agenda Meeting Minutes

SUGGESTED ACTION:

ITEM ACTION: Consent Agenda

ITEM NOTES:

ATTACHMENTS:
20240701 City Council Pre-Agenda Meeting Minutes_Draft.pdf

CITY OF SARATOGA SPRINGS

Preliminary City Council Meeting
Monday, July 1, 2024 – 9:30 AM

City Council Room - First Floor

1. Public Hearing

   1.1 Short Term Rental Registry Legislation

2. Call To Order

3. Roll Call

4. Salute To Flag

5. Presentation

   5.1 Presentation on Community Suicide Prevention

6. Consent Agenda

   6.1 Approval of 06/04/2024 City Council Meeting Minutes
   20240604 City Council Meeting Minutes_Draft.pdf

   6.2 Approve Mid-Warrant 2024 - 24MWJUN2 $4,421,260.11
   24MWJUN2 $4,421,260.11

   6.3 Approve Warrant 2024 - 24JUL1 $392,902.33
   24JUL1 - $392,902.33

   6.4 Approve Payroll 06/21/2024 $517,782.52

   6.5 Approve Payroll 06/28/2024 $1,063,526.55

   6.6 Approve Budget Transfers - Regular
   Budget Transfers - Regular, Consent 07.02.24

   6.7 Approve Budget Amendments - Regular

Budget Amendments - Regular, Consent 07.02.24

7. Public Comment Period / 30 Minutes

8. Executive Session

8.1 Discuss proposed pending or current litigation - on-call pay ongoing investigation

9. Supervisors

9.1 Michele Madigan

1. Remarks

Matthew Veitch

1. National Association of Counties July 11-16, 2024

10. Mayor's Department

10.1 Announcement: Set public hearing for UDO text amendment that would remove the penalty of imprisonment for violations
of the ordinance from Article 20, Section 20.2, subsections E and G.

10.2 Discussion and Vote: Authorization to pay fee to Dept. of Treasury/IRS for excise tax for health insurance
Excise Tax 2023 Mayor's Signature Required Part III Page 3.pdf

10.3 Discussion and Vote: Payment to Greenman-Pedersen, Inc in excess of Purchase Orders
GPI payment.pdf

10.4 Discussion and Vote: Approval to pay Verizon invoice
Approval to pay invoice
July invoice (20) Verizon.pdf

10.5 Discussion and Vote: Approve mileage reimbursement
employee 6759 mileage reimbursement.pdf

11. Account's Department

11.1 Announcement: Business Milestones

11.2 Announcement: Special Events

11.3 Award of Bid: Architectural Engineering Services for Public Safety Building to Nelson Associates
2024-21 AOB_Architectual Engineering_Nelson Associates.pdf

11.4 Award of Bid: Design & Engineering Services for Pedestrian Crossing (West Avenue) to GPI - Greenman-Pedersen, Inc.
2024-31 AOB_Design&Engineering_Greenman-Pedersen.pdf

11.5 Award of Bid: HVAC Services to BPI Mechanical
2024-25 AOB HVAC_BPI Mechanical.pdf

11.6 Discussion and Vote: Authorization to Pay Invoices to Orrick, Herrington & Sutcliffe, LLP.
Orrick_Invs_2191149_2197796_60992.65.pdf

12. Finance Department

12.1 Announcement: City Tax Update

12.2 Announcement: Accepting Participatory Budgeting Project Proposals extended through July 31, 2024
Please visit https://saratoga-springs.org/2682/participatory-budgeting or contact the Finance Department for more information.

12.3 Discussion and Vote: Authorization for Mayor to Sign Addendum #1 with Garnet River
Addendum #1 - Garnet River
Original Agreement; Garnet River - Signed Contract (02.06.24 - 12.21.24)
COI - Garnet River
Quote #2024061502 and #2024061501 - Garnet River

12.4 Discussion and Vote: Authorization for Mayor to Sign Contract with Carousel Industries for Avaya CM10 Phone Upgrade
Contract City of SS - Avaya CM10 Upgrade - Carousel Industries (for 07.02.24) part-exec
Appendix A signed - Carousel Industries
Quote - Q141209 Carousel Industries - Avaya CM10 Essential Support
Quote - Q126298 Carousel Industries - UC Avaya CM10 Ugprade
Quote - Q113780 Carousel Industries - Calero Call Accounting
SOW - Carousel Industries Calero Call Accounting
SOW - Carousel Industries UC Avaya CM10 Upgrade
Carousel Industries COI (through 05_07_2025)

12.5 Discussion and Vote: Authorization for Mayor to Sign Contract with ePlus Technology for Palo Alto
Quote 23155073 Palo Alto PA-1410 5 YEARS REFRESHED 062824 (2).pdf
Contract - ePlus Palo Alto 070224.pdf
ePlus Appendix A 0324.pdf
ePlus COI exp 073124.pdf

12.6 Discussion and Vote: Resolution in Support of the NY Equal Rights Amendment
Resolution in Support of the NY ERA (Equal Rights Amendment)

12.7 Discussion and Vote: Resolution to Use Assignment for Liability for Legal Expense
Resolution - Use of Assignment for Legal Liability 07.02.24
Resolution to Establish an Assignment for Liability for Legal Expense (11.28.2023)

12.8 Discussion and Vote: Budget Transfers - Payroll and Benefits
Budget Transfers - Payroll and Benefits, Finance 07.02.24

12.9 Discussion and Vote: Budget Transfers - Contingency
Budget Transfers - Contingency, Finance 07.02.24

12.10 Discussion and Vote: Budget Amendment - Legal Liability
Budget Amendment - Legal Liability, Finance 07.02.24

13. Public Works Department

13.1
Discussion and Vote: Authorization for Mayor to Sign Contract with BPI Mechanical for HVAC Services

BPI_Mech_Bid_Submission.pdf
Bid_Results_RFP_2024-36_(1).pdf
BPI_Mech_Contract_signed_6.24.24.pdf
BPI_Mech_COI_4.1.25.pdf
BPI_Mech_WC_COI_4.1.25.pdf

13.2 Announcement: Parking Program Update

14. Public Safety Department

14.1 Discussion and Vote: Authorization for the Mayor to Sign the Nelson Associates Architectural Engineering Contract
Nelson Associates Contract dox.pdf
Nelson Associates COSF.pdf
Nelson Associates RFP.pdf
Nelson Associates Insurance Documents.pdf

14.2 Discussion and Vote: Authorization for the Mayor to sign the GPI/Greenman-Pederson, Inc. Contract
Greenman-Pedersen Inc. Contract dox.pdf
Greenman-Pederson Certificate of Liability Ins.pdf
Greenman-Pedersen Inc. COSF.pdf

15. Adjourn

July 1, 2024

CITY OF SARATOGA SPRINGS
City Council Pre-Agenda

City Council Room
474 Broadway
Saratoga Springs, New York
9:30 A.M.

PRESENT:	John Safford, Mayor Minita Sanghvi, Commissioner of Finance Jason Golub, Commissioner of Department of Public Works Timothy Coll, Commissioner of Department of Public Safety
EXCUSED:	Dillon Moran, Commissioner of Accounts
STAFF PRESENT:	Joanne Kiernan, Deputy Mayor Heather Crocker, Deputy Commissioner of Finance Stacy Connors, Deputy Commissioner, Accounts Joe O'Neill, Deputy Commissioner of Public Works Daniel Charleson, Deputy Commission of Public Works David Harper, City Attorney Tony Izzo, Assistant City Attorney

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 Safford called the meeting to order at 9:32 a.m.

PUBLIC HEARING

Short Term Rental Registry Legislation Public Hearing remains open.

ROLL CALL

SALUTE TO FLAG

PRESENTATION

Mayor Safford stated the presentation to be on Community Suicide Prevention

CONSENT AGENDA

Approval of 06/04/2024 City Council Meeting Minutes
Approve Mid-Warrant 2024 – 24MWJUN2 $4,421,260.11
Approve Warrant 2024 – 24JU&L1 $392,902.33
Approve Payroll 06/21/2024 $517,782.42
Approve Payroll 06/28/2024 $1,063,526.55
Approve Budget Transfers – Regular
Approve Budget Amendments – Regular

PUBLIC COMMENT

John Kaufman, of Saratoga Springs, commented the people of the City of Saratoga Springs are outraged at Commissioner Dillon Moran for hiring a Manhattan attorney at the rate of $1,250.00 per hour to defend himself against pending culpability for the doctoring of city records. Kaufman commented Moran, to-date, has created a liability for the city in the amount of $60,000.00 in less than eight (8) weeks. Kaufman commented the shamelessness of Moran's actions are highlighted by the charges submitted by Moran's attorney dwarf any attorney rates in the history of the City.

Kaufman commented the Commissioner of Finance is not supposed to act like a rubber stamp. Kaufman commented the Commissioner of Finance has the authority to challenge and deny bills that she finds exuberant or inappropriate. Kaufman commented Commissioners Moran and Sanghvi had, in the past, tried to shame the legal bills for former elected officials Mayor Meg Kelly and Commissioner Robin Dalton.

Kaufman commented that the citizens of the City should learn from Commissioner Moran why he was unable to find a lawyer at a reasonable cost like Kelly and Dalton. Kaufman commented that Commissioner Sanghvi should tell the public how she determined the reasonableness of the fees.

Kaufman commented the resolution states that Moran and Connors were subpoenaed. Kaufman commented his understanding is that there had been only one (1) subpoena and it was for records.

EXECUTIVE SESSION

Mayor Safford stated the Council would go into executive session on discuss pending or current litigation regarding on-call pay ongoing investigation. Assistant City Attorney Tony Izzo read into the record Section 105.D of the Public Officers Law - discussion pending proposed pending or current litigation.

The City Council went into Executive Session at 9:38 a.m. The City Council Meeting reconvened from Executive Session at 10:20 a.m.

Mayor Safford stated the Council discussed confidential matters with the City Attorneys.

MAYORS DEPARTMENT

1. Set Public Hearing: UDO Text Amendment That Would Remove the Penalty of Imprisonment for Violations of Ordinance from Article 20, Section 20.2, Subsections E and G

   Mayor Safford set a public hearing for Tuesday, July 16, 2024, which would remove penalties of imprisonment for violations to be more effective for short-term rental enforcement. Safford stated this would allow for the use of fines to be a more effective tool of enforcement.

2. Discussion and Vote: Authorization to Pay Treasury/IRS for Excise Tax for Health Insurance

   Mayor Safford stated the tax is an annual fee.

3. Discussion and Vote: Payment to Greenman-Pedersen, Inc in Excess of Purchase Orders

   Mayor Safford stated the payment to be in the amount of $15,937.00 in excess of purchase orders for the downtown connector project with the total payment being $42,952.14 for services between 10/3/2021 – 03/25/2023.

4. Discussion and Vote: Approval to Pay Verizon invoice

   Mayor Safford stated the Verizon bill is closed and for Camp Saradac and past thirty (30) days.

5. Discussion and Vote - Approve Mileage Reimbursement for Employee #6759

   Mayor Safford stated the amount of the reimbursement to be $154.00.

ACCOUNTS DEPARTMENT

1. Business Milestones

   No additional comments.

2. Special Events

   Deputy Commissioner stated there are multiple July 4th activities planned for the City.

3. Award of Bid: Architectural Engineering Services for Public Safety Building to Nelson Associates

   No additional comments.

4. Award of Bid: Design & Engineering Services for Pedestrian Crossing (West Avenue) to GPI - Greenman-Pedersen, Inc.

   No additional comments.

5. Award of Bid: HVAC Services to BPI Mechanical

   No additional comments.

6. Discussion and Vote: Authorization to Pay Invoices to Orrick, Herrington & Sutcliffe, LLP.

   No additional comments.

FINANCE DEPARTMENT

1. Announcement: City Taxi Update

   No additional comments.

2. Announcement: Accepting Participatory Budgeting Project Proposals Extended through July 31, 2024

   No additional comments.

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3. Discussion and Vote: Authorization for Mayor to Sign Addendum #1 with Garnet River

   No additional comments.

4. Discussion and Vote: Authorization for Mayor to Sign Contract with Carousel Industries for Avaya CM10 Phone Upgrade

   No additional comments.

5. Discussion and Vote: Authorization for Mayor to Sign Contract with ePlus Technology for Palo Alto

   No additional comments.

6. Resolution: Discussion and Vote: Resolution in Support of the NY Equal Rights Amendment

   Mayor Safford stated this is a monumental thing to put an amendment into the City's Constitution. Commissioner Sanghvi stated she would provide background at the City Council Meeting.

7. Resolution: Discussion and Vote: Resolution to Use Assignment for Liability for Legal Expense

   No additional comments.

8. Discussion and Vote: Budget Transfers – Payroll and Benefits

   No additional comments.

9. Discussion and Vote: Budget Transfers – Contingency

   No additional comments.

10. Discussion and Vote: Budget Amendment – Legal Liability

    No additional comments.

PUBLIC WORKS DEPARTMENT

1. Announcement: Parking Program Update

   No additional comments.

2. Discussion and Vote: Authorization for Mayor to Sign Contract with BPI Mechanical for HVAC Services

   No additional comments.

3. Discussion and Vote: Authorization to Pay Invoice to Schreiber Law in the Amount of $2,250.00

   Commissioner Golub added Item #3 at the table. Golub stated the invoice is for the ongoing on-call investigation.

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PUBLIC SAFETY DEPARTMENT

1. Discussion and Vote: Authorization for the Mayor to Sign the Nelson Associates Architectural Engineering Contract

   No additional comments.

2. Discussion and Vote: Authorization for the Mayor to sign the GPI/Greenman-Pederson, Inc. Contract

   No additional comments.

ADJOURNMENT

Commissioner Safford moved and Commissioner Golub seconded to adjourn the City Council Meeting at 10:25 a.m.

Ayes – 4
Nays – 0
Absent – 1
Motion Passed.

Respectfully submitted,

Barbara Brindisi
Accounts Department Office Supervisor

Approved:
Vote:

DRAFT

AGENDA ITEM NO. 6.6

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Samantha Clemmey, Finance

ITEM TYPE: Consent Agenda

AGENDA SECTION: Consent Agenda

SUBJECT: Approve Mid-Warrant 2024 - 24MWJUL1 $60,992.65

SUGGESTED ACTION:

ITEM ACTION: Consent Agenda

ITEM NOTES:

ATTACHMENTS:
24MWJUL1 - $60,992.65

CITY OF SARATOGA SPRINGS WARRANT REPORT

DATE: 07/03/2024 WARRANT: 24MWJUL1 AMOUNT: $ 60,992.65

COMMISSIONER OF ACCOUNTS

I HEREBY CERTIFY THAT AT A MEETING OF THE CITY OF SARATOGA SPRINGS CITY COUNCIL ON THAT THE VOUCHERS BELOW ARE APPROVED AND AUTHORIZED.

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DETAIL INVOICE LIST

CASH ACCOUNT: A 1200 CASH WARRANT: 24MWJUL1 07/03/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
9639 ORRICK, HERRINGTON & S		00000		INV	07/03/2024	2191149/2197796	212226	214079	
1 A3051414 54720		ACCT CS		PROF SER		60,992.65			
		Invoice Net				60,992.65			
						CHECK TOTAL 60,992.65			----------
1 INVOICES						WARRANT TOTAL 60,992.65	60,992.65		
						CASH ACCOUNT BALANCE	-879,173.61		

WARRANT SUMMARY

WARRANT: 24MWJUL1 07/03/2024

FUND	ORG	ACCOUNT		AMOUNT	AVLB BUDGET
A	A3051414 COMM OF ACCOUNTS C A	-30-5-1410-4-54720 -	SERVICE CONTRACTS - PR	60,992.65	-56,042.65
			FUND TOTAL	60,992.65	

CASH ACCOUNT A 1200 BALANCE -879,173.61 **WARNING - INSUFFICIENT CASH BALANCE

WARRANT SUMMARY TOTAL	60,992.65
GRAND TOTAL	60,992.65

WARRANT LIST BY VOUCHER

WARRANT: 24MWJUL1 07/03/2024

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
214079	9639	ORRICK, HERRINGTON & SUTCLIFFE LLP	212226		INV	07/03/2024	60,992.65	55810
INVOICE: 2191149/2197796								
					WARRANT TOTAL		60,992.65	

** END OF REPORT - Generated by Yvette Johnson **

AGENDA ITEM NO. 6.7

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Samantha Clemmey, Finance

ITEM TYPE: Consent Agenda

AGENDA SECTION: Consent Agenda

SUBJECT: Approve Mid-Warrant 2024 - 24MWJUL2 $195,843.70

SUGGESTED ACTION:

ITEM ACTION: Consent Agenda

ITEM NOTES:

ATTACHMENTS:
24MWJUL2 $195,843.70

DATE: 07/10/2024 WARRANT: 24MWJUL2 AMOUNT: $ 195,843.70

COMMISSIONER OF ACCOUNTS

I HEREBY CERTIFY THAT AT A MEETING OF THE CITY OF SARATOGA SPRINGS CITY COUNCIL ON THAT THE VOUCHERS BELOW ARE APPROVED AND AUTHORIZED.

CASH ACCOUNT: A 1200 CASH WARRANT: 24MWJUL2 07/10/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT		DOCUMENT	VOUCHER	CHECK
5598	CDPHP UNIVERSAL BENEFI	00001	240006	INV	07/10/2024	241640000947		212229	214082	
1	E3577168 58010	CCA EB		HOSPITALIZ		19,630.98				
		Invoice Net				19,630.98				
						CHECK TOTAL	19,630.98			----------
8695	CHARTER COMMUNICATIONS	00000		INV	07/10/2024	142267901061424		212230	214083	
1	E3475654 54650	OFF ST PAR		UTILITIES		449.00				
		Invoice Net				449.00				
						CHECK TOTAL	449.00			----------
8695	CHARTER COMMUNICATIONS	00000		INV	07/10/2024	142267301062124		212232	214085	
1	E3577164 54670	CCA CS		PHONES		239.95				
		Invoice Net				239.95				
						CHECK TOTAL	239.95			----------
3	CSEA-EBF	00001		INV	07/10/2024	JUL-2024		212234	214087	
1	A3011478 58011	CS EMP BEN		VISION INS		24.33				
2	A3719068 58011	HOSPITALIZ		VISION INS		486.80				
3	A3729068 58011	HOSP EB		VISION INS		219.06				
4	A3739068 58011	HOSPITALIZ		VISION INS		312.36				
5	A3749068 58011	HOSPITALIZ		VISION INS		632.84				
6	A3759068 58011	HOSPITALIZ		VISION INS		219.06				
7	A3769068 58011	HOSPITALIZ		VISION INS		97.36				
8	F3739068 58011	HOSPITALIZ		VISION INS		318.44				
9	G3739068 58011	HOSPITALIZ		VISION INS		75.07				
		Invoice Net				2,385.32				
						CHECK TOTAL	2,385.32			----------
3	CSEA-EBF	00002		INV	07/10/2024	JULY-24		212233	214086	
1	A3739068 58011	HOSPITALIZ		VISION INS		1,363.04				
2	A3769068 58011	HOSPITALIZ	3000	VISION INS		121.70				
3	F3739068 58011	HOSPITALIZ		VISION INS		133.87				
4	G3739068 58011	HOSPITALIZ		VISION INS		109.53				
		Invoice Net				1,728.14				
						CHECK TOTAL	1,728.14			----------
8096	GRANICUS, LLC	00000		INV	07/10/2024	186352		212235	214088	
1	A3021694 54720	DPN CS		PROF SER		749.00				
		Invoice Net				749.00				
						CHECK TOTAL	749.00			----------
7828	GUARDIAN	00000		INV	07/10/2024	JULY 2024		212236	214089	
1	A3011478 58016	CS EMP BEN		DENTAL PRE		110.69				
2	A3719068 58016	HOSPITALIZ		DENTAL PRE		994.77				

3	A3729068 58016		HOSP EB	DENTAL PRE	482.96	
4	A3739068 58016		HOSPITALIZ	DENTAL PRE	2,910.09	
5	F3739068 58016		HOSPITALIZ	DENTAL PRE	973.35	

CASH ACCOUNT: A 1200 CASH WARRANT: 24MWJUL2 07/10/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT		DOCUMENT	VOUCHER	CHECK
6	G3739068 58016			HOSPITALIZ	DENTAL PRE	430.74				
7	A3749068 58016			HOSPITALIZ	DENTAL PRE	7,316.92				
8	A3759068 58016			HOSPITALIZ	DENTAL PRE	773.55				
9	A3769068 58016			HOSPITALIZ	DENTAL PRE	290.53				
10	A3769068 58016		3000	HOSPITALIZ	DENTAL PRE	168.00				
				Invoice Net		14,451.60				
						CHECK TOTAL	14,451.60			----------
319	NATIONAL GRID		00001	INV	07/10/2024	212237		212237	214090	
1	A3031654 54650			GARAGE CS	UTILITIES	1,301.26				
2	A3031634 54650			VS CS	VC UTILITI	1,142.28				
3	F3638324 54650			LK RES CS	UTILITIES	21.42				
4	G3638124 54650			SEWER PUCS	UTILITIES	15,924.76				
5	A3031624 54650			CITY HA CS	UTILITIES	5,576.39				
6	A3567144 54650		3000	REC EXP CS	UTILITIES	5,448.17				
7	A3031624 54650			CITY HA CS	UTILITIES	25.85				
8	F3638334 54650			WAT TRT CS	UTILITIES	61,756.49				
9	A3031624 54650			CITY HA CS	UTILITIES	157.08				
10	A3638194 54650			COMPOST CS	UTILITIES	179.06				
11	A3567174 54650		3000	INDOOR REC	UTILITIES	41.26				
12	A3031624 54650			CITY HA CS	UTILITIES	31.57				
13	A3567194 54650		3000	ICE RIN CS	UTILITIES	26,226.55				
14	A3031624 54650			CITY HA CS	UTILITIES	31.89				
15	A3335654 54650			OFF ST PAR	UTILITIES	123.68				
				Invoice Net		117,987.71				
319	NATIONAL GRID		00001	INV	07/10/2024	212238		212238	214091	
1	A3143314 54751			TRAF CO CS	UTIL TRAF	246.51				
2	A3143314 54751			TRAF CO CS	UTIL TRAF	272.99				
3	A3143314 54751			TRAF CO CS	UTIL TRAF	209.09				
4	A3143314 54751			TRAF CO CS	UTIL TRAF	205.20				
5	A3143314 54751			TRAF CO CS	UTIL TRAF	192.16				
6	A3143314 54751			TRAF CO CS	UTIL TRAF	349.75				
7	A3143314 54751			TRAF CO CS	UTIL TRAF	275.28				
8	A3143314 54650			TRAF CO CS	UTILITIES	415.01				
9	A3143314 54751			TRAF CO CS	UTIL TRAF	143.69				
10	A3143314 54751			TRAF CO CS	UTIL TRAF	83.39				
11	A3143414 54650			FIRE CS	UTILITIES	4,427.78				
12	A3143124 54650			POLICE CS	UTILITIES	95.61				
13	A3143314 54751			TRAF CO CS	UTIL TRAF	286.29				
				Invoice Net		7,202.75				

				CHECK TOTAL	125,190.46			----------
319 NATIONAL GRID COMPANY	00002		INV 07/10/2024	212239		212239	214092	
1 E3475654 54650	OFF ST PAR	UTILITIES		1,210.63				
	Invoice Net			1,210.63				
				CHECK TOTAL	1,210.63			----------

CASH ACCOUNT: A 1200 CASH WARRANT: 24MWJUL2 07/10/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT		DOCUMENT	VOUCHER	CHECK
319 NATIONAL GRID COMPANY		00002		INV	07/10/2024	212240		212240	214093	
1 E3577164 54650		CCA CS		UTILITIES		17,527.50				
		Invoice Net				17,527.50				
						CHECK TOTAL	17,527.50			----------
319 NATIONAL GRID COMPANY		00002		INV	07/10/2024	212241		212241	214094	
1 E3577164 54650		CCA CS		UTILITIES		19.99				
		Invoice Net				19.99				
						CHECK TOTAL	19.99			----------
319 NATIONAL GRID COMPANY		00002		INV	07/10/2024	212242		212242	214095	
1 E3577164 54650		CCA CS		UTILITIES		384.70				
		Invoice Net				384.70				
						CHECK TOTAL	384.70			----------
223 RICOH USA, INC		00001		INV	07/10/2024	5069725693		212243	214096	
1 A3143124 54740		POLICE CS		SC EQUIP		11.77				
		Invoice Net				11.77				
223 RICOH USA, INC		00001		INV	07/10/2024	5069725502		212244	214097	
1 A3143414 54740		FIRE CS		SC EQUIP		20.50				
		Invoice Net				20.50				
223 RICOH USA, INC		00001		INV	07/10/2024	5069725506		212247	214100	
1 A3143124 54740		POLICE CS		SC EQUIP		94.20				
		Invoice Net				94.20				
						CHECK TOTAL	126.47			----------
223 RICOH USA, INC		00002	200532	INV	07/10/2024	108380563		212245	214098	
1 A3143014 54720		DPS CS		PROF SER		49.97				
		Invoice Net				49.97				
223 RICOH USA, INC		00002	240287	INV	07/10/2024	108387766		212246	214099	
1 A3143124 54740		POLICE CS		SC EQUIP		58.28				
		Invoice Net				58.28				
223 RICOH USA, INC		00002	240424	INV	07/10/2024	108372110		212248	214101	
1 A3143414 54740		FIRE CS		SC EQUIP		113.67				
		Invoice Net				113.67				
						CHECK TOTAL	221.92			----------

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
8048 SPRAGUE RESOURCES LP	00000			INV	07/10/2024	7112212	212249	214102	
1 A3143314 54650	TRAF CO CS			UTILITIES		20.39			
2 A3143414 54650	FIRE CS			UTILITIES		42.04			
3 A3143414 54650	FIRE CS			UTILITIES		14.99			
	Invoice Net					77.42			
					CHECK TOTAL	77.42			----------
7001 CHARTER COMMUNICATIONS	00001	230564		INV	07/10/2024	236368501062124	212231	214084	
1 A3143414 54720	FIRE CS			PROF SER		94.95			
	Invoice Net					94.95			

CASH ACCOUNT: A 1200 CASH WARRANT: 24MWJUL2 07/10/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL 94.95			----------
7350 TVC ALBANY, INC.	00001			INV	07/10/2024	17533687	212250	214103	
1 A3143124 54720	POLICE CS			PROF SER		1,523.49			
	Invoice Net					1,523.49			
					CHECK TOTAL	1,523.49			----------
1927 VERIZON	00001			INV	07/10/2024	212251	212251	214104	
1 A3143124 54670	POLICE CS			PHONES		36.07			
	Invoice Net					36.07			
1927 VERIZON	00001			INV	07/10/2024	212252	212252	214105	
1 A3567144 54670	REC EXP CS	3000		PHONES		36.27			
	Invoice Net					36.27			
1927 VERIZON	00001			INV	07/10/2024	212253	212253	214106	
1 A3143414 54670	FIRE CS			PHONES		36.38			
	Invoice Net					36.38			
1927 VERIZON	00001			INV	07/10/2024	212254	212254	214107	
1 A3537214 54670	CAROUSEL			PHONES		36.57			
	Invoice Net					36.57			
1927 VERIZON	00001			INV	07/10/2024	212255	212255	214108	
1 A3567144 54670	REC EXP CS	3000		PHONES		37.94			
	Invoice Net					37.94			
1927 VERIZON	00001			INV	07/10/2024	212256	212256	214109	
1 A3143124 54670	POLICE CS			PHONES		46.14			
	Invoice Net					46.14			
1927 VERIZON	00001			INV	07/10/2024	212257	212257	214110	
1 A3143124 54670	POLICE CS			PHONES		46.14			
	Invoice Net					46.14			
1927 VERIZON	00001			INV	07/10/2024	212258	212258	214111	
1 A3638184 54670	TRANSFE CS			PHONES		72.73			
	Invoice Net					72.73			
1927 VERIZON	00001			INV	07/10/2024	212259	212259	214112	

	1 F3638334 54670		WAT TRT CS	PHONES		77.22				
			Invoice Net			77.22				
1927	VERIZON		00001	INV	07/10/2024	212260		212260	214113	
	1 A3143124 54670		POLICE CS	PHONES		77.69				
			Invoice Net			77.69				
1927	VERIZON		00001	INV	07/10/2024	212261		212261	214114	
	1 A3031654 54670		GARAGE CS	PHONES		93.01				
			Invoice Net			93.01				
1927	VERIZON		00001	INV	07/10/2024	212262		212262	214115	
	1 A3143414 54670		FIRE CS	PHONES		100.06				
			Invoice Net			100.06				
1927	VERIZON		00001	INV	07/10/2024	212263		212263	214116	
	1 A3143414 54670		FIRE CS	PHONES		108.82				
			Invoice Net			108.82				
1927	VERIZON		00001	INV	07/10/2024	212264		212264	214117	

CASH ACCOUNT: A 1200 CASH WARRANT: 24MWJUL2 07/10/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT		DOCUMENT	VOUCHER	CHECK
	1 A3567144 54670	3000	REC EXP CS	PHONES		111.86				
			Invoice Net			111.86				
1927	VERIZON		00001	INV	07/10/2024	212265		212265	214118	
	1 A3143414 54670		FIRE CS	PHONES		112.39				
			Invoice Net			112.39				
1927	VERIZON		00001	INV	07/10/2024	212266		212266	214119	
	1 A3143414 54670		FIRE CS	PHONES		137.70				
			Invoice Net			137.70				
1927	VERIZON		00001	INV	07/10/2024	212267		212267	214120	
	1 F3638334 54670		WAT TRT CS	PHONES		183.45				
			Invoice Net			183.45				
1927	VERIZON		00001	INV	07/10/2024	212268		212268	214121	
	1 A3143414 54670		FIRE CS	PHONES		185.74				
			Invoice Net			185.74				
1927	VERIZON		00001	INV	07/10/2024	212269		212269	214122	
	1 A3143414 54670		FIRE CS	PHONES		265.60				
			Invoice Net			265.60				
1927	VERIZON		00001	INV	07/10/2024	212270		212270	214123	
	1 A3143124 54670		POLICE CS	PHONES		366.07				
			Invoice Net			366.07				
					CHECK TOTAL		2,167.85			----------
1927	VERIZON		00001	INV	07/10/2024	212271		212271	214125	
	1 A3021694 54670		DPN CS	PHONES		515.53				
			Invoice Net			515.53				
					CHECK TOTAL		515.53			----------
1831	VERIZON WIRELESS		00001	INV	07/10/2024	9667418125		212272	214126	

1 A3143124 54670	POLICE CS	PHONES		1,048.08			
	Invoice Net			1,048.08			
1831 VERIZON WIRELESS	00001	INV	07/10/2024	9967365420	212273	214127	
1 A3143414 54670	FIRE CS	PHONES		1,481.59			
	Invoice Net			1,481.59			
1831 VERIZON WIRELESS	00001	INV	07/10/2024	9966706619	212274	214128	
1 A3143124 54670	POLICE CS	PHONES		1,776.33			
	Invoice Net			1,776.33			
1831 VERIZON WIRELESS	00001	INV	07/10/2024	9966334980	212275	214129	
1 A3143414 54670	FIRE CS	PHONES		90.00			
	Invoice Net			90.00			
1831 VERIZON WIRELESS	00001	INV	07/10/2024	9967414829	212276	214130	
1 A3011474 54671	CIVSERV CS	PHONE FAX		166.97			
	Invoice Net			166.97			
1831 VERIZON WIRELESS	00001	INV	07/10/2024	9965605097	212277	214131	
1 A3113624 54670	BUILD CS	PHONES		187.32			
	Invoice Net			187.32			
1831 VERIZON WIRELESS	00001	INV	07/10/2024	996096877	212278	214132	
1 A3113624 54670	BUILD CS	PHONES		187.32			
	Invoice Net			187.32			

CASH ACCOUNT: A 1200 CASH WARRANT: 24MWJUL2 07/10/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT		DOCUMENT	VOUCHER	CHECK
1831 VERIZON WIRELESS		00001		INV	07/10/2024	9967352749		212281	214136	
1 A3051414 54671	ACCT CS	PHONE FAX				319.19				
	Invoice Net					319.19				
1831 VERIZON WIRELESS		00001		INV	07/10/2024	9966058734		212282	214137	
1 A3031444 54670	ENGINEER C	PHONES				49.91				
2 A3335014 54670	STREETS CS	PHONES				89.92				
3 A3031494 54670	DPW CS	PHONES				149.73				
4 A3537114 54670	PK CAS CS	PHONES				49.91				
	Invoice Net					339.47				
1831 VERIZON WIRELESS		00001		INV	07/10/2024	9966265995		212283	214138	
1 A3143124 54670	POLICE CS	PHONES				127.62				
2 A3143624 54670	CEO INS CS	PHONES				347.47				
	Invoice Net					475.09				
					CHECK TOTAL		6,071.36			----------
1831 VERIZON WIRELESS		00001		INV	07/10/2024	9967352750		212279	214134	
1 A3021694 54670	DPN CS	PHONES				187.32				
	Invoice Net					187.32				
					CHECK TOTAL		187.32			----------
1831 VERIZON WIRELESS		00001		INV	07/10/2024	9967364038		212280	214135	
1 E3577164 54670	CCA CS	PHONES				249.76				
	Invoice Net					249.76				
					CHECK TOTAL		249.76			----------

7609 WINDSTREAM	00000	INV 07/10/2024	76479842		212284	214139		
1 A3143124 54670	POLICE CS	PHONES	457.40					
2 A3143414 54670	FIRE CS	PHONES	182.96					
	Invoice Net		640.36					
		CHECK TOTAL		640.36				----------
56 INVOICES		WARRANT TOTAL	195,843.70	195,843.70				
		CASH ACCOUNT BALANCE		-940,166.26				

WARRANT: 24MWJUL2 07/10/2024

FUND	ORG	ACCOUNT		AMOUNT	AVLB BUDGET
A	A3011474 CIVIL SERVICE CONT A	-30-1-1431-4-54671 -	PHONES & FAX	166.97	569.63
A	A3011478 CIVIL SERVICEEMPLO A	-30-1-1431-8-58011 -	VISION INSURANCE	24.33	189.86
A	A3011478 CIVIL SERVICEEMPLO A	-30-1-1431-8-58016 -	DENTAL PREMIUMS	110.69	985.58
A	A3021694 DATA PRCESSING NET A	-30-2-1681-4-54670 -	PHONES	702.85	17,711.00
A	A3021694 DATA PRCESSING NET A	-30-2-1681-4-54720 -	SERVICE CONTRACTS - PR	749.00	113,273.34
A	A3031444 CITY ENGINEER'S OF A	-30-3-1440-4-54670 -	PHONES	49.91	1,068.31
A	A3031494 COMM PUBLIC WORKS A	-30-3-1490-4-54670 -	PHONES	149.73	1,272.26
A	A3031624 CITY HALL CS A	-30-3-1620-4-54650 -	UTILITIES	5,822.78	25,613.22
A	A3031634 VISITOR CENTER CS A	-30-3-1621-4-54650 -	VC UTILITIES	1,142.28	4,663.48
A	A3031654 CITY GARAGE CS A	-30-3-1623-4-54650 -	UTILITIES	1,301.26	9,213.49
A	A3031654 CITY GARAGE CS A	-30-3-1623-4-54670 -	PHONES	93.01	2,247.02
A	A3051414 COMM OF ACCOUNTS C A	-30-5-1410-4-54671 -	PHONES & FAX	319.19	3,471.81
A	A3113624 BUILDING DEPARTMEN A	-31-1-3620-4-54670 -	PHONES	374.64	1,063.16
A	A3143014 COMM PUBLIC SAFETY A	-31-4-3010-4-54720 -	SERVICE CONTRACTS - PR	49.97	11,788.30
A	A3143124 POLICE DEPARTMENT A	-31-4-3120-4-54650 -	UTILITIES	95.61	1,423.59
A	A3143124 POLICE DEPARTMENT A	-31-4-3120-4-54670 -	PHONES	3,981.54	27,479.50
A	A3143124 POLICE DEPARTMENT A	-31-4-3120-4-54720 -	SERVICE CONTRACTS - PR	1,523.49	25,266.10
A	A3143124 POLICE DEPARTMENT A	-31-4-3120-4-54740 -	SERVICE CONTRACTS - EQ	164.25	38,616.17
A	A3143314 TRAFFIC CONTROL CS A	-31-4-3310-4-54650 -	UTILITIES	435.40	1,671.03
A	A3143314 TRAFFIC CONTROL CS A	-31-4-3310-4-54751 -	UTILITIES TRAFFIC LIGH	2,264.35	14,363.62

A	A3143414	FIRE DEPARTMENT CS	A	-31-4-3410-4-54650	-	UTILITIES	4,484.81	24,589.52
A	A3143414	FIRE DEPARTMENT CS	A	-31-4-3410-4-54670	-	PHONES	2,701.24	24,048.13
A	A3143414	FIRE DEPARTMENT CS	A	-31-4-3410-4-54720	-	SERVICE CONTRACTS - PR	94.95	75,349.14
A	A3143414	FIRE DEPARTMENT CS	A	-31-4-3410-4-54740	-	SERVICE CONTRACTS - EQ	134.17	9,055.79
A	A3143624	CODE ENFORCEMENT C	A	-31-4-3620-4-54670	-	PHONES	347.47	3,612.27
A	A3335014	STREETS CS	A	-33-3-5010-4-54670	-	PHONES	89.92	2,911.37
A	A3335654	OFF STREET PARKING	A	-33-3-5650-4-54650	-	UTILITIES	123.68	8.27
A	A3537114	PARK & CASINO CS	A	-35-3-7110-4-54670	-	PHONES	49.91	460.03
A	A3537214	CAROUSEL	A	-35-3-7200-4-54670	-	PHONES	36.57	253.14
A	A3567144	RECREATION EXPENSE	A	-35-6-7140-4-54650	-3000	UTILITIES	5,448.17	592.88
A	A3567144	RECREATION EXPENSE	A	-35-6-7140-4-54670	-3000	PHONES	186.07	-184.19
A	A3567174	INDOOR RECREATION	A	-35-6-7171-4-54650	-3000	UTILITIES	41.26	8,109.01
A	A3567194	ICE RINKS CS	A	-35-6-7181-4-54650	-3000	UTILITIES	26,226.55	52,055.82
A	A3638184	TRANSFER STATION C	A	-36-3-8180-4-54670	-	PHONES	72.73	762.55
A	A3638194	COMPOST FACILITY C	A	-36-3-8185-4-54650	-	UTILITIES	179.06	1,181.08
A	A3719068	HOSPITALIZATION	A	-37-1-9060-8-58011	-	VISION INSURANCE	486.80	2,653.06
A	A3719068	HOSPITALIZATION	A	-37-1-9060-8-58016	-	DENTAL PREMIUMS	994.77	7,480.98
A	A3729068	HOSPITALIZATION EB	A	-37-2-9060-8-58011	-	VISION INSURANCE	219.06	2,969.48
A	A3729068	HOSPITALIZATION EB	A	-37-2-9060-8-58016	-	DENTAL PREMIUMS	482.96	2,691.74
A	A3739068	HOSPITALIZATION	A	-37-3-9060-8-58011	-	VISION INSURANCE	1,675.40	9,969.96
A	A3739068	HOSPITALIZATION	A	-37-3-9060-8-58016	-	DENTAL PREMIUMS	2,910.09	15,397.93
A	A3749068	HOSPITALIZATION	A	-37-4-9060-8-58011	-	VISION INSURANCE	632.84	25,717.29
A	A3749068	HOSPITALIZATION	A	-37-4-9060-8-58016	-	DENTAL PREMIUMS	7,316.92	31,852.90
A	A3759068	HOSPITALIZATION	A	-37-5-9060-8-58011	-	VISION INSURANCE	219.06	1,655.12
A	A3759068	HOSPITALIZATION	A	-37-5-9060-8-58016	-	DENTAL PREMIUMS	773.55	2,996.00
A	A3769068	HOSPITALIZATION	A	-37-6-9060-8-58011	-	VISION INSURANCE	97.36	1,046.62
A	A3769068	HOSPITALIZATION	A	-37-6-9060-8-58011	-3000	VISION INSURANCE	121.70	730.20
A	A3769068	HOSPITALIZATION	A	-37-6-9060-8-58016	-	DENTAL PREMIUMS	290.53	1,743.18
A	A3769068	HOSPITALIZATION	A	-37-6-9060-8-58016	-3000	DENTAL PREMIUMS	168.00	201.87

WARRANT: 24MWJUL2 07/10/2024

FUND	ORG			ACCOUNT			AMOUNT	AVLB BUDGET
						FUND TOTAL	76,126.85	
CASH ACCOUNT A 1200 BALANCE -940,166.26 **WARNING - INSUFFICIENT CASH BALANCE								
E	E3475654	OFF STREET PARKING	E	-34-7-5650-4-54650	-	UTILITIES	1,659.63	17,823.01
E	E3577164	CITY CENTER AUTHOR	E	-35-7-7160-4-54650	-	UTILITIES	17,932.19	69,449.79
E	E3577164	CITY CENTER AUTHOR	E	-35-7-7160-4-54670	-	PHONES	489.71	2,201.97
E	E3577168	CITY CENTER AUTHOR	E	-35-7-7160-8-58010	-	HOSPITALIZATION	19,630.98	8,797.06
						FUND TOTAL	39,712.51	
CASH ACCOUNT A 1200 BALANCE -940,166.26 **WARNING - INSUFFICIENT CASH BALANCE								
F	F3638324	LAKE & RESERVOIR C	F	-36-3-8320-4-54650	-	UTILITIES	21.42	24,185.13
F	F3638334	WATER TREATMNET PL	F	-36-3-8330-4-54650	-	UTILITIES	61,756.49	31,874.65

F	F3638334	WATER TREATMNET PL	F	-36-3-8330-4-54670 -		PHONES	260.67	2,590.89
F	F3739068	HOSPITALIZATION	F	-37-3-9060-8-58011 -		VISION INSURANCE	452.31	2,549.63
F	F3739068	HOSPITALIZATION	F	-37-3-9060-8-58016 -		DENTAL PREMIUMS	973.35	4,632.56
						FUND TOTAL	63,464.24	

CASH ACCOUNT A 1200 BALANCE -940,166.26 **WARNING - INSUFFICIENT CASH BALANCE

G	G3638124	SEWER PUMPING CS	G	-36-3-8120-4-54650 -		UTILITIES	15,924.76	7,141.53
G	G3739068	HOSPITALIZATION	G	-37-3-9060-8-58011 -		VISION INSURANCE	184.60	1,271.63
G	G3739068	HOSPITALIZATION	G	-37-3-9060-8-58016 -		DENTAL PREMIUMS	430.74	3,452.19
						FUND TOTAL	16,540.10	

CASH ACCOUNT A 1200 BALANCE -940,166.26 **WARNING - INSUFFICIENT CASH BALANCE

WARRANT SUMMARY TOTAL	195,843.70
GRAND TOTAL	195,843.70

WARRANT: 24MWJUL2 07/10/2024

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
214082	5598	CDPHP UNIVERSAL BENEFITS, INC.	212229	240006	INV	07/10/2024	19,630.98	10013542
214083	8695	CHARTER COMMUNICATIONS	212230		INV	07/10/2024	449.00	142267901
214084	7001	CHARTER COMMUNICATIONS	212231	230564	INV	07/10/2024	94.95	236368501
214085	8695	CHARTER COMMUNICATIONS	212232		INV	07/10/2024	239.95	142267301
214086	3	CSEA-EBF	212233		INV	07/10/2024	1,728.14	DPW 268
214087	3	CSEA-EBF	212234		INV	07/10/2024	2,385.32	NB365 CITY HALL ADMIN

214088	8096	GRANICUS, LLC	212235		INV	07/10/2024	749.00	07/01/2024
214089	7828	GUARDIAN	212236		INV	07/10/2024	14,451.60	00 544643
214090	319	NATIONAL GRID	212237		INV	07/10/2024	117,987.71	DPW
214091	319	NATIONAL GRID	212238		INV	07/10/2024	7,202.75	DPS
214092	319	NATIONAL GRID COMPANY	212239		INV	07/10/2024	1,210.63	99621-98017
214093	319	NATIONAL GRID COMPANY	212240		INV	07/10/2024	17,527.50	16688-17106
214094	319	NATIONAL GRID COMPANY	212241		INV	07/10/2024	19.99	80426-38002
214095	319	NATIONAL GRID COMPANY	212242		INV	07/10/2024	384.70	09228-52006
214096	223	RICOH USA, INC	212243		INV	07/10/2024	11.77	4681158
214097	223	RICOH USA, INC	212244		INV	07/10/2024	20.50	4681158
214098	223	RICOH USA, INC	212245	200532	INV	07/10/2024	49.97	323252-3758017USC4
214099	223	RICOH USA, INC	212246	240287	INV	07/10/2024	58.28	323252-3758017USC2
214100	223	RICOH USA, INC	212247		INV	07/10/2024	94.20	4681158
214101	223	RICOH USA, INC	212248	240424	INV	07/10/2024	113.67	323252-1041314OMN
214102	8048	SPRAGUE RESOURCES LP	212249		INV	07/10/2024	77.42	72007945
214103	7350	TVC ALBANY, INC.	212250		INV	07/10/2024	1,523.49	36454
214104	1927	VERIZON	212251		INV	07/10/2024	36.07	556776045000166
214105	1927	VERIZON	212252		INV	07/10/2024	36.27	651750469000170
214106	1927	VERIZON	212253		INV	07/10/2024	36.38	651750654000142

WARRANT: 24MWJUL2 07/10/2024

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
214107	1927	VERIZON	212254		INV	07/10/2024	36.57	251750487000180
214108	1927	VERIZON	212255		INV	07/10/2024	37.94	151750516000160
214109	1927	VERIZON	212256		INV	07/10/2024	46.14	651750580000117
214110	1927	VERIZON	212257		INV	07/10/2024	46.14	651750534000189

214111	1927 VERIZON	212258	INV	07/10/2024	72.73	251750483000176
214112	1927 VERIZON	212259	INV	07/10/2024	77.22	251750581000185
214113	1927 VERIZON	212260	INV	07/10/2024	77.69	251750498000153
214114	1927 VERIZON	212261	INV	07/10/2024	93.01	651747381000106
214115	1927 VERIZON	212262	INV	07/10/2024	100.06	651747380000123
214116	1927 VERIZON	212263	INV	07/10/2024	108.82	251750651000198
214117	1927 VERIZON	212264	INV	07/10/2024	111.86	651750515000174
214118	1927 VERIZON	212265	INV	07/10/2024	112.39	651750666000189
214119	1927 VERIZON	212266	INV	07/10/2024	137.70	251747381000191
214120	1927 VERIZON	212267	INV	07/10/2024	183.45	65175049600102/6524860
214121	1927 VERIZON	212268	INV	07/10/2024	185.74	251747334000181
214122	1927 VERIZON	212269	INV	07/10/2024	265.60	651750648000166
214123	1927 VERIZON	212270	INV	07/10/2024	366.07	651750563000175
214125	1927 VERIZON	212271	INV	07/10/2024	515.53	651750664000132
214126	1831 VERIZON WIRELESS	212272	INV	07/10/2024	1,048.08	842249443-00001
214127	1831 VERIZON WIRELESS	212273	INV	07/10/2024	1,481.59	486851008-00001
214128	1831 VERIZON WIRELESS	212274	INV	07/10/2024	1,776.33	642241256-00001
214129	1831 VERIZON WIRELESS	212275	INV	07/10/2024	90.00	742082557-00001
214130	1831 VERIZON WIRELESS	212276	INV	07/10/2024	166.97	842037333-00002
214131	1831 VERIZON WIRELESS	212277	INV	07/10/2024	187.32	942014876-00001

WARRANT: 24MWJUL2 07/10/2024

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
214132	1831	VERIZON WIRELESS	212278		INV	07/10/2024	187.32	942014876-00001
214134	1831	VERIZON WIRELESS	212279		INV	07/10/2024	187.32	442028324-00002

214135	1831 VERIZON WIRELESS	212280	INV	07/10/2024	249.76	480169107-00001
214136	1831 VERIZON WIRELESS	212281	INV	07/10/2024	319.19	442028324-00001
214137	1831 VERIZON WIRELESS	212282	INV	07/10/2024	339.47	742051038-0001
214138	1831 VERIZON WIRELESS	212283	INV	07/10/2024	475.09	286916448-00001
214139	7609 WINDSTREAM	212284	INV	07/10/2024	640.36	4298323
			WARRANT TOTAL		195,843.70	

** END OF REPORT - Generated by Laura Townsend **

AGENDA ITEM NO. 6.8

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Samantha Clemmey, Finance

ITEM TYPE: Consent Agenda

AGENDA SECTION: Consent Agenda

SUBJECT: Approve Warrant 2024 - 24JUL2 $1,479,235.10

SUGGESTED ACTION:

ITEM ACTION: Consent Agenda

ITEM NOTES:

ATTACHMENTS:
24JUL2 $1,479,235.10

CITY OF SARATOGA SPRINGS WARRANT REPORT

DATE: 07/16/2024 WARRANT: 24JUL2 AMOUNT: $ 1,479,235.10

COMMISSIONER OF ACCOUNTS

I HEREBY CERTIFY THAT AT A MEETING OF THE CITY OF SARATOGA SPRINGS CITY COUNCIL ON THAT THE VOUCHERS BELOW ARE APPROVED AND AUTHORIZED.

_____

DETAIL INVOICE LIST

CASH ACCOUNT: A 1200 CASH WARRANT: 24JUL2 07/16/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT		DOCUMENT	VOUCHER	CHECK
8027 3 RINGS PTS, LLC		00000	240002	INV	07/16/2024	01171		212285	214140	
1 E3475654 54720		OFF ST PAR		PROF SER		4,200.00				
		Invoice Net				4,200.00				
						CHECK TOTAL	4,200.00			----------
8027 3 RINGS PTS, LLC		00000	240002	INV	07/16/2024	01167		212286	214141	
1 E3475654 54720		OFF ST PAR		PROF SER		4,200.00				
		Invoice Net				4,200.00				
						CHECK TOTAL	4,200.00			----------
8027 3 RINGS PTS, LLC		00000	240002	INV	07/16/2024	01170		212287	214142	
1 E3475654 54720		OFF ST PAR		PROF SER		75.00				
		Invoice Net				75.00				
						CHECK TOTAL	75.00			----------
8027 3 RINGS PTS, LLC		00000	240002	INV	07/16/2024	01172		212288	214143	
1 E3577164 54720		CCA CS		PROF SER		110.00				
		Invoice Net				110.00				
						CHECK TOTAL	110.00			----------
8027 3 RINGS PTS, LLC		00000	240002	INV	07/16/2024	01168		212289	214144	
1 E3577164 54720		CCA CS		PROF SER		110.00				
		Invoice Net				110.00				
						CHECK TOTAL	110.00			----------
269 3M COMPANY		00002		INV	07/16/2024	9429230982		212290	214145	
1 A3335014 54180		STREETS CS		OTHER SUPP		284.61				
		Invoice Net				284.61				
						CHECK TOTAL	284.61			----------
7969 ABSOLUTE PEST CONTROL,		00000	240036	INV	07/16/2024	649394		212291	214146	
1 A3537224 54720		HIGHROCKPA		PROF SER		36.00				
		Invoice Net				36.00				
						CHECK TOTAL	36.00			----------
7969 ABSOLUTE PEST CONTROL,		00000	240036	INV	07/16/2024	649383		212292	214147	
1 A3567174 54720 3000		INDOOR REC		PROF SER		54.00				
		Invoice Net				54.00				
						CHECK TOTAL	54.00			----------
7969 ABSOLUTE PEST CONTROL,		00000	240036	INV	07/16/2024	649398		212293	214148	
1 A3567194 54720 3000		ICE RIN CS		PROF SER		63.00				
		Invoice Net				63.00				
						CHECK TOTAL	63.00			----------
4140 ACCURATE PEST CONTROL		00000		INV	07/16/2024	17973		212294	214149	
1 E3577164 54720		CCA CS		PROF SER		60.00				
		Invoice Net				60.00				

DETAIL INVOICE LIST

CASH ACCOUNT: A 1200 CASH WARRANT: 24JUL2 07/16/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT		DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	60.00			----------
8293	ACI PAYMENTS, INC.	00000		INV	07/16/2024	1000117671		212295	214150	
	1 A042 41230	FIN DEP IN		FINANCE FE		5.95				
		Invoice Net				5.95				
						CHECK TOTAL	5.95			----------
6708	ACTION EQUIPMENT AND S	00001		INV	07/16/2024	01-067208-07		212296	214151	
	1 A3335014 54330	STREETS CS		REP MAN EQ		3,124.58				
		Invoice Net				3,124.58				
6708	ACTION EQUIPMENT AND S	00001		INV	07/16/2024	01-067225-04		212297	214152	
	1 A3335014 54330	STREETS CS		REP MAN EQ		210.00				
		Invoice Net				210.00				
						CHECK TOTAL	3,334.58			----------
5045	ADIRONDACK SIGN COMPAN	00000		INV	07/16/2024	33074		212298	214153	
	1 A3567144 54758	REC EXP CS		RECSCHSPEC		70.00				
		Invoice Net				70.00				
5045	ADIRONDACK SIGN COMPAN	00000		INV	07/16/2024	33061		212299	214154	
	1 A3567144 54600	REC EXP CS		ADVERTISIN		140.00				
		Invoice Net				140.00				
						CHECK TOTAL	210.00			----------
2785	ADIRONDACK TIRE CORP	00001	240019	INV	07/16/2024	1063075		212300	214155	
	1 A3335014 54510	STREETS CS		REP MAN VE		1,237.54				
		Invoice Net				1,237.54				
2785	ADIRONDACK TIRE CORP	00001	240440	INV	07/16/2024	1058124		212301	214156	
	1 A3335014 54330	STREETS CS		REP MAN EQ		1,816.03				
	2 A3537114 54330	PK CAS CS		REP MAN EQ		2,281.19				
	3 A3567194 54180 3000	ICE RIN CS		OTHER SUPP		1,038.23				
	4 A3567194 54510 3000	ICE RIN CS		REP MAN VE		694.40				
	5 A3638184 54330	TRANSFE CS		REP MAN EQ		1,300.00				
	6 A3638194 54180	COMPOST CS		OTHER SUPP		1,720.15				
		Invoice Net				8,850.00				
						CHECK TOTAL	10,087.54			----------
5400	AIRGAS EAST	00001		INV	07/16/2024	5508655673		212302	214157	
	1 A3031654 54180	GARAGE CS		OTHER SUPP		200.00				
		Invoice Net				200.00				
						CHECK TOTAL	200.00			----------
5044	ALL SEASONS TEXTILE SE	00000		INV	07/16/2024	1055052		212303	214158	
	1 E3577164 54720	CCA CS		PROF SER		81.00				
		Invoice Net				81.00				
						CHECK TOTAL	81.00			----------
5044	ALL SEASONS TEXTILE SE	00000		INV	07/16/2024	1056727		212304	214159	

DETAIL INVOICE LIST

CASH ACCOUNT: A 1200 CASH WARRANT: 24JUL2 07/16/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
1	E3577164 54720		CCA CS	PROF SER		81.00			
			Invoice Net			81.00			
					CHECK TOTAL	81.00			----------
6533	CHRIS ALLEN		00000	INV	07/16/2024	212305	212305	214160	
1	A3143124 54160		POLICE CS	UNIFORMS		249.73			
			Invoice Net			249.73			
					CHECK TOTAL	249.73			----------
31	ALLERDICE BUILDING SUP		00001	INV	07/16/2024	4481/1	212306	214161	
1	A3335014 54180		STREETS CS	OTHER SUPP		2.85			
			Invoice Net			2.85			
31	ALLERDICE BUILDING SUP		00001	INV	07/16/2024	4700/1	212307	214162	
1	A3335014 54320		STREETS CS	TOOLS		17.98			
			Invoice Net			17.98			
31	ALLERDICE BUILDING SUP		00001	INV	07/16/2024	4412/1	212308	214163	
1	H3416952 52000	1226	CAP PROJ	CAP PROJ O		19.47			
			Invoice Net			19.47			
31	ALLERDICE BUILDING SUP		00001	INV	07/16/2024	4516/1	212309	214164	
1	H3416952 52000	1226	CAP PROJ	CAP PROJ O		24.39			
			Invoice Net			24.39			
31	ALLERDICE BUILDING SUP		00001	INV	07/16/2024	4671/1	212310	214165	
1	H3416952 52000	1226	CAP PROJ	CAP PROJ O		29.80			
			Invoice Net			29.80			
31	ALLERDICE BUILDING SUP		00001	INV	07/16/2024	4707/1	212311	214166	
1	A3335014 54180		STREETS CS	OTHER SUPP		40.18			
			Invoice Net			40.18			
31	ALLERDICE BUILDING SUP		00001	INV	07/16/2024	4629/1	212312	214167	
1	A3335014 54180		STREETS CS	OTHER SUPP		41.12			
			Invoice Net			41.12			
31	ALLERDICE BUILDING SUP		00001	INV	07/16/2024	4686/1	212313	214168	
1	F3638344 54180		METERS CS	OTHER SUPP		42.50			
			Invoice Net			42.50			
31	ALLERDICE BUILDING SUP		00001	INV	07/16/2024	4650/1	212314	214169	
1	H3416952 52000	1226	CAP PROJ	CAP PROJ O		42.98			
			Invoice Net			42.98			
31	ALLERDICE BUILDING SUP		00001	INV	07/16/2024	4657/1	212315	214170	
1	H3416952 52000	1226	CAP PROJ	CAP PROJ O		64.90			
			Invoice Net			64.90			
31	ALLERDICE BUILDING SUP		00001	INV	07/16/2024	4747/1	212316	214171	
1	A3335014 54180		STREETS CS	OTHER SUPP		70.74			
			Invoice Net			70.74			
31	ALLERDICE BUILDING SUP		00001	INV	07/16/2024	4706/1	212317	214172	
1	A3335014 54180		STREETS CS	OTHER SUPP		115.02			
			Invoice Net			115.02			
31	ALLERDICE BUILDING SUP		00001	INV	07/16/2024	212318	212318	214173	
1	A3143414 54610		FIRE CS	REP MAN BU		63.47			

DETAIL INVOICE LIST

CASH ACCOUNT: A 1200 CASH WARRANT: 24JUL2 07/16/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT		DOCUMENT	VOUCHER	CHECK
2	A3143414 54200	FIRE CS		HOUSE SUPP		26.33				
3	A3143414 54330	FIRE CS		REP MAN EQ		17.99				
4	A3143124 54510	POLICE CS		REP MAN VE		19.78				
		Invoice Net				127.57				
31	ALLERDICE BUILDING SUP	00001		INV	07/16/2024	4524/1		212319	214174	
1	A3567174 54180 3000	INDOOR REC		OTHER SUPP		152.55				
		Invoice Net				152.55				
31	ALLERDICE BUILDING SUP	00001		INV	07/16/2024	212320		212320	214175	
1	A3143414 54610	FIRE CS		REP MAN BU		1.99				
2	A3143414 54200	FIRE CS		HOUSE SUPP		38.78				
3	A3143414 54330	FIRE CS		REP MAN EQ		156.50				
		Invoice Net				197.27				
31	ALLERDICE BUILDING SUP	00001		INV	07/16/2024	4544/1		212321	214176	
1	A3335654 54180	OFF ST PAR		OTHER SUPP		242.53				
		Invoice Net				242.53				
						CHECK TOTAL	1,231.85			----------
3259	ALPHA BOATS UNLIMITED	00001		INV	07/16/2024	37811		212322	214177	
1	F3638334 54330	WAT TRT CS		REP MAN EQ		397.49				
		Invoice Net				397.49				
						CHECK TOTAL	397.49			----------
7550	AMAZON CAPITAL SERVICE	00000		INV	07/16/2024	16TKRQ461YJF		212323	214178	
1	A3031494 54110	DPW CS		OFFICE SUP		51.80				
		Invoice Net				51.80				
7550	AMAZON CAPITAL SERVICE	00000		INV	07/16/2024	14P7CHY9KJLP		212324	214179	
1	A3031444 54180	ENGINEER C		OTHER SUPP		59.99				
		Invoice Net				59.99				
7550	AMAZON CAPITAL SERVICE	00000		INV	07/16/2024	1NT4V6NHX137		212325	214180	
1	A3031654 54180	GARAGE CS		OTHER SUPP		70.02				
		Invoice Net				70.02				
7550	AMAZON CAPITAL SERVICE	00000		INV	07/16/2024	1GQ3PVPQNCYF		212326	214181	
1	A3335014 54330	STREETS CS		REP MAN EQ		100.97				
		Invoice Net				100.97				
7550	AMAZON CAPITAL SERVICE	00000		INV	07/16/2024	1Y1XMJYYD13W		212327	214182	
1	A3335014 54180	STREETS CS		OTHER SUPP		236.46				
		Invoice Net				236.46				
7550	AMAZON CAPITAL SERVICE	00000		INV	07/16/2024	212328		212328	214183	
1	A3143124 54160	POLICE CS		UNIFORMS		470.67				
		Invoice Net				470.67				
						CHECK TOTAL	989.91			----------
47	AMCHAR WHOLESALE INC	00001	240343	INV	07/16/2024	01117564		212329	214184	
1	A3143122 52206	POLICE EQ		WEAPONS		849.63				
2	A3143122 52206	POLICE EQ		WEAPONS		.26				
		Invoice Net				849.89				
						CHECK TOTAL	849.89			----------

DETAIL INVOICE LIST

CASH ACCOUNT: A 1200 CASH WARRANT: 24JUL2 07/16/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
7575	AMREX CHEMICAL CO., IN	00001	240451	INV	07/16/2024	252024,114514	212330	214185	
	1 F3638334 54141	WAT TRT CS		CHEMICALS		1,332.50			
		Invoice Net				1,332.50			
						CHECK TOTAL 1,332.50			----------
6950	AMSURE	00001		INV	07/16/2024	136855	212331	214186	
	1 A3031914 54773	LIAB INSUR		LIAB INSUR		1,380.00			
		Invoice Net				1,380.00			
						CHECK TOTAL 1,380.00			----------
9644	ARETE ADVISORS LLC	00000		INV	07/16/2024	20241268	212332	214187	
	1 A3021914 54773	LIAB IN CS		LIAB INSUR		1,306.25			
		Invoice Net				1,306.25			
						CHECK TOTAL 1,306.25			----------
2188	B & B PLUMBING & HEATI	00000	240412	INV	07/16/2024	28832	212333	214188	
	1 A3021694 54720	DPN CS		PROF SER		11,108.00			
		Invoice Net				11,108.00			
						CHECK TOTAL 11,108.00			----------
7337	SUSAN BAKER	00000		INV	07/16/2024	212334	212334	214189	
	1 E3577164 54201	CCA CS		BUS EXP SA		243.26			
		Invoice Net				243.26			
						CHECK TOTAL 243.26			----------
6759	SUSAN BARDEN	00000		INV	07/16/2024	212335	212335	214191	
	1 A3618684 54570	PED CS		TRAINING		154.10			
		Invoice Net				154.10			
						CHECK TOTAL 154.10			----------
8748	BARRIER FREE ELEVATORS	00000	240003	INV	07/16/2024	26921	212336	214192	
	1 E3475654 54720	OFF ST PAR		PROF SER		810.33			
	2 E3577164 54720	CCA CS		PROF SER		810.33			
		Invoice Net				1,620.66			
						CHECK TOTAL 1,620.66			----------
113	BARTON & LOGUIDICE D.	00000	230654	INV	07/16/2024	143131	212337	214193	
	1 A3031444 54725	ENGINEER C		SER CON EN		3,176.25			
		Invoice Net				3,176.25			
						CHECK TOTAL 3,176.25			----------
6698	BLUEBEAM SOFTWARE	00000		INV	07/16/2024	1973325	212338	214194	
	1 A3031444 54180	ENGINEER C		OTHER SUPP		275.00			
		Invoice Net				275.00			
						CHECK TOTAL 275.00			----------
9456	PETER BOJURCZUK	00000		INV	07/16/2024	212339	212339	214195	

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CASH ACCOUNT: A 1200 CASH WARRANT: 24JUL2 07/16/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
1	A046 42024			REC DEP IN	IND FAC RE	417.00			
	Invoice Net					417.00			
					CHECK TOTAL	417.00			----------
1314	BONACIO CONSTRUCTION I	00001		INV	07/16/2024	18801	212340	214196	
1	A3335184 54750			ST LIG CS	STREET LIG	543.75			
	Invoice Net					543.75			
					CHECK TOTAL	543.75			----------
7426	BPI MECHANICAL SERVICE	00000		INV	07/16/2024	105983	212341	214197	
1	A3143414 54720			FIRE CS	PROF SER	15,324.38			
	Invoice Net					15,324.38			
7426	BPI MECHANICAL SERVICE	00000	240017	INV	07/16/2024	106843	212342	214199	
1	A3031624 54610			CITY HA CS	REP MAN BU	200.00			
2	A3567194 54610 3000			ICE RIN CS	REP MAN BU	150.86			
	Invoice Net					350.86			
					CHECK TOTAL	15,675.24			----------
121	CALLANAN INDUSTRIES IN	00000	220605	INV	07/16/2024	#5	212343	214200	
1	H3517142 52000 1270			CUL & REC	CAP PROJ O	263,373.67			
	Invoice Net					263,373.67			
					CHECK TOTAL	263,373.67			----------
9579	RACHAEL CAPASSO	00000		INV	07/16/2024	70309368	212344	214201	
1	A3051414 54573			ACCT CS	RS PROGRAM	722.71			
	Invoice Net					722.71			
					CHECK TOTAL	722.71			----------
143	CAPITAL TRACTOR INC	00000		INV	07/16/2024	PG80319	212345	214202	
1	A3335014 54510			STREETS CS	REP MAN VE	176.69			
	Invoice Net					176.69			
					CHECK TOTAL	176.69			----------
417	CASELLA WASTE SERVICES	00001	240061	INV	07/16/2024	2529832	212346	214203	
1	A3638184 54521			TRANSFE CS	TIPPING FE	1,143.98			
2	A3638184 54700			TRANSFE CS	TRANSPORTA	550.00			
	Invoice Net					1,693.98			
417	CASELLA WASTE SERVICES	00001	240061	INV	07/16/2024	2528107	212347	214204	
1	A3638184 54521			TRANSFE CS	TIPPING FE	1,234.22			
2	A3638184 54700			TRANSFE CS	TRANSPORTA	550.00			
	Invoice Net					1,784.22			
417	CASELLA WASTE SERVICES	00001	240061	INV	07/16/2024	2528977	212348	214205	
1	A3638184 54521			TRANSFE CS	TIPPING FE	1,301.90			
2	A3638184 54700			TRANSFE CS	TRANSPORTA	550.00			
	Invoice Net					1,851.90			
					CHECK TOTAL	5,330.10			----------

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CASH ACCOUNT: A 1200 CASH WARRANT: 24JUL2 07/16/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
3776	CHESHIRE HORSE OF SARA	00000		INV	07/16/2024	533352	212349	214206	
1	A3143124 54979	POLICE CS	HORSE CARE			29.82			
		Invoice Net				29.82			
					CHECK TOTAL	29.82			----------
7209	CINTAS CORPORATION	00000	240060	INV	07/16/2024	4193677752	212350	214207	
1	A3567174 54610 3000	INDOOR REC	REP MAN BU			33.66			
		Invoice Net				33.66			
7209	CINTAS CORPORATION	00000	240060	INV	07/16/2024	4195826918	212351	214208	
1	A3567174 54610 3000	INDOOR REC	REP MAN BU			33.66			
		Invoice Net				33.66			
7209	CINTAS CORPORATION	00000	240060	INV	07/16/2024	4193677549	212352	214209	
1	A3567194 54610 3000	ICE RIN CS	REP MAN BU			41.42			
		Invoice Net				41.42			
7209	CINTAS CORPORATION	00000	240060	INV	07/16/2024	4194345653	212353	214210	
1	A3567194 54610 3000	ICE RIN CS	REP MAN BU			41.42			
		Invoice Net				41.42			
7209	CINTAS CORPORATION	00000	240060	INV	07/16/2024	4195117718	212354	214211	
1	A3567194 54610 3000	ICE RIN CS	REP MAN BU			41.42			
		Invoice Net				41.42			
7209	CINTAS CORPORATION	00000	240060	INV	07/16/2024	4195826739	212355	214212	
1	A3567194 54610 3000	ICE RIN CS	REP MAN BU			41.42			
		Invoice Net				41.42			
7209	CINTAS CORPORATION	00000	240060	INV	07/16/2024	4193224410	212356	214213	
1	A3537114 54610	PK CAS CS	REP MAN BU			43.68			
		Invoice Net				43.68			
7209	CINTAS CORPORATION	00000	240060	INV	07/16/2024	4193806232	212357	214214	
1	A3537114 54610	PK CAS CS	REP MAN BU			43.68			
		Invoice Net				43.68			
7209	CINTAS CORPORATION	00000	240060	INV	07/16/2024	4194634066	212358	214215	
1	A3537114 54610	PK CAS CS	REP MAN BU			43.68			
		Invoice Net				43.68			
7209	CINTAS CORPORATION	00000	240060	INV	07/16/2024	4195368691	212359	214216	
1	A3537114 54610	PK CAS CS	REP MAN BU			43.68			
		Invoice Net				43.68			
7209	CINTAS CORPORATION	00000	240060	INV	07/16/2024	4193224432	212360	214217	
1	A3031624 54610	CITY HA CS	REP MAN BU			46.38			
		Invoice Net				46.38			
7209	CINTAS CORPORATION	00000	240060	INV	07/16/2024	4193806170	212363	214220	
1	A3031624 54610	CITY HA CS	REP MAN BU			46.38			
		Invoice Net				46.38			
7209	CINTAS CORPORATION	00000	240060	INV	07/16/2024	4194634029	212364	214221	
1	A3031624 54610	CITY HA CS	REP MAN BU			46.38			
		Invoice Net				46.38			
7209	CINTAS CORPORATION	00000	240060	INV	07/16/2024	4195368747	212365	214222	
1	A3031624 54610	CITY HA CS	REP MAN BU			46.38			
		Invoice Net				46.38			

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CASH ACCOUNT: A 1200 CASH WARRANT: 24JUL2 07/16/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
7209 CINTAS CORPORATION		00000	240060	INV	07/16/2024	4191041433	212366	214223	
1	A3031654 54160	GARAGE CS	UNIFORMS			40.09			
2	A3031654 54610	GARAGE CS	REP MAN BU			28.48			
		Invoice Net				68.57			
7209 CINTAS CORPORATION		00000	240060	INV	07/16/2024	4192497973	212367	214224	
1	A3031654 54160	GARAGE CS	UNIFORMS			40.09			
2	A3031654 54610	GARAGE CS	REP MAN BU			28.48			
		Invoice Net				68.57			
7209 CINTAS CORPORATION		00000	240060	INV	07/16/2024	4193224441	212368	214225	
1	A3031654 54160	GARAGE CS	UNIFORMS			40.09			
2	A3031654 54610	GARAGE CS	REP MAN BU			28.48			
		Invoice Net				68.57			
7209 CINTAS CORPORATION		00000	240060	INV	07/16/2024	4193806313	212369	214226	
1	A3031654 54160	GARAGE CS	UNIFORMS			40.09			
2	A3031654 54610	GARAGE CS	REP MAN BU			28.48			
		Invoice Net				68.57			
7209 CINTAS CORPORATION		00000	240060	INV	07/16/2024	4194634137	212370	214227	
1	A3031654 54160	GARAGE CS	UNIFORMS			40.09			
2	A3031654 54610	GARAGE CS	REP MAN BU			28.48			
		Invoice Net				68.57			
7209 CINTAS CORPORATION		00000	240060	INV	07/16/2024	4195368788	212371	214228	
1	A3031654 54160	GARAGE CS	UNIFORMS			40.09			
2	A3031654 54610	GARAGE CS	REP MAN BU			28.48			
		Invoice Net				68.57			
7209 CINTAS CORPORATION		00000	240060	INV	07/16/2024	4191783183	212372	214229	
1	A3031654 54160	GARAGE CS	UNIFORMS			40.09			
2	A3031654 54610	GARAGE CS	REP MAN BU			28.48			
		Invoice Net				68.57			
7209 CINTAS CORPORATION		00000	240060	INV	07/16/2024	4196085730	212373	214230	
1	A3031654 54160	GARAGE CS	UNIFORMS			41.10			
2	A3031654 54610	GARAGE CS	REP MAN BU			29.38			
		Invoice Net				70.48			
7209 CINTAS CORPORATION		00000	240060	INV	07/16/2024	4196783151	212374	214231	
1	A3031654 54160	GARAGE CS	UNIFORMS			41.26			
2	A3031654 54610	GARAGE CS	REP MAN BU			29.38			
		Invoice Net				70.64			
7209 CINTAS CORPORATION		00000	240060	INV	07/16/2024	4188906893	212375	214232	
1	A3031654 54160	GARAGE CS	UNIFORMS			89.15			
2	A3031654 54610	GARAGE CS	REP MAN BU			28.48			
		Invoice Net				117.63			
7209 CINTAS CORPORATION		00000	240060	INV	07/16/2024	4189626815	212376	214233	
1	A3031654 54160	GARAGE CS	UNIFORMS			106.09			
2	A3031654 54610	GARAGE CS	REP MAN BU			28.48			
		Invoice Net				134.57			
7209 CINTAS CORPORATION		00000	240060	INV	07/16/2024	4190327086	212377	214234	
1	A3031654 54160	GARAGE CS	UNIFORMS			128.54			
2	A3031654 54610	GARAGE CS	REP MAN BU			28.48			
		Invoice Net				157.02			

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CASH ACCOUNT: A 1200 CASH WARRANT: 24JUL2 07/16/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL 1,623.57			----------
128 CITY CENTER PETTY CASH	00000		INV	07/16/2024		06/20/2024	212378	214235	
1 E3577164 54140	CCA CS		JANIT SUPP			22.00			
	Invoice Net					22.00			
						CHECK TOTAL 22.00			----------
5853 CONFIDATA	00000		INV	07/16/2024		98670	212379	214236	
1 A3143014 54110	DPS CS		OFFICE SUP			60.00			
	Invoice Net					60.00			
5853 CONFIDATA	00000		INV	07/16/2024		98696	212380	214237	
1 A3143124 54720	POLICE CS		PROF SER			60.00			
	Invoice Net					60.00			
5853 CONFIDATA	00000		INV	07/16/2024		98697	212381	214238	
1 A3567144 54740	REC EXP CS		SC EQUIP			120.00			
	Invoice Net					120.00			
						CHECK TOTAL 240.00			----------
7682 CORE & MAIN LP	00000	230229	INV	07/16/2024		U057656	212382	214239	
1 F3638342 52201	METERS EQ		METERS			12,871.44			
	Invoice Net					12,871.44			
7682 CORE & MAIN LP	00000	230229	INV	07/16/2024		V112511	212383	214240	
1 F3638342 52201	METERS EQ		METERS			12,871.44			
	Invoice Net					12,871.44			
7682 CORE & MAIN LP	00000	240035	INV	07/16/2024		V022343	212384	214241	
1 F3638342 52201	METERS EQ		METERS			48,497.74			
	Invoice Net					48,497.74			
						CHECK TOTAL 74,240.62			----------
1155 COUNTY WASTE-CLIFTON P	00001		INV	07/16/2024		33723777W910	212385	214242	
1 A3143414 54720	FIRE CS		PROF SER			269.00			
	Invoice Net					269.00			
						CHECK TOTAL 269.00			----------
8015 CUMMINS SALES AND SERV	00000		INV	07/16/2024		V9-16077	212386	214243	
1 G3638124 54330	SEWER PUCS		REP MAN EQ			275.69			
	Invoice Net					275.69			
						CHECK TOTAL 275.69			----------
872 CURTIS LUMBER CO	00001		INV	07/16/2024		2406-137534	212387	214244	
1 H3416952 52000 1226	CAP PROJ		CAP PROJ O			850.29			
	Invoice Net					850.29			
						CHECK TOTAL 850.29			----------
9640 ESPERANTO'S	00000		INV	07/16/2024		212388	212388	214245	
1 E 2615	CCA		CUSTOM DEP			532.00			
	Invoice Net					532.00			

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CASH ACCOUNT: A 1200 CASH WARRANT: 24JUL2 07/16/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL 532.00			----------
3084	F W WEBB COMPANY	00001		INV	07/16/2024	86065204	212399	214256	
	1 A3031654 54330	GARAGE CS		REP MAN EQ		230.74			
		Invoice Net				230.74			
						CHECK TOTAL 230.74			----------
5084	FERGUSON US HOLDINGS,	00001	240354	INV	07/16/2024	1196996-1	212389	214246	
	1 F3638354 54180	WAT MAN CS		OTHER SUPP		3,878.05			
		Invoice Net				3,878.05			
5084	FERGUSON US HOLDINGS,	00001	240354	INV	07/16/2024	1229124	212390	214247	
	1 A3335014 54180	STREETS CS		OTHER SUPP		52.06			
		Invoice Net				52.06			
5084	FERGUSON US HOLDINGS,	00001	240354	INV	07/16/2024	1226110	212391	214248	
	1 A3335134 54180	CHIPS CS		OTHER SUPP		248.15			
		Invoice Net				248.15			
5084	FERGUSON US HOLDINGS,	00001	240354	INV	07/16/2024	1231204	212392	214249	
	1 F3638354 54180	WAT MAN CS		OTHER SUPP		257.83			
		Invoice Net				257.83			
5084	FERGUSON US HOLDINGS,	00001	240354	INV	07/16/2024	1226982	212393	214250	
	1 F3638354 54180	WAT MAN CS		OTHER SUPP		544.77			
		Invoice Net				544.77			
5084	FERGUSON US HOLDINGS,	00001	240354	INV	07/16/2024	1162716-1	212394	214251	
	1 F3638354 54180	WAT MAN CS		OTHER SUPP		702.56			
		Invoice Net				702.56			
						CHECK TOTAL 5,683.42			----------
1	COMMISSIONER OF FINANC	00001		INV	07/16/2024	6.18.24	212395	214252	
	1 F3638334 54140	WAT TRT CS		JANIT SUPP		6.38			
		Invoice Net				6.38			
						CHECK TOTAL 6.38			----------
9622	FIVE STAR GOLF CARS	00000		INV	07/16/2024	12762	212396	214253	
	1 A3537114 54330	PK CAS CS		REP MAN EQ		313.68			
		Invoice Net				313.68			
						CHECK TOTAL 313.68			----------
9370	FOUNDATION PRINTING	00000	240418	INV	07/16/2024	2857	212397	214254	
	1 A3335014 54160	STREETS CS		UNIFORMS		3,886.38			
	2 A3335124 54160	HI MS CS		UNIFORMS		1,000.00			
	3 A3537114 54160	PK CAS CS		UNIFORMS		1,000.00			
	4 A3567194 54160 3000	ICE RIN CS		UNIFORMS		500.00			
	5 A3635684 54160	CS TRAILS		UNIFORMS		504.25			
		Invoice Net				6,890.63			
						CHECK TOTAL 6,890.63			----------
183	FRANKLIN COMMUNITY CEN	00000		INV	07/16/2024	212398	212398	214255	

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT		DOCUMENT	VOUCHER	CHECK
1	Y3618664 54975	519		REHAB CS	FRANKLIN C	7,890.00				
				Invoice Net		7,890.00				
						CHECK TOTAL	7,890.00			----------
190	GENERAL CODE PUBLISHER		00000	INV	07/16/2024	GC00126472		212400	214257	
1	A3051414 54440			ACCT CS	BOOKS	1,195.00				
				Invoice Net		1,195.00				
						CHECK TOTAL	1,195.00			----------
7562	GOLDBERGER AND KREMER		00000 230390	INV	07/16/2024	JUNE 2024		212401	214258	
1	A3011434 54720			HUMAN RESO	PROF SER	3,723.00				
				Invoice Net		3,723.00				
						CHECK TOTAL	3,723.00			----------
189	GRAINGER		00001	INV	07/16/2024	9151448645		212402	214259	
1	A3143124 54510			POLICE CS	REP MAN VE	64.90				
				Invoice Net		64.90				
189	GRAINGER		00001	INV	07/16/2024	212403		212403	214260	
1	A3143124 54510			POLICE CS	REP MAN VE	218.56				
2	A3143314 54390			TRAF CO CS	MAINT SUPP	24.74				
3	A3143314 54961			TRAF CO CS	SIGNS & PO	143.64				
				Invoice Net		386.94				
						CHECK TOTAL	451.84			----------
2893	GRANT GRAPHICS DIGITAL		00000	INV	07/16/2024	INV-36729		212404	214261	
1	A3031654 54330			GARAGE CS	REP MAN EQ	184.00				
				Invoice Net		184.00				
						CHECK TOTAL	184.00			----------
9141	GRASSHOPPER GARDENS, I		00000	INV	07/16/2024	122224		212405	214262	
1	E3577164 54720			CCA CS	PROF SER	222.50				
2	E3475654 54720			OFF ST PAR	PROF SER	105.00				
				Invoice Net		327.50				
						CHECK TOTAL	327.50			----------
6210	GREENMAN-PEDERSEN, INC		00000 171866	INV	07/16/2024	329763,3306489		212406	214263	
1	H3517142 52000	1252		CUL & REC	CAP PROJ O	12,843.46				
				Invoice Net		12,843.46				
6210	GREENMAN-PEDERSEN, INC		00000 220398	INV	07/16/2024	332312,334106		212407	214264	
1	H3517142 52000	1252		CUL & REC	CAP PROJ O	14,173.51				
				Invoice Net		14,173.51				
6210	GREENMAN-PEDERSEN, INC		00000	INV	07/16/2024	336302		212408	214265	
1	H3517142 52000	1252		CUL & REC	CAP PROJ O	15,937.20				
				Invoice Net		15,937.20				
						CHECK TOTAL	42,954.17			----------
8649	GRIMCO		00000	INV	07/16/2024	32682114-02		212409	214266	

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT		DOCUMENT	VOUCHER	CHECK
	1 H3416952 52000 1226		CAP PROJ	CAP PROJ O		105.26				
	Invoice Net					105.26				
8649 GRIMCO			00000	INV	07/16/2024	32682114-01		212410	214267	
	1 H3416952 52000 1226		CAP PROJ	CAP PROJ O		947.34				
	Invoice Net					947.34				
						CHECK TOTAL	1,052.60			----------
9339 GUARDIAN ALLIANCE TECH			00000	INV	07/16/2024	24495		212411	214268	
	1 A3143124 54720		POLICE CS	PROF SER		1,036.00				
	Invoice Net					1,036.00				
						CHECK TOTAL	1,036.00			----------
7831 H L GAGE SALES INC			00000	240041 INV	07/16/2024	01P124669		212413	214270	
	1 A3335014 54510		STREETS CS	REP MAN VE		1,485.93				
	Invoice Net					1,485.93				
7831 H L GAGE SALES INC			00000	240041 INV	07/16/2024	01P124506		212414	214271	
	1 A3335014 54510		STREETS CS	REP MAN VE		182.70				
	Invoice Net					182.70				
7831 H L GAGE SALES INC			00000	240041 INV	07/16/2024	01P124142		212415	214272	
	1 A3335014 54510		STREETS CS	REP MAN VE		765.74				
	Invoice Net					765.74				
						CHECK TOTAL	2,434.37			----------
9626 HD SUPPLY, INC.			00000	INV	07/16/2024	212412		212412	214269	
	1 A3143124 54140		POLICE CS	JANIT SUPP		231.78				
	2 A3143312 52802		TRAF EQ CA	TOOLS&EQUI		588.00				
	Invoice Net					819.78				
						CHECK TOTAL	819.78			----------
2439 HOME DEPOT/MAINTENANCE			00011	INV	07/16/2024	5615658		212427	214284	
	1 A3143124 54180		POLICE CS	OTHER SUPP		102.60				
	Invoice Net					102.60				
						CHECK TOTAL	102.60			----------
2439 HOME DEPOT/MAINTENANCE			00012	INV	07/16/2024	2263611		212416	214273	
	1 H3416952 52000 1226		CAP PROJ	CAP PROJ O		1,811.84				
	Invoice Net					1,811.84				
2439 HOME DEPOT/MAINTENANCE			00012	INV	07/16/2024	9021448		212417	214274	
	1 A3537114 54680		PK CAS CS	LANDSCAPIN		15.54				
	Invoice Net					15.54				
2439 HOME DEPOT/MAINTENANCE			00012	INV	07/16/2024	2183626		212418	214275	
	1 F3638334 54330		WAT TRT CS	REP MAN EQ		30.76				
	Invoice Net					30.76				
2439 HOME DEPOT/MAINTENANCE			00012	INV	07/16/2024	1263732		212419	214276	
	1 A3567144 54140 3000		REC EXP CS	JANIT SUPP		36.68				
	Invoice Net					36.68				
2439 HOME DEPOT/MAINTENANCE			00012	INV	07/16/2024	7263814		212420	214277	

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CASH ACCOUNT: A 1200 CASH WARRANT: 24JUL2 07/16/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 A3335014 54180	STREETS CS		OTHER SUPP		46.95			
		Invoice Net				46.95			
2439	HOME DEPOT/MAINTENANCE	00012		INV	07/16/2024	9014697	212421	214278	
	1 A3335014 54180	STREETS CS		OTHER SUPP		53.65			
		Invoice Net				53.65			
2439	HOME DEPOT/MAINTENANCE	00012		INV	07/16/2024	9263526	212422	214279	
	1 A3537114 54180	PK CAS CS		OTHER SUPP		69.86			
		Invoice Net				69.86			
2439	HOME DEPOT/MAINTENANCE	00012		INV	07/16/2024	1263726	212423	214280	
	1 A3036424 54180	SAD CONTRA		OTHER SUPP		80.25			
		Invoice Net				80.25			
2439	HOME DEPOT/MAINTENANCE	00012		INV	07/16/2024	8270174	212424	214281	
	1 A3567244 54610 3000	WATERFR CS		REP MAN BU		81.58			
		Invoice Net				81.58			
2439	HOME DEPOT/MAINTENANCE	00012		INV	07/16/2024	1263472	212425	214282	
	1 A3537114 54180	PK CAS CS		OTHER SUPP		86.06			
		Invoice Net				86.06			
2439	HOME DEPOT/MAINTENANCE	00012		INV	07/16/2024	4270242	212426	214283	
	1 A3567144 54140 3000	REC EXP CS		JANIT SUPP		97.89			
		Invoice Net				97.89			
2439	HOME DEPOT/MAINTENANCE	00012		INV	07/16/2024	5020277	212428	214285	
	1 F3638334 54330	WAT TRT CS		REP MAN EQ		103.94			
		Invoice Net				103.94			
2439	HOME DEPOT/MAINTENANCE	00012		INV	07/16/2024	1263482	212429	214286	
	1 A3567174 54180 3000	INDOOR REC		OTHER SUPP		108.90			
		Invoice Net				108.90			
2439	HOME DEPOT/MAINTENANCE	00012		INV	07/16/2024	9263783	212430	214287	
	1 A3567144 54140 3000	REC EXP CS		JANIT SUPP		125.29			
		Invoice Net				125.29			
2439	HOME DEPOT/MAINTENANCE	00012		INV	07/16/2024	4263585	212431	214288	
	1 A3567144 54180 3000	REC EXP CS		OTHER SUPP		129.91			
		Invoice Net				129.91			
2439	HOME DEPOT/MAINTENANCE	00012		INV	07/16/2024	3263606	212432	214289	
	1 A3567144 54180 3000	REC EXP CS		OTHER SUPP		129.98			
		Invoice Net				129.98			
2439	HOME DEPOT/MAINTENANCE	00012		INV	07/16/2024	2263453	212433	214290	
	1 A3567144 54140 3000	REC EXP CS		JANIT SUPP		139.32			
		Invoice Net				139.32			
2439	HOME DEPOT/MAINTENANCE	00012		INV	07/16/2024	5263576	212434	214291	
	1 A3335014 54180	STREETS CS		OTHER SUPP		143.76			
		Invoice Net				143.76			
2439	HOME DEPOT/MAINTENANCE	00012		INV	07/16/2024	7263685	212435	214292	
	1 A3567194 54140 3000	ICE RIN CS		JANIT SUPP		166.62			
		Invoice Net				166.62			
2439	HOME DEPOT/MAINTENANCE	00012		INV	07/16/2024	5026650	212436	214293	
	1 A3567144 54180 3000	REC EXP CS		OTHER SUPP		180.82			
		Invoice Net				180.82			

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CASH ACCOUNT: A 1200 CASH WARRANT: 24JUL2 07/16/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
2439	HOME DEPOT/MAINTENANCE	00012		INV	07/16/2024	3263605	212437	214294	
	1 H3416952 52000 1226	CAP PROJ		CAP PROJ O		199.47			
		Invoice Net				199.47			
2439	HOME DEPOT/MAINTENANCE	00012		INV	07/16/2024	2270149	212438	214295	
	1 A3567144 54180 3000	REC EXP CS		OTHER SUPP		206.94			
		Invoice Net				206.94			
2439	HOME DEPOT/MAINTENANCE	00012		INV	07/16/2024	7270206	212439	214296	
	1 A3638184 54610	TRANSFE CS		REP MAN BU		238.98			
		Invoice Net				238.98			
2439	HOME DEPOT/MAINTENANCE	00012		INV	07/16/2024	1263476	212440	214297	
	1 A3335014 54180	STREETS CS		OTHER SUPP		287.75			
		Invoice Net				287.75			
2439	HOME DEPOT/MAINTENANCE	00012		INV	07/16/2024	1263642	212441	214298	
	1 H3416952 52000 1226	CAP PROJ		CAP PROJ O		444.17			
		Invoice Net				444.17			
2439	HOME DEPOT/MAINTENANCE	00012		INV	07/16/2024	7263678	212442	214299	
	1 A3335014 54330	STREETS CS		REP MAN EQ		449.00			
		Invoice Net				449.00			
2439	HOME DEPOT/MAINTENANCE	00012		INV	07/16/2024	8015074	212443	214300	
	1 H3416952 52000 1226	CAP PROJ		CAP PROJ O		484.45			
		Invoice Net				484.45			
2439	HOME DEPOT/MAINTENANCE	00012		INV	07/16/2024	3014884	212444	214301	
	1 H3416952 52000 1226	CAP PROJ		CAP PROJ O		485.81			
		Invoice Net				485.81			
					CHECK TOTAL	6,436.17			----------
2747	HOMETOWN AUTO GLASS	00000		INV	07/16/2024	IO042126	212445	214302	
	1 A3031444 54510	ENGINEER C		REP MAN VE		400.00			
		Invoice Net				400.00			
					CHECK TOTAL	400.00			----------
9537	INFINITY AGGREGATES LL	00000	240361	INV	07/16/2024	3309,3473	212446	214303	
	1 A3335014 54100	STREETS CS		RUB BLKTOP		556.68			
		Invoice Net				556.68			
					CHECK TOTAL	556.68			----------
9634	IT STRAPS ON, INC.	00000		INV	07/16/2024	59308	212447	214304	
	1 A3335014 54180	STREETS CS		OTHER SUPP		243.68			
		Invoice Net				243.68			
					CHECK TOTAL	243.68			----------
375	VP SUPPLY CORP	00001		INV	07/16/2024	5672220	212448	214305	
	1 A3335014 54180	STREETS CS		OTHER SUPP		30.19			
		Invoice Net				30.19			
					CHECK TOTAL	30.19			----------
5966	JOE JOHNSON EQUIPMENT	00000	230362	INV	07/16/2024	U02255	212449	214306	

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
1	H3936952 52000	1046	EQ & CAP	PELICANDUA		263,200.00			
2	H3936952 52000	1272	EQ & CAP	CAP PROJ O		11,438.00			
			Invoice Net			274,638.00			
						CHECK TOTAL 274,638.00			----------
9334	JOINTA LIME CO.	00000	240336	INV	07/16/2024	24-202-1,24-202-3	212450	214307	
1	A3335134 54530		CHIPS CS	EQ VEH REN		196,619.00			
			Invoice Net			196,619.00			
						CHECK TOTAL 196,619.00			----------
7024	LA ROSA'S AUTOMOTIVE I	00000		INV	07/16/2024	I001782	212451	214308	
1	A3143122 52620		POLICE EQ	POLICE EQU		2,160.00			
			Invoice Net			2,160.00			
7024	LA ROSA'S AUTOMOTIVE I	00000	240444	INV	07/16/2024	I001874	212452	214309	
1	A3143122 52620		POLICE EQ	POLICE EQU		3,640.00			
			Invoice Net			3,640.00			
7024	LA ROSA'S AUTOMOTIVE I	00000	240406	INV	07/16/2024	I001869	212453	214310	
1	A3143122 52620		POLICE EQ	POLICE EQU		5,720.00			
			Invoice Net			5,720.00			
7024	LA ROSA'S AUTOMOTIVE I	00000	240444	INV	07/16/2024	I001868	212454	214311	
1	A3143122 52620		POLICE EQ	POLICE EQU		240.00			
			Invoice Net			240.00			
7024	LA ROSA'S AUTOMOTIVE I	00000	240406	INV	07/16/2024	I001881	212455	214312	
1	A3143122 52620		POLICE EQ	POLICE EQU		390.00			
			Invoice Net			390.00			
						CHECK TOTAL 12,150.00			----------
4940	LABELLA ASSOCIATES PC	00001	230791	INV	07/16/2024	226029	212456	214313	
1	H3031492 52000	1141	COMM DPW	CAP PROJ O		1,057.50			
			Invoice Net			1,057.50			
4940	LABELLA ASSOCIATES PC	00001	230791	INV	07/16/2024	230545	212457	214314	
1	H3031492 52000	1141	COMM DPW	CAP PROJ O		2,167.50			
			Invoice Net			2,167.50			
4940	LABELLA ASSOCIATES PC	00001	230238	INV	07/16/2024	230394	212458	214315	
1	H3031632 52000	1170	DH SR CIT	CAP PROJ O		3,500.13			
			Invoice Net			3,500.13			
						CHECK TOTAL 6,725.13			----------
8657	LANGUAGE LINE SERVICES	00000		INV	07/16/2024	11342311	212459	214316	
1	A3143124 54720		POLICE CS	PROF SER		111.04			
			Invoice Net			111.04			
						CHECK TOTAL 111.04			----------
9410	KELSEY LAWLOR	00000		INV	07/16/2024	212460	212460	214317	
1	A3143124 54160		POLICE CS	UNIFORMS		100.15			
			Invoice Net			100.15			
						CHECK TOTAL 100.15			----------

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CASH ACCOUNT: A 1200 CASH WARRANT: 24JUL2 07/16/2024

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6200 LEXISNEXIS		00002		INV	07/16/2024	3095176890	212461	214318	
1 A3011424 54440		ATTY CON S		BOOKS		186.00			
		Invoice Net				186.00			
						CHECK TOTAL 186.00			----------
8876 LIFE-ASSIST, INC.		00000	240226	INV	07/16/2024	1449796	212462	214319	
1 A3143414 54150		FIRE CS		EMS SUPPLI		430.95			
		Invoice Net				430.95			
						CHECK TOTAL 430.95			----------
8168 MAG AUTOMOTIVE HOLDING		00001		INV	07/16/2024	453653	212463	214320	
1 A3335014 54510		STREETS CS		REP MAN VE		319.90			
		Invoice Net				319.90			
						CHECK TOTAL 319.90			----------
270 MAHONEY NOTIFY PLUS IN		00000	240303	INV	07/16/2024	0343076-IN	212464	214321	
1 A3143414 54720		FIRE CS		PROF SER		39.50			
		Invoice Net				39.50			
						CHECK TOTAL 39.50			----------
290 JOSEPH P MANGIONE, INC		00001		INV	07/16/2024	2-151485	212465	214322	
1 A3031624 54180		CITY HA CS		OTHER SUPP		64.07			
		Invoice Net				64.07			
						CHECK TOTAL 64.07			----------
6325 RYAN MCMAHON		00000		INV	07/16/2024	212466	212466	214323	
1 E3577164 54201		CCA CS		BUS EXP SA		406.00			
		Invoice Net				406.00			
						CHECK TOTAL 406.00			----------
5250 MESICK COHEN WILSON BA		00000		INV	07/16/2024	2329-06-B	212467	214324	
1 H3537112 52000 1165		CULRECFACR		CAP PROJ O		1,000.00			
		Invoice Net				1,000.00			
						CHECK TOTAL 1,000.00			----------
272 METROLAND BUSINESS MAC		00001		INV	07/16/2024	AR17600	212468	214325	
1 A3021314 54740		COM FIN CS		SC EQUIP		882.00			
		Invoice Net				882.00			
						CHECK TOTAL 882.00			----------
6965 MIRABITO ENERGY PRODUC		00000		INV	07/16/2024	377554,377640	212469	214326	
1 A3638194 54520		COMPOST CS		GAS & OIL		1,353.35			
		Invoice Net				1,353.35			
						CHECK TOTAL 1,353.35			----------
9595 MISSION CRITICAL PARTN		00000	240383	INV	07/16/2024	21874	212470	214327	
1 A3143124 54720		POLICE CS		PROF SER		795.58			

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2	A3143414 54720	FIRE CS		PROF SER		795.58			
		Invoice Net				1,591.16			
					CHECK TOTAL	1,591.16			----------
5237	NAPA AUTO PARTS, SARAT	00000	240040	INV	07/16/2024	933880	212471	214328	
1	A3335014 54510	STREETS CS		REP MAN VE		8.98			
		Invoice Net				8.98			
5237	NAPA AUTO PARTS, SARAT	00000	240040	INV	07/16/2024	935358	212472	214329	
1	A3031654 54210	GARAGE CS		GARAGE SUP		15.78			
		Invoice Net				15.78			
5237	NAPA AUTO PARTS, SARAT	00000	240040	INV	07/16/2024	040400	212473	214330	
1	A3567194 54510 3000	ICE RIN CS		REP MAN VE		19.30			
		Invoice Net				19.30			
5237	NAPA AUTO PARTS, SARAT	00000	240040	INV	07/16/2024	931229	212474	214331	
1	A3335014 54510	STREETS CS		REP MAN VE		28.97			
		Invoice Net				28.97			
5237	NAPA AUTO PARTS, SARAT	00000	240040	INV	07/16/2024	935178	212475	214332	
1	A3031654 54210	GARAGE CS		GARAGE SUP		29.88			
		Invoice Net				29.88			
5237	NAPA AUTO PARTS, SARAT	00000	240040	INV	07/16/2024	931859	212476	214333	
1	A3335014 54510	STREETS CS		REP MAN VE		91.48			
		Invoice Net				91.48			
5237	NAPA AUTO PARTS, SARAT	00000	240040	INV	07/16/2024	930680	212477	214334	
1	A3335014 54510	STREETS CS		REP MAN VE		106.68			
		Invoice Net				106.68			
5237	NAPA AUTO PARTS, SARAT	00000	240040	INV	07/16/2024	931944	212478	214335	
1	A3335014 54510	STREETS CS		REP MAN VE		123.18			
		Invoice Net				123.18			
5237	NAPA AUTO PARTS, SARAT	00000	240040	INV	07/16/2024	933254	212480	214338	
1	A3335014 54510	STREETS CS		REP MAN VE		143.76			
		Invoice Net				143.76			
5237	NAPA AUTO PARTS, SARAT	00000	240040	INV	07/16/2024	932225	212481	214339	
1	A3335014 54510	STREETS CS		REP MAN VE		221.88			
		Invoice Net				221.88			
5237	NAPA AUTO PARTS, SARAT	00000	240040	INV	07/16/2024	933137	212482	214340	
1	A3335014 54510	STREETS CS		REP MAN VE		328.58			
		Invoice Net				328.58			
5237	NAPA AUTO PARTS, SARAT	00000	240040	INV	07/16/2024	934137	212483	214341	
1	A3335014 54510	STREETS CS		REP MAN VE		371.44			
		Invoice Net				371.44			
					CHECK TOTAL	1,489.91			----------
7582	NATIONAL BUSINESS LEAS	00000		INV	07/16/2024	82758467	212484	214342	
1	E3577164 54532	CCA CS		BDG EQ REN		177.60			
		Invoice Net				177.60			
					CHECK TOTAL	177.60			----------

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CASH ACCOUNT: A 1200 CASH WARRANT: 24JUL2 07/16/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
6512	NATIONAL BUSINESS TECH	00000		INV	07/16/2024	CW2113	212486	214344	
1	E3577164 54670	CCA CS		PHONES		273.19			
		Invoice Net				273.19			
						CHECK TOTAL 273.19			----------
6512	NATIONAL BUSINESS TECH	00002		INV	07/16/2024	82799586	212485	214343	
1	A3011474 54740	CIVSERV CS		SC EQUIP		185.85			
		Invoice Net				185.85			
						CHECK TOTAL 185.85			----------
309	NEWMAN SIGNS	00001		INV	07/16/2024	TRFINV054866	212487	214345	
1	A3143314 54961	TRAF CO CS		SIGNS & PO		1,015.37			
		Invoice Net				1,015.37			
						CHECK TOTAL 1,015.37			----------
11	NYS UNEMPLOYMENT INSUR	00001		INV	07/16/2024	212489	212489	214347	
1	A3739054 54776	UNEMP INS		UNEMP INSU		4,405.63			
2	A3719054 54776	UNEMP INS		UNEMP INSU		5,040.00			
		Invoice Net				9,445.63			
						CHECK TOTAL 9,445.63			----------
321	OVERHEAD DOOR CO	00000		INV	07/16/2024	24148	212490	214348	
1	E3577164 54610	CCA CS		REP MAN BU		240.00			
		Invoice Net				240.00			
						CHECK TOTAL 240.00			----------
9131	PACE ANALYTICAL SERVIC	00000	240265	INV	07/16/2024	24F2732	212491	214349	
1	F3638334 54708	WAT TRT CS		LAB TEST		25.00			
		Invoice Net				25.00			
9131	PACE ANALYTICAL SERVIC	00000	240265	INV	07/16/2024	24F2234	212492	214350	
1	F3638334 54708	WAT TRT CS		LAB TEST		106.00			
		Invoice Net				106.00			
9131	PACE ANALYTICAL SERVIC	00000	240265	INV	07/16/2024	24F2733	212493	214351	
1	F3638334 54708	WAT TRT CS		LAB TEST		175.00			
		Invoice Net				175.00			
						CHECK TOTAL 306.00			----------
327	PALLETTE STONE CORP	00000	240390	INV	07/16/2024	248590	212494	214352	
1	A3335014 54100	STREETS CS		RUB BLKTOP		1,218.62			
		Invoice Net				1,218.62			
327	PALLETTE STONE CORP	00000	240230	INV	07/16/2024	248593,248754	212496	214355	
1	A3335014 54100	STREETS CS		RUB BLKTOP		1,315.00			
		Invoice Net				1,315.00			
327	PALLETTE STONE CORP	00000	240395	INV	07/16/2024	248591,248592	212497	214356	
1	A3335134 54100	CHIPS CS		RUB BLKTOP		54,703.50			
		Invoice Net				54,703.50			
327	PALLETTE STONE CORP	00000	240395	INV	07/16/2024	247764,9047022	212498	214357	

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CASH ACCOUNT: A 1200 CASH WARRANT: 24JUL2 07/16/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 A3335134 54100		CHIPS CS	RUB BLKTOP		97,372.64			
			Invoice Net			97,372.64			
327	PALLETTE STONE CORP		00000 240310	INV	07/16/2024	538936	212499	214358	
	1 A3335134 54180		CHIPS CS	OTHER SUPP		549.00			
			Invoice Net			549.00			
327	PALLETTE STONE CORP		00000 240309	INV	07/16/2024	538863	212500	214359	
	1 F3638354 54180		WAT MAN CS	OTHER SUPP		549.00			
			Invoice Net			549.00			
						CHECK TOTAL 155,707.76			----------
6484	PCC CONTRACTING		00000 240254	INV	07/16/2024	APP#4	212501	214360	
	1 H3537112 52000 1165		CULRECFACR	CAP PROJ O		59,495.93			
			Invoice Net			59,495.93			
						CHECK TOTAL 59,495.93			----------
3101	PRESENTATION CONCEPTS		00000 230798	INV	07/16/2024	11345	212502	214361	
	1 H3146952 52000 1217		CAP PROJ	CAP PROJ O		10,430.00			
			Invoice Net			10,430.00			
						CHECK TOTAL 10,430.00			----------
9158	PURE WATER PARTNERS LL		00000	INV	07/16/2024	1765024	212503	214362	
	1 A3143414 54200		FIRE CS	HOUSE SUPP		99.00			
			Invoice Net			99.00			
9158	PURE WATER PARTNERS LL		00000	INV	07/16/2024	1764505	212504	214363	
	1 A3143124 54180		POLICE CS	OTHER SUPP		218.00			
			Invoice Net			218.00			
						CHECK TOTAL 317.00			----------
873	R M DALRYMPLE CO INC		00000	INV	07/16/2024	8754	212513	214372	
	1 A3031654 54330		GARAGE CS	REP MAN EQ		650.00			
			Invoice Net			650.00			
						CHECK TOTAL 650.00			----------
9555	VINAY RATHORE		00000	INV	07/16/2024	212505	212505	214364	
	1 A3143124 54160		POLICE CS	UNIFORMS		133.15			
			Invoice Net			133.15			
						CHECK TOTAL 133.15			----------
5607	NANCY RAVENA		00000	INV	07/16/2024	212506	212506	214365	
	1 P3426424 54711		SAD CON SE	ADMINISTRA		1,500.00			
			Invoice Net			1,500.00			
						CHECK TOTAL 1,500.00			----------
5812	REBUILDING TOGETHER SA		00001	INV	07/16/2024	212507	212507	214366	
	1 Y3618664 54493 518		REHAB CS	REBUILDING		37,976.82			
			Invoice Net			37,976.82			
5812	REBUILDING TOGETHER SA		00001	INV	07/16/2024	212508	212508	214367	

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CASH ACCOUNT: A 1200 CASH WARRANT: 24JUL2 07/16/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
1 Y3618664 54493	518 REHAB CS			REBUILDING		47,066.00			
	Invoice Net					47,066.00			
					CHECK TOTAL	85,042.82			----------
6071 RICK RAGS		00001		INV	07/16/2024	58301	212509	214368	
1 F3638334 54140	WAT TRT CS			JANIT SUPP		150.00			
	Invoice Net					150.00			
6071 RICK RAGS		00001		INV	07/16/2024	58356	212510	214369	
1 A3537114 54180	PK CAS CS			OTHER SUPP		240.00			
	Invoice Net					240.00			
					CHECK TOTAL	390.00			----------
223 RICOH USA, INC		00002		INV	07/16/2024	108359607	212511	214370	
1 A3051414 54740	ACCT CS			SC EQUIP		150.52			
	Invoice Net					150.52			
					CHECK TOTAL	150.52			----------
1559 ROOD & RIDDLE EQUINE H		00001		INV	07/16/2024	JUN2024	212514	214373	
1 A3143124 54979	POLICE CS			HORSE CARE		814.76			
	Invoice Net					814.76			
					CHECK TOTAL	814.76			----------
6943 SARATOGA CLEANERS INC		00000		INV	07/16/2024	7/1/2024	212515	214374	
1 A3143124 54720	POLICE CS			PROF SER		57.81			
	Invoice Net					57.81			
					CHECK TOTAL	57.81			----------
5646 SARATOGA MOTORS, INC.		00000	240318	INV	07/16/2024	1081003	212517	214376	
1 A3143124 54510	POLICE CS			REP MAN VE		630.00			
	Invoice Net					630.00			
					CHECK TOTAL	630.00			----------
371 SARATOGA QUALITY HARDW		00001		INV	07/16/2024	212519	212519	214378	
1 A3143124 54510	POLICE CS			REP MAN VE		35.97			
2 A3143314 54610	TRAF CO CS			REP MAN BU		95.76			
3 A3143314 54510	TRAF CO CS			REP MAN VE		18.99			
4 A3143314 54713	TRAF CO CS			PAVE MARK		23.95			
	Invoice Net					174.67			
					CHECK TOTAL	174.67			----------
9645 SARATOGA SPRINGS PUBLI		00000		INV	07/16/2024	212520	212520	214380	
1 A3021334 54757	BUDGET			PB PROJECT		12,500.00			
	Invoice Net					12,500.00			
					CHECK TOTAL	12,500.00			----------
377 SENIOR CITIZEN CENTER		00001		INV	07/16/2024	2423	212521	214381	
1 A3416774 54720	SR CIT CS			PROF SER		103,374.95			

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CASH ACCOUNT: A 1200 CASH WARRANT: 24JUL2 07/16/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
2	A3416774 54110			SR CIT CS	OFFICE SUP	1,000.00			
	Invoice Net					104,374.95			
					CHECK TOTAL	104,374.95			----------
7309	SITEONE		00000	INV	07/16/2024	143192519-001	212522	214382	
1	A3567144 54680	3000		REC EXP CS	LANDSCAPIN	2,030.97			
	Invoice Net					2,030.97			
7309	SITEONE		00000	INV	07/16/2024	142895959-001	212523	214383	
1	A3567144 54330	3000		REC EXP CS	REP MAN EQ	344.05			
	Invoice Net					344.05			
					CHECK TOTAL	2,375.02			----------
1021	SLACK CHEMICAL CO INC		00001	240455 INV	07/16/2024	471853	212524	214384	
1	F3638334 54141			WAT TRT CS	CHEMICALS	3,424.60			
	Invoice Net					3,424.60			
					CHECK TOTAL	3,424.60			----------
407	STANLEY PAPER CO INC		00000	INV	07/16/2024	599370,599437	212525	214385	
1	A3031624 54140			CITY HA CS	JANIT SUPP	626.19			
	Invoice Net					626.19			
					CHECK TOTAL	626.19			----------
2237	STAPLES BUSINESS ADVAN		00001	INV	07/16/2024	6004853118	212526	214386	
1	A3051414 54110			ACCT CS	OFFICE SUP	20.12			
	Invoice Net					20.12			
2237	STAPLES BUSINESS ADVAN		00001	INV	07/16/2024	6006287864	212527	214387	
1	A3051414 54110			ACCT CS	OFFICE SUP	148.60			
	Invoice Net					148.60			
2237	STAPLES BUSINESS ADVAN		00001	INV	07/16/2024	212528	212528	214388	
1	A3143124 54180			POLICE CS	OTHER SUPP	81.90			
2	A3143624 54110			CEO INS CS	OFFICE SUP	162.06			
	Invoice Net					243.96			
					CHECK TOTAL	412.68			----------
410	SYRSTONE INC		00000	240448 INV	07/16/2024	48954	212529	214389	
1	A3335014 54101			STREETS CS	CONCRETE	2,200.00			
	Invoice Net					2,200.00			
410	SYRSTONE INC		00000	240419 INV	07/16/2024	48957	212530	214390	
1	A3335014 54101			STREETS CS	CONCRETE	5,969.70			
	Invoice Net					5,969.70			
					CHECK TOTAL	8,169.70			----------
8083	TARGET SOLUTIONS		00000	INV	07/16/2024	INV99303	212531	214391	
1	A3143414 54471			FIRE CS	EMS TRAINI	5,040.00			
	Invoice Net					5,040.00			
					CHECK TOTAL	5,040.00			----------

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CASH ACCOUNT: A 1200 CASH WARRANT: 24JUL2 07/16/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
8875 THERAPEUTIC HORSES OF	00000			INV	07/16/2024	#30 5/21/2024	212532	214392	
1 A3143124 54979	POLICE CS	HORSE CARE				172.00			
	Invoice Net					172.00			
						CHECK TOTAL 172.00			----------
430 TIMES UNION	00001			INV	07/16/2024	IO4289591	212533	214393	
1 Y3618684 54420 516	ADMINIS CS	ADVERTISIN				159.99			
	Invoice Net					159.99			
430 TIMES UNION	00001			INV	07/16/2024	4287918,4287919	212534	214394	
1 A3051414 54490	ACCT CS	GEN ADVERT				219.96			
	Invoice Net					219.96			
430 TIMES UNION	00001			INV	07/16/2024	212535	212535	214395	
1 A3618684 54720	PED CS	PROF SER				373.41			
	Invoice Net					373.41			
						CHECK TOTAL 753.36			----------
9629 TOGA TENTS LLC	00000			INV	07/16/2024	229730658	212536	214396	
1 A3567154 54530	SUM REC CS	EQ VEH REN				3,087.50			
	Invoice Net					3,087.50			
						CHECK TOTAL 3,087.50			----------
4971 TOTAL EVENTS LLC	00000			INV	07/16/2024	229723907	212537	214397	
1 E3577164 54532	CCA CS	BDG EQ REN				848.40			
	Invoice Net					848.40			
						CHECK TOTAL 848.40			----------
5846 THE TOWNE LAW FIRM, P.	00000		230544	INV	07/16/2024	8764-A	212539	214399	
1 A3051414 54720	ACCT CS	PROF SER				68.75			
	Invoice Net					68.75			
						CHECK TOTAL 68.75			----------
5846 THE TOWNE LAW FIRM, P.	00001		240001	INV	07/16/2024	8757,8720	212538	214398	
1 A3051354 54720	ASMT CS	PROF SER				382.50			
	Invoice Net					382.50			
5846 THE TOWNE LAW FIRM, P.	00001		240342	INV	07/16/2024	8764-B	212540	214401	
1 A3051414 54720	ACCT CS	PROF SER				493.75			
	Invoice Net					493.75			
						CHECK TOTAL 876.25			----------
3723 TRAVELERS	00001			INV	07/16/2024	000646763	212541	214402	
1 A3051914 54773	LIAB INSUR	LIAB INSUR				81.00			
	Invoice Net					81.00			
						CHECK TOTAL 81.00			----------
2858 UDIG NY, INC.	00001			INV	07/16/2024	24060152	212542	214403	
1 A3143314 54332	TRAF CO CS	MAT REP TL				92.30			
	Invoice Net					92.30			

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CASH ACCOUNT: A 1200 CASH WARRANT: 24JUL2 07/16/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL 92.30			----------
1519	ULINE	00001		INV	07/16/2024	179669866	212543	214404	
	1 E3577164 54140	CCA CS		JANIT SUPP		703.22			
		Invoice Net				703.22			
						CHECK TOTAL 703.22			----------
6530	UNITED STATES TREASURY	00001		INV	07/16/2024	12/31/2023	212544	214405	
	1 A3729068 58014	HOSP EB		HRACOPAYRE		434.70			
		Invoice Net				434.70			
						CHECK TOTAL 434.70			----------
5493	V I ENTERPRISES LTD	00001		INV	07/16/2024	000381995	212547	214408	
	1 A3335014 54510	STREETS CS		REP MAN VE		628.10			
		Invoice Net				628.10			
						CHECK TOTAL 628.10			----------
9335	VELOCITY PRINT	00000		INV	07/16/2024	968323	212545	214406	
	1 G3638114 54180	SEWER CS		OTHER SUPP		601.09			
	2 F3638314 54410	WAT ADM CS		PRINTING		601.09			
		Invoice Net				1,202.18			
						CHECK TOTAL 1,202.18			----------
1831	VERIZON WIRELESS	00001		INV	07/16/2024	9955022328	212546	214407	
	1 A3567154 54110	SUM REC CS		OFFICE SUP		28.44			
		Invoice Net				28.44			
						CHECK TOTAL 28.44			----------
7528	VISA	00000		INV	07/16/2024	212548	212548	214409	
	1 E3577164 54140	CCA CS		JANIT SUPP		13.98			
	2 E3577164 54510	CCA CS		REP MAN VE		48.99			
	3 E3577164 54792	CCA CS		MISCELLANE		28.25			
	4 E3577164 54201	CCA CS		BUS EXP SA		186.94			
		Invoice Net				278.16			
						CHECK TOTAL 278.16			----------
902	VRS SALES LTD	00000	240052	INV	07/16/2024	INV-440297	212549	214410	
	1 A3143414 54510	FIRE CS		REP MAN VE		226.80			
		Invoice Net				226.80			
						CHECK TOTAL 226.80			----------
3346	W B MASON CO INC	00001		INV	07/16/2024	247404687	212554	214415	
	1 A3031494 54110	DPW CS		OFFICE SUP		11.94			
		Invoice Net				11.94			
3346	W B MASON CO INC	00001		INV	07/16/2024	247400356	212555	214416	
	1 A3638184 54180	TRANSFE CS		OTHER SUPP		11.97			
		Invoice Net				11.97			

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CASH ACCOUNT: A 1200 CASH WARRANT: 24JUL2 07/16/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
3346 W B MASON CO INC		00001		INV	07/16/2024	247522036	212556	214417	
1 A3051414 54110		ACCT CS		OFFICE SUP		19.95			
		Invoice Net				19.95			
3346 W B MASON CO INC		00001		INV	07/16/2024	245545595	212557	214418	
1 A3011424 54110		ATTY CON S		OFFICE SUP		19.95			
		Invoice Net				19.95			
3346 W B MASON CO INC		00001		INV	07/16/2024	247237763	212558	214419	
1 G3638124 54180		SEWER PUCS		OTHER SUPP		15.96			
2 A3638564 54180		TREES CS		OTHER SUPP		15.96			
		Invoice Net				31.92			
3346 W B MASON CO INC		00001		INV	07/16/2024	247468178	212559	214420	
1 A3011474 54110		CIVSERV CS		OFFICE SUP		38.37			
		Invoice Net				38.37			
3346 W B MASON CO INC		00001		INV	07/16/2024	247377366	212560	214421	
1 A3113624 54110		BUILD CS		OFFICE SUP		19.95			
2 A3618684 54110		PED CS		OFFICE SUP		19.95			
		Invoice Net				39.90			
3346 W B MASON CO INC		00001		INV	07/16/2024	247269327	212561	214422	
1 A3011214 54110		MAY CONT S		OFFICE SUP		402.46			
		Invoice Net				402.46			
						CHECK TOTAL 576.46			----------
453 WALLACE SUPPLY CO INC		00000	240459	INV	07/16/2024	52145	212550	214411	
1 F3638352 52300		WAT MAN EQ		MISC EQUIP		4,022.00			
		Invoice Net				4,022.00			
453 WALLACE SUPPLY CO INC		00000		INV	07/16/2024	28963	212551	214412	
1 F3638354 54330		WAT MAN CS		REP MAN EQ		165.02			
		Invoice Net				165.02			
						CHECK TOTAL 4,187.02			----------
454 WALTONS SPORT SHOP		00000	240267	INV	07/16/2024	16293	212552	214413	
1 A3567144 548613 6002		REC EXP CS		SPORTS SUP		480.00			
2 A3567144 548613 6003		REC EXP CS		SPORTS SUP		310.50			
3 A3567144 548613 6005		REC EXP CS		SPORTS SUP		143.25			
4 A3567144 548613 6008		REC EXP CS		SPORTS SUP		112.50			
5 A3567144 548613 6009		REC EXP CS		SPORTS SUP		227.00			
6 A3567144 548613 6012		REC EXP CS		SPORTS SUP		362.50			
7 A3567144 548613 6013		REC EXP CS		SPORTS SUP		150.00			
		Invoice Net				1,785.75			
454 WALTONS SPORT SHOP		00000		INV	07/16/2024	16352	212553	214414	
1 A3567144 54160		REC EXP CS		UNIFORMS		250.96			
2 A3567314 54180		SUM PAR CS		OTHER SUPP		157.50			
		Invoice Net				408.46			
						CHECK TOTAL 2,194.21			----------
8762 WILLHOV CO., LLC		00000		INV	07/16/2024	7/1-8/19/24	212518	214377	
1 A3567154 54500		SUM REC CS		PROG BUS T		2,890.00			
		Invoice Net				2,890.00			

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CASH ACCOUNT: A 1200 CASH WARRANT: 24JUL2 07/16/2024

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL 2,890.00			----------
8162	WINSUPPLY OF SARATOGA		00000	INV	07/16/2024	128606 01	212562	214423	
	1 A3537114 54330		PK CAS CS	REP MAN EQ		20.81			
			Invoice Net			20.81			
						CHECK TOTAL 20.81			----------
1973	WOLBERG ELECTRICAL SUP		00000	INV	07/16/2024	2693547	212563	214424	
	1 A3335184 54750		ST LIG CS	STREET LIG		16.33			
			Invoice Net			16.33			
1973	WOLBERG ELECTRICAL SUP		00000	INV	07/16/2024	2690396	212565	214426	
	1 H3416952 52000	1226	CAP PROJ	CAP PROJ O		42.78			
			Invoice Net			42.78			
1973	WOLBERG ELECTRICAL SUP		00000	INV	07/16/2024	2693874	212566	214427	
	1 H3416952 52000	1226	CAP PROJ	CAP PROJ O		32.10			
			Invoice Net			32.10			
1973	WOLBERG ELECTRICAL SUP		00000	INV	07/16/2024	2693545	212568	214429	
	1 H3416952 52000	1226	CAP PROJ	CAP PROJ O		77.88			
			Invoice Net			77.88			
1973	WOLBERG ELECTRICAL SUP		00000	INV	07/16/2024	2693365	212569	214430	
	1 H3416952 52000	1226	CAP PROJ	CAP PROJ O		145.18			
			Invoice Net			145.18			
1973	WOLBERG ELECTRICAL SUP		00000	INV	07/16/2024	2695795	212570	214431	
	1 A3567194 54610	3000	ICE RIN CS	REP MAN BU		186.30			
			Invoice Net			186.30			
1973	WOLBERG ELECTRICAL SUP		00000	INV	07/16/2024	2688678	212571	214432	
	1 H3416952 52000	1226	CAP PROJ	CAP PROJ O		593.46			
			Invoice Net			593.46			
1973	WOLBERG ELECTRICAL SUP		00000	INV	07/16/2024	2689441	212572	214433	
	1 H3416952 52000	1226	CAP PROJ	CAP PROJ O		830.90			
			Invoice Net			830.90			
						CHECK TOTAL 1,924.93			----------
408	YMCA OF SARATOGA		00000	INV	07/16/2024	CM10136-JUNE	212573	214434	
	1 E3577164 54201		CCA CS	BUS EXP SA		951.00			
			Invoice Net			951.00			
						CHECK TOTAL 951.00			----------
8683	ZOOM VIDEO COMMUNICATI		00000	INV	07/16/2024	INV263949201	212574	214435	
	1 A3051414 54110		ACCT CS	OFFICE SUP		50.00			
			Invoice Net			50.00			
						CHECK TOTAL 50.00			----------
281 INVOICES						WARRANT TOTAL 1,479,235.10	1,479,235.10		
						CASH ACCOUNT BALANCE	-2,013,078.04		

WARRANT SUMMARY

WARRANT: 24JUL2 07/16/2024

FUND	ORG		ACCOUNT		AMOUNT	AVLB BUDGET
A	A042	FINANCE DEPARTMENT	A -04-2-0000-0-41230 -	FINANCE FEES	5.95	.00
A	A046	RECREATION DEPARTM	A -04-6-0000-0-42024 -	INDOOR REC FACILITY RE	417.00	.00
A	A3011214	MAYOR CONTRACTED S	A -30-1-1210-4-54110 -	OFFICE SUPPLIES	402.46	2,126.51
A	A3011424	CITY ATTORNEY CONT	A -30-1-1420-4-54110 -	OFFICE SUPPLIES	19.95	1,405.52
A	A3011424	CITY ATTORNEY CONT	A -30-1-1420-4-54440 -	BOOKS PUBLICATIONS & S	186.00	1,184.00
A	A3011434	HUMAN RESOURCES	A -30-1-1430-4-54720 -	SERVICE CONTRACTS - PR	3,723.00	41,394.95
A	A3011474	CIVIL SERVICE CONT	A -30-1-1431-4-54110 -	OFFICE SUPPLIES	38.37	852.23
A	A3011474	CIVIL SERVICE CONT	A -30-1-1431-4-54740 -	SERVICE CONTRACTS - EQ	185.85	919.45
A	A3021314	COMM FINANCE CONTR	A -30-2-1310-4-54740 -	SERVICE CONTRACTS - EQ	882.00	1,406.70
A	A3021334	BUDGET	A -30-2-1340-4-54757 -	PARTICIPATORY BUDGET P	12,500.00	330.00
A	A3021694	DATA PRCESSING NET	A -30-2-1681-4-54720 -	SERVICE CONTRACTS - PR	11,108.00	113,273.34
A	A3021914	LIABILITY INSURANC	A -30-2-1910-4-54773 -	LIABILITY INSURANCE	1,306.25	-1,306.25
A	A3031444	CITY ENGINEER'S OF	A -30-3-1440-4-54180 -	OTHER SUPPLIES	334.99	-324.50
A	A3031444	CITY ENGINEER'S OF	A -30-3-1440-4-54510 -	REPAIRS & MAINTENANCE	400.00	-175.00
A	A3031444	CITY ENGINEER'S OF	A -30-3-1440-4-54725 -	SERVICE CONTRACTS ENGI	3,176.25	35,850.00
A	A3031494	COMM PUBLIC WORKS	A -30-3-1490-4-54110 -	OFFICE SUPPLIES	63.74	149.05
A	A3031624	CITY HALL CS	A -30-3-1620-4-54140 -	JANITORIAL SUPPLIES	626.19	1,827.23
A	A3031624	CITY HALL CS	A -30-3-1620-4-54180 -	OTHER SUPPLIES	64.07	557.23
A	A3031624	CITY HALL CS	A -30-3-1620-4-54610 -	REPAIRS & MAINTENANCE	385.52	12,900.86
A	A3031654	CITY GARAGE CS	A -30-3-1623-4-54160 -	UNIFORMS	686.77	1,535.35
A	A3031654	CITY GARAGE CS	A -30-3-1623-4-54180 -	OTHER SUPPLIES	270.02	-268.68
A	A3031654	CITY GARAGE CS	A -30-3-1623-4-54210 -	GARAGE SUPPLIES	45.66	.93
A	A3031654	CITY GARAGE CS	A -30-3-1623-4-54330 -	REPAIRS & MAINTENANCE	1,064.74	-1,058.76
A	A3031654	CITY GARAGE CS	A -30-3-1623-4-54610 -	REPAIRS & MAINTENANCE	343.56	52.66
A	A3031914	LIABILITY INSURANC	A -30-3-1910-4-54773 -	LIABILITY INSURANCE	1,380.00	-1,380.00
A	A3036424	SAD SERVICES CONTR	A -30-3-6420-4-54180 -	OTHER SUPPLIES	80.25	3,323.88
A	A3051354	ASSESSMENT OFFICE	A -30-5-1355-4-54720 -	SERVICE CONTRACTS - PR	382.50	.00
A	A3051414	COMM OF ACCOUNTS C	A -30-5-1410-4-54110 -	OFFICE SUPPLIES	238.67	3,241.17
A	A3051414	COMM OF ACCOUNTS C	A -30-5-1410-4-54440 -	BOOKS PUBLICATIONS & S	1,195.00	3,805.00
A	A3051414	COMM OF ACCOUNTS C	A -30-5-1410-4-54490 -	GENERAL ADVERTISING	219.96	6,300.94
A	A3051414	COMM OF ACCOUNTS C	A -30-5-1410-4-54573 -	RISK-SAFETY PROGRAMMIN	722.71	5,306.60
A	A3051414	COMM OF ACCOUNTS C	A -30-5-1410-4-54720 -	SERVICE CONTRACTS - PR	562.50	-56,042.65
A	A3051414	COMM OF ACCOUNTS C	A -30-5-1410-4-54740 -	SERVICE CONTRACTS - EQ	150.52	5,142.73
A	A3051914	LIABILITY INSURANC	A -30-5-1910-4-54773 -	LIABILITY INSURANCE	81.00	-81.00
A	A3113624	BUILDING DEPARTMEN	A -31-1-3620-4-54110 -	OFFICE SUPPLIES	19.95	147.67
A	A3143014	COMM PUBLIC SAFETY	A -31-4-3010-4-54110 -	OFFICE SUPPLIES	60.00	285.22
A	A3143122	POLICE DEPARTMENT	A -31-4-3120-2-52206 -	WEAPONS	849.89	9,290.27
A	A3143122	POLICE DEPARTMENT	A -31-4-3120-2-52620 -	POLICE EQUIPMENT	12,150.00	10,849.72
A	A3143124	POLICE DEPARTMENT	A -31-4-3120-4-54140 -	JANITORIAL SUPPLIES	231.78	2,946.31
A	A3143124	POLICE DEPARTMENT	A -31-4-3120-4-54160 -	UNIFORMS	953.70	23,140.26
A	A3143124	POLICE DEPARTMENT	A -31-4-3120-4-54180 -	OTHER SUPPLIES	402.50	8,170.12
A	A3143124	POLICE DEPARTMENT	A -31-4-3120-4-54510 -	REPAIRS & MAINTENANCE	969.21	21,865.43
A	A3143124	POLICE DEPARTMENT	A -31-4-3120-4-54720 -	SERVICE CONTRACTS - PR	2,060.43	24,001.25
A	A3143124	POLICE DEPARTMENT	A -31-4-3120-4-54979 -	HORSE CARE	1,016.58	18,025.73
A	A3143312	TRAFFIC CONTROL EQ	A -31-4-3310-2-52802 -	TOOLS & EQUIPMENT	588.00	4,873.80
A	A3143314	TRAFFIC CONTROL CS	A -31-4-3310-4-54332 -	MATERIALS & REPAIRS TR	92.30	52,627.01
A	A3143314	TRAFFIC CONTROL CS	A -31-4-3310-4-54390 -	MAINTENANCE SUPPLIES	24.74	7,676.19
A	A3143314	TRAFFIC CONTROL CS	A -31-4-3310-4-54510 -	REPAIRS & MAINTENANCE	18.99	2,481.07
A	A3143314	TRAFFIC CONTROL CS	A -31-4-3310-4-54610 -	REPAIRS & MAINTENANCE	95.76	6,904.24

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FUND	ORG	ACCOUNT		AMOUNT	AVLB BUDGET
A	A3143314 TRAFFIC CONTROL CS	A -31-4-3310-4-54713 -	PAVEMENT MARKING MATER	23.95	14,770.23
A	A3143314 TRAFFIC CONTROL CS	A -31-4-3310-4-54961 -	SIGNS & POSTS	1,159.01	13,584.99
A	A3143414 FIRE DEPARTMENT CS	A -31-4-3410-4-54150 -	EMS SUPPLIES	430.95	10,490.53
A	A3143414 FIRE DEPARTMENT CS	A -31-4-3410-4-54200 -	HOUSE SUPPLIES	164.11	13,899.76
A	A3143414 FIRE DEPARTMENT CS	A -31-4-3410-4-54330 -	REPAIRS & MAINTENANCE	174.49	15,883.38
A	A3143414 FIRE DEPARTMENT CS	A -31-4-3410-4-54471 -	EMS TRAINING	5,040.00	3,731.00
A	A3143414 FIRE DEPARTMENT CS	A -31-4-3410-4-54510 -	REPAIRS & MAINTENANCE	226.80	107,744.67
A	A3143414 FIRE DEPARTMENT CS	A -31-4-3410-4-54610 -	REPAIRS & MAINTENANCE	65.46	32,572.96
A	A3143414 FIRE DEPARTMENT CS	A -31-4-3410-4-54720 -	SERVICE CONTRACTS - PR	16,428.46	59,755.76
A	A3143624 CODE ENFORCEMENT C	A -31-4-3620-4-54110 -	OFFICE SUPPLIES	162.06	355.25
A	A3335014 STREETS CS	A -33-3-5010-4-54100 -	RUBBLE BLACKTOP STONE	3,090.30	.00
A	A3335014 STREETS CS	A -33-3-5010-4-54101 -	CONCRETE	8,169.70	3,041.30
A	A3335014 STREETS CS	A -33-3-5010-4-54160 -	UNIFORMS	3,886.38	899.67
A	A3335014 STREETS CS	A -33-3-5010-4-54180 -	OTHER SUPPLIES	1,649.02	-1,594.17
A	A3335014 STREETS CS	A -33-3-5010-4-54320 -	TOOLS	17.98	3.25
A	A3335014 STREETS CS	A -33-3-5010-4-54330 -	REPAIRS & MAINTENANCE	5,700.58	-3,884.54
A	A3335014 STREETS CS	A -33-3-5010-4-54510 -	REPAIRS & MAINTENANCE	6,221.55	-1,123.56
A	A3335124 HIGHWAY MISCELLANE	A -33-3-5111-4-54160 -	UNIFORMS	1,000.00	1,532.19
A	A3335134 CHIPS CS	A -33-3-5112-4-54100 -	RUBBLE BLACKTOP STONE	152,076.14	3,945,813.55
A	A3335134 CHIPS CS	A -33-3-5112-4-54180 -	OTHER SUPPLIES	797.15	27,937.42
A	A3335134 CHIPS CS	A -33-3-5112-4-54530 -	EQUIPMENT & VEHICLE RE	196,619.00	40,234.80
A	A3335184 STREET LIGHTING CS	A -33-3-5182-4-54750 -	STREET LIGHTING	560.08	-559.26
A	A3335654 OFF STREET PARKING	A -33-3-5650-4-54180 -	OTHER SUPPLIES	242.53	560.86
A	A3416774 SENIOR CITIZENS AL	A -34-1-6772-4-54110 -	OFFICE SUPPLIES	1,000.00	.00
A	A3416774 SENIOR CITIZENS AL	A -34-1-6772-4-54720 -	SERVICE CONTRACTS - PR	103,374.95	.00
A	A3537114 PARK & CASINO CS	A -35-3-7110-4-54160 -	UNIFORMS	1,000.00	1,554.92
A	A3537114 PARK & CASINO CS	A -35-3-7110-4-54180 -	OTHER SUPPLIES	395.92	-395.29
A	A3537114 PARK & CASINO CS	A -35-3-7110-4-54330 -	REPAIRS & MAINTENANCE	2,615.68	-333.65
A	A3537114 PARK & CASINO CS	A -35-3-7110-4-54610 -	REPAIRS & MAINTENANCE	174.72	.78
A	A3537114 PARK & CASINO CS	A -35-3-7110-4-54680 -	LANDSCAPING	15.54	1,984.46
A	A3537224 HIGH ROCK PARK	A -35-3-7113-4-54720 -	SERVICE CONTRACTS - PR	36.00	135.50
A	A3567144 RECREATION EXPENSE	A -35-6-7140-4-54140 -3000	JANITORIAL SUPPLIES	399.18	513.79
A	A3567144 RECREATION EXPENSE	A -35-6-7140-4-54160 -	UNIFORMS	250.96	805.06
A	A3567144 RECREATION EXPENSE	A -35-6-7140-4-54180 -3000	OTHER SUPPLIES	647.65	-489.01
A	A3567144 RECREATION EXPENSE	A -35-6-7140-4-54330 -3000	REPAIRS & MAINTENANCE	344.05	-343.99
A	A3567144 RECREATION EXPENSE	A -35-6-7140-4-54600 -	ADVERTISING	140.00	702.50
A	A3567144 RECREATION EXPENSE	A -35-6-7140-4-54680 -3000	LANDSCAPING	2,030.97	2,797.38
A	A3567144 RECREATION EXPENSE	A -35-6-7140-4-54740 -	SERVICE CONTRACTS - EQ	120.00	3,069.68
A	A3567144 RECREATION EXPENSE	A -35-6-7140-4-54758 -	RECREATION SCHOOL CON	70.00	23.00
A	A3567144 RECREATION EXPENSE	A -35-6-7140-4-548613-6002	SPORTS SUPPLIES	480.00	375.50
A	A3567144 RECREATION EXPENSE	A -35-6-7140-4-548613-6003	SPORTS SUPPLIES	310.50	510.50
A	A3567144 RECREATION EXPENSE	A -35-6-7140-4-548613-6005	SPORTS SUPPLIES	143.25	337.50
A	A3567144 RECREATION EXPENSE	A -35-6-7140-4-548613-6008	SPORTS SUPPLIES	112.50	290.00
A	A3567144 RECREATION EXPENSE	A -35-6-7140-4-548613-6009	SPORTS SUPPLIES	227.00	474.00
A	A3567144 RECREATION EXPENSE	A -35-6-7140-4-548613-6012	SPORTS SUPPLIES	362.50	372.00
A	A3567144 RECREATION EXPENSE	A -35-6-7140-4-548613-6013	SPORTS SUPPLIES	150.00	236.00
A	A3567154 SUMMER REC PROG CS	A -35-6-7150-4-54110 -	OFFICE SUPPLIES	28.44	356.32
A	A3567154 SUMMER REC PROG CS	A -35-6-7150-4-54500 -	PROGRAMS & BUS TRIPS	2,890.00	27,762.75
A	A3567154 SUMMER REC PROG CS	A -35-6-7150-4-54530 -	EQUIPMENT & VEHICLE RE	3,087.50	958.50

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FUND	ORG		ACCOUNT		AMOUNT	AVLB BUDGET
A	A3567174	INDOOR RECREATION	A -35-6-7171-4-54180 -3000	OTHER SUPPLIES	261.45	803.20
A	A3567174	INDOOR RECREATION	A -35-6-7171-4-54610 -3000	REPAIRS & MAINTENANCE	67.32	2,031.55
A	A3567174	INDOOR RECREATION	A -35-6-7171-4-54720 -3000	SERVICE CONTRACTS - PR	54.00	5,930.51
A	A3567194	ICE RINKS CS	A -35-6-7181-4-54140 -3000	JANITORIAL SUPPLIES	166.62	613.36
A	A3567194	ICE RINKS CS	A -35-6-7181-4-54160 -3000	UNIFORMS	500.00	384.02
A	A3567194	ICE RINKS CS	A -35-6-7181-4-54180 -3000	OTHER SUPPLIES	1,038.23	391.41
A	A3567194	ICE RINKS CS	A -35-6-7181-4-54510 -3000	REPAIRS & MAINTENANCE	713.70	.00
A	A3567194	ICE RINKS CS	A -35-6-7181-4-54610 -3000	REPAIRS & MAINTENANCE	502.84	1,939.88
A	A3567194	ICE RINKS CS	A -35-6-7181-4-54720 -3000	SERVICE CONTRACTS - PR	63.00	13,793.49
A	A3567244	WATERFRONT CONTRAC	A -35-6-7240-4-54610 -3000	REPAIRS & MAINTENANCE	81.58	3,187.83
A	A3567314	SUMMER PARKING CS	A -35-6-7310-4-54180 -	OTHER SUPPLIES	157.50	2,738.50
A	A3618684	PLANNING AND ECON	A -36-1-8687-4-54110 -	OFFICE SUPPLIES	19.95	1,095.94
A	A3618684	PLANNING AND ECON	A -36-1-8687-4-54570 -	TRAINING	154.10	3,279.90
A	A3618684	PLANNING AND ECON	A -36-1-8687-4-54720 -	SERVICE CONTRACTS - PR	373.41	27,342.36
A	A3635684	CONTRACTED SERVICE	A -36-3-5680-4-54160 -	UNIFORMS	504.25	77.99
A	A3638184	TRANSFER STATION C	A -36-3-8180-4-54180 -	OTHER SUPPLIES	11.97	204.02
A	A3638184	TRANSFER STATION C	A -36-3-8180-4-54330 -	REPAIRS & MAINTENANCE	1,300.00	.00
A	A3638184	TRANSFER STATION C	A -36-3-8180-4-54521 -	TIPPING FEES	3,680.10	.00
A	A3638184	TRANSFER STATION C	A -36-3-8180-4-54610 -	REPAIRS & MAINTENANCE	238.98	-217.76
A	A3638184	TRANSFER STATION C	A -36-3-8180-4-54700 -	TRANSPORTATION	1,650.00	.00
A	A3638194	COMPOST FACILITY C	A -36-3-8185-4-54180 -	OTHER SUPPLIES	1,720.15	.00
A	A3638194	COMPOST FACILITY C	A -36-3-8185-4-54520 -	GAS & OIL	1,353.35	9,965.17
A	A3638564	TREES CS	A -36-3-8560-4-54180 -	OTHER SUPPLIES	15.96	1,712.29
A	A3719054	UNEMPLOYMENT INSUR	A -37-1-9050-4-54776 -	UNEMPLOYMENT INSURANCE	5,040.00	-5,040.00
A	A3729068	HOSPITALIZATION EB	A -37-2-9060-8-58014 -	HRA CO PAY REIMBURSMEN	434.70	395.85
A	A3739054	UNEMPLOYMENT INSUR	A -37-3-9050-4-54776 -	UNEMPLOYMENT INSURANCE	4,405.63	-4,405.63
				FUND TOTAL	611,605.08	
CASH ACCOUNT A 1200			BALANCE -2,013,078.04	**WARNING - INSUFFICIENT CASH BALANCE		
E	E	CITY CENTER AUTHOR	E -2615 -	CUSTOMER DEPOSITS	532.00	
E	E3475654	OFF STREET PARKING	E -34-7-5650-4-54720 -	SERVICE CONTRACTS - PR	9,390.33	3,671.09
E	E3577164	CITY CENTER AUTHOR	E -35-7-7160-4-54140 -	JANITORIAL SUPPLIES	739.20	4,335.65
E	E3577164	CITY CENTER AUTHOR	E -35-7-7160-4-54201 -	BUSINESS EXPENSE/SALES	1,787.20	-306.38
E	E3577164	CITY CENTER AUTHOR	E -35-7-7160-4-54510 -	REPAIRS & MAINTENANCE	48.99	121.14
E	E3577164	CITY CENTER AUTHOR	E -35-7-7160-4-54532 -	BUILDING EQUIPMENT REN	1,026.00	502.82
E	E3577164	CITY CENTER AUTHOR	E -35-7-7160-4-54610 -	REPAIRS & MAINTENANCE	240.00	8,446.36
E	E3577164	CITY CENTER AUTHOR	E -35-7-7160-4-54670 -	PHONES	273.19	1,928.78
E	E3577164	CITY CENTER AUTHOR	E -35-7-7160-4-54720 -	SERVICE CONTRACTS - PR	1,474.83	25,656.20
E	E3577164	CITY CENTER AUTHOR	E -35-7-7160-4-54792 -	MISCELLANEOUS	28.25	1,562.16
				FUND TOTAL	15,539.99	
CASH ACCOUNT A 1200			BALANCE -2,013,078.04	**WARNING - INSUFFICIENT CASH BALANCE		
F	F3638314	WATER ADMINISTRATI	F -36-3-8310-4-54410 -	PRINTING	601.09	2,060.50
F	F3638334	WATER TREATMNET PL	F -36-3-8330-4-54140 -	JANITORIAL SUPPLIES	156.38	1,343.62
F	F3638334	WATER TREATMNET PL	F -36-3-8330-4-54141 -	CHEMICALS	4,757.10	39,815.73

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FUND	ORG	ACCOUNT		AMOUNT	AVLB BUDGET
F	F3638334 WATER TREATMNET PL	F -36-3-8330-4-54330 -	REPAIRS & MAINTENANCE	532.19	9,537.86
F	F3638334 WATER TREATMNET PL	F -36-3-8330-4-54708 -	LAB TESTING	306.00	4,000.00
F	F3638342 METERS EQ CAP OUTL	F -36-3-8340-2-52201 -	METERS	74,240.62	.00
F	F3638344 METERS CS	F -36-3-8340-4-54180 -	OTHER SUPPLIES	42.50	763.32
F	F3638352 WATER MAINTENANCE	F -36-3-8341-2-52300 -	MISCELLANEOUS EQUIPMEN	4,022.00	5,978.00
F	F3638354 WATER MAINTENANCE	F -36-3-8341-4-54180 -	OTHER SUPPLIES	5,932.21	10,547.05
F	F3638354 WATER MAINTENANCE	F -36-3-8341-4-54330 -	REPAIRS & MAINTENANCE	165.02	424.26
			FUND TOTAL	90,755.11	
CASH ACCOUNT A 1200	BALANCE -2,013,078.04	**WARNING - INSUFFICIENT CASH BALANCE			
G	G3638114 SEWER ADMINSTRAION	G -36-3-8110-4-54180 -	OTHER SUPPLIES	601.09	4,372.38
G	G3638124 SEWER PUMPING CS	G -36-3-8120-4-54180 -	OTHER SUPPLIES	15.96	358.64
G	G3638124 SEWER PUMPING CS	G -36-3-8120-4-54330 -	REPAIRS & MAINTENANCE	275.69	-275.69
			FUND TOTAL	892.74	
CASH ACCOUNT A 1200	BALANCE -2,013,078.04	**WARNING - INSUFFICIENT CASH BALANCE			
H	H3031492 COMMISSIONER OF PU	H -30-3-1490-2-52000 -1141	CAPITAL PROJECT OUTLAY	3,225.00	432,303.17
H	H3031632 DRINK HALL/SENIOR	H -30-3-1621-2-52000 -1170	CAPITAL PROJECT OUTLAY	3,500.13	930.00
H	H3146952 CAPITAL PROJECTS	H -31-4-6950-2-52000 -1217	CAPITAL PROJECT OUTLAY	10,430.00	157,227.79
H	H3416952 CAPITAL PROJECTS	H -34-1-6950-2-52000 -1226	CAPITAL PROJECT OUTLAY	7,232.47	132,002.73
H	H3517142 CULTURE & RECREATI	H -35-1-7140-2-52000 -1252	CAPITAL PROJECT OUTLAY	42,954.17	117,668.82
H	H3517142 CULTURE & RECREATI	H -35-1-7140-2-52000 -1270	CAPITAL PROJECT OUTLAY	263,373.67	193,980.23
H	H3537112 CULTURE RECREATION	H -35-3-7110-2-52000 -1165	CAPITAL PROJECT OUTLAY	60,495.93	104,219.02
H	H3936952 EQUIPMENT AND CAPI	H -39-3-6950-2-52000 -1046	PELICAN DUAL STREET SW	263,200.00	305,000.00
H	H3936952 EQUIPMENT AND CAPI	H -39-3-6950-2-52000 -1272	CAPITAL PROJECT OUTLAY	11,438.00	7,726.60
			FUND TOTAL	665,849.37	
CASH ACCOUNT A 1200	BALANCE -2,013,078.04	**WARNING - INSUFFICIENT CASH BALANCE			
P	P3426424 SAD CONT SERV	P -34-2-6420-4-54711 -	ADMINISTRATION	1,500.00	2,500.00
			FUND TOTAL	1,500.00	
CASH ACCOUNT A 1200	BALANCE -2,013,078.04	**WARNING - INSUFFICIENT CASH BALANCE			
Y	Y3618664 REHAB CS	Y -36-1-8668-4-54493 -518	REBUILDING TOGETHER RE	85,042.82	-85,042.82
Y	Y3618664 REHAB CS	Y -36-1-8668-4-54975 -519	FRANKLIN COMMUNITY CEN	7,890.00	-7,890.00
Y	Y3618684 ADMINISTRATION CS	Y -36-1-8686-4-54420 -516	ADVERTISING	159.99	-284.19
			FUND TOTAL	93,092.81	
CASH ACCOUNT A 1200	BALANCE -2,013,078.04	**WARNING - INSUFFICIENT CASH BALANCE			

WARRANT SUMMARY

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FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
		WARRANT SUMMARY TOTAL	1,479,235.10	
		GRAND TOTAL	1,479,235.10	

WARRANT LIST BY VOUCHER

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VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
214140	8027	3 RINGS PTS, LLC	212285	240002	INV	07/16/2024	4,200.00	06/29/2024
	INVOICE: 01171							
214141	8027	3 RINGS PTS, LLC	212286	240002	INV	07/16/2024	4,200.00	06/22/2024
	INVOICE: 01167							
214142	8027	3 RINGS PTS, LLC	212287	240002	INV	07/16/2024	75.00	06/21/2024
	INVOICE: 01170							
214143	8027	3 RINGS PTS, LLC	212288	240002	INV	07/16/2024	110.00	06/29/2024
	INVOICE: 01172							
214144	8027	3 RINGS PTS, LLC	212289	240002	INV	07/16/2024	110.00	06/22/2024
	INVOICE: 01168							
214145	269	3M COMPANY	212290		INV	07/16/2024	284.61	20364676
	INVOICE: 9429230982							
214146	7969	ABSOLUTE PEST CONTROL, INC.	212291	240036	INV	07/16/2024	36.00	119331
	INVOICE: 649394							
214147	7969	ABSOLUTE PEST CONTROL, INC.	212292	240036	INV	07/16/2024	54.00	119331
	INVOICE: 649383							
214148	7969	ABSOLUTE PEST CONTROL, INC.	212293	240036	INV	07/16/2024	63.00	119331
	INVOICE: 649398							
214149	4140	ACCURATE PEST CONTROL	212294		INV	07/16/2024	60.00	100007
	INVOICE: 17973							
214150	8293	ACI PAYMENTS, INC.	212295		INV	07/16/2024	5.95	38011
	INVOICE: 1000117671							
214151	6708	ACTION EQUIPMENT AND SUPPLY	212296		INV	07/16/2024	3,124.58	190320
	INVOICE: 01-067208-07							
214152	6708	ACTION EQUIPMENT AND SUPPLY	212297		INV	07/16/2024	210.00	190320
	INVOICE: 01-067225-04							
214153	5045	ADIRONDACK SIGN COMPANY LLC	212298		INV	07/16/2024	70.00	06/25/2024
	INVOICE: 33074							
214154	5045	ADIRONDACK SIGN COMPANY LLC	212299		INV	07/16/2024	140.00	06/19/2024
	INVOICE: 33061							
214155	2785	ADIRONDACK TIRE CORP	212300	240019	INV	07/16/2024	1,237.54	1063605
	INVOICE: 1063075							
214156	2785	ADIRONDACK TIRE CORP	212301	240440	INV	07/16/2024	8,850.00	S1100

WARRANT LIST BY VOUCHER

WARRANT: 24JUL2 07/16/2024

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
	INVOICE: 1058124							
214157	5400	AIRGAS EAST	212302		INV	07/16/2024	200.00	2581569
	INVOICE: 5508655673							
214158	5044	ALL SEASONS TEXTILE SERVICE INC	212303		INV	07/16/2024	81.00	023980
	INVOICE: 1055052							
214159	5044	ALL SEASONS TEXTILE SERVICE INC	212304		INV	07/16/2024	81.00	023980
	INVOICE: 1056727							
214160	6533	CHRIS ALLEN	212305		INV	07/16/2024	249.73	REIMBURSEMENT
	INVOICE: 212305							
214161	31	ALLERDICE BUILDING SUPPLY	212306		INV	07/16/2024	2.85	4449/1
	INVOICE: 4481/1							
214162	31	ALLERDICE BUILDING SUPPLY	212307		INV	07/16/2024	17.98	271
	INVOICE: 4700/1							
214163	31	ALLERDICE BUILDING SUPPLY	212308		INV	07/16/2024	19.47	271
	INVOICE: 4412/1							
214164	31	ALLERDICE BUILDING SUPPLY	212309		INV	07/16/2024	24.39	271
	INVOICE: 4516/1							
214165	31	ALLERDICE BUILDING SUPPLY	212310		INV	07/16/2024	29.80	271
	INVOICE: 4671/1							
214166	31	ALLERDICE BUILDING SUPPLY	212311		INV	07/16/2024	40.18	271
	INVOICE: 4707/1							
214167	31	ALLERDICE BUILDING SUPPLY	212312		INV	07/16/2024	41.12	271
	INVOICE: 4629/1							
214168	31	ALLERDICE BUILDING SUPPLY	212313		INV	07/16/2024	42.50	271
	INVOICE: 4686/1							
214169	31	ALLERDICE BUILDING SUPPLY	212314		INV	07/16/2024	42.98	271
	INVOICE: 4650/1							
214170	31	ALLERDICE BUILDING SUPPLY	212315		INV	07/16/2024	64.90	271
	INVOICE: 4657/1							
214171	31	ALLERDICE BUILDING SUPPLY	212316		INV	07/16/2024	70.74	271
	INVOICE: 4747/1							
214172	31	ALLERDICE BUILDING SUPPLY	212317		INV	07/16/2024	115.02	271
	INVOICE: 4706/1							

WARRANT LIST BY VOUCHER

WARRANT: 24JUL2 07/16/2024

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
214173	31	ALLERDICE BUILDING SUPPLY	212318		INV	07/16/2024	127.57	2288
INVOICE: 212318								
214174	31	ALLERDICE BUILDING SUPPLY	212319		INV	07/16/2024	152.55	271
INVOICE: 4524/1								
214175	31	ALLERDICE BUILDING SUPPLY	212320		INV	07/16/2024	197.27	2288
INVOICE: 212320								
214176	31	ALLERDICE BUILDING SUPPLY	212321		INV	07/16/2024	242.53	271
INVOICE: 4544/1								
214177	3259	ALPHA BOATS UNLIMITED	212322		INV	07/16/2024	397.49	X061324Z
INVOICE: 37811								
214178	7550	AMAZON CAPITAL SERVICES, INC.	212323		INV	07/16/2024	51.80	A272JK82AK683L
INVOICE: 16TKRQ461YJF								
214179	7550	AMAZON CAPITAL SERVICES, INC.	212324		INV	07/16/2024	59.99	A272JK82AK683L
INVOICE: 14P7CHY9KJLP								
214180	7550	AMAZON CAPITAL SERVICES, INC.	212325		INV	07/16/2024	70.02	A272JK82AK683L
INVOICE: 1NT4V6NHX137								
214181	7550	AMAZON CAPITAL SERVICES, INC.	212326		INV	07/16/2024	100.97	A272JK82AK683L
INVOICE: 1GQ3PVPQNCYF								
214182	7550	AMAZON CAPITAL SERVICES, INC.	212327		INV	07/16/2024	236.46	A272JK82AK683L
INVOICE: 1Y1XMJYYD13W								
214183	7550	AMAZON CAPITAL SERVICES, INC.	212328		INV	07/16/2024	470.67	A2XFHY90KS1Y21
INVOICE: 212328								
214184	47	AMCHAR WHOLESALE INC	212329	240343	INV	07/16/2024	849.89	01117817
INVOICE: 01117564								
214185	7575	AMREX CHEMICAL CO., INC.	212330	240451	INV	07/16/2024	1,332.50	CIT00048
INVOICE: 252024,114514								
214186	6950	AMSURE	212331		INV	07/16/2024	1,380.00	CITYSAR1
INVOICE: 136855								
214187	9644	ARETE ADVISORS LLC	212332		INV	07/16/2024	1,306.25	44077184
INVOICE: 20241268								
214188	2188	B & B PLUMBING & HEATING INC	212333	240412	INV	07/16/2024	11,108.00	24-0077
INVOICE: 28832								

WARRANT LIST BY VOUCHER

WARRANT: 24JUL2 07/16/2024

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
214189	7337	SUSAN BAKER	212334		INV	07/16/2024	243.26	JUNE REIMBURSEMENT
	INVOICE: 212334							
214191	6759	SUSAN BARDEN	212335		INV	07/16/2024	154.10	MILEAGE
	INVOICE: 212335							
214192	8748	BARRIER FREE ELEVATORS, INC.	212336	240003	INV	07/16/2024	1,620.66	07/01/2024
	INVOICE: 26921							
214193	113	BARTON & LOGUIDICE D.P.C.	212337	230654	INV	07/16/2024	3,176.25	539.070.001
	INVOICE: 143131							
214194	6698	BLUEBEAM SOFTWARE	212338		INV	07/16/2024	275.00	Q-611297
	INVOICE: 1973325							
214195	9456	PETER BOJURCZUK	212339		INV	07/16/2024	417.00	JUNE 2024
	INVOICE: 212339							
214196	1314	BONACIO CONSTRUCTION INC	212340		INV	07/16/2024	543.75	C1783
	INVOICE: 18801							
214197	7426	BPI MECHANICAL SERVICE INC.	212341		INV	07/16/2024	15,324.38	SARATOGA, CITY OF
	INVOICE: 105983							
214199	7426	BPI MECHANICAL SERVICE INC.	212342	240017	INV	07/16/2024	350.86	SARATOGA, CITY OF
	INVOICE: 106843							
214200	121	CALLANAN INDUSTRIES INC	212343	220605	INV	07/16/2024	263,373.67	1761.58-LD040147
	INVOICE: #5							
214201	9579	RACHAEL CAPASSO	212344		INV	07/16/2024	722.71	THE INSTITUTE REIMBURS
	INVOICE: 70309368							
214202	143	CAPITAL TRACTOR INC	212345		INV	07/16/2024	176.69	76060
	INVOICE: PG80319							
214203	417	CASELLA WASTE SERVICES	212346	240061	INV	07/16/2024	1,693.98	28-34321 0
	INVOICE: 2529832							
214204	417	CASELLA WASTE SERVICES	212347	240061	INV	07/16/2024	1,784.22	28-34321 0
	INVOICE: 2528107							
214205	417	CASELLA WASTE SERVICES	212348	240061	INV	07/16/2024	1,851.90	28-34321 0
	INVOICE: 2528977							
214206	3776	CHESHIRE HORSE OF SARATOGA	212349		INV	07/16/2024	29.82	567877
	INVOICE: 533352							
214207	7209	CINTAS CORPORATION	212350	240060	INV	07/16/2024	33.66	22911897

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WARRANT: 24JUL2 07/16/2024

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
	INVOICE: 4193677752							
214208	7209	CINTAS CORPORATION	212351	240060	INV	07/16/2024	33.66	22911897
	INVOICE: 4195826918							
214209	7209	CINTAS CORPORATION	212352	240060	INV	07/16/2024	41.42	22941909
	INVOICE: 4193677549							
214210	7209	CINTAS CORPORATION	212353	240060	INV	07/16/2024	41.42	22941909
	INVOICE: 4194345653							
214211	7209	CINTAS CORPORATION	212354	240060	INV	07/16/2024	41.42	229419009
	INVOICE: 4195117718							
214212	7209	CINTAS CORPORATION	212355	240060	INV	07/16/2024	41.42	22941909
	INVOICE: 4195826739							
214213	7209	CINTAS CORPORATION	212356	240060	INV	07/16/2024	43.68	22904677
	INVOICE: 4193224410							
214214	7209	CINTAS CORPORATION	212357	240060	INV	07/16/2024	43.68	22904677
	INVOICE: 4193806232							
214215	7209	CINTAS CORPORATION	212358	240060	INV	07/16/2024	43.68	22904677
	INVOICE: 4194634066							
214216	7209	CINTAS CORPORATION	212359	240060	INV	07/16/2024	43.68	22904677
	INVOICE: 4195368691							
214217	7209	CINTAS CORPORATION	212360	240060	INV	07/16/2024	46.38	22899714
	INVOICE: 4193224432							
214220	7209	CINTAS CORPORATION	212363	240060	INV	07/16/2024	46.38	22899714
	INVOICE: 4193806170							
214221	7209	CINTAS CORPORATION	212364	240060	INV	07/16/2024	46.38	22899714
	INVOICE: 4194634029							
214222	7209	CINTAS CORPORATION	212365	240060	INV	07/16/2024	46.38	22899714
	INVOICE: 4195368747							
214223	7209	CINTAS CORPORATION	212366	240060	INV	07/16/2024	68.57	22904678
	INVOICE: 4191041433							
214224	7209	CINTAS CORPORATION	212367	240060	INV	07/16/2024	68.57	22904678
	INVOICE: 4192497973							
214225	7209	CINTAS CORPORATION	212368	240060	INV	07/16/2024	68.57	22904678
	INVOICE: 4193224441							

WARRANT LIST BY VOUCHER

WARRANT: 24JUL2 07/16/2024

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
214226	7209	CINTAS CORPORATION	212369	240060	INV	07/16/2024	68.57	22904678
	INVOICE:	4193806313						
214227	7209	CINTAS CORPORATION	212370	240060	INV	07/16/2024	68.57	22904678
	INVOICE:	4194634137						
214228	7209	CINTAS CORPORATION	212371	240060	INV	07/16/2024	68.57	22904678
	INVOICE:	4195368788						
214229	7209	CINTAS CORPORATION	212372	240060	INV	07/16/2024	68.57	22904678
	INVOICE:	4191783183						
214230	7209	CINTAS CORPORATION	212373	240060	INV	07/16/2024	70.48	22904678
	INVOICE:	4196085730						
214231	7209	CINTAS CORPORATION	212374	240060	INV	07/16/2024	70.64	22904678
	INVOICE:	4196783151						
214232	7209	CINTAS CORPORATION	212375	240060	INV	07/16/2024	117.63	22904678
	INVOICE:	4188906893						
214233	7209	CINTAS CORPORATION	212376	240060	INV	07/16/2024	134.57	22904678
	INVOICE:	4189626815						
214234	7209	CINTAS CORPORATION	212377	240060	INV	07/16/2024	157.02	22904678
	INVOICE:	4190327086						
214235	128	CITY CENTER PETTY CASH	212378		INV	07/16/2024	22.00	PROPANE
	INVOICE:	06/20/2024						
214236	5853	CONFIDATA	212379		INV	07/16/2024	60.00	SARAPOLICE
	INVOICE:	98670						
214237	5853	CONFIDATA	212380		INV	07/16/2024	60.00	SARAPOLICE
	INVOICE:	98696						
214238	5853	CONFIDATA	212381		INV	07/16/2024	120.00	SARATOGARE
	INVOICE:	98697						
214239	7682	CORE & MAIN LP	212382	230229	INV	07/16/2024	12,871.44	205549
	INVOICE:	U057656						
214240	7682	CORE & MAIN LP	212383	230229	INV	07/16/2024	12,871.44	205549
	INVOICE:	V112511						
214241	7682	CORE & MAIN LP	212384	240035	INV	07/16/2024	48,497.74	205549
	INVOICE:	V022343						

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WARRANT: 24JUL2 07/16/2024

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
214242	1155	COUNTY WASTE-CLIFTON PARK	212385		INV	07/16/2024	269.00	6910-18297756-001
	INVOICE: 33723777W910							
214243	8015	CUMMINS SALES AND SERVICES	212386		INV	07/16/2024	275.69	524750
	INVOICE: V9-16077							
214244	872	CURTIS LUMBER CO	212387		INV	07/16/2024	850.29	4501
	INVOICE: 2406-137534							
214245	9640	ESPERANTO'S	212388		INV	07/16/2024	532.00	REFUND CATERING DEPOSI
	INVOICE: 212388							
214246	5084	FERGUSON US HOLDINGS, INC.	212389	240354	INV	07/16/2024	3,878.05	14480
	INVOICE: 1196996-1							
214247	5084	FERGUSON US HOLDINGS, INC.	212390	240354	INV	07/16/2024	52.06	14480
	INVOICE: 1229124							
214248	5084	FERGUSON US HOLDINGS, INC.	212391	240354	INV	07/16/2024	248.15	14480
	INVOICE: 1226110							
214249	5084	FERGUSON US HOLDINGS, INC.	212392	240354	INV	07/16/2024	257.83	14480
	INVOICE: 1231204							
214250	5084	FERGUSON US HOLDINGS, INC.	212393	240354	INV	07/16/2024	544.77	14480
	INVOICE: 1226982							
214251	5084	FERGUSON US HOLDINGS, INC.	212394	240354	INV	07/16/2024	702.56	14480
	INVOICE: 1162716-1							
214252	1	COMMISSIONER OF FINANCE	212395		INV	07/16/2024	6.38	B. JOHNSON
	INVOICE: 6.18.24							
214253	9622	FIVE STAR GOLF CARS	212396		INV	07/16/2024	313.68	06/21/2024
	INVOICE: 12762							
214254	9370	FOUNDATION PRINTING	212397	240418	INV	07/16/2024	6,890.63	SARATOGA SPRINGS DPW T
	INVOICE: 2857							
214255	183	FRANKLIN COMMUNITY CENTER	212398		INV	07/16/2024	7,890.00	ATTIC INSULATION
	INVOICE: 212398							
214256	3084	F W WEBB COMPANY	212399		INV	07/16/2024	230.74	57289
	INVOICE: 86065204							
214257	190	GENERAL CODE PUBLISHERS	212400		INV	07/16/2024	1,195.00	SA0110
	INVOICE: GC00126472							
214258	7562	GOLDBERGER AND KREMER	212401	230390	INV	07/16/2024	3,723.00	LEGAL SERVICES

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WARRANT: 24JUL2 07/16/2024

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
	INVOICE: JUNE 2024							
214259	189	GRAINGER	212402		INV	07/16/2024	64.90	9153330320
	INVOICE: 9151448645							
214260	189	GRAINGER	212403		INV	07/16/2024	386.94	845177179
	INVOICE: 212403							
214261	2893	GRANT GRAPHICS DIGITAL PRINTING	212404		INV	07/16/2024	184.00	06/17/2024
	INVOICE: INV-36729							
214262	9141	GRASSHOPPER GARDENS, INC.	212405		INV	07/16/2024	327.50	06/22/2024
	INVOICE: 122224							
214263	6210	GREENMAN-PEDERSEN, INC	212406	171866	INV	07/16/2024	12,843.46	GREENBELT TRAIL
	INVOICE: 329763,3306489							
214264	6210	GREENMAN-PEDERSEN, INC	212407	220398	INV	07/16/2024	14,173.51	ADDENDUM ONE
	INVOICE: 332312,334106							
214265	6210	GREENMAN-PEDERSEN, INC	212408		INV	07/16/2024	15,937.20	DOWNTOWN CONNECTOR
	INVOICE: 336302							
214266	8649	GRIMCO	212409		INV	07/16/2024	105.26	12679486
	INVOICE: 32682114-02							
214267	8649	GRIMCO	212410		INV	07/16/2024	947.34	12679486
	INVOICE: 32682114-01							
214268	9339	GUARDIAN ALLIANCE TECHNOLOGIES	212411		INV	07/16/2024	1,036.00	06/30/2024
	INVOICE: 24495							
214269	9626	HD SUPPLY, INC.	212412		INV	07/16/2024	819.78	712642
	INVOICE: 212412							
214270	7831	H L GAGE SALES INC	212413	240041	INV	07/16/2024	1,485.93	11534
	INVOICE: 01P124669							
214271	7831	H L GAGE SALES INC	212414	240041	INV	07/16/2024	182.70	11534
	INVOICE: 01P124506							
214272	7831	H L GAGE SALES INC	212415	240041	INV	07/16/2024	765.74	11534
	INVOICE: 01P124142							
214273	2439	HOME DEPOT/MAINTENANCE WAREHOUSE	212416		INV	07/16/2024	1,811.84	6035322504016258
	INVOICE: 2263611							
214274	2439	HOME DEPOT/MAINTENANCE WAREHOUSE	212417		INV	07/16/2024	15.54	6035322504016258
	INVOICE: 9021448							

WARRANT LIST BY VOUCHER

WARRANT: 24JUL2 07/16/2024

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
214275	2439	HOME DEPOT/MAINTENANCE WAREHOUSE	212418		INV	07/16/2024	30.76	6035322504016258
	INVOICE: 2183626							
214276	2439	HOME DEPOT/MAINTENANCE WAREHOUSE	212419		INV	07/16/2024	36.68	6035322504016258
	INVOICE: 1263732							
214277	2439	HOME DEPOT/MAINTENANCE WAREHOUSE	212420		INV	07/16/2024	46.95	6035322504016258
	INVOICE: 7263814							
214278	2439	HOME DEPOT/MAINTENANCE WAREHOUSE	212421		INV	07/16/2024	53.65	6035322504016258
	INVOICE: 9014697							
214279	2439	HOME DEPOT/MAINTENANCE WAREHOUSE	212422		INV	07/16/2024	69.86	6035322504016258
	INVOICE: 9263526							
214280	2439	HOME DEPOT/MAINTENANCE WAREHOUSE	212423		INV	07/16/2024	80.25	6035322504016258
	INVOICE: 1263726							
214281	2439	HOME DEPOT/MAINTENANCE WAREHOUSE	212424		INV	07/16/2024	81.58	6035322504016258
	INVOICE: 8270174							
214282	2439	HOME DEPOT/MAINTENANCE WAREHOUSE	212425		INV	07/16/2024	86.06	6035322504016258
	INVOICE: 1263472							
214283	2439	HOME DEPOT/MAINTENANCE WAREHOUSE	212426		INV	07/16/2024	97.89	6035322504016258
	INVOICE: 4270242							
214284	2439	HOME DEPOT/MAINTENANCE WAREHOUSE	212427		INV	07/16/2024	102.60	1025514
	INVOICE: 5615658							
214285	2439	HOME DEPOT/MAINTENANCE WAREHOUSE	212428		INV	07/16/2024	103.94	6035322504016258
	INVOICE: 5020277							
214286	2439	HOME DEPOT/MAINTENANCE WAREHOUSE	212429		INV	07/16/2024	108.90	6035322504016258
	INVOICE: 1263482							
214287	2439	HOME DEPOT/MAINTENANCE WAREHOUSE	212430		INV	07/16/2024	125.29	6035322504016258
	INVOICE: 9263783							
214288	2439	HOME DEPOT/MAINTENANCE WAREHOUSE	212431		INV	07/16/2024	129.91	6035322504016258
	INVOICE: 4263585							
214289	2439	HOME DEPOT/MAINTENANCE WAREHOUSE	212432		INV	07/16/2024	129.98	6035322504016258
	INVOICE: 3263606							
214290	2439	HOME DEPOT/MAINTENANCE WAREHOUSE	212433		INV	07/16/2024	139.32	6035322504016258
	INVOICE: 2263453							

WARRANT LIST BY VOUCHER

WARRANT: 24JUL2 07/16/2024

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
214291	2439	HOME DEPOT/MAINTENANCE WAREHOUSE	212434		INV	07/16/2024	143.76	6035322504016258
	INVOICE: 5263576							
214292	2439	HOME DEPOT/MAINTENANCE WAREHOUSE	212435		INV	07/16/2024	166.62	6035322504016258
	INVOICE: 7263685							
214293	2439	HOME DEPOT/MAINTENANCE WAREHOUSE	212436		INV	07/16/2024	180.82	6035322504016258
	INVOICE: 5026650							
214294	2439	HOME DEPOT/MAINTENANCE WAREHOUSE	212437		INV	07/16/2024	199.47	6035322504016258
	INVOICE: 3263605							
214295	2439	HOME DEPOT/MAINTENANCE WAREHOUSE	212438		INV	07/16/2024	206.94	6035322504016258
	INVOICE: 2270149							
214296	2439	HOME DEPOT/MAINTENANCE WAREHOUSE	212439		INV	07/16/2024	238.98	6035322504016258
	INVOICE: 7270206							
214297	2439	HOME DEPOT/MAINTENANCE WAREHOUSE	212440		INV	07/16/2024	287.75	6035322504016258
	INVOICE: 1263476							
214298	2439	HOME DEPOT/MAINTENANCE WAREHOUSE	212441		INV	07/16/2024	444.17	6035322504016258
	INVOICE: 1263642							
214299	2439	HOME DEPOT/MAINTENANCE WAREHOUSE	212442		INV	07/16/2024	449.00	6035322504016258
	INVOICE: 7263678							
214300	2439	HOME DEPOT/MAINTENANCE WAREHOUSE	212443		INV	07/16/2024	484.45	6035322504016258
	INVOICE: 8015074							
214301	2439	HOME DEPOT/MAINTENANCE WAREHOUSE	212444		INV	07/16/2024	485.81	6035322504016258
	INVOICE: 3014884							
214302	2747	HOMETOWN AUTO GLASS	212445		INV	07/16/2024	400.00	CSDPW
	INVOICE: IO042126							
214303	9537	INFINITY AGGREGATES LLC	212446	240361	INV	07/16/2024	556.68	319002
	INVOICE: 3309,3473							
214304	9634	IT STRAPS ON, INC.	212447		INV	07/16/2024	243.68	72429
	INVOICE: 59308							
214305	375	VP SUPPLY CORP	212448		INV	07/16/2024	30.19	68386
	INVOICE: 5672220							
214306	5966	JOE JOHNSON EQUIPMENT LLC	212449	230362	INV	07/16/2024	274,638.00	SARAT001
	INVOICE: UO2255							
214307	9334	JOINTA LIME CO.	212450	240336	INV	07/16/2024	196,619.00	24-202-4,24-202-5

WARRANT LIST BY VOUCHER

WARRANT: 24JUL2 07/16/2024

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
	INVOICE: 24-202-1,24-202-3							
214308	7024	LA ROSA'S AUTOMOTIVE INC.	212451		INV	07/16/2024	2,160.00	Q001849
	INVOICE: I001782							
214309	7024	LA ROSA'S AUTOMOTIVE INC.	212452	240444	INV	07/16/2024	3,640.00	Q001945
	INVOICE: I001874							
214310	7024	LA ROSA'S AUTOMOTIVE INC.	212453	240406	INV	07/16/2024	5,720.00	Q001952
	INVOICE: I001869							
214311	7024	LA ROSA'S AUTOMOTIVE INC.	212454	240444	INV	07/16/2024	240.00	06/21/2024
	INVOICE: I001868							
214312	7024	LA ROSA'S AUTOMOTIVE INC.	212455	240406	INV	07/16/2024	390.00	Q001964
	INVOICE: I001881							
214313	4940	LABELLA ASSOCIATES PC	212456	230791	INV	07/16/2024	1,057.50	2241821
	INVOICE: 226029							
214314	4940	LABELLA ASSOCIATES PC	212457	230791	INV	07/16/2024	2,167.50	2241821
	INVOICE: 230545							
214315	4940	LABELLA ASSOCIATES PC	212458	230238	INV	07/16/2024	3,500.13	2231195
	INVOICE: 230394							
214316	8657	LANGUAGE LINE SERVICES	212459		INV	07/16/2024	111.04	9020501956
	INVOICE: 11342311							
214317	9410	KELSEY LAWLOR	212460		INV	07/16/2024	100.15	CLOTHING REIMB
	INVOICE: 212460							
214318	6200	LEXISNEXIS	212461		INV	07/16/2024	186.00	42532P5K7
	INVOICE: 3095176890							
214319	8876	LIFE-ASSIST, INC.	212462	240226	INV	07/16/2024	430.95	12866FD
	INVOICE: 1449796							
214320	8168	MAG AUTOMOTIVE HOLDINGS OF SARATOGA,	212463		INV	07/16/2024	319.90	5185843356
	INVOICE: 453653							
214321	270	MAHONEY NOTIFY PLUS INC	212464	240303	INV	07/16/2024	39.50	0019159
	INVOICE: 0343076-IN							
214322	290	JOSEPH P MANGIONE, INC LOCKSMITH	212465		INV	07/16/2024	64.07	COS101
	INVOICE: 2-151485							
214323	6325	RYAN MCMAHON	212466		INV	07/16/2024	406.00	PER DEIM 7/27-8/1/24
	INVOICE: 212466							

WARRANT LIST BY VOUCHER

WARRANT: 24JUL2 07/16/2024

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
214324	5250	MESICK COHEN WILSON BAKER ARCHITECTS	212467		INV	07/16/2024	1,000.00	2329 CANFIELD CASINO
	INVOICE: 2329-06-B							
214325	272	METROLAND BUSINESS MACHINES INC	212468		INV	07/16/2024	882.00	11177
	INVOICE: AR17600							
214326	6965	MIRABITO ENERGY PRODUCTS	212469		INV	07/16/2024	1,353.35	377708/828642-2
	INVOICE: 377554,377640							
214327	9595	MISSION CRITICAL PARTNERS LLC	212470	240383	INV	07/16/2024	1,591.16	21708
	INVOICE: 21874							
214328	5237	NAPA AUTO PARTS, SARATOGA AUTO SUPPL	212471	240040	INV	07/16/2024	8.98	4305
	INVOICE: 933880							
214329	5237	NAPA AUTO PARTS, SARATOGA AUTO SUPPL	212472	240040	INV	07/16/2024	15.78	4305
	INVOICE: 935358							
214330	5237	NAPA AUTO PARTS, SARATOGA AUTO SUPPL	212473	240040	INV	07/16/2024	19.30	4305
	INVOICE: 040400							
214331	5237	NAPA AUTO PARTS, SARATOGA AUTO SUPPL	212474	240040	INV	07/16/2024	28.97	4305
	INVOICE: 931229							
214332	5237	NAPA AUTO PARTS, SARATOGA AUTO SUPPL	212475	240040	INV	07/16/2024	29.88	933402
	INVOICE: 935178							
214333	5237	NAPA AUTO PARTS, SARATOGA AUTO SUPPL	212476	240040	INV	07/16/2024	91.48	4305
	INVOICE: 931859							
214334	5237	NAPA AUTO PARTS, SARATOGA AUTO SUPPL	212477	240040	INV	07/16/2024	106.68	4305
	INVOICE: 930680							
214335	5237	NAPA AUTO PARTS, SARATOGA AUTO SUPPL	212478	240040	INV	07/16/2024	123.18	4305
	INVOICE: 931944							
214338	5237	NAPA AUTO PARTS, SARATOGA AUTO SUPPL	212480	240040	INV	07/16/2024	143.76	4305
	INVOICE: 933254							
214339	5237	NAPA AUTO PARTS, SARATOGA AUTO SUPPL	212481	240040	INV	07/16/2024	221.88	4305
	INVOICE: 932225							
214340	5237	NAPA AUTO PARTS, SARATOGA AUTO SUPPL	212482	240040	INV	07/16/2024	328.58	4305
	INVOICE: 933137							
214341	5237	NAPA AUTO PARTS, SARATOGA AUTO SUPPL	212483	240040	INV	07/16/2024	371.44	4305
	INVOICE: 934137							

WARRANT LIST BY VOUCHER

WARRANT: 24JUL2 07/16/2024

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
214342	7582	NATIONAL BUSINESS LEASING A PROGRAM	212484		INV	07/16/2024	177.60	1120923
	INVOICE: 82758467							
214343	6512	NATIONAL BUSINESS TECHNOLOGIES	212485		INV	07/16/2024	185.85	1437873
	INVOICE: 82799586							
214344	6512	NATIONAL BUSINESS TECHNOLOGIES	212486		INV	07/16/2024	273.19	SS14
	INVOICE: CW2113							
214345	309	NEWMAN SIGNS	212487		INV	07/16/2024	1,015.37	SAR-03-010
	INVOICE: TRFINV054866							
214347	11	NYS UNEMPLOYMENT INSURANCE	212489		INV	07/16/2024	9,445.63	2ND QTR 2024
	INVOICE: 212489							
214348	321	OVERHEAD DOOR CO	212490		INV	07/16/2024	240.00	115744
	INVOICE: 24148							
214349	9131	PACE ANALYTICAL SERVICES, LLC	212491	240265	INV	07/16/2024	25.00	43-300427
	INVOICE: 24F2732							
214350	9131	PACE ANALYTICAL SERVICES, LLC	212492	240265	INV	07/16/2024	106.00	43-300427
	INVOICE: 24F2234							
214351	9131	PACE ANALYTICAL SERVICES, LLC	212493	240265	INV	07/16/2024	175.00	43-300427
	INVOICE: 24F2733							
214352	327	PALLETTE STONE CORP	212494	240390	INV	07/16/2024	1,218.62	19018
	INVOICE: 248590							
214355	327	PALLETTE STONE CORP	212496	240230	INV	07/16/2024	1,315.00	19018
	INVOICE: 248593,248754							
214356	327	PALLETTE STONE CORP	212497	240395	INV	07/16/2024	54,703.50	19018
	INVOICE: 248591,248592							
214357	327	PALLETTE STONE CORP	212498	240395	INV	07/16/2024	97,372.64	9048239,9048376
	INVOICE: 247764,9047022							
214358	327	PALLETTE STONE CORP	212499	240310	INV	07/16/2024	549.00	19018
	INVOICE: 538936							
214359	327	PALLETTE STONE CORP	212500	240309	INV	07/16/2024	549.00	19018
	INVOICE: 538863							
214360	6484	PCC CONTRACTING	212501	240254	INV	07/16/2024	59,495.93	23115
	INVOICE: APP#4							
214361	3101	PRESENTATION CONCEPTS CORP	212502	230798	INV	07/16/2024	10,430.00	128661

WARRANT LIST BY VOUCHER

WARRANT: 24JUL2 07/16/2024

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
	INVOICE: 11345							
214362	9158	PURE WATER PARTNERS LLC	212503		INV	07/16/2024	99.00	700-62030
	INVOICE: 1765024							
214363	9158	PURE WATER PARTNERS LLC	212504		INV	07/16/2024	218.00	700-55358
	INVOICE: 1764505							
214364	9555	VINAY RATHORE	212505		INV	07/16/2024	133.15	REIMBURSEMENT
	INVOICE: 212505							
214365	5607	NANCY RAVENA	212506		INV	07/16/2024	1,500.00	MAY, JUNE, JULY 2024
	INVOICE: 212506							
214366	5812	REBUILDING TOGETHER SARATOGA COUNTY	212507		INV	07/16/2024	37,976.82	2023 CDBG HOUSING AUTH
	INVOICE: 212507							
214367	5812	REBUILDING TOGETHER SARATOGA COUNTY	212508		INV	07/16/2024	47,066.00	2023 CDBG
	INVOICE: 212508							
214368	6071	RICK RAGS	212509		INV	07/16/2024	150.00	06/13/2024
	INVOICE: 58301							
214369	6071	RICK RAGS	212510		INV	07/16/2024	240.00	06/25/2024
	INVOICE: 58356							
214370	223	RICOH USA, INC	212511		INV	07/16/2024	150.52	323252-1023244A5
	INVOICE: 108359607							
214372	873	R M DALRYMPLE CO INC	212513		INV	07/16/2024	650.00	06/26/2024
	INVOICE: 8754							
214373	1559	ROOD & RIDDLE EQUINE HOSPITAL	212514		INV	07/16/2024	814.76	SSPD
	INVOICE: JUN2024							
214374	6943	SARATOGA CLEANERS INC	212515		INV	07/16/2024	57.81	VN 1969
	INVOICE: 7/1/2024							
214376	5646	SARATOGA MOTORS, INC.	212517	240318	INV	07/16/2024	630.00	06/30/2024
	INVOICE: 1081003							
214377	8762	WILLHOV CO., LLC	212518		INV	07/16/2024	2,890.00	CAMP SARADAC
	INVOICE: 7/1-8/19/24							
214378	371	SARATOGA QUALITY HARDWARE	212519		INV	07/16/2024	174.67	209150
	INVOICE: 212519							
214380	9645	SARATOGA SPRINGS PUBLIC LIBRARY	212520		INV	07/16/2024	12,500.00	PARTICIPATORY BUDGETIN
	INVOICE: 212520							

WARRANT LIST BY VOUCHER

WARRANT: 24JUL2 07/16/2024

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
214381	377	SENIOR CITIZEN CENTER	212521		INV	07/16/2024	104,374.95	FUNDING
	INVOICE: 2423							
214382	7309	SITEONE	212522		INV	07/16/2024	2,030.97	330254
	INVOICE: 143192519-001							
214383	7309	SITEONE	212523		INV	07/16/2024	344.05	330254
	INVOICE: 142895959-001							
214384	1021	SLACK CHEMICAL CO INC	212524	240455	INV	07/16/2024	3,424.60	2585
	INVOICE: 471853							
214385	407	STANLEY PAPER CO INC	212525		INV	07/16/2024	626.19	1136000006
	INVOICE: 599370,599437							
214386	2237	STAPLES BUSINESS ADVANTAGE	212526		INV	07/16/2024	20.12	1005296
	INVOICE: 6004853118							
214387	2237	STAPLES BUSINESS ADVANTAGE	212527		INV	07/16/2024	148.60	1005296
	INVOICE: 6006287864							
214388	2237	STAPLES BUSINESS ADVANTAGE	212528		INV	07/16/2024	243.96	1005296
	INVOICE: 212528							
214389	410	SYRSTONE INC	212529	240448	INV	07/16/2024	2,200.00	12063
	INVOICE: 48954							
214390	410	SYRSTONE INC	212530	240419	INV	07/16/2024	5,969.70	12063
	INVOICE: 48957							
214391	8083	TARGET SOLUTIONS	212531		INV	07/16/2024	5,040.00	0014100001P0NTYAAU
	INVOICE: INV99303							
214392	8875	THERAPEUTIC HORSES OF SARATOGA	212532		INV	07/16/2024	172.00	SSPD MAY 2024
	INVOICE: #30 5/21/2024							
214393	430	TIMES UNION	212533		INV	07/16/2024	159.99	600133196
	INVOICE: IO4289591							
214394	430	TIMES UNION	212534		INV	07/16/2024	219.96	4288916
	INVOICE: 4287918,4287919							
214395	430	TIMES UNION	212535		INV	07/16/2024	373.41	600133196
	INVOICE: 212535							
214396	9629	TOGA TENTS LLC	212536		INV	07/16/2024	3,087.50	06/20/2024
	INVOICE: 229730658							

WARRANT LIST BY VOUCHER

WARRANT: 24JUL2 07/16/2024

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
214397	4971	TOTAL EVENTS LLC	212537		INV	07/16/2024	848.40	06/24/2024
	INVOICE: 229723907							
214398	5846	THE TOWNE LAW FIRM, P. C.	212538	240001	INV	07/16/2024	382.50	8721,8043
	INVOICE: 8757,8720							
214399	5846	THE TOWNE LAW FIRM, P. C.	212539	230544	INV	07/16/2024	68.75	RFP 2023-34
	INVOICE: 8764-A							
214401	5846	THE TOWNE LAW FIRM, P. C.	212540	240342	INV	07/16/2024	493.75	ADDENDUM ONE
	INVOICE: 8764-B							
214402	3723	TRAVELERS	212541		INV	07/16/2024	81.00	9874G9083
	INVOICE: 000646763							
214403	2858	UDIG NY, INC.	212542		INV	07/16/2024	92.30	JUNE 2024/DPS
	INVOICE: 24060152							
214404	1519	ULINE	212543		INV	07/16/2024	703.22	13329745
	INVOICE: 179669866							
214405	6530	UNITED STATES TREASURY	212544		INV	07/16/2024	434.70	EXCISE TAX
	INVOICE: 12/31/2023							
214406	9335	VELOCITY PRINT	212545		INV	07/16/2024	1,202.18	8197
	INVOICE: 968323							
214407	1831	VERIZON WIRELESS	212546		INV	07/16/2024	28.44	842037333-00004
	INVOICE: 9955022328							
214408	5493	V I ENTERPRISES LTD	212547		INV	07/16/2024	628.10	1840
	INVOICE: 000381995							
214409	7528	VISA	212548		INV	07/16/2024	278.16	4121265990223856
	INVOICE: 212548							
214410	902	VRS SALES LTD	212549	240052	INV	07/16/2024	226.80	5652
	INVOICE: INV-440297							
214411	453	WALLACE SUPPLY CO INC	212550	240459	INV	07/16/2024	4,022.00	SAR100/7700
	INVOICE: 52145							
214412	453	WALLACE SUPPLY CO INC	212551		INV	07/16/2024	165.02	SAR100/7700
	INVOICE: 28963							
214413	454	WALTONS SPORT SHOP	212552	240267	INV	07/16/2024	1,785.75	06/06/2024
	INVOICE: 16293							
214414	454	WALTONS SPORT SHOP	212553		INV	07/16/2024	408.46	06/25/2024

WARRANT LIST BY VOUCHER

WARRANT: 24JUL2 07/16/2024

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
	INVOICE: 16352							
214415	3346	W B MASON CO INC	212554		INV	07/16/2024	11.94	CM2874493
	INVOICE: 247404687							
214416	3346	W B MASON CO INC	212555		INV	07/16/2024	11.97	C2650013
	INVOICE: 247400356							
214417	3346	W B MASON CO INC	212556		INV	07/16/2024	19.95	C2650013
	INVOICE: 247522036							
214418	3346	W B MASON CO INC	212557		INV	07/16/2024	19.95	C2650013
	INVOICE: 245545595							
214419	3346	W B MASON CO INC	212558		INV	07/16/2024	31.92	C2650013
	INVOICE: 247237763							
214420	3346	W B MASON CO INC	212559		INV	07/16/2024	38.37	C2650013
	INVOICE: 247468178							
214421	3346	W B MASON CO INC	212560		INV	07/16/2024	39.90	C2650013
	INVOICE: 247377366							
214422	3346	W B MASON CO INC	212561		INV	07/16/2024	402.46	C1067550
	INVOICE: 247269327							
214423	8162	WINSUPPLY OF SARATOGA SPRINGS, NY CO	212562		INV	07/16/2024	20.81	005895-023329
	INVOICE: 128606 01							
214424	1973	WOLBERG ELECTRICAL SUPPLY CO INC	212563		INV	07/16/2024	16.33	13696
	INVOICE: 2693547							
214426	1973	WOLBERG ELECTRICAL SUPPLY CO INC	212565		INV	07/16/2024	42.78	13696
	INVOICE: 2690396							
214427	1973	WOLBERG ELECTRICAL SUPPLY CO INC	212566		INV	07/16/2024	32.10	13696
	INVOICE: 2693874							
214429	1973	WOLBERG ELECTRICAL SUPPLY CO INC	212568		INV	07/16/2024	77.88	13696
	INVOICE: 2693545							
214430	1973	WOLBERG ELECTRICAL SUPPLY CO INC	212569		INV	07/16/2024	145.18	13696
	INVOICE: 2693365							
214431	1973	WOLBERG ELECTRICAL SUPPLY CO INC	212570		INV	07/16/2024	186.30	13696
	INVOICE: 2695795							
214432	1973	WOLBERG ELECTRICAL SUPPLY CO INC	212571		INV	07/16/2024	593.46	13696
	INVOICE: 2688678							

WARRANT LIST BY VOUCHER

WARRANT: 24JUL2 07/16/2024

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
214433	1973	WOLBERG ELECTRICAL SUPPLY CO INC	212572		INV	07/16/2024	830.90	13696
	INVOICE:	2689441						
214434	408	YMCA OF SARATOGA	212573		INV	07/16/2024	951.00	01187297
	INVOICE:	CM10136-JUNE						
214435	8683	ZOOM VIDEO COMMUNICATIONS	212574		INV	07/16/2024	50.00	52540114
	INVOICE:	INV263949201						
					WARRANT TOTAL		1,479,235.10	

** END OF REPORT - Generated by Yvette Johnson **

AGENDA ITEM NO. 6.9

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Samantha Clemmey, Finance

ITEM TYPE: Consent Agenda

AGENDA SECTION: Consent Agenda

SUBJECT: Approve Payroll 07/05/2024 $510,955.79

SUGGESTED ACTION:

ITEM ACTION: Consent Agenda

ITEM NOTES:

ATTACHMENTS:

AGENDA ITEM NO. 6.10

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Samantha Clemmey, Finance

ITEM TYPE: Consent Agenda

AGENDA SECTION: Consent Agenda

SUBJECT: Approve Payroll 07/12/2024 $876,517.44

SUGGESTED ACTION:

ITEM ACTION: Consent Agenda

ITEM NOTES:

ATTACHMENTS:

AGENDA ITEM NO. 6.11

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Samantha Clemmey, Finance

ITEM TYPE: Consent Agenda

AGENDA SECTION: Consent Agenda

SUBJECT: Approve Payroll 07/12/2024 $550.64

SUGGESTED ACTION:

ITEM ACTION: Consent Agenda

ITEM NOTES:

ATTACHMENTS:

AGENDA ITEM NO. 6.12

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Samantha Clemmey, Finance

ITEM TYPE: Consent Agenda

AGENDA SECTION: Consent Agenda

SUBJECT: Approve Budget Transfers - Regular

SUGGESTED ACTION:

ITEM ACTION: Consent Agenda

ITEM NOTES:

ATTACHMENTS:
Budget Transfers Regular - Consent 7.16.24.pdf

CITY OF SARATOGA SPRINGS

BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG / ACCOUNT	OBJECT	PROJ	ORG DESCRIPTION / LINE 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		
2024 07	107	07/16/2024	071624	TRCONSENT	BUA	TRCONSENT	1	1		
1	A3051414	54720		COMM OF ACCOUNTS CS	SERVICE CONTRACTS - PROF SERV		178,186.45	60,992.65	239,179.10	
	A -30-5-1410-4-54720 -				LINE CORRECTION FOR 7/2		07/16/2024			
2	A3051464	54720		SARA GRANT CS	SERVICE CONTRACTS - PROF SERV		87,537.45	-60,992.65	26,544.80	
	A -30-5-1411-4-54720 -				LINE CORRECTION FOR 7/2		07/16/2024			
3	E3577164	54201		CITY CENTER AUTHORITY CS	BUSINESS EXPENSE/SALES		35,500.00	2,759.00	38,259.00	
	E -35-7-7160-4-54201 -				ACCOMODATE EXPENSES		07/16/2024			
4	E3475652	52101		OFF STREET PARKING EQUIPMENT	BUILDING EQUIPMENT		2,000.00	-2,000.00	.00	
	E -34-7-5650-2-52101 -				ACCOMODATE EXPENSES		07/16/2024			
5	E3577164	54532		CITY CENTER AUTHORITY CS	BUILDING EQUIPMENT RENTAL		3,650.00	1,441.00	5,091.00	
	E -35-7-7160-4-54532 -				ACCOMODATE EXPENSES		07/16/2024			
6	E3475654	54720		OFF STREET PARKING CS	SERVICE CONTRACTS - PROF SERV		250,000.00	-1,500.00	248,500.00	
	E -34-7-5650-4-54720 -				ACCOMODATE EXPENSES		07/16/2024			
7	E3577162	52200		CITY CENTER AUTHORITY EQ CAP OO	OFFICE EQUIPMENT		10,853.80	-700.00	10,153.80	
	E -35-7-7160-2-52200 -				ACCOMODATE EXPENSES		07/16/2024			
8	A3567144	54670	3000	RECREATION EXPENSES CS	PHONES		665.00	185.00	850.00	
	A -35-6-7140-4-54670 -3000				COVER EXPENSES		07/16/2024			
9	A3567144	54680	3000	RECREATION EXPENSES CS	LANDSCAPING		8,500.00	-185.00	8,315.00	
	A -35-6-7140-4-54680 -3000				COVER EXPENSES		07/16/2024			
10	A3031444	54180		CITY ENGINEER'S OFFICE CS	OTHER SUPPLIES		11,960.00	325.00	12,285.00	
	A -30-3-1440-4-54180 -				COVER EXPENSES		07/16/2024			
11	A3031444	54510		CITY ENGINEER'S OFFICE CS	REPAIRS & MAINTENANCE VEHICLE		425.00	175.00	600.00	
	A -30-3-1440-4-54510 -				COVER EXPENSES		07/16/2024			
12	A3031654	54180		CITY GARAGE CS	OTHER SUPPLIES		13,370.00	269.00	13,639.00	
	A -30-3-1623-4-54180 -				COVER EXPENSES		07/16/2024			
13	A3031654	54330		CITY GARAGE CS	REPAIRS & MAINTENANCE EQUIPMEN		12,420.00	1,059.00	13,479.00	
	A -30-3-1623-4-54330 -				COVER EXPENSES		07/16/2024			
14	A3031914	54773		LIABILITY INSURANCE	LIABILITY INSURANCE		370,654.00	1,380.00	372,034.00	
	A -30-3-1910-4-54773 -				COVER EXPENSES		07/16/2024			
15	A3335014	54180		STREETS CS	OTHER SUPPLIES		108,905.21	1,595.00	110,500.21	
	A -33-3-5010-4-54180 -				COVER EXPENSES		07/16/2024			

BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG / OBJECT / PROJ / ACCOUNT	ORG DESCRIPTION / LINE DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC	JNL-DESC	ENTITY	AMEND				
2024 07	107	07/16/2024	071624	TRCONSENT	BUA	TRCONSENT	1	1				
16	A3335014 54330	STREETS CS	REPAIRS & MAINTENANCE EQUIPMEN		4,113.18	3,885.00	7,998.18
	A -33-3-5010-4-54330 -	COVER EXPENSES		07/16/2024			
17	A3335014 54510	STREETS CS	REPAIRS & MAINTENANCE VEHICLE		174,771.90	1,124.00	175,895.90
	A -33-3-5010-4-54510 -	COVER EXPENSES		07/16/2024			
18	A3335184 54750	STREET LIGHTING CS	STREET LIGHTING		452,023.11	560.00	452,583.11
	A -33-3-5182-4-54750 -	COVER EXPENSES		07/16/2024			
19	A3537114 54180	PARK & CASINO CS	OTHER SUPPLIES		17,507.00	396.00	17,903.00
	A -35-3-7110-4-54180 -	COVER EXPENSES		07/16/2024			
20	A3537114 54330	PARK & CASINO CS	REPAIRS & MAINTENANCE EQUIPMEN		5,527.00	334.00	5,861.00
	A -35-3-7110-4-54330 -	COVER EXPENSES		07/16/2024			
21	A3567144 54180 3000	RECREATION EXPENSES CS	OTHER SUPPLIES		23,015.00	490.00	23,505.00
	A -35-6-7140-4-54180 -3000	COVER EXPENSES		07/16/2024			
22	A3567144 54330 3000	RECREATION EXPENSES CS	REPAIRS & MAINTENANCE EQUIPMEN		3,310.00	344.00	3,654.00
	A -35-6-7140-4-54330 -3000	COVER EXPENSES		07/16/2024			
23	A3638184 54610	TRANSFER STATION CS	REPAIRS & MAINTENANCE BUILDING		2,650.00	218.00	2,868.00
	A -36-3-8180-4-54610 -	COVER EXPENSES		07/16/2024			
24	G3638124 54330	SEWER PUMPING CS	REPAIRS & MAINTENANCE EQUIPMEN		1,784.00	276.00	2,060.00
	G -36-3-8120-4-54330 -	COVER EXPENSES		07/16/2024			
25	A3031444 54725	CITY ENGINEER'S OFFICE CS	SERVICE CONTRACTS ENGINEERING		65,978.85	-12,154.00	53,824.85
	A -30-3-1440-4-54725 -	COVER EXPENSES		07/16/2024			
26	G3638112 52400	SEWER ADMINISTRATION EQ CAP OUVEHICLES			110,000.00	-276.00	109,724.00
	G -36-3-8110-2-52400 -	COVER EXPENSES		07/16/2024			
			** JOURNAL TOTAL			0.00	

BUDGET AMENDMENT JOURNAL ENTRY PROOF

CLERK: u257

YEAR PER JNL / SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2024 7 107									
BUA A3051414-54720					SERVICE CONTRACTS - PROF SERV	5		60,992.65	
07/16/2024 TRCONSENT	TRCONSENT	071624	TRCONSENT		LINE CORRECTION FOR 7/2				
BUA A3051464-54720					SERVICE CONTRACTS - PROF SERV	5			60,992.65
07/16/2024 TRCONSENT	TRCONSENT	071624	TRCONSENT		LINE CORRECTION FOR 7/2				
BUA E3577164-54201					BUSINESS EXPENSE/SALES	5		2,759.00	
07/16/2024 TRCONSENT	TRCONSENT	071624	TRCONSENT		ACCOMODATE EXPENSES				
BUA E3475652-52101					BUILDING EQUIPMENT	5			2,000.00
07/16/2024 TRCONSENT	TRCONSENT	071624	TRCONSENT		ACCOMODATE EXPENSES				
BUA E3577164-54532					BUILDING EQUIPMENT RENTAL	5		1,441.00	
07/16/2024 TRCONSENT	TRCONSENT	071624	TRCONSENT		ACCOMODATE EXPENSES				
BUA E3475654-54720					SERVICE CONTRACTS - PROF SERV	5			1,500.00
07/16/2024 TRCONSENT	TRCONSENT	071624	TRCONSENT		ACCOMODATE EXPENSES				
BUA E3577162-52200					OFFICE EQUIPMENT	5			700.00
07/16/2024 TRCONSENT	TRCONSENT	071624	TRCONSENT		ACCOMODATE EXPENSES				
BUA A3567144-54670-3000					PHONES	5		185.00	
07/16/2024 TRCONSENT	TRCONSENT	071624	TRCONSENT		COVER EXPENSES				
BUA A3567144-54680-3000					LANDSCAPING	5			185.00
07/16/2024 TRCONSENT	TRCONSENT	071624	TRCONSENT		COVER EXPENSES				
BUA A3031444-54180					OTHER SUPPLIES	5		325.00	
07/16/2024 TRCONSENT	TRCONSENT	071624	TRCONSENT		COVER EXPENSES				
BUA A3031444-54510					REPAIRS & MAINTENANCE VEHICLE	5		175.00	
07/16/2024 TRCONSENT	TRCONSENT	071624	TRCONSENT		COVER EXPENSES				
BUA A3031654-54180					OTHER SUPPLIES	5		269.00	
07/16/2024 TRCONSENT	TRCONSENT	071624	TRCONSENT		COVER EXPENSES				
BUA A3031654-54330					REPAIRS & MAINTENANCE EQUIPMEN	5		1,059.00	
07/16/2024 TRCONSENT	TRCONSENT	071624	TRCONSENT		COVER EXPENSES				
BUA A3031914-54773					LIABILITY INSURANCE	5		1,380.00	
07/16/2024 TRCONSENT	TRCONSENT	071624	TRCONSENT		COVER EXPENSES				
BUA A3335014-54180					OTHER SUPPLIES	5		1,595.00	
07/16/2024 TRCONSENT	TRCONSENT	071624	TRCONSENT		COVER EXPENSES				
BUA A3335014-54330					REPAIRS & MAINTENANCE EQUIPMEN	5		3,885.00	
07/16/2024 TRCONSENT	TRCONSENT	071624	TRCONSENT		COVER EXPENSES				
BUA A3335014-54510					REPAIRS & MAINTENANCE VEHICLE	5		1,124.00	
07/16/2024 TRCONSENT	TRCONSENT	071624	TRCONSENT		COVER EXPENSES				
BUA A3335184-54750					STREET LIGHTING	5		560.00	
07/16/2024 TRCONSENT	TRCONSENT	071624	TRCONSENT		COVER EXPENSES				
BUA A3537114-54180					OTHER SUPPLIES	5		396.00	
07/16/2024 TRCONSENT	TRCONSENT	071624	TRCONSENT		COVER EXPENSES				
BUA A3537114-54330					REPAIRS & MAINTENANCE EQUIPMEN	5		334.00	
07/16/2024 TRCONSENT	TRCONSENT	071624	TRCONSENT		COVER EXPENSES				
BUA A3567144-54180-3000					OTHER SUPPLIES	5		490.00	
07/16/2024 TRCONSENT	TRCONSENT	071624	TRCONSENT		COVER EXPENSES				
BUA A3567144-54330-3000					REPAIRS & MAINTENANCE EQUIPMEN	5		344.00	
07/16/2024 TRCONSENT	TRCONSENT	071624	TRCONSENT		COVER EXPENSES				
BUA A3638184-54610					REPAIRS & MAINTENANCE BUILDING	5		218.00	
07/16/2024 TRCONSENT	TRCONSENT	071624	TRCONSENT		COVER EXPENSES				
BUA G3638124-54330					REPAIRS & MAINTENANCE EQUIPMEN	5		276.00	

CITY OF SARATOGA SPRINGS

BUDGET AMENDMENT JOURNAL ENTRY PROOF

YEAR PER JNL SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
	07/16/2024	TRCONSENT	071624	TRCONSENT		COVER EXPENSES				
BUA A3031444-54725						SERVICE CONTRACTS ENGINEERING	5			12,154.00
	07/16/2024	TRCONSENT	071624	TRCONSENT		COVER EXPENSES				
BUA G3638112-52400						VEHICLES	5			276.00
	07/16/2024	TRCONSENT	071624	TRCONSENT		COVER EXPENSES				
						JOURNAL 2024/07/107 TOTAL			.00	.00

BUDGET AMENDMENT JOURNAL ENTRY PROOF

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

** END OF REPORT - Generated by Donna Woods **

AGENDA ITEM NO. 6.13

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Samantha Clemmey, Finance

ITEM TYPE: Consent Agenda

AGENDA SECTION: Consent Agenda

SUBJECT: Approve Budget Amendments - Regular

SUGGESTED ACTION:

ITEM ACTION: Consent Agenda

ITEM NOTES:

ATTACHMENTS:
Budget Amendments - Consent 07.16.24.pdf

BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG / OBJECT / PROJ / ACCOUNT	ORG DESCRIPTION / LINE 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
2024 07	113	07/16/2024	071624	AMCONSENT	BUA	AMCONSENT	1	2
1	A091 42665	SALE OF PROP & COMP FOR LOSS	SALE OF EQUIPMENT	.00	-2,395.00	-2,395.00	
	A -09-1-0000-0-42665 -		SALE OF VEHICLE TO VEHICLE REP 07/16/2024				
2	A3113624 54510	BUILDING DEPARTMENT CONTRACTED	REPAIRS & MAINTENANCE VEHICLE	1,610.00	2,395.00	4,005.00	
	A -31-1-3620-4-54510 -		SALE OF VEHICLE TO VEHICLE REP 07/16/2024				
3	A056 42352	RECREATION INTERGOVERNMENTAL CR	ECREATION SCHOOL CONT. SPECIA	-1,658.50	-70.00	-1,728.50	
	A -05-6-0000-0-42352 -		EAST SIDE REC TURF MAN SIGN 07/16/2024				
4	A3567144 54758	RECREATION EXPENSES CS	RECREATION SCHOOL CON SPECIAL	58,955.84	70.00	59,025.84	
	A -35-6-7140-4-54758 -		EAST SIDE REC TURF MAN SIGN 07/16/2024				
5	A056 42352	RECREATION INTERGOVERNMENTAL CR	ECREATION SCHOOL CONT. SPECIA	-1,658.50	-1,650.00	-3,308.50	
	A -05-6-0000-0-42352 -		EAST SIDE REC FOUL POLE PRODUC 07/16/2024				
6	A3567144 54758	RECREATION EXPENSES CS	RECREATION SCHOOL CON SPECIAL	58,955.84	1,650.00	60,605.84	
	A -35-6-7140-4-54758 -		EAST SIDE REC FOUL POLE PRODUC 07/16/2024				
7	A103 42731	MISCELLANEOUS LOCAL SOURCES	CURBS AND SIDEWALKS	-3,120.00	-4,952.00	-8,072.00	
	A -10-3-0000-0-42731 -		SIDEWALK REPAIRS 07/16/2024				
8	A3335014 54180	STREETS CS	OTHER SUPPLIES	108,905.21	4,952.00	113,857.21	
	A -33-3-5010-4-54180 -		SIDEWALK REPAIRS 07/16/2024				
			** JOURNAL TOTAL		0.00		

CITY OF SARATOGA SPRINGS

BUDGET AMENDMENT JOURNAL ENTRY PROOF

CLERK: u257

YEAR PER JNL SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2024 7 113									
BUA A091-42665					SALE OF EQUIPMENT	5			2,395.00
07/16/2024	AMCONSENT	071624	AMCONSENT		SALE OF VEHICLE TO VEHICLE REP				
BUA A3113624-54510					REPAIRS & MAINTENANCE VEHICLE	5		2,395.00	
07/16/2024	AMCONSENT	071624	AMCONSENT		SALE OF VEHICLE TO VEHICLE REP				
BUA A056-42352					RECREATION SCHOOL CONT. SPECIA	5			70.00
07/16/2024	AMCONSENT	071624	AMCONSENT		EAST SIDE REC TURF MAN SIGN				
BUA A3567144-54758					RECREATION SCHOOL CON SPECIAL	5		70.00	
07/16/2024	AMCONSENT	071624	AMCONSENT		EAST SIDE REC TURF MAN SIGN				
BUA A056-42352					RECREATION SCHOOL CONT. SPECIA	5			1,650.00
07/16/2024	AMCONSENT	071624	AMCONSENT		EAST SIDE REC FOUL POLE PRODUC				
BUA A3567144-54758					RECREATION SCHOOL CON SPECIAL	5		1,650.00	
07/16/2024	AMCONSENT	071624	AMCONSENT		EAST SIDE REC FOUL POLE PRODUC				
BUA A103-42731					CURBS AND SIDEWALKS	5			4,952.00
07/16/2024	AMCONSENT	071624	AMCONSENT		SIDEWALK REPAIRS				
BUA A3335014-54180					OTHER SUPPLIES	5		4,952.00	
07/16/2024	AMCONSENT	071624	AMCONSENT		SIDEWALK REPAIRS				
								.00	.00
BUA A-2960					APPROPRIATIONS				9,067.00
07/16/2024	AMCONSENT	071624	AMCONSENT						
BUA A-1510					ESTIMATED REVENUES			9,067.00	
07/16/2024	AMCONSENT	071624	AMCONSENT						
					SYSTEM GENERATED ENTRIES TOTAL			9,067.00	9,067.00
					JOURNAL 2024/07/113 TOTAL			9,067.00	9,067.00

CITY OF SARATOGA SPRINGS

BUDGET AMENDMENT JOURNAL ENTRY PROOF

FUND ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
A GENERAL FUND	2024	7	113	07/16/2024			
A-1510					ESTIMATED REVENUES	9,067.00	
A-2960					APPROPRIATIONS		9,067.00
					FUND TOTAL	9,067.00	9,067.00

** END OF REPORT - Generated by Donna Woods **

AGENDA ITEM NO. 9.1

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Susanna Combs, Supervisors

ITEM TYPE: Announcement

AGENDA SECTION: Supervisors

SUBJECT:

Michele Madigan

1. Remarks

Matthew Veitch

1. Update-2024 NACo Annual Conference

SUGGESTED ACTION:

ITEM ACTION: Announcement

ITEM NOTES:

ATTACHMENTS:

AGENDA ITEM NO. 10.1

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE:	July 16, 2024
SUBMITTED BY:	Joanne Kiernan, Mayor
ITEM TYPE:	Discussion
AGENDA SECTION:	Mayor's Department
SUBJECT:	Resolution on processes and procedures for obtaining outside legal counsel as it relates Public Officers Law 18 and City Code 9-1
SUGGESTED ACTION:	
ITEM ACTION:	Discussion and Vote
ITEM NOTES:	Determination of merit for review for a zoning text amendment to transfer a portion of the remaining development area in Zone A to Zone B to provide for a new 60,000 sq. ft. medical office building in the Saratoga Hospital PUD.

ATTACHMENTS:
RESOLUTION defense and indemnification revised 071124.pdf

A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SARATOGA SPRINGS, NY
Public Officers Law Section 18
Saratoga Springs City Code Chapter 9

BE IT RESOLVED by the City Council of the City of Saratoga Springs, New York, as follows:

WHEREAS, in 1987 the City Council enacted an Article in the City Code that provides for a defense and indemnification of city officers and employees in any state or federal legal action arising out of any alleged act or omission which occurred or allegedly occurred in the scope of official duty or public employment, and

WHEREAS, Section 18 of the New York State Public Officers Law contains provisions that apply to public entities who have agreed by the adoption of local law, by-law, rule or regulation, to confer benefits of defense and indemnification upon its officers and employees, and

WHEREAS, while this Council still desires to provide officers and employees with defense and indemnification as required by City Code Chapter 9 and by Public Officers Law Section 18, and to pay for reasonable attorneys' fees and expenses in the manner indicated therein, recent years have seen a marked increase in the number of requests made by officers and employees for such defense and indemnification. Previously many years would pass before the Council was presented with such a request, but now it must be acknowledged that multiple requests could occur in any given year. This Council finds that it is in the public interest to establish detailed policies for the documentation and processing of future requests,

NOW, THEREFORE, BE IT RESOLVED that this Council hereby establishes the following policies and procedures for the submittal of requests for defense and indemnification by City officers and employees:

1. Prior to the commencement of any work or the providing of any services by any proposed legal professional or other person, the city official or employee (former or current) shall cause said professional or other person to submit in writing to the city attorney a statement containing the following information:

    a) Name and contact information
    b) A brief description of the legal professional or other person's experience and qualifications
    c) A description of all work that is proposed to be done and of all services that are proposed to be provided.

d) Hourly rates proposed to be charged for each participating legal professional or other person.
e) An estimate of the total fees, charges and other expenses. It is acceptable to indicate that additional amounts may be necessary depending on the progress of the work, but any amounts in excess of the initial estimates shall require separate review and approval before further work or services are commenced.
f) Any other information that may be requested by the city attorney after his/her review of the proposal.

2. Upon receipt of the proposal, the city attorney shall forward it to all members of the City Council, and shall then undertake, or cause to be undertaken, a survey of fees, charges and other expenses currently charged by comparable providers, if any, and shall provide this information to all Council members as soon as practicable.
3. The City Council shall cause the proposal to be considered at a public meeting as soon as practicable, and, if upon due consideration the Council shall find that the fees, charges and other expenses proposed are reasonable, it may authorize the work and/or services to begin, and authorize payment. If the official or employee shall state in writing that an urgent situation exists that requires him or her to receive the proposed services immediately, the Council may conduct upon proper notice a special public meeting to approve certain urgent services, and may specify that its approval is limited to only those services necessary to address the urgent situation.
4. The Council shall approve or deny all requests by resolution, and each resolution approving payment shall specify the kinds of services provided and the amounts authorized to be paid.
5. All service providers shall submit detailed statements of hours worked, services rendered, and amounts billed.
6. An official or employee may request additional reasonable legal fees or expenses from time to time. The Council shall review such requests and if found reasonable shall provide such additional fees and expenses by further resolution.

DATED:

Ayes
Nays

CITY COUNCIL OF THE CITY OF SARATOGA SPRINGS, NEW YORK

_____

By: Dillon Moran, City Clerk

AGENDA ITEM NO. 10.2

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Joanne Kiernan, Mayor

ITEM TYPE: Discussion and Vote

AGENDA SECTION: Mayor's Department

SUBJECT: Authorization to pay $315.41 to Velocity Print for past due invoices

SUGGESTED ACTION:

ITEM ACTION: Discussion and Vote

ITEM NOTES:

ATTACHMENTS:
Volocity Print invoices.pdf
COSF Velocity Print.pdf

CITY OF SARATOGA SPRINGS - VOUCHER
474 BROADWAY SARATOGA SPRINGS, NY 12866

[redacted]

DEPT/LOC 1000 **DEPARTMENT** Mayor

VENDOR # 9335 **VENDOR NAME** Velocity Print

REMIT ADDRESS 705 Corporations
Pk Scotia, NY
12032

PO# 220518 **FINAL X** **PARTIAL**

INVOICE # and ACCOUNT #	ORG	OBJECT	PROJECT	$ AMOUNT
8031	A3618684	54720		
Name Plates				
960206 Jonah Cohen				$95.33
960340 Donna Gizzi				$95.33
RECEIVED BY: jmd				
			TOTAL	$190.66

By uploading this voucher for payment into the designated electronic folder, I as an approved authorized signor for my department certify the articles or services were necessary and for sole use of the City; have been received in good condition or properly performed.

The Commissioner of Accounts audits and certifies this purchase is in conformity with appropriate standards and procedures by affixing his/her signature to the warrant report approved by City Council in accordance with the City Purchasing Policy.

The Commissioner of Finance certifies this claim is approved from the appropriation indicated above by affixing his/her signature on the check issued as payment for this claim in accordance with the City Purchasing Policy.

JoAnne Kiernan
2/14/2024

VELOCITY
Print • Promotional Products • Fulfillment

STATEMENT

Remit to:
705 Corporations Park
Scotia, NY 12302
(518) 370-1158 • Fax (518) 370-1160
www.velocityprint.com

City of Saratoga Springs
474 Broadway Suite 12
Saratoga Springs, NY 12866

Date: 2/8/2024
Salesperson: Kelsey Baldwin
Customer Number: 8031

DATE	REFERENCE	DESCRIPTION	AMOUNT	CREDIT	BALANCE
10/4/2023	960116	960116/ Business cards - 4 lots	$78.89	$0.00	$78.89
10/17/2023	960206	960206/ Walnut/Brass Name Plates	$95.33	$0.00	$95.33
10/17/2023	960340	960340/ Walnut/Brass Name Plates	$95.33	$0.00	$95.33
12/21/2023	962582	962582/Nicole Kurtz Business cards - 1 lot	$97.55	$0.00	$97.55
1/15/2024	963166	963166/Mayor's Office BC Business cards - 3 lots	$277.50	$0.00	$277.50
1/23/2024	963483	963483/ Signature Stamp - ID4914	$45.86	$0.00	$45.86

CURRENT	30 DAYS	60 DAYS	90 DAYS	120 DAYS	BALANCE DUE
$323.36	$97.55	$0.00	$190.66	$78.89	$690.46

Terms: All invoices due upon receipt. A 1 ½% per month (18% per year) finance charge will be applied to past due invoices.

We Make the Impossible Possible

Velocity accepts: MasterCard VISA American Express

facebook.com/velocityprint linkedin.com/velocity-print-solutions twitter.com/velocity705

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INVOICE

DUE UPON RECEIPT

Remit to:
705 Corporations Park
Scotia, NY 12302
(518) 370-1158 • Fax (518) 370-1160
www.velocityprint.com
SGSNA-COC-005576-ME

INVOICE NUMBER: 960206
INVOICE DATE: 10/17/2023

SOLD TO	SHIP TO
City of Saratoga Springs **474 Broadway Suite 12** **Saratoga Springs, NY 12866**	City of Saratoga Springs 474 Broadway Suite 32 Saratoga Springs, NY 12866

Requestor: Ben Nygard

CUSTOMER P.O.	SHIP VIA	CUSTOMER NO.	TERMS	SALESPERSON
		8031	**Net Due in 30 Days**	**Kelsey Baldwin**

ITEM NO./DESCRIPTION	QTY ORDERED	PRICE	AMOUNT
960206/ Walnut/Brass Name Plates			
960206 Walnut/Brass Name Plates	**1**	**42.31 ea.**	**$42.31**
960206 Set up	**1**	**40.00 ea.**	**$40.00**
960206 Shipping	**1**	**13.02 ea.**	**$13.02**

Note: Only those products that are identified as such on the invoice are FSC certified.

Sub Total:	$95.33
Sales Tax:	$0.00
Freight Cost:	$0.00
Prepaid:	$0.00
Balance Due:	**$95.33**

Terms: All invoices due upon receipt. A 1 ½% per month (18% per year) finance charge will be applied to past due invoices.

Velocity accepts:

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VELOCITY
Print • Promotional Products • Fulfillment

INVOICE

DUE UPON RECEIPT

Remit to:
705 Corporations Park
Scotia, NY 12302
(518) 370-1158 • Fax (518) 370-1160
www.velocityprint.com
SGSNA-COC-005576-ME

INVOICE NUMBER: 960340
INVOICE DATE: 10/17/2023

SOLD TO	SHIP TO
City of Saratoga Springs **474 Broadway Suite 12** **Saratoga Springs, NY 12866**	City of Saratoga Springs 474 Broadway Suite 32 Saratoga Springs, NY 12866

Requestor: Ben Nygard

CUSTOMER P.O.	SHIP VIA	CUSTOMER NO.	TERMS	SALESPERSON
		8031	Net Due in 30 Days	Kelsey Baldwin

ITEM NO./DESCRIPTION	QTY ORDERED	PRICE	AMOUNT
960340/ Walnut/Brass Name Plates			
960340 Walnut/Brass Name Plates	1	42.31 ea.	$42.31
960340 Set up	1	40.00 ea.	$40.00
960340 Shipping **28.57**	1	13.02 ea.	$13.02

Note: Only those products that are identified as such on the invoice are FSC certified.

Sub Total:	$95.33
Sales Tax:	$0.00
Freight Cost:	$0.00
Prepaid:	$0.00
Balance Due:	**$95.33**

Terms: All invoices due upon receipt. A 1 ½% per month (18% per year) finance charge will be applied to past due invoices.

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Velocity accepts: MasterCard VISA AMERICAN EXPRESS

facebook.com/velocityprint linkedin.com/velocity-print-solutions twitter.com/velocity705

CITY OF SARATOGA SPRINGS - VOUCHER
474 BROADWAY SARATOGA SPRINGS, NY 12866

2024

DEPT/LOC 1000 **DEPARTMENT** Mayor

VENDOR # 9335 **VENDOR NAME** Velocity Print

REMIT ADDRESS 705 Corporations
Pk Scotia, NY
12032

PO# 220518 **FINAL** X **PARTIAL**

INVOICE # and ACCOUNT #	ORG	OBJECT	PROJECT	$ AMOUNT
8031	A3618684	54720		
Signature Stamp Chuck Marshall 963483				$45.86
RECEIVED BY: jmd				
			TOTAL	$45.86

By uploading this voucher for payment into the designated electronic folder, I as an approved authorized signor for my department certify the articles or services were necessary and for sole use of the City; have been received in good condition or properly performed.

The Commissioner of Accounts audits and certifies this purchase is in conformity with appropriate standards and procedures by affixing his/her signature to the warrant report approved by City Council in accordance with the City Purchasing Policy.

The Commissioner of Finance certifies this claim is approved from the appropriation indicated above by affixing his/her signature on the check issued as payment for this claim in accordance with the City Purchasing Policy.

JoAnne Kiernan

2/14/2024

VELOCITY
Print • Promotional Products • Fulfillment

INVOICE

DUE UPON RECEIPT

Remit to:
705 Corporations Park
Scotia, NY 12302
(518) 370-1158 • Fax (518) 370-1160
www.velocityprint.com
SGSNA-COC-005576-ME

INVOICE NUMBER: 963483
INVOICE DATE: 01/23/2024

SOLD TO	SHIP TO
City of Saratoga Springs **474 Broadway Suite 12** **Saratoga Springs, NY 12866**	City of Saratoga Springs 474 Broadway Suite 12 Saratoga Springs, NY 12866

Requestor: Hilary Oreschnick

CUSTOMER P.O.	SHIP VIA	CUSTOMER NO.	TERMS	SALESPERSON
		8031	Net Due in 30 Days	Kelsey Baldwin

ITEM NO./DESCRIPTION	QTY ORDERED	PRICE	AMOUNT
963483/ Signature Stamp - ID4914			
963483 Signature Stamp - ID4914 **Signature Stamp - ID9414** **7/8" x 2-3/8" self-inking** **Chuck Marshall signature**	**1**	**24.84 ea.**	**$24.84**
963483 Shipping **UPS Ground**	**1**	**21.02 ea.**	**$21.02**

Note: Only those products that are identified as such on the invoice are FSC certified.

Sub Total:	$45.86
Sales Tax:	$0.00
Freight Cost:	$0.00
Prepaid:	$0.00
Balance Due:	**$45.86**

Terms: All invoices due upon receipt. A 1 ½% per month (18% per year) finance charge will be applied to past due invoices.

Velocity accepts: MasterCard VISA AMERICAN EXPRESS

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CITY OF SARATOGA SPRINGS - VOUCHER
474 BROADWAY SARATOGA SPRINGS, NY 12866

DEPT/LOC	**1000**	**DEPARTMENT**	**Mayor**
VENDOR #	**9335**	**VENDOR NAME**	Velocity Print
REMIT ADDRESS	705 Corporations Pk Scotia, NY 12032		

PO# 220518 **FINAL X** **PARTIAL**

INVOICE # and ACCOUNT #	ORG	OBJECT	PROJECT	$ AMOUNT
9/14/4528 Business Cards Beige Berryman Susan Barden Aneisha Samuels Julia Destino	A3618684	54720		$78.89
RECEIVED BY: jmd				
			TOTAL	$78.89

By uploading this voucher for payment into the designated electronic folder, I as an approved authorized signor for my department certify the articles or services were necessary and for sole use of the City; have been received in good condition or properly performed.

The Commissioner of Accounts audits and certifies this purchase is in conformity with appropriate standards and procedures by affixing his/her signature to the warrant report approved by City Council in accordance with the City Purchasing Policy.

The Commissioner of Finance certifies this claim is approved from the appropriation indicated above by affixing his/her signature on the check issued as payment for this claim in accordance with the City Purchasing Policy.

JoAnne Kiernan

2/28/24

VELOCITY
Print • Promotional Products • Fulfillment

INVOICE

DUE UPON RECEIPT

Remit to:
705 Corporations Park
Scotia, NY 12302
(518) 370-1158 • Fax (518) 370-1160
www.velocityprint.com

INVOICE NUMBER: 960116
INVOICE DATE: 10/04/2023

SOLD TO	SHIP TO
City of Saratoga Springs **474 Broadway Suite 12** **Saratoga Springs, NY 12866**	City of Saratoga Springs 474 Broadway Planing and Building Dept Saratoga Springs, NY 12866

Requestor: Ben Nygard

CUSTOMER P.O.	SHIP VIA	CUSTOMER NO.	TERMS	SALESPERSON
Julia		**8031**	**Net Due in 30 Days**	**Kelsey Baldwin**

ITEM NO./DESCRIPTION	QTY ORDERED	PRICE	AMOUNT
960116 **Business cards - 4 lots** **2 x 3.5, K/0, 100# Uncoated Cover** **4 Lots;** **3 of 250 each** **1 of 500**	**1,250**	**78.89**	**$78.89**

Sub Total:	$78.89
Sales Tax:	$0.00
Freight Cost:	$0.00
Prepaid:	$0.00
Balance Due:	**$78.89**

Terms: All invoices due upon receipt. A 1 ½% per month (18% per year) finance charge will be applied to past due invoices.

Velocity accepts: MasterCard VISA AMERICAN EXPRESS

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Request for Certification of Sufficient Funds

Submittal Date: 7/11/24

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

Obligation to be incurred, detailing vendor name, project description, Council approval, etc. (attach supporting documentation):
Money for Velocity Print past due invoices. They were incorrectly submitted back in Feb 2024

Appropriation – Current Budget Expense

Org/Object/Proj(s): Amount Requested for

Approval:A3618684/54720 **$315.41** ✓

Current Amount Available: **$27342.36** ✓

Transfer/Amendment Pending: **$**

Transfer/Amendment Date: _____

JoAnne Kiernan 7/11/2024

Department Head Signature **Date**

Certification of Sufficient Funds

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

7/11/24

Commissioner of Finance **Approval Date**

AGENDA ITEM NO. 10.3

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE:	July 16, 2024
SUBMITTED BY:	Joanne Kiernan, Mayor
ITEM TYPE:	Discussion and Vote
AGENDA SECTION:	Mayor's Department
SUBJECT:	Saratoga Hospital, 59 Myrtle St., Zoning Text Amendment
SUGGESTED ACTION:	Determination of merit for review for a zoning text amendment to transfer a portion of the remaining development area in Zone A to Zone B to provide for a new 60,000 sq. ft. medical office building in the Saratoga Hospital PUD.
ITEM ACTION:	Discussion and Vote
ITEM NOTES:	
ATTACHMENTS:	

AGENDA ITEM NO. 11.1

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE:	July 16, 2024
SUBMITTED BY:	Barbara Brindisi, Accounts
ITEM TYPE:	Announcement
AGENDA SECTION:	Account's Department
SUBJECT:	Business Milestones
SUGGESTED ACTION:	
ITEM ACTION:	Announcement
ITEM NOTES:	
ATTACHMENTS:	

AGENDA ITEM NO. 11.2

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE:	July 16, 2024
SUBMITTED BY:	Barbara Brindisi, Accounts
ITEM TYPE:	Announcement
AGENDA SECTION:	Account's Department
SUBJECT:	Special Events
SUGGESTED ACTION:	
ITEM ACTION:	Announcement
ITEM NOTES:	
ATTACHMENTS:	

AGENDA ITEM NO. 11.3

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Barbara Brindisi, Accounts

ITEM TYPE: Discussion and Vote

AGENDA SECTION: Account's Department

SUBJECT: Waiver of Special Event Fees for the Department of the Army 42nd Infantry Division Band

SUGGESTED ACTION:

ITEM ACTION: Discussion and Vote

ITEM NOTES:

ATTACHMENTS:
2024071_Department of the Army-Wiaver Request.pdf

DEPARTMENT OF THE ARMY
42D INFANTRY DIVISION BAND
NEW YORK ARMY NATIONAL GUARD
UNIT 7, 11 BEAR MOUNTAIN BRIDGE ROAD
CORTLANDT MANOR NEW YORK 10567-7353

NGNY-FTI-FAB

8 July 2024

MEMORANDUM FOR RECORD

SUBJECT: Request to Wave Application Fee

1. As a military band, public performances conducted by the 42nd Infantry Division Band are free and open to all members of the public and as such, we humbly request that the application fee for the scheduled performance on 4 AUG 24 at Congress Park, Picnic Group, in Saratoga Springs, NY be waved.

2. The point of contact for this memorandum is the undersigned at (914) 944-6552 or eric.j.cudworth.mil@army.mil.

ERIC J. CUDWORTH
SFC, NYARNG
Readiness/Training NCO

AGENDA ITEM NO. 11.4

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE:	July 16, 2024
SUBMITTED BY:	Barbara Brindisi, Accounts
ITEM TYPE:	Announcement
AGENDA SECTION:	Account's Department
SUBJECT:	Brief Update on Assessments
SUGGESTED ACTION:	
ITEM ACTION:	Announcement
ITEM NOTES:	
ATTACHMENTS:	

AGENDA ITEM NO. 11.5

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Barbara Brindisi, Accounts

ITEM TYPE: Award of Bid

AGENDA SECTION: Account's Department

SUBJECT: Steam Boiler Replacement to Stants Capital Combustion

SUGGESTED ACTION:

ITEM ACTION: Award of Bid

ITEM NOTES:

ATTACHMENTS:
RFP 2024-36 AOB Steam Boiler Replacement to Stants Capital Combustion.pdf

City of Saratoga Springs
OFFICE OF COMMISSIONER OF ACCOUNTS
474 Broadway – Suite 14
Saratoga Springs, New York 12866
Telephone 518-587-3550 ext: 2560

Award/Extension of Bid Sign-Off Form

Award of Bid

Prior to an award of bid being placed on the Accounts Department agenda for a City Council meeting, this form **must** be completed and the following **must** occur:

- A memo from your department's commissioner/mayor requesting the award of bid be placed on Commissioner of Accounts' agenda; and
- A copy of the bid tabulation sheet with all vendors names, addresses, and contact person; and
- the Assistant Purchasing Agent **must** review and agree the purchasing policy was followed in the selection of the vendor and indicate such by signing below; and
- the Director of Risk & Safety **must** be provided a copy of the vendor's certificate of insurance (if applicable) for review and indicate by signing below that the vendor meets all insurance requirements for the City of Saratoga Springs; and
- approved certification of funds by the Finance Department (if applicable) **must** be obtained and a copy **must** be attached; and
- budget line item **must** be identified and indicated below.

Extension of Bid

Prior to an extension of bid being placed on the Accounts Department agenda for a City Council meeting, this form **must** be completed and the following **must** occur:

- A signed letter from the vendor agreeing to the extension of bid under the same terms, conditions, and prices.
- A memo from your department's commissioner/mayor requesting the extension of bid be placed on Commissioner of Accounts' agenda; and
- A copy of the page from the previous year's bid showing the bid can be extended; and
- the Assistant Purchasing Agent **must** review and agree the purchasing policy was followed in the selection of the vendor and indicate such by signing below; and
- the Director of Risk & Safety **must** be provided a copy of the vendor's certificate of insurance (if applicable) for review and indicate by signing below that the vendor continues to meet all insurance requirements for the City of Saratoga Springs; and
- approved certification of funds by the Finance Department (if applicable) **must** be obtained and a copy **must** be attached; and
- budget line item **must** be identified and indicated below.

Department That Owns Award/Extension of Bid: Public Works

Project or Item Being Awarded: RFP: 2024-26 Steam Boiler Replacement

Item Being Extended: _____

Vendor Who Won the Bid: Stants Capital Combustion

Budget Line Item: H3638332 52000 1267 $ 42,105.00

Budget Line Item: _____ _____ _____ $ _____

Commissioner of Public Works: Please add to the 7/16/2024 City Council Agenda, the bid award for RFP: 2024-26 Steam Boiler Replacement.

_____ 7/10/2024
Commissioner of Public Works Date

Assistant Purchasing Agent: Purchasing policy has _____ / has not _____ been followed in the selection of the winner of the bid or bid extension.

_____ _____
Assistant Purchasing Agent Date

Commissioner of Accounts: Vendor being awarded the bid or the bid being extended has _____ / has not _____ met all insurance requirements of the City of Saratoga Springs and has provided a copy of their certificate of insurance for review by the Commissioner of Accounts.

_____ _____

Director of Risk & Safety Date

****An award/extension of bid will not be placed on the Commissioner's agenda if any of the above is missing. The request to place the item on the agenda will be returned to the appropriate department.**

Steam Boiler Replacement RFP 2024-26 Bid Results

	Total Bid	Purchasing	Risk and Safety
Kipper Plumbing and Heating Robert Kipper Jr. 32 Knox Cave Rd. Altamont, NY 12009 Bob@kipperpiping.com	$58,250.00	Meets requirements.	No insurance provided.
Pipeline Mechanical of Plattsburgh, LLC Theresa Lautenschuetz 102 Trade Road Plttsburgh, NY 12901 theresa@pipelinemechanical.us	$47,000.00	Meets requirements.	No insurance provided.
Stants Capital Combustion John Palmatier 203 Old Loudon Road Latham, NY 12110 John@stantscombustion.com	$42,105.00	Meets requirements.	No insurance provided.
Wilkins Mechanical Susan Heffernan 6923 Herman Road Syracuse, NY 13209 susan.heffernan@wilkinsmechanical.net	$126,025.00	Meets requirements.	City needs to be named additional insured P & NC.
Eckert Mechanical, LLC Russell Lincoln 1062 Central Avenue Albany, NY 12205 rlincoln@eckertmechanical.com	$98,175.00	Meets requirements.	No insurance provided.
Postler & Jaeckle Corp. Jesse Gorman 9 Krey Blvd. Rensselaer, NY 12144 Jgorman@Postler.com	$90,950.00	Meets requirements.	No insurance provided. RSA not signed.
B&B Plumbing Inc. Robert Kozlowski 25 Station Lane, Unit A Sartaoga Springs, NY 12866 mwaterhouse@bbphsaratoga.com	$48,710.00	Meets requirements.	Meets requirements.

Request for Certification of Sufficient Funds

Submittal Date: 7/10/2024

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

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

Vendor: Stants Combustion

Project: WTP Boiler Replacement

Appropriation – Current Budget Expense Org/Object/Proj(s): H3638332-52000-1267 ✓

Amount Requested for Approval: $ 42,105.00 ✓

Current Amount Available: $ 452,976.89 ✓

Transfer/Amendment Pending: $

Transfer/Amendment Date:

Department Head Signature 7/10/24 **Date**

Certification of Sufficient Funds

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

Commissioner of Finance 7/10/24 **Approval Date**

UNILADV-01 LISAHARDY

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 7/10/2024

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
NFP Property & Casualty Services, Inc.
159 Wolf Road
Suite 200
Albany, NY 12205

CONTACT NAME:
PHONE (A/C, No, Ext): (518) 244-4245 FAX (A/C, No): (518) 244-4262
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Cincinnati Insurance Company	10677
INSURER B : Markel American Insurance Company	28932
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Stants Capital Combustion LLC
203 Old Loudon Road
Latham, NY 12110

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT X LOC OTHER:	X	X	EPP 0588340	8/30/2021	8/30/2024	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 500,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS HIRED AUTOS ONLY NON-OWNED AUTOS ONLY	X	X	EBA 0588332	8/30/2023	8/30/2024	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
B	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000	X	X	MKLM1EUL102193	8/30/2023	8/30/2024	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $
A	Equipment Floater/Co			EPP 0588340	8/30/2021	8/30/2024	Leased/Rented	60,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Re: Steam Boiler Replacement
GA233NY 10/20 Contractors' Commercial General Liability Broadened Endorsement- New York: Waiver of Subrogation
GA4065NY 12/02 New York Changes - Other Insurance: Primary & Non-contributory
GA472 09/18 Contractors Additional insured- Automatic Status when required in written contract, agreement, permit or authorization.
AA288 Cinci Plus Expanded Coverage Plus
Umbrella- 105514 Additional Insured endorsement Primary and Non Contributory
Waiver of subrogation
SEE ATTACHED ACORD 101

CERTIFICATE HOLDER

City of Saratoga Springs
Office of Risk & Safety
474 Broadway, Suite 14
Saratoga Springs, NY 12866

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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AGENCY CUSTOMER ID: UNILADV-01 LISAHARDY

LOC #: 1

ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
NFP Property & Casualty Services, Inc.	Stants Capital Combustion LLC 203 Old Loudon Road Latham, NY 12110
POLICY NUMBER SEE PAGE 1	
CARRIER: SEE PAGE 1 / NAIC CODE: SEE P 1	EFFECTIVE DATE: SEE PAGE 1

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:
City of Saratoga Springs is Addiitonal Insured on a primary & non-contributory basis as required by written contract or agreement, per forms noted.

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NYSIF
New York State Insurance Fund

PO Box 66699, Albany, NY 12206
| nysif.com

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

^ ^ ^ ^ ^ ^ 812663797
STANTS CAPITAL COMBUSTION, LLC
203 OLD LOUDON ROAD
LATHAM NY 12110

SCAN TO VALIDATE
AND SUBSCRIBE

POLICYHOLDER	CERTIFICATE HOLDER
STANTS CAPITAL COMBUSTION, LLC 203 OLD LOUDON ROAD LATHAM NY 12110	CITY OF SARATOGA SPRINGS 474 BROADWAY, SUITE 14 SARATOGA SPRINGS NY 12866

POLICY NUMBER	CERTIFICATE NUMBER	POLICY PERIOD	DATE
Z 584 777-7	958168	04/01/2024 TO 04/01/2025	7/10/2024

THIS IS TO CERTIFY THAT THE POLICYHOLDER NAMED ABOVE IS INSURED WITH THE NEW YORK STATE INSURANCE FUND UNDER POLICY NO. 584 777-7, COVERING THE ENTIRE OBLIGATION OF THIS POLICYHOLDER FOR WORKERS' COMPENSATION UNDER THE NEW YORK WORKERS' COMPENSATION LAW WITH RESPECT TO ALL OPERATIONS IN THE STATE OF NEW YORK, EXCEPT AS INDICATED BELOW, AND, WITH RESPECT TO OPERATIONS OUTSIDE OF NEW YORK, TO THE POLICYHOLDER'S REGULAR NEW YORK STATE EMPLOYEES ONLY.

IF YOU WISH TO RECEIVE NOTIFICATIONS REGARDING SAID POLICY, INCLUDING ANY NOTIFICATION OF CANCELLATIONS, OR TO VALIDATE THIS CERTIFICATE, VISIT OUR WEBSITE AT HTTPS://WWW.NYSIF.COM/CERT/CERTVAL.ASP. THE NEW YORK STATE INSURANCE FUND IS NOT LIABLE IN THE EVENT OF FAILURE TO GIVE SUCH NOTIFICATIONS.

THIS POLICY DOES NOT COVER THE SOLE PROPRIETOR, PARTNERS AND/OR MEMBERS OF A LIMITED LIABILITY COMPANY.

THE POLICY INCLUDES A WAIVER OF SUBROGATION ENDORSEMENT UNDER WHICH NYSIF AGREES TO WAIVE ITS RIGHT OF SUBROGATION TO BRING AN ACTION AGAINST THE CERTIFICATE HOLDER TO RECOVER AMOUNTS WE PAID IN WORKERS' COMPENSATION AND/OR MEDICAL BENEFITS TO OR ON BEHALF OF AN EMPLOYEE OF OUR INSURED IN THE EVENT THAT, PRIOR TO THE DATE OF THE ACCIDENT, THE CERTIFICATE HOLDER HAS ENTERED INTO A WRITTEN CONTRACT WITH OUR INSURED THAT REQUIRES THAT SUCH RIGHT OF SUBROGATION BE WAIVED.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS NOR INSURANCE COVERAGE UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY.

NEW YORK STATE INSURANCE FUND

DIRECTOR,INSURANCE FUND UNDERWRITING

VALIDATION NUMBER: 553723367

U-26.3

Re: AOB- RFP 2024-26 Steam Boiler Replacement, Stants Capital Combustion

Stefanie Richards <Stefanie.Richards@saratoga-springs.org>

Wed 7/10/2024 3:56 PM

To:Benjamin Nygard <Ben.Nygard@saratoga-springs.org>;Rachael Capasso <RCapasso@saratoga-springs.org>;Barbara Brindisi <Barbara.Brindisi@saratoga-springs.org>
Cc:Dillon Moran <Dillon.Moran@saratoga-springs.org>;Stacy Connors <Stacy.Connors@saratoga-springs.org>;Brooke VanBuskirk <Brooke.VanBuskirk@saratoga-springs.org>

Purchasing requirements have been met.

Thanks

From: Benjamin Nygard <Ben.Nygard@saratoga-springs.org>
Sent: Wednesday, July 10, 2024 3:50 PM
To: Stefanie Richards <Stefanie.Richards@saratoga-springs.org>; Rachael Capasso <RCapasso@saratoga-springs.org>; Barbara Brindisi <Barbara.Brindisi@saratoga-springs.org>
Cc: Dillon Moran <Dillon.Moran@saratoga-springs.org>; Stacy Connors <Stacy.Connors@saratoga-springs.org>; Brooke VanBuskirk <Brooke.VanBuskirk@saratoga-springs.org>
Subject: AOB- RFP 2024-26 Steam Boiler Replacement, Stants Capital Combustion

Good afternoon,

DPW is requesting review of the attached AOB. If approved, please include on the account agenda for the 7/16 council meeting.

thank you,

Ben Nygard
DPW Purchasing Coordinator
City of Saratoga
474 Broadway, Suite 12
Saratoga Springs, NY 12866
518-587-3550x2569

Re: AOB- RFP 2024-26 Steam Boiler Replacement, Stants Capital Combustion

Rachael Capasso <RCapasso@saratoga-springs.org>

Thu 7/11/2024 11:20 AM

To:Benjamin Nygard <Ben.Nygard@saratoga-springs.org>;Stefanie Richards <Stefanie.Richards@saratoga-springs.org>;Barbara Brindisi <Barbara.Brindisi@saratoga-springs.org>
Cc:Dillon Moran <Dillon.Moran@saratoga-springs.org>;Stacy Connors <Stacy.Connors@saratoga-springs.org>;Brooke VanBuskirk <Brooke.VanBuskirk@saratoga-springs.org>

Approved.

Kind Regards,

Rachael Capasso | Director of Risk and Safety
City of Saratoga Springs
474 Broadway, Suite 14
Saratoga Springs, NY 12866
Phone: (518) 587-3550 ext. 2612

From: Benjamin Nygard <Ben.Nygard@saratoga-springs.org>
Sent: Wednesday, July 10, 2024 3:50 PM
To: Stefanie Richards <Stefanie.Richards@saratoga-springs.org>; Rachael Capasso <RCapasso@saratoga-springs.org>; Barbara Brindisi <Barbara.Brindisi@saratoga-springs.org>
Cc: Dillon Moran <Dillon.Moran@saratoga-springs.org>; Stacy Connors <Stacy.Connors@saratoga-springs.org>; Brooke VanBuskirk <Brooke.VanBuskirk@saratoga-springs.org>
Subject: AOB- RFP 2024-26 Steam Boiler Replacement, Stants Capital Combustion

Good afternoon,

DPW is requesting review of the attached AOB. If approved, please include on the account agenda for the 7/16 council meeting.

thank you,

Ben Nygard
DPW Purchasing Coordinator
City of Saratoga
474 Broadway, Suite 12
Saratoga Springs, NY 12866
518-587-3550x2569

AGENDA ITEM NO. 12.1

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Samantha Clemmey, Finance

ITEM TYPE: Announcement

AGENDA SECTION: Finance Department

SUBJECT: City Tax Update

SUGGESTED ACTION:

ITEM ACTION: Announcement

ITEM NOTES:

ATTACHMENTS:

AGENDA ITEM NO. 12.2

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE:	July 16, 2024
SUBMITTED BY:	Samantha Clemmey, Finance
ITEM TYPE:	Announcement
AGENDA SECTION:	Finance Department
SUBJECT:	Accepting Participatory Budgeting Project Proposals through July 31, 2024
SUGGESTED ACTION:	Fore more information, please visit saratoga-springs.org/2682/participatory-budgeting or contact the Finance Department.
ITEM ACTION:	Announcement
ITEM NOTES:	
ATTACHMENTS:	

AGENDA ITEM NO. 12.3

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Samantha Clemmey, Finance

ITEM TYPE: Discussion and Vote

AGENDA SECTION: Finance Department

SUBJECT: Authorization for Mayor to Sign Addendum #4 with SHI for Mimecast Security Services

SUGGESTED ACTION:

ITEM ACTION: Discussion and Vote

ITEM NOTES:

ATTACHMENTS:
Addendum #4 - SHI for Mimecast Security 07.16.24
Quote - SHI Mimecast 07.16.24
COI - Mimecast (through 12.2024)
COI - SHI (through 09.2024)
Original Agreement - SHI Mimecast 11.2022
Addendum #1 - SHI Mimecast
Addendum #2 - SHI Mimecast
Addendum #3 - SHI Mimecast

DocuSign Envelope ID: 899632C3-A57E-44DD-A5EA-FC1F94E13821

City of Saratoga Springs, NY
ADDENDUM FOUR
Original Agreement November 1, 2022

Addendum #1 December 7, 2022; Addendum #2 July 18, 2023; Addendum #3 January 17, 2023

This Addendum, by and between **SHI**, with offices at 290 Davidson Ave, Somerset, NJ 08873 ("Vendor") and the **City of Saratoga Springs** ("City"), 474 Broadway, Saratoga Springs, NY 12866 entered into between the above referenced parties on the effective date of **July 2nd, 2024** is hereby added to the original Agreement of **November 1, 2022.**

The City and Vendor entered into an agreement, executed by the City and the Vendor on November 1, 2022. This **Addendum Four** is supplemental to the original November 1, 2022 agreement, Addendum One, Addendum Two, and Addendum Three per quote #**24528521** for Mimecast/DMARC Analyzer supplied by SHI, hereby attached. It is incorporated and made part of those documents.

THIS ADDENDUM increases the dollar limitation for the original contract for these additional renewed services detailed in quote #24528521 for a sum not-to-exceed **Twenty-Four Thousand Nine Hundred and Sixty-Five Dollars and 06/100 cents.** ($24,965.06).

All other terms and conditions of the original agreement remain the same.

The parties, having agreed to the terms and the recitals set forth herein, and in replying thereon, herein sign this Agreement.

SHI

By: DocuSigned by: Kristina Mann EA418E789F09404...

Title: Sr. Manager - Contracts

Date: 7/2/2024

CITY OF SARATOGA SPRINGS NY

By: _____

Title: **Mayor**

Date:

City Council Approval Date: July 16th 2024

Pricing Proposal
Quotation #: 24528521
Reference #: 2/21/2024
Created On: 2/21/2024
Valid Until: 7/29/2024

NY-City of Saratoga Springs

Jeff Cornick
474 Broadway
Saratoga Springs, NY 12866
United States
Phone: (518) 587-3550 x2622
Fax:
Email: jeff.cornick@saratoga-springs.org

Inside Account Executive

Niall El-Adawy
300 Davidson Ave
Somerset, NJ 08873
Phone: 732-652-7686
Fax:
Email: niall_eladawy@shi.com

All Prices are in US Dollar (USD)

	Product	Qty	Your Price	Total
1	Perimeter Defense Plan Mimecast - Part#: M_PERM-DEF_250_A Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 7/30/2024 – 7/29/2025 **Note:** Participant ID# 106289	300	$33.81	$10,143.00
2	DMARC Analyzer - T3 Mimecast - Part#: M_DMA-T3__A Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 7/30/2024 – 7/29/2025 **Note:** Participant ID# 106289	5	$1,012.69	$5,063.45
3	DMARC Analyzer - Managed Service - T3 Mimecast - Part#: M_DMA-MS-T3__A Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 7/30/2024 – 7/29/2025 **Note:** Participant ID# 106289	5	$1,277.62	$6,388.10
4	Advanced Support Mimecast - Part#: M_ADV-SP_A Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 7/30/2024 – 7/29/2025 **Note:** Participant ID# 106289	1	$3,370.51	$3,370.51
			Total	$24,965.06

Additional Comments

Mimecast has a no returns policy.

Please Note: all MIMECAST maintenance/subscriptions are auto-renewed and require cancellation prior to 90 days of the executed renewal date.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/20/2023

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
MARSH USA, LLC.
99 HIGH STREET
BOSTON, MA 02110
Attn: Boston.certrequest@Marsh.com

CN109645613-w/cr-GAWUE-23-24

CONTACT NAME:
PHONE (A/C, No, Ext): **FAX (A/C, No):**
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Great Northern Insurance Company	20303
INSURER B : Federal Insurance Company	20281
INSURER C : Continental Casualty Company	20443
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Mimecast BorrowerCo, Inc.
191 Spring St
Lexington, MA 02421

COVERAGES **CERTIFICATE NUMBER:** NYC-011856714-03 **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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY [ ] PRO-JECT [ ] LOC OTHER:			3601-23-04	12/01/2023	12/01/2024	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ $ $ $ $ $	1,000,000 1,000,000 10,000 1,000,000 2,000,000 2,000,000
B	**AUTOMOBILE LIABILITY** ANY AUTO OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			7358-62-57	12/01/2023	12/01/2024	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $	1,000,000
B	X **UMBRELLA LIAB** [ ] OCCUR **EXCESS LIAB** [X] CLAIMS-MADE DED [ ] RETENTION $			7988-38-12	12/01/2023	12/01/2024	EACH OCCURRENCE AGGREGATE	$ $	25,000,000 25,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [N] N / A **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below						[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $	
C	Tech E&O			596847423	12/01/2023	12/01/2024	LIMIT: SIR:		5,000,000 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
City of Saratoga Springs is/are included as additional insured where required by written contract with respect to general liability. This insurance is primary and non-contributory over any existing insurance and limited to liability arising out of the operations of the named insured subject to policy terms and conditions.

CERTIFICATE HOLDER

City of Saratoga Springs
474 Broadway City Hall
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

Marsh USA LLC

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ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
MARSH USA, LLC.	Mimecast BorrowerCo, Inc. 191 Spring St Lexington, MA 02421
POLICY NUMBER	
CARRIER / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

E&O Excess Layers:

1st Excess Layer -
Carrier: Endurance American Insurance Company
Policy Number: PRX30014718302
Policy Term: 12/01/2023 -12/01/2024
Limits: $5,000,000 xs $5,000,000

2nd Excess Layer -
Carrier: Freedom Specialty Insurance Company
Policy Number: XMF2310473
Policy Term: 12/01/2023 -12/01/2024
Limits: $5,000,000 xs $10,000,000

3rd Excess Layer -
Carrier: Liberty Insurance Underwriters
Policy Number: EO5CACFN2G003
Policy Term: 12/01/2023 -12/01/2024
Limits: $5,000,000 xs $15,000,000

4th Excess Layer -
Carrier: Westfield Select Insurance Company
Policy Number: XCE-0002C02-01
Policy Term: 12/01/2023 -12/01/2024
Limits: $5,000,000 xs $20,000,000

5th Excess Layer -
Carrier: The North River Insurance Company
Policy Number: 924-249229-2
Policy Term: 12/01/2023 -12/01/2024
Limits: $5,000,000 xs $25,000,000

Crime:
Carrier: Chubb European Group SE
Policy Number: B0509FINMP2351009
Policy Term: 12/01/2023 -12/01/2024
A. Limit of Liability USD 5,000,000 each Single Loss
B. Additional Limits
Preparation Costs: USD 1,000,000 of the Limit of Liability of any Single Loss
C. Sub limits:
Contractual Penalties: USD 1,000,000 of the Limit of Liability of any Single Loss
Rewards: USD 500,000 of the Limit of Liability of any Single Loss
Defence Costs: USD 100,000
Identity Fraud Costs: USD 100,000
Verification Costs: USD 250,000
Crisis Management Expenses: USD 25,000
Social Engineering: USD 2,000,000 each Single Loss

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Client#: 38440 SHIINTER1

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 2/06/2024

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Marsh & McLennan Agency LLC
Park 80 West, Plaza Two
250 Pehle Avenue, Suite 400
Saddle Brook, NJ 07663

CONTACT NAME:
PHONE (A/C, No, Ext): **FAX (A/C, No):**
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : National Fire Insurance Co of Hartford	20478
INSURER B : Continental Insurance Company	35289
INSURER C : American Casualty Company of Reading PA	20427
INSURER D : Continental Insurance Co of NJ	42625
INSURER E : National Fire Insurance Co of Hartford	20478
INSURER F :	

INSURED
SHI International Corp.
290 Davidson Avenue
Somerset, NJ 08873

COVERAGES **CERTIFICATE NUMBER: 2** **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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			6050250197	09/30/2023	09/30/2024	EACH OCCURRENCE	$1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$1,000,000
							MED EXP (Any one person)	$15,000
							PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$2,000,000
	POLICY X PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$2,000,000
	OTHER:							$
E	AUTOMOBILE LIABILITY			6050291509	09/30/2023	09/30/2024	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB X OCCUR			6081819517	09/30/2023	09/30/2024	EACH OCCURRENCE	$15,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$15,000,000
	DED X RETENTION $10000							$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N			650251110	09/30/2023	09/30/2024	X PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N	N / A					E.L. EACH ACCIDENT	$1,000,000
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$1,000,000
D	Cyber Liability			596831142	09/30/2023	09/30/2024	$6,000,000 Occ/Agg claims made no retro date	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

THIS CERTIFICATE SUPERSEDES ALL PREVIOUSLY ISSUED CERTIFICATES

NY-City of Saratoga Springs is included as Additional Insured when required by written contract, agreement or permit, but only with respect to the General Liability insurance and subject to the provisions and limitations of the policy.

CERTIFICATE HOLDER

NY-City of Saratoga Springs
474 Broadway
Saratoga Springs, NY 12866

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Wm. Ce. Cleant

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DocuSign Envelope ID: 91AAF0E1-5F9E-4127-80E1-2757736158A9

City of Saratoga Springs, NY Contract

Company Name: SHI International Corp.
Company Address: 290 Davidson Ave, Somerset, NJ 08873
Company Telephone No.: 732.667.2786
Vendor Primary Contact: Robert O'Grady **Title:** Account Executive
Primary Contact Email: Robert_ogrady@shi.com
Service to be Provided: Mimecast Cyber and Deepnet Security IT Services

1. **Scope of Agreement:** In response to a request for a pricing proposal requested by the City for Mimecast and Deepnet Cyber IT Services, the Vendor submitted a pricing proposal dated May 25, 2022 (the "Quote"), which are attached hereto as Exhibit A. The Vendor shall resell to the City the products and services set forth therein. The Vendor assumes full responsibility for the provision of the products and services made available in this Agreement. The Vendor shall be so liable even when the Vendor 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 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. Any modification of the work performed by the Vendor shall be made in writing and shall not be undertaken until the City agrees to the modification. The Vendor assume full responsibility for the provision of the products and services contracted for in this Agreement. The Vendor shall be so liable even when the Vendor 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 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 assume all risks in the performance of all its activities authorized by this Agreement.

3. **Terms of Payment:** Vendor 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 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 Fourteen Thousand Six Hundred and Sixty-six Dollars and Forty Cents ($14,666.40), a copy of which is annexed hereto and made a part hereof. Detailed original invoices not received within forty-five (45) calendar days of the completed transaction could result in a delay of payment.

4. **Notice:** Any notices sent to the City under this Agreement will be effective five (5) business days after the postmarked date of mailing by certified mail, return receipt requested. The Commissioner of Finance is the designated Project Manager for this Agreement, 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 is Robert O'Grady. Any notice, request, demand or other communication required or provided for in this Agreement shall be in writing and shall be deemed to have been duly given if delivered in person or mailed in a sealed envelope, postage prepaid, addressed as follows:

   To the City: Commissioner of Finance, 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: SHI, Legal Department, 290 Davidson Ave, Somerset, NJ 08873

5. **Conflicts of Interest:** The Vendor 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 from the City are and shall remain the sole and exclusive property of the City and the Vendor 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. All intellectual property, created by the Vendor, pursuant to performing professional services under a Statement of Work ("SOW"), 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 under an SOW, the Vendor 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 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, its agents, employees, or subcontractors. Nothing herein shall preclude the Vendor 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'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 created by the Vendor, pursuant to an SOW, under this Agreement. Any written reports, opinions and advice rendered by the Vendor shall become the sole and exclusive property of the City, and the Vendor 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.

7. **Retention of Records:** The Vendor 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 for a period of six (6) years after expiration of the Agreement. Upon thirty (30) days written notice, copies of those records shall be provided to the City at no cost. Such audits are limited to once in a twelve (12) month period.

8. **Independent Vendor 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's staff as the agents, representatives or employees of the City for any purpose in any manner whatsoever. The Vendor and its staff are to be and shall remain an independent Vendor with respect to all services performed under this Agreement. The Vendor 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 or other persons, while engaged in the performance of any work or services required by the Vendor 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, its officers, agents, Vendor or employees shall in no way be the responsibility of the City; and the Vendor 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 shall procure and maintain during the term of this Agreement, at the Vendor's expense, the insurance policies listed with limits equal to or greater than the enumerated limits. The Vendor 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 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 and 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 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 immediate termination of the Agreement.

   The City of Saratoga Springs requires the Vendor 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;
   - **Cyber /Privacy Liability Insurance:** Two Million Dollars per occurrence aggregate. This insurance shall include coverage for Privacy Notification Expenses, Third Party claims including regulatory defense & payment of fines or penalties, and First Party claims including Data Recovery Costs, Cyber Extortion, and data in the care, custody and control of the insured;
   - **Excess Insurance:** Five Million Dollars per Occurrence Aggregate;
   - **Technology Errors and Omissions:** Two Million Dollars per Claim 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 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 to advise City's Office of Risk and Safety via mail to **Office of Risk and Safety, City of Saratoga Springs, 474 Broadway, Suite 14, Saratoga Springs, NY 12866**, within ten (10) 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 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 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 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. 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, 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 third party claims, damages, losses and expense (including, but not limited to, reasonable attorneys' fees), arising out of the performance of the work or purchase of the services, sustained by any person or persons, provided that any such third party 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 or its employees or anyone for whom the Vendor 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, as aforesaid. The Vendor's responsibility under this section shall not be limited to the required or available insurance.

11. **Compliance with Federal and State Regulations:** The Vendor, to the fullest extent provided by law, shall abide by the regulations which are hereto attached in Appendix A of this Agreement.

12. **NYS DOL Sexual Harassment Regulatory Requirements**: All employees have a legal right to a workplace free from sexual harassment, and the City of Saratoga Springs is committed to maintaining a workplace free from sexual harassment. Per New York State Law, the City of Saratoga Springs has a sexual harassment prevention policy in place. This policy applies to all employees, paid or unpaid interns and non-employees in our workplace, regardless of immigration status.

13. **Vendor 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 that the City conducts business with. The City requires that all Vendor 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. Vendor agree to provide all information requested which is necessary to demonstrate compliance with this Code.

    At a minimum, the City requires that all Vendor meet the following standards:
    - Legal: Vendor 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 should have the right to decide whether they want collective bargaining.
    - Sub-contractors: Vendor shall ensure that sub-contractors shall operate in a manner consistent with this Code.
    - Protection of the Environment: Vendor shall comply with all applicable environmental laws and regulations. Where practicable, Vendor 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 hereby acknowledges that it has received the City of Saratoga Springs Vendor and/or Service Provider/Supplier Code of Conduct and agrees that 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 acknowledges that its failure to comply with any condition, requirement, policy or procedure may result in the termination of the business relationship. Vendor 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. The Vendor agrees to comply with all applicable local, state and federal laws, rules and regulations in the performance of the duties of this Agreement.

15. **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.

16. **Venue**: The City and the Vendor 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.

17. **Assignment**: The Vendor is prohibited from assigning, conveying, subletting or otherwise disposing of the Vendor's right, title, or interest therein, or the Vendor's power to execute this agreement to any other person or corporation without the previous written consent of the City. If the Vendor assigns, conveys, sublets or otherwise disposes of the Vendor'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.

18. **Termination**: The Vendor and the City may mutually agree, in writing, to terminate this Agreement at any time. The City may also terminate this Agreement at any time and or any reason by mailing written notice to the Vendor at least thirty (30) 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 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.

19. **Default**: Vendor's failure to perform its obligations and comply with its representations under this Agreement shall constitute a default under this Agreement. Upon Vendor's default, the City may cancel this Agreement and immediately stop payment of any fees to Vendor hereunder. City shall also have any all additional rights and remedies under New York State Law as a result of Vendor's default.

20. **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.

21. **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.

22. **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.

23. **Modification**: This Agreement may be modified only by a writing signed by both parties.

24. **Limitation of Liability**: NEITHER PARTY WILL BE LIABLE FOR ANY SPECIAL, PUNITIVE, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES INCLUDING, BUT NOT LIMITED TO, LOSS OF OR DAMAGE TO DATA, LOSS OF ANTICIPATED REVENUE OR PROFITS, WORK STOPPAGE OR IMPAIRMENT OF OTHER ASSETS, WHETHER OR NOT FORESEEABLE AND WHETHER OR NOT A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

    EXCEPT IN THE CASE OF BREACH OF EACH PARTY'S LIABILITY FOR PERSONAL INJURY/PROPERTY DAMAGE, EITHER PARTY'S TOTAL CUMULATIVE LIABILITY TO THE OTHER IN CONNECTION WITH THIS AGREEMENT, WHETHER IN CONTRACT, TORT OR OTHER THEORY, WILL NOT EXCEED THE TOTAL AMOUNT OF FEES ACTUALLY PAID OR PAYABLE BY THE CITY TO THE VENDOR UNDER THIS AGREEMENT FOR THE YEAR PREVIOUS TO THE INCIDENT WHICH GAVE CAUSE FOR SUCH LIABILITY.

25. **Warranty Disclaimer**: EXCEPT AS OTHERWISE EXPRESSLY PROVIDED IN THIS AGREEMENT, VENDOR HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WARRANTY OF NONINFRINGEMENT, OR ANY WARRANTY RELATING TO THIRD PARTY SERVICES OR PRODUCTS. THE DISCLAIMER CONTAINED IN THIS PARAGRAPH DOES NOT AFFECT THE TERMS OF ANY WARRANTY PROVIDED BY AN OEM.

26. **Return Policy**: All returns are subject to the Vendor's return policy at www.shi.com/returnpolicy.

27. **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 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 Signature: Darek Awas **Date:** 11/1/2022

Print Name: Darek Awas 4AC4CEFF856C4B5... **Title:** Manager - Contracts

City of Saratoga Springs' Signature: _____ **Date:** 11/03/2022

Print Name: Ron Kim **Title:** Mayor **City Council Approval Date:** 11/01/2022

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/20/2022

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 HUB International Midwest Limited 55 East Jackson Boulevard Chicago IL 60604	**CONTACT NAME:** CSU Chicago **PHONE (A/C, No, Ext):** 312-922-5000 **FAX (A/C, No):** **E-MAIL ADDRESS:** CSUChicago@hubinternational.com
INSURED MIMENORT Magnesium Topco Ltd, aka Mimecast 191 Spring St. Lexington MA 02421	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A:** Great Northern Insurance Company — 20303 **INSURER B:** Federal Insurance Company — 20281 **INSURER C:** Continental Casualty Company — 20443 **INSURER D:** **INSURER E:** **INSURER F:**

COVERAGES **CERTIFICATE NUMBER:** 1728680278 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			36012304	12/1/2021	12/1/2022	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
B	AUTOMOBILE LIABILITY			73586257	12/1/2021	12/1/2022	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB X OCCUR			79883812	12/1/2021	12/1/2022	EACH OCCURRENCE	$ 25,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 25,000,000
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						PER STATUTE / OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBEREXCLUDED? N/A						E.L. EACH ACCIDENT	$
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$
C	Primary Professional			596847423	1/1/2022	12/1/2022	See description	
B	Management Liability			8241-7951	12/1/2021	12/1/2022	See description	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Primary Professional Limits:

Continental Casualty Company
Policy No. 596847423
1/1/2022 – 12/1/2022
Errors & Omissions Aggregate $5,000,000
Retention $1,000,000

See Attached...

CERTIFICATE HOLDER

City of Saratoga Springs
474 Broadway City Hall
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

Neil R. Hughes

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AGENCY CUSTOMER ID: MIMENORT

LOC #:

ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
HUB International Midwest Limited	Magnesium Topco Ltd, aka Mimecast 191 Spring St. Lexington MA 02421
POLICY NUMBER	
CARRIER / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

Excess Layers:
Crum & Forster Specialty Insurance Company
Policy No. EOL-237751
1/1/2022 – 12/1/2022
Excess Errors & Omissions Limits:
$5,000,000 xs $5,000,000

Endurance American Specialty Insurance Company
Policy No. PRX30014718300
1/1/2022 – 12/1/2022
Excess Errors & Omissions Limits:
$5,000,000 xs $10,000,000

Nationwide Insurance Company of America
Policy No. XMF2209926
1/1/2022 – 12/1/2022
Excess Errors & Omissions Limits:
$5,000,000 xs $15,000,000

Liberty Surplus Insurance Corporation
Policy No. EO5CACFN2G001
1/1/2022 – 12/1/2022
Excess Errors & Omissions Limits:
$5,000,000 xs $20,000,000

Lex-London
Policy No. 25845389_2022
1/1/2022 – 12/1/2022
Excess Errors & Omissions Limits:
$2,500,000 xs $25,000,000

Lloyd's Syndicate MRS 457
Policy No: CYXS84201
1/1/22 - 12/1/22
Excess Errors & Omissions Limits:
$2,500,000 xs $27,500,000

Management Professional Limits:

Insuring Clauses Applicable to Crime Coverage Part
Coverage Part: Limits of Liability: Retentions:
(A) Employee Theft Coverage: $2,000,000.00 $75,000.00
(B) Premises Coverage: $2,000,000.00 $75,000.00
C) In Transit Coverage: $2,000,000.00 $75,000.00
(D) Forgery Coverage: $2,000,000.00 $75,000.00
(E) Computer Fraud Coverage: $2,000,000.00 $75,000.00
(F) Funds Transfer Fraud Coverage: $2,000,000.00 $75,000.00
(G) Money Order and Counterfeit Currency Fraud Coverage: $2,000,000.00 $75,000.00
(H) Credit Card Fraud Coverage: $2,000,000.00 $75,000.00
(I) Client Coverage $2,000,000.00 $75,000.00
(J) Expense Coverage: $100,000.00 None

Limit Values in USD

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City of Saratoga Springs, NY
Addendum One
Original Agreement November 1, 2022

This Addendum, by and between **Mimecast North America, Inc.**, with offices at 191 Spring Street, Lexington, MA 02421 ("Consultant") and the **City of Saratoga Springs** ("City"), 474 Broadway, Saratoga Springs, NY 12866 entered into between the above referenced parties on the effective date of **December 20, 2022** is hereby added to the original agreement executed on or about July 23, 2019 (the "Original Agreement").

The City and the Consultant entered into the Original Agreement for the Consultant to provide the Services to the City. This Addendum One is supplemental to the Original Agreement adding the additional Services for Mimecast DMARC Analyzer and Managed Services as outlined in SHI Quote 22829517.

All other terms and conditions of the Original Agreement remain the same. Any capitalized terms used and not otherwise defined herein shall have the same meaning attributed to them in the Original Agreement.

The parties, having agreed to the terms and the recitals set forth herein, and in relying thereon, herein sign this Agreement.

MIMECAST NORTH AMERICA, INC.

DocuSigned by:

By: Todd Ames Todd Ames
8E37830F5166473...

Title: Senior Manager - Commercial Counsel, Americas

Date: December 20, 2022 | 20:24 EST

CITY OF SARATOGA SPRINGS, NY

By: PM

Title: Mayor

Date: 12/28/2022

City Council Approval Date: December 28, 2022

City of Saratoga Springs, NY
Addendum Two
Original Agreement November 1, 2022

This Addendum, by and between **Mimecast North America, Inc.**, with offices at 191 Spring Street, Lexington, MA 02421 ("Consultant") and the **City of Saratoga Springs** ("City"), 474 Broadway, Saratoga Springs, NY 12866 entered into between the above referenced parties on the effective date of **July 18th, 2023** is hereby added to the original agreement executed on or about November 1, 2022 (the "Original Agreement").

The City and the Consultant entered into the Original Agreement for the Consultant to provide the Services to the City. This Addendum Two is supplemental to the Original Agreement renewing Services for Mimecast DMARC Analyzer and Managed Services as outlined in SHI Quote 23194236 and extends terms of service through **July 29th, 2024.** The parties agree that there shall be an additional cost of $22,202.21 for extending the agreement to that date.

All other terms and conditions of the Original Agreement remain the same. Any capitalized terms used and not otherwise defined herein shall have the same meaning attributed to them in the Original Agreement.

The parties, having agreed to the terms and the recitals set forth herein, and in relying thereon, herein sign this Agreement.

MIMECAST NORTH AMERICA, INC.

BY: Robert O'Grady

TITLE: Account Executive

DATE: 7/13/2023

CITY OF SARATOGA SPRINGS, NY

BY: _____

TITLE: MAYOR

DATE: 7/19/2023

City Council Approval Date: July 18th, 2023

DocuSign Envelope ID: 56833534-493A-4781-8237-C519348050FD

City of Saratoga Springs, NY
Addendum One
Original Agreement November 1, 2022

This Addendum, by and between **Mimecast North America, Inc.**, with offices at 191 Spring Street, Lexington, MA 02421 ("Consultant") and the **City of Saratoga Springs** ("City"), 474 Broadway, Saratoga Springs, NY 12866 entered into between the above referenced parties on the effective date of **December 20, 2022** is hereby added to the original agreement executed on or about July 23, 2019 (the "Original Agreement").

The City and the Consultant entered into the Original Agreement for the Consultant to provide the Services to the City. This Addendum One is supplemental to the Original Agreement adding the additional Services for Mimecast DMARC Analyzer and Managed Services as outlined in SHI Quote 22829517.

All other terms and conditions of the Original Agreement remain the same. Any capitalized terms used and not otherwise defined herein shall have the same meaning attributed to them in the Original Agreement.

The parties, having agreed to the terms and the recitals set forth herein, and in relying thereon, herein sign this Agreement.

MIMECAST NORTH AMERICA, INC.

By: Todd Ames
Todd Ames
DocuSigned by:
Title: Senior Manager - Commercial Counsel, Americas
Date: December 20, 2022 | 20:24 EST

CITY OF SARATOGA SPRINGS, NY

By:
Title: Mayor
Date: 12/28/2022

City Council Approval Date: December 20, 2022

EXHIBIT B

City of Saratoga Springs, NY Contract

Company Name: SHI International Corp.
Company Address: 290 Davidson Ave, Somerset, NJ 08873
Company Telephone No.: 732.667.2786
Vendor Primary Contact: Robert O'Grady **Title:** Account Executive
Primary Contact Email: Robert_ogrady@shi.com
Service to be Provided: Mimecast Cyber and Deepnet Security IT Services

1. **Scope of Agreement:** In response to a request for a pricing proposal requested by the City for Mimecast and Deepnet Cyber IT Services, the Vendor submitted a pricing proposal dated May 25, 2022 (the "Quote"), which are attached hereto as Exhibit A. The Vendor shall resell to the City the products and services set forth therein. The Vendor assumes full responsibility for the provision of the products and services made available in this Agreement. The Vendor shall be so liable even when the Vendor 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 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. Any modification of the work performed by the Vendor shall be made in writing and shall not be undertaken until the City agrees to the modification. The Vendor assume full responsibility for the provision of the products and services contracted for in this Agreement. The Vendor shall be so liable even when the Vendor 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 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 assume all risks in the performance of all its activities authorized by this Agreement.

3. **Terms of Payment:** Vendor 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 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 Fourteen Thousand Six Hundred and Sixty-six Dollars and Forty Cents ($14,666.40), a copy of which is annexed hereto and made a part hereof. Detailed original invoices not received within forty-five (45) calendar days of the completed transaction could result in a delay of payment.

4. **Notice:** Any notices sent to the City under this Agreement will be effective five (5) business days after the postmarked date of mailing by certified mail, return receipt requested. The Commissioner of Finance is the designated Project Manager for this Agreement, 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 is Robert O'Grady. Any notice, request, demand or other communication required or provided for in this Agreement shall be in writing and shall be deemed to have been duly given if delivered in person or mailed in a sealed envelope, postage prepaid, addressed as follows:

   To the City: Commissioner of Finance, 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: SHI, Legal Department, 290 Davidson Ave, Somerset, NJ 08873

5. **Conflicts of Interest:** The Vendor 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 from the City are and shall remain the sole and exclusive property of the City and the Vendor 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. All intellectual property, created by the Vendor, pursuant to performing professional services under a Statement of Work ("SOW"), 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 under an SOW, the Vendor 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 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, its agents, employees, or subcontractors. Nothing herein shall preclude the Vendor 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'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 created by the Vendor, pursuant to an SOW, under this Agreement. Any written reports, opinions and advice rendered by the Vendor shall become the sole and exclusive property of the City, and the Vendor 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.

7. **Retention of Records:** The Vendor 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 for a period of six (6) years after expiration of the Agreement. Upon thirty (30) days written notice, copies of those records shall be provided to the City at no cost. Such audits are limited to once in a twelve (12) month period.

8. **Independent Vendor 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's staff as the agents, representatives or employees of the City for any purpose in any manner whatsoever. The Vendor and its staff are to be and shall remain an independent Vendor with respect to all services performed under this Agreement. The Vendor 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 or other persons, while engaged in the performance of any work or services required by the Vendor 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, its officers, agents, Vendor or employees shall in no way be the responsibility of the City; and the Vendor 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 shall procure and maintain during the term of this Agreement, at the Vendor's expense, the insurance policies listed with limits equal to or greater than the enumerated limits. The Vendor 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 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 and 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 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 immediate termination of the Agreement.

   The City of Saratoga Springs requires the Vendor 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;
   - **Cyber /Privacy Liability Insurance:** Two Million Dollars per occurrence aggregate. This insurance shall include coverage for Privacy Notification Expenses, Third Party claims including regulatory defense & payment of fines or penalties, and First Party claims including Data Recovery Costs, Cyber Extortion, and data in the care, custody and control of the insured;
   - **Excess Insurance:** Five Million Dollars per Occurrence Aggregate;
   - **Technology Errors and Omissions:** Two Million Dollars per Claim 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 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 to advise City's Office of Risk and Safety via mail to **Office of Risk and Safety, City of Saratoga Springs, 474 Broadway, Suite 14, Saratoga Springs, NY 12866**, within ten (10) 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 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 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 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. 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, 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 third party claims, damages, losses and expense (including, but not limited to, reasonable attorneys' fees), arising out of the performance of the work or purchase of the services, sustained by any person or persons, provided that any such third party 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 or its employees or anyone for whom the Vendor 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, as aforesaid. The Vendor's responsibility under this section shall not be limited to the required or available insurance.

11. **Compliance with Federal and State Regulations:** The Vendor, to the fullest extent provided by law, shall abide by the regulations which are hereto attached in Appendix A of this Agreement.

12. **NYS DOL Sexual Harassment Regulatory Requirements:** All employees have a legal right to a workplace free from sexual harassment, and the City of Saratoga Springs is committed to maintaining a workplace free from sexual harassment. Per New York State Law, the City of Saratoga Springs has a sexual harassment prevention policy in place. This policy applies to all employees, paid or unpaid interns and non-employees in our workplace, regardless of immigration status.

13. **Vendor 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 that the City conducts business with. The City requires that all Vendor 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. Vendor agree to provide all information requested which is necessary to demonstrate compliance with this Code.

    At a minimum, the City requires that all Vendor meet the following standards:
    - Legal: Vendor 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 should have the right to decide whether they want collective bargaining.
    - Sub-contractors: Vendor shall ensure that sub-contractors shall operate in a manner consistent with this Code.
    - Protection of the Environment: Vendor shall comply with all applicable environmental laws and regulations. Where practicable, Vendor 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 hereby acknowledges that it has received the City of Saratoga Springs Vendor and/or Service Provider/Supplier Code of Conduct and agrees that 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 acknowledges that its failure to comply with any condition, requirement, policy or procedure may result in the termination of the business relationship. Vendor 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. The Vendor agrees to comply with all applicable local, state and federal laws, rules and regulations in the performance of the duties of this Agreement.

15. **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.

16. **Venue:** The City and the Vendor 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.

17. **Assignment:** The Vendor is prohibited from assigning, conveying, subletting or otherwise disposing of the Vendor's right, title, or interest therein, or the Vendor's power to execute this agreement to any other person or corporation without the previous written consent of the City. If the Vendor assigns, conveys, sublets or otherwise disposes of the Vendor'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.

18. **Termination:** The Vendor and the City may mutually agree, in writing, to terminate this Agreement at any time. The City may also terminate this Agreement at any time and or any reason by mailing written notice to the Vendor at least thirty (30) 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 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.

19. **Default:** Vendor's failure to perform its obligations and comply with its representations under this Agreement shall constitute a default under this Agreement. Upon Vendor's default, the City may cancel this Agreement and immediately stop payment of any fees to Vendor hereunder. City shall also have any all additional rights and remedies under New York State Law as a result of Vendor's default.

20. **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.

21. **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.

22. **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.

23. **Modification**: This Agreement may be modified only by a writing signed by both parties.

24. **Limitation of Liability**: NEITHER PARTY WILL BE LIABLE FOR ANY SPECIAL, PUNITIVE, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES INCLUDING, BUT NOT LIMITED TO, LOSS OF OR DAMAGE TO DATA, LOSS OF ANTICIPATED REVENUE OR PROFITS, WORK STOPPAGE OR IMPAIRMENT OF OTHER ASSETS, WHETHER OR NOT FORESEEABLE AND WHETHER OR NOT A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

    EXCEPT IN THE CASE OF BREACH OF EACH PARTY'S LIABILITY FOR PERSONAL INJURY/PROPERTY DAMAGE, EITHER PARTY'S TOTAL CUMULATIVE LIABILITY TO THE OTHER IN CONNECTION WITH THIS AGREEMENT, WHETHER IN CONTRACT, TORT OR OTHER THEORY, WILL NOT EXCEED THE TOTAL AMOUNT OF FEES ACTUALLY PAID OR PAYABLE BY THE CITY TO THE VENDOR UNDER THIS AGREEMENT FOR THE YEAR PREVIOUS TO THE INCIDENT WHICH GAVE CAUSE FOR SUCH LIABILITY.

25. **Warranty Disclaimer**: EXCEPT AS OTHERWISE EXPRESSLY PROVIDED IN THIS AGREEMENT, VENDOR HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WARRANTY OF NONINFRINGEMENT, OR ANY WARRANTY RELATING TO THIRD PARTY SERVICES OR PRODUCTS. THE DISCLAIMER CONTAINED IN THIS PARAGRAPH DOES NOT AFFECT THE TERMS OF ANY WARRANTY PROVIDED BY AN OEM.

26. **Return Policy**: All returns are subject to the Vendor's return policy at www.shi.com/returnpolicy.

27. **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 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 Signature: Darek Awas A6F8CEFF856C4B5... **Date:** 11/1/2022

Print Name: Darek Awas **Title:** Manager - Contracts

City of Saratoga Springs' Signature: _____ **Date:** 11/03/2022

Print Name: Ron Kim **Title:** Mayor **City Council Approval Date:** 11/01/2022

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/2/2022

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
HUB International Midwest Limited
55 East Jackson Boulevard
Chicago IL 60604

CONTACT NAME: CSU Chicago
PHONE (A/C, No, Ext): 312-922-5000 FAX (A/C, No):
E-MAIL ADDRESS: CSUChicago@hubinternational.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Great Northern Insurance Company	20303
INSURER B: Federal Insurance Company	20281
INSURER C: Continental Casualty Company	20443
INSURER D: National Union Fire Insurance Company	19445
INSURER E:	
INSURER F:	

INSURED
Mimecast BorrowerCo, Inc.
22 Grenville Street
St Helier, Jersey, JE4 8PX
MIMENORT

COVERAGES **CERTIFICATE NUMBER:** 492584275 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			36012304	12/1/2022	12/1/2023	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE [X] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY [ ] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
B	AUTOMOBILE LIABILITY			73586257	12/1/2022	12/1/2023	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY [ ] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB [X] OCCUR			79883812	12/1/2022	12/1/2023	EACH OCCURRENCE	$ 25,000,000
	EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$ 25,000,000
	DED [ ] RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						[ ] PER STATUTE [ ] OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] N/A (Mandatory in NH)						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
C	Primary Professional			596847423	12/1/2022	12/1/2023	See description	
D	Management Liability			01-863-46-16	12/1/2022	12/1/2023	See description	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Primary Professional Limits:

Continental Casualty Company
Policy No. 596847423
12/1/2022 – 12/1/2023
Errors & Omissions Aggregate $5,000,000
Retention $1,000,000

See Attached...

CERTIFICATE HOLDER

Evidence of Coverage

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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AGENCY CUSTOMER ID: MIMENORT

LOC #:

ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
HUB International Midwest Limited	Mimecast BorrowerCo, Inc. 22 Grenville Street St Helier, Jersey, JE4 8PX
POLICY NUMBER	
CARRIER / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

Excess Layers:
Crum & Forster Specialty Insurance Company
Policy No. EOL-238990
12/1/2022 – 12/1/2023
Excess Errors & Omissions Limits:
$5,000,000 xs $5,000,000

Endurance American Specialty Insurance Company
Policy No. PRX30014718301
12/1/2022 – 12/1/2023
Excess Errors & Omissions Limits:
$5,000,000 xs $10,000,000

Freedom Specialty Insurance Company (Nationwide)
Policy No. XMF2210473
12/1/2022 – 12/1/2023
Excess Errors & Omissions Limits:
$5,000,000 xs $15,000,000

Liberty Surplus Insurance Corporation (Ironshore)
Policy No. EO5CACFN2G002
12/1/2022 – 12/1/2023
Excess Errors & Omissions Limits:
$5,000,000 xs $20,000,000

Westfield Specialty Insurance Company
Policy No. XCE-0002C02-00
12/1/2022 – 12/1/2023
Excess Errors & Omissions Limits:
$5,000,000 xs $25,000,000

Management Professional Limits:

Insuring Clauses Applicable to Crime Coverage Part
Coverage Part: Limits of Liability: Retentions:
(A) Employee Theft Coverage: $2,000,000.00 $75,000.00
(B) In Transit Loss Coverage: $2,000,000.00 $75,000.00
(D) Forgery or Alterations Coverage: $2,000,000.00 $75,000.00
(E) Computer Transfer Fraud Coverage: $2,000,000.00 $75,000.00
(F) Funds Transfer Fraud Coverage: $2,000,000.00 $75,000.00
(G) Money Order and Counterfeit Currency Fraud Coverage: $2,000,000.00 $75,000.00
(H) Credit Card Fraud Coverage: $2,000,000.00 $75,000.00
(I) Inside the Premises Loss: $2,000,000 $75,000
(J) Impairment $2,000,000 $75,000
(K) Social Engineering Fraud $50,000 $75,000

Limit Values in USD

Proof of Insurance

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Pricing Proposal
Quotation #: 23194236
Reference #: 3/9/2023
Created On: 3/9/2023
Valid Until: 7/28/2023

NY-City of Saratoga Springs

Michael Wangerin
474 Broadway City Hall
Saratoga Spgs., NY 12866
United States
Phone: (518) 587-3550 x2310
Fax:
Email: michael.wangerin@saratoga-springs.org

Inside Account Executive

Robert O'Grady
290 Davidson Ave.
Somerset, NJ 08873
Phone: 732-667-2786
Fax:
Email: robert_ogrady@shi.com

All Prices are in US Dollar (USD)

	Product	Qty	Your Price	Total
1	Mimecast S1 Mimecast - Part#: M_S1_250_A Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 7/30/2023 – 7/29/2024 **Note:** Participant ID# 106289	300	$30.66	$9,198.00
2	DMARC Analyzer – T3 Mimecast - Part#: M_DMA-T3__A Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 7/30/2023 – 7/29/2024 **Note:** Participant ID# 106289	5	$1,411.20	$7,056.00
3	DMARC Analyzer – Managed Service – T3 Mimecast - Part#: M_DMA-MS-T3__A Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 7/30/2023 – 7/29/2024 **Note:** Participant ID# 106289	5	$940.80	$4,704.00
4	Advanced Support Mimecast - Part#: M_ADV-SP_A Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 7/30/2023 – 7/29/2024 **Note:** Participant ID# 106289	1	$1,244.21	$1,244.21
			Total	$22,202.21

Additional Comments

Mimecast has a no returns policy.

Please Note: all MIMECAST maintenance/subscriptions are auto-renewed and require cancellation prior to 30 days of the executed renewal date.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.

City of Saratoga Springs, NY
Addendum Three
Original Agreement November 1, 2022

This Addendum, by and between **SHI**, with offices at 290 Davidson Ave, Somerset, NJ 08873 ("Consultant") and the **City of Saratoga Springs** ("City"), 474 Broadway, Saratoga Springs, NY 12866 entered into between the above referenced parties on the effective date of **January 17, 2023** is hereby added to the original Agreement of November 1, 2022.

The City and the Consultant entered into an agreement, executed by the City and the Consultant on November 1, 2022. This Addendum Three is supplemental to the original November 1, 2022 agreement, Addendum One executed on December 22, 2022, and Addendum Two executed on December 27, 2022 per Quote 22304591 for VNC Connect Enterprise Subscription Licenses from SHI hereby attached. It is incorporated and made part of those documents. This Addendum increases the dollar limitation for the original contract for these additional services detailed in Quote 22304591 for a sum not to exceed One Thousand Nine Hundred and Eighty-three Dollars and Eighty-one Cents ($1,983.81).

All other terms and conditions of the original Agreement remain the same.

The parties, having agreed to the terms and the recitals set forth herein, and in relying thereon, herein sign this Agreement.

SHI

By: Robert O'Grady
Title: Inside Account Executive
Date: January 11th, 2023

CITY OF SARATOGA SPRINGS, NY

By: _____
Title: Mayor
Date: 1/19/2023

City Council Approval Date: January 17, 2023

Received

JAN 30 2023

Accounts Department

Pricing Proposal
Quotation #: 22304591
Reference #: 7/26/2022
Created On: 7/26/2022
Valid Until: 1/31/2023

NY-City of Saratoga Springs

Michael Wangerin
474 Broadway City Hall
Saratoga Spgs., NY 12866
United States
Phone: (518) 587-3550 x2310
Fax:
Email: michael.wangerin@saratoga-springs.org

Inside Account Executive

Robert O'Grady
290 Davidson Ave.
Somerset, NJ 08873
Phone: 732-667-2786
Fax:
Email: robert_ogrady@shi.com

All Prices are in US Dollar (USD)

	Product	Qty	Your Price	Total
1	VNC Connect Enterprise - Subscription license (1 year) - unlimited users, 200 computers - ESD - Linux, Win, Mac, AIX, HP-UX, Solaris RealVNC - Part#: 1002001 Contract Name: Sourcewell- Technology Catalog Solutions Contract #: 081419-SHI Coverage Term: 1/1/2023 – 12/31/2023 **Note:** Participant ID# 106289	1	$1,983.81	$1,983.81
			Total	$1,983.81

Additional Comments

Please find the official SHI quote for the City of Saratoga Springs RealVNC renewal attached. This proposal will cover the City until 12/31/2023.

This product provides the City IT team with the ability to remotely access a City employee's device when they are inside a City facility. It allows the IT team to troubleshoot potential issues on end user devices or City servers remotely.

Here is a link that provides further details on the product: https://www.realvnc.com/en/connect/benefits/

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.

Client#: 38440 SHIINTER1

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 11/02/2022

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Marsh & McLennan Agency LLC
One Executive Drive
Somerset, NJ 08873

CONTACT NAME:
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS: somersetclsupport@mma-ne.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : National Fire Insurance Co of Hartford	20478
INSURER B : Continental Insurance Company	35289
INSURER C : American Casualty Company of Reading PA	20427
INSURER D : Continental Insurance Co of NJ	42625
INSURER E : National Fire Insurance Co of Hartford	20478
INSURER F :	

INSURED
SHI International Corp.
290 Davidson Avenue
Somerset, NJ 08873

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			6050250197	09/30/2022	09/30/2023	EACH OCCURRENCE	$1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$1,000,000
							MED EXP (Any one person)	$15,000
							PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$2,000,000
	POLICY X PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$2,000,000
	OTHER:							$
E	AUTOMOBILE LIABILITY			6050291509	09/30/2022	09/30/2023	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB X OCCUR			6081819517	09/30/2022	09/30/2023	EACH OCCURRENCE	$15,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$15,000,000
	DED X RETENTION $10000							$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N			650251110	09/30/2022	09/30/2023	X PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N	N/A					E.L. EACH ACCIDENT	$1,000,000
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$1,000,000
D	Error & Omission/ Cyber Liability			596831142	09/30/2022	09/30/2023	$6,000,000 Occ/Agg	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Saratoga Springs is included as Additional Insured when required by written contract, agreement or permit, but only with respect to the General Liability insurance and subject to the provisions and limitations of the policy. General Liability is written on a primary and non-contributory basis when required by written contract, agreement or permit and subject to the provisions and limitations of the policy.

CERTIFICATE HOLDER

City of Saratoga Springs
474 Broadway
Saratoga Springs, NY 12866

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Wm. Ce. Cilento

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AGENDA ITEM NO. 12.4

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Samantha Clemmey, Finance

ITEM TYPE: Discussion and Vote

AGENDA SECTION: Finance Department

SUBJECT: Authorization to Reimburse Employee #3085

SUGGESTED ACTION:

ITEM ACTION: Discussion and Vote

ITEM NOTES:

ATTACHMENTS:
Employee #3085 Conference Reimbursement - Redacted (07.16.24ccm).pdf
COSF Employee #3085

CITY OF SARATOGA SPRINGS - VOUCHER
474 BROADWAY SARATOGA SPRINGS, NY 12866

2024

DEPT/LOC 2000 DEPARTMENT Finance-IT

VENDOR # 9178 VENDOR NAME [redacted]

REMIT ADDRESS [redacted]

PO# FINAL PARTIAL

INVOICE # and ACCOUNT #	ORG	OBJECT	PROJECT	$ AMOUNT
Reimbursement NYSLGITA Conference				
3/7/2024	A3021694	54250		$100.00
Pending City Council Approval				
RECEIVED BY: SFC 07/11/2024				
			TOTAL	$100.00

By uploading this voucher for payment into the designated electronic folder, I as an approved authorized signor for my department certify the articles or services were necessary and for sole use of the City; **have been received in good condition or properly performed.**

The Commissioner of Accounts audits and certifies this purchase is in conformity with appropriate standards and proceedures by affixing his/her signature to the warrant report approved by City Council in accordance with the City Purchasing Policy.

The Commissioner of Finance certifies this claim is approved from the appropriation indicated above by affixing his/her signature on the check issued as payment for this claim in accordance with the City Purchasing Policy.



-$100.00

Nyslgitda.org Edit

Posted Thursday, March 7, 2024

Authorized Thursday, March 7, 2024

Business Services

Appears on your statement as

NYSLGITDA.ORG ITHACA NY

[redacted]

RECEIVED
City of Saratoga Springs
JUL 11 2024
COMMISSIONER
OF FINANCE

A30216924-54250

Employee #3085

Dispute Transaction



Online order details

Purchaser: [redacted]

Email: [redacted]

Order Confirmation: ch_3OrkYjFVxSK06xuw0FIVvfWV

Credit Card #: [redacted]

Order Date: March 7, 2024 at 12:16 PM

Website: https://whova.com/portal/registration/nyslg_202405/1nm4r3bk

---

Tickets **Price**

1 × NYSLGITDA Members $100.00

Fees Free

Attendee: [redacted]

Whova Registration ID: WHV-GYE3RW4

For security purposes, please do not share this ID with anyone else.

Ticket Subtotal: $100.00 (USD)

Order Total: $100.00 (USD)

You may edit your registration information within 24 hours of your purchase.

Still need to buy an add-on or extra ticket?

Add to your order



Event details

NYSLGITDA 2024 Spring Conference

May 14 – 17, 2024

Add to your calendar Google | Outlook | iCal | Yahoo

Saratoga Springs City Center

522 Broadway, Saratoga Springs, New York, 12866, US

Request for Certification of Sufficient Funds

Submittal Date:7/5/24

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

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

Reimburse employee #3085 for conference registration

Appropriation – Current Budget Expense

Org/Object/Proj(s): A3021694-54250

Amount Requested for Approval:	**$100.00**
Current Amount Available:	**$0**
Transfer/Amendment Pending:	**$100.00**

Transfer/Amendment Date: 7/16/24

Heather Crocker — **Department Head Signature**

7/5/24 — **Date**

Certification of Sufficient Funds

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

Commissioner of Finance

7/5/24 — **Approval Date**

AGENDA ITEM NO. 12.5

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Samantha Clemmey, Finance

ITEM TYPE: Discussion and Vote

AGENDA SECTION: Finance Department

SUBJECT: Resolution for Use of Assignment for Legal Liability

SUGGESTED ACTION:

ITEM ACTION: Discussion and Vote

ITEM NOTES:

ATTACHMENTS:
Resolution to Use Assignment of Fund Balance - Legal Liablity 07.16.24.pdf
COSF and Invoice, Supporting Documentation for 07.16.24.pdf
Resolution Establishing Assignment for Liability for Legal Expense.pdf

A RESOLUTION TO USE AN ASSIGNMENT OF FUND BALANCE
OF THE CITY COUNCIL
OF THE CITY OF SARATOGA SPRINGS, NEW YORK

BE IT RESOLVED, by the City council of the City of Saratoga Springs New York wants follows:

1. The City Council established an Assignment of Fund Balance for Liability for Legal Expense ("Assignment"), on November 28, 2023. The balance in the assignment as of (July 16, 2024) is $134,131.35.
2. Therefore, the City Council agrees to use $2,340 for Legal expense for Public Officers Law Section 18
3. The balance remaining in the assignment will be $131,791.35.

AYES _____

NAYES _____

Date: July 16, 2024

Request for Certification of Sufficient Funds

Submittal Date: 7/1/2024

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

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

Vendor: Schreiber Law Firm

Project: Invoices 4/30/24-6/12/24

Appropriation – Current Budget Expense Org/Object/Proj(s): A3031494-54720

Amount Requested for Approval: $ 2340.00 ✓

Current Amount Available: $

Transfer/Amendment Pending: $ 2340.00 ✓ pending 7/16

Transfer/Amendment Date:

Department Head Signature — **Date** 7/1/24

Certification of Sufficient Funds

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

Commissioner of Finance — **Approval Date**

Schreiber Law

100 West Avenue
Saratoga Springs, New York 12866

Oscar L. Schreiber, Esq.
Admitted in New York and
Washington State

INTERIM INVOICE FOR SERVICES RENDERED

April 30, 2024
Conference with Commissioner Golub re representation of Brooke Vanbuskirk. Office conference with Ms. Vanbuskirk re subpoena. Conference with State Police Investigator Werner re scheduled interview of Ms. Vanbuskirk. Correspondence with DA office re representation of Ms. Vanbuskirk . Conference with City Attorney Harper re providing subpoenaed material to City Attorney's Office.

1.75 hours

May 2, 2024
Travel to City Attorney Harper's Office. Review all documents provided by client pursuant to subpoena. Transfer all relevant documents to Atty Harper

.75 hours

May 8, 2024

Travel to Malta State Police barracks. Meet with client and Sr. Investigator Werner re Grand Jury Subpoena. Review subpoenaed materials with State Police Investigator. Participate in interview of client re resolution.

1.5 hours

Total amount due: 4.0 hours at $450 per hour. $1800.00

Office Telephone: (518) 450-4007

Mobil Phone: (518) 545-0237

Email: oschreiber@schreiberlaw.net

Schreiber Law

100 West Avenue
Saratoga Springs, New York 12866

Oscar L. Schreiber, Esq.
Admitted in New York and
Washington State

INVOICE FOR SERVICES RENDERED

June 9, 2024

Conference with Commissioner Golub re scheduling interview with State Police Officer Werner.

.2

June 12, 2024

Accompany and Represent Commissioner Golub at interview with State Police Officer Werner.
Conference with Commissioner Golub Re further proceedings

1.0

Total hours 1.2
$450 per hour

Total due: $540.00

Office Telephone: (518) 450-4007

Mobil Phone: (518) 545-0237

Email: oschreiber@schreiberlaw.net

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

TO ESTABLISH AN ASSIGNMENT FOR LIABILITY FOR LEGAL EXPENSE

Be it resolved, by the City Council of the City of Saratoga Springs NY, as follows:

WHEREAS, in 1987 the City Council enacted an Article in the City Code that provides for a defense and indemnification of city officers and employees in any state or federal legal action arising out of any alleged act or omission which occurred or allegedly occurred in the scope of official duty or public employment, and

WHEREAS, Section 18 of the New York State Public Officers Law contains provisions that apply to public entities who have agreed by the adoption of local law, bylaw, rule or regulation, to confer benefits of defense and indemnification upon its officers and employees, and

WHEREAS, this Council desires to provide the officers with defense and indemnification as required by City Code Chapter 9 and by Public Officers Law Section 18, and to pay for reasonable attorneys' fees and expenses in the manner indicated in Section 18,

NOW, THEREFORE, BE IT RESOLVED as follows: The City council establishes an Assignment for Liability for Legal Expense in the amount of $200,000. Funds can be used for providing legal services for city offers and employees as defined by City Code and Public Officers Law.

AYES: 5

NAYS: 0

Dated: November 28, 2023

AGENDA ITEM NO. 12.6

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Samantha Clemmey, Finance

ITEM TYPE: Discussion and Vote

AGENDA SECTION: Finance Department

SUBJECT: Resolution to Use Insurance Reserve Fund *(Claim #080-CYB-T2411314-NR)*

SUGGESTED ACTION:

ITEM ACTION: Discussion and Vote

ITEM NOTES:

ATTACHMENTS:
Resolution to Use Insurance Reserve Fund 07.16.24 Claim # 080-CYB-T2411314-NR.pdf
Supporting Documentation - Voucher, Invoice 07.16.24.pdf

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 Invoice Number 20241268 to Arete Advisors LLC for insurance retention payment for a claim from the following account:

- ***A3021914-54773 Claim# 080-CYB-T2411314-NR for $1306.25***

NOW, THEREFORE, BE IT RESOLVED, that payment of the above-mentioned expenditures in the amount of $ 1306.25 are hereby approved as authorized as in accordance with the INSURANCE Reserve Fund.

Ayes: ___ Nays: ___

Dated: *July 16,2024*

CITY OF SARATOGA SPRINGS - VOUCHER
474 BROADWAY SARATOGA SPRINGS, NY 12866

DEPT/LOC 5000 **DEPARTMENT** Accounts

VENDOR # _____ **VENDOR NAME** Arete Advisors LLC

REMIT ADDRESS PO Box 919860, Orlando, FL 32891

PO **CCA** **FINAL** **PARTIAL**

INVOICE # and ACCOUNT #	ORG	OBJECT	PROJECT	$ AMOUNT
INV# 20241268 Claim# 080-CYB-T2411314-NR	A3021914	54773		$1,306.25
RECEIVED BY:			TOTAL	$1,306.25

By uploading this voucher for payment into the designated electronic folder, I as an approved authorized signor for my department certify the articles or services were necessary and for sole use of the City; have been received in good condition or properly performed.

The Commissioner of Accounts audits and certifies this purchase is in conformity with appropriate standards and procedures by affixing his/her signature to the warrant report approved by City Council in accordance with the City Purchasing Policy.

The Commissioner of Finance certifies this claim is approved from the appropriation indicated above by affixing his/her signature on the check issued as payment for this claim in accordance with the City Purchasing Policy.

INVOICE

Arete

Project: City of Saratoga Springs NY

474 Broadway
Saratoga Springs, NY 12866
United States of America

Customer ID: 44077184

Invoice #20241288 due July 30, 2024

Issue Date: **Jun 30, 2024**

Payment Schedule: **Net 30**

For Billing Assistance:
Phone: (561) 448-9016
Email: ar@areteir.com

PLEASE INCLUDE INVOICE NUMBER ON ALL FORMS OF PAYMENT.

Payment by Check :

Regular Mail :
Arete Advisors LLC
P.O. Box 919860
Orlando, FL 32891

Overnight Delivery Address: (FedEx and UPS):
EIS Lockbox/Cust Svc
FL-Orlando-7146
Attn: ARETE ADVISORS LLC, 919860
7699 Golf Channel Drive
Orlando, FL 32819

By Electronic Payment:
Truist Bank
ABA/Routing Number: 263 191 387
SWIFT: BRBTUS33
Account Number: 1100028989383

FEIN: 81-3930932

STATEMENT OF SERVICES

Title		Rate	Hours	SubTotal	Tax
Incident Response Support		$275.00	2h0m	$550.00	$0.00
Jun 28, 2024	*Kyle Baxter*	*$275.00*	*1h0m*	*$275.00*	*$0.00*
Jun 28, 2024	*Kyle Baxter*	*$275.00*	*0h30m*	*$137.50*	*$0.00*
Jun 28, 2024	*Kyle Baxter*	*$275.00*	*0h30m*	*$137.50*	*$0.00*
Project Management		$275.00	2h45m	$756.25	$0.00
Jun 28, 2024	*Shawn Bissen*	*$275.00*	*1h30m*	*$412.50*	*$0.00*
Jun 28, 2024	*Shawn Bissen*	*$275.00*	*0h30m*	*$137.50*	*$0.00*
Jun 28, 2024	*Johnathan Markman*	*$275.00*	*0h15m*	*$68.75*	*$0.00*
Jun 28, 2024	*Shawn Bissen*	*$275.00*	*0h30m*	*$137.50*	*$0.00*

Time	4h45m	$1,306.25
Fixed Fee		$0.00
Expenses		$0.00
Tax		$0.00
Total		$1,306.25
Amount Due		$1,306.25

AGENDA ITEM NO. 12.7

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Samantha Clemmey, Finance

ITEM TYPE: Discussion and Vote

AGENDA SECTION: Finance Department

SUBJECT: Resolution to Use Insurance Reserve Fund *(Claim #FXH3236)*

SUGGESTED ACTION:

ITEM ACTION: Discussion and Vote

ITEM NOTES:

ATTACHMENTS:
Resolution to Use Insurance Reserve Fund 07.16.24 Claim #FXH3236.pdf
Supporting Documentation - Voucher, Invoice 07.16.24.pdf

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 000646763, Travelers insurance deductible payment for claims from the following account:

- ***A3051914-54773 Claim# FXH3236 for $81.00***

NOW, THEREFORE, BE IT RESOLVED, that payment of the above-mentioned expenditures in the amount of $81.00 are hereby approved as authorized as in accordance with the INSURANCE Reserve Fund.

Ayes: ____ Nays: ____

Dated: *July 16, 2024*

Commissioner of Accounts _____Date_____

City Attorney_____Date_____

CITY OF SARATOGA SPRINGS - VOUCHER
474 BROADWAY SARATOGA SPRINGS, NY 12866

DEPT/LOC 6000 DEPARTMENT Accounts

VENDOR # 3723-1 VENDOR NAME Travelers

REMIT ADDRESS 13607 Collections Center Drive, Chicago, IL 60693

PO CCA FINAL PARTIAL

INVOICE # and ACCOUNT #	ORG	OBJECT	PROJECT	$ AMOUNT
INV# 000646763 ACCNT # 9874G9083	A3051914	54773		$81.00
RECEIVED BY:				
			TOTAL	$81.00

By uploading this voucher for payment into the designated electronic folder, I as an approved authorized signor for my department certify the articles or services were necessary and for sole use of the City; have been received in good condition or properly performed.

The Commissioner of Accounts audits and certifies this purchase is in conformity with appropriate standards and procedures by affixing his/her signature to the warrant report approved by City Council in accordance with the City Purchasing Policy.

The Commissioner of Finance certifies this claim is approved from the appropriation indicated above by affixing his/her signature on the check issued as payment for this claim in accordance with the City Purchasing Policy.

TRAVELERS

DEDUCTIBLE / SELF-INSURED INVOICE

AGENT COPY

POLICY NUMBER	ACCOUNT NUMBER	BILL DATE	BILL NUMBER	PAYMENT DUE	TOTAL DUE
21N62521-ZLP	9874G9083	06/28/2024	000646763	07/15/2024	81.00

MAIL PAYMENT TO:
TRAVELERS
13607 COLLECTIONS CENTER DRIVE
CHICAGO, IL 60693

AGENT:
ADIRONDACK TRUST COMPANY
PO BOX 336
SARATOGA SPRINGS NY 12866

RETURN THIS PORTION WITH YOUR CHECK MADE PAYABLE TO TRAVELERS.
PLEASE WRITE THE POLICY & ACCOUNT NUMBER ON YOUR CHECK.

TRAVELERS

PAGE 1

POLICY NUMBER	ACCOUNT NUMBER	BILL DATE	BILL NUMBER	PAYMENT DUE	TOTAL DUE
21N62521-ZLP	9874G9083	06/28/2024	000646763	07/15/2024	81.00

CURRENT CHARGES

CLAIM#: FXH3238 DATE OF LOSS: 12/08/2022
DESCRIPTION: CARRIE SCHERMERHORN IS CLAIMING RETALIATION AGAINST AND UNFAIR TERMINA

CLAIMANT: CARRIE SCHERMERHORN

EXPENSE	81.00
CLAIM TOTAL	81.00

TOTAL CLAIM(S) DUE $81.00

ACCOUNT SUMMARY

CURRENT CHARGES	81.00
PAST DUE CHARGES	0.00
UNAPPLIED PAYMENTS	0.00
TOTAL DUE	81.00
DISPUTED ITEMS	0.00
ACCOUNT BALANCE	81.00

INSURED NAME: CITY OF SARATOGA SPRINGS
AGENT NAME: ADIRONDACK TRUST COMPANY
AGENT PHONE: (518) 584-5300

CONTACT YOUR AGENT LISTED ABOVE IF YOU HAVE QUESTIONS RELATED TO YOUR POLICY OR COVERAGE.

FOR BILLING QUESTIONS, PLEASE CONTACT YOUR ACCOUNTING SPECIALIST
ALLISON TERMINI AT 1-860-277-7084 OR EMAIL ATERMINI@TRAVELERS.COM

AGENDA ITEM NO. 12.8

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Samantha Clemmey, Finance

ITEM TYPE: Discussion and Vote

AGENDA SECTION: Finance Department

SUBJECT: Budget Transfers - Contingency

SUGGESTED ACTION:

ITEM ACTION: Discussion and Vote

ITEM NOTES:

ATTACHMENTS:
Transfer Finance Contingency 7.16.24.pdf

CITY OF SARATOGA SPRINGS

BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	PREV	BUDGET	AMENDED	
	ACCOUNT			LINE DESCRIPTION	EFF DATE	BUDGET	CHANGE	BUDGET	ERR
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC	JNL-DESC	ENTITY	AMEND	
2024 07	130	07/16/2024	071624	TRCONTING	BUA	TRCONTING	1	1	
1	A3031914	54773		LIABILITY INSURANCE		LIABILITY INSURANCE	370,654.00	1,380.00	372,034.00
	A -30-3-1910-4-54773 -					DPW SWEEPER ENDORSEMENT	07/16/2024		
2	A3829999	59010		CONTINGENCY		CONTINGENCY	8,653.99	-1,380.00	7,273.99
	A -38-2-9990-9-59010 -					DPW SWEEPER ENDORSEMENT	07/16/2024		
					**	JOURNAL TOTAL		0.00	

CITY OF SARATOGA SPRINGS

BUDGET AMENDMENT JOURNAL ENTRY PROOF

CLERK: u257

YEAR PER JNL SRC ACCOUNT EFF DATE JNL DESC REF 1 REF 2 REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
2024 7 130					
BUA A3031914-54773	LIABILITY INSURANCE	5		1,380.00	
07/16/2024 TRCONTING 071624 TRCONTING	DPW SWEEPER ENDORSEMENT				
BUA A3829999-59010	CONTINGENCY	5			1,380.00
07/16/2024 TRCONTING 071624 TRCONTING	DPW SWEEPER ENDORSEMENT				
	JOURNAL 2024/07/130 TOTAL			.00	.00

BUDGET AMENDMENT JOURNAL ENTRY PROOF

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

** END OF REPORT - Generated by Donna Woods **

AGENDA ITEM NO. 12.9

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Samantha Clemmey, Finance

ITEM TYPE: Discussion and Vote

AGENDA SECTION: Finance Department

SUBJECT: Budget Transfers - Payroll & Benefits

SUGGESTED ACTION:

ITEM ACTION: Discussion and Vote

ITEM NOTES:

ATTACHMENTS:
Transfers Finance Payroll and Benefits 7.16.24.pdf

BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG / OBJECT / PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
	ACCOUNT	LINE DESCRIPTION	EFF DATE				
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC	JNL-DESC	ENTITY	AMEND				
2024 07	112	07/16/2024	071624	TRFINPAYBE	BUA	TRFINPAYBE	1	1				
1	A3021694 54250	DATA PRCESSING NETWORK CS	CONFERENCE REGISTRATION	.00	100.00	100.00	
	A -30-2-1681-4-54250 -		CONFERENCE REGISTRATION	07/16/2024			
2	A3021691 51666	DATA PROCESING PS	COMPUTER SUPPORT TECHNICIAN	183,441.00	-100.00	183,341.00	
	A -30-2-1681-1-51666 -		CONFERENCE REGISTRATION	07/16/2024			
3	A3567171 51581	INDOOR RECREATION FACILITY PS	SUPERVISION	47,568.00	2,437.00	50,005.00	
	A -35-6-7171-1-51581 -		COVER DESK EXPENSE	07/16/2024			
4	A3567171 51202	INDOOR RECREATION FACILITY PS	CLEANER RECREATION PT	2,437.00	-2,437.00	.00	
	A -35-6-7171-1-51202 -		COVER DESK EXPENSE	07/16/2024			
5	A3517021 51960	PARKS OPEN SPAE HIST PRES PS	OVERTIME	.00	1,196.03	1,196.03	
	A -35-1-7020-1-51960 -		COMP PAYOUT	07/16/2024			
6	A3618684 54540	PLANNING AND ECON DEVELOP CS	TRAVEL	.00	150.80	150.80	
	A -36-1-8687-4-54540 -		TRAVEL FOR CONFERENCE	07/16/2024			
7	A3719054 54776	UNEMPLOYMENT INSURANCE	UNEMPLOYMENT INSURANCE	3,528.00	5,040.00	8,568.00	
	A -37-1-9050-4-54776 -		UNEMPLOYMENT INSURANCE	07/16/2024			
8	A3517021 51281	PARKS OPEN SPAE HIST PRES PS	GRANT ASSISTANT	35,153.04	-6,386.83	28,766.21	
	A -35-1-7020-1-51281 -		UNEMPLOYMENT INSURANCE	07/16/2024			
9	A3143011 51960	COMM PUBLIC SAFETY PS	OVERTIME	3,053.38	55.34	3,108.72	
	A -31-4-3010-1-51960 -		OT FOR EMPLOYEE TO ATTEND CONF	07/16/2024			
10	A3143011 51410	COMM PUBLIC SAFETY PS	SENIOR ACCOUNT CLERK	104,876.62	-55.34	104,821.28	
	A -31-4-3010-1-51410 -		OT FOR EMPLOYEE TO ATTEND CONF	07/16/2024			
11	A3143411 51911	FIRE DEPARTMENT PS	EMT EDUCATION INCENTIVE	302,125.00	17,750.00	319,875.00	
	A -31-4-3410-1-51911 -		EMT EDUCATION EXPENSE	07/16/2024			
12	A3143411 51781	FIRE DEPARTMENT PS	FIRE INSTRUCTOR/COORD PT	20,000.00	-17,750.00	2,250.00	
	A -31-4-3410-1-51781 -		EMT EDUCATION EXPENSE	07/16/2024			
13	A3567141 51960	RECREATION EXPENSES PS	OVERTIME	.00	4,215.75	4,215.75	
	A -35-6-7140-1-51960 -		COMP PAYOUT FOR RETIREMENT	07/16/2024			
14	A3769081 51990	SICK LEAVE	SICK LEAVE	21,985.00	-4,215.75	17,769.25	
	A -37-6-9089-1-51990 -		COMP PAYOUT FOR RETIREMENT	07/16/2024			
15	A3739054 54776	UNEMPLOYMENT INSURANCE	UNEMPLOYMENT INSURANCE	1,512.00	4,405.63	5,917.63	
	A -37-3-9050-4-54776 -		UNEMPLOYMENT INSURANCE	07/16/2024			

BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET
	ACCOUNT			LINE DESCRIPTION	EFF DATE			
16	A3031621	51121		CITY HALL PS	HVAC CITY PLUMBER	12,870.00	-4,405.63	8,464.37
	A -30-3-1620-1-51121 -				UNEMPLOYMENT INSURANCE	07/16/2024		
17	A3567171	51960	3000	INDOOR RECREATION FACILITY PS	OVERTIME	2,500.00	235.60	2,735.60
	A -35-6-7171-1-51960 -3000				COVER EXPENSES	07/16/2024		
18	A3567141	51960	3000	RECREATION EXPENSES PS	OVERTIME	30,000.00	-235.60	29,764.40
	A -35-6-7140-1-51960 -3000				COVER EXPENSES	07/16/2024		
19	A3036421	51900		SAD SERVICES PERSONAL SERVICE	LABORER	.00	7,672.40	7,672.40
	A -30-3-6420-1-51900 -				COVER EXPENSES	07/16/2024		
20	A3036424	54181		SAD SERVICES CONTRACTED	SNOW PLOWING & FLOWERS	11,824.88	-7,672.40	4,152.48
	A -30-3-6420-4-54181 -				COVER EXPENSES	07/16/2024		
21	A3036421	58030		SAD SERVICES PERSONAL SERVICE	CITY PORTION SOCIAL SECURITY	.00	590.02	590.02
	A -30-3-6420-1-58030 -				COVER EXPENSES	07/16/2024		
22	A3036424	54181		SAD SERVICES CONTRACTED	SNOW PLOWING & FLOWERS	11,824.88	-590.02	11,234.86
	A -30-3-6420-4-54181 -				COVER EXPENSES	07/16/2024		
23	A3036421	51960		SAD SERVICES PERSONAL SERVICE	OVERTIME	.00	409.77	409.77
	A -30-3-6420-1-51960 -				COVER EXPENSES	07/16/2024		
24	A3036424	54181		SAD SERVICES CONTRACTED	SNOW PLOWING & FLOWERS	11,824.88	-409.77	11,415.11
	A -30-3-6420-4-54181 -				COVER EXPENSES	07/16/2024		
25	A3031491	51960		COMM PUBLIC WORKS PS	OVERTIME	4,000.00	2,423.65	6,423.65
	A -30-3-1490-1-51960 -				COVER EXPENSES	07/16/2024		
26	A3031651	51960		CITY GARAGE PS	OVERTIME	25,000.00	-2,423.65	22,576.35
	A -30-3-1623-1-51960 -				COVER EXPENSES	07/16/2024		
27	A3335011	51960		STREETS PS	OVERTIME	60,000.00	466.56	60,466.56
	A -33-3-5010-1-51960 -				COVER EXPENSES	07/16/2024		
28	A3638561	51960		TREES PS	OVERTIME	14,000.00	-466.56	13,533.44
	A -36-3-8560-1-51960 -				COVER EXPENSES	07/16/2024		
29	A3031621	51960		CITY HALL PS	OVERTIME	6,000.00	418.11	6,418.11
	A -30-3-1620-1-51960 -				COVER EXPENSES	07/16/2024		
30	A3031441	51960		CITY ENGINEER'S OFFICE PS	OVERTIME	1,500.00	-418.11	1,081.89
	A -30-3-1440-1-51960 -				COVER EXPENSES	07/16/2024		

YEAR-PER JOURNAL EFF-DATE REF 1 REF 2 SRC JNL-DESC ENTITY AMEND

2024 07 112 07/16/2024 071624 TRFINPAYBE BUA TRFINPAYBE 1 1

BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	PREV	BUDGET	AMENDED
	ACCOUNT			LINE DESCRIPTION	EFF DATE	BUDGET	CHANGE	BUDGET
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC	JNL-DESC	ENTITY	AMEND
2024 07	112	07/16/2024	071624	TRFINPAYBE	BUA	TRFINPAYBE	1	1
31	A3021692	52600		DATA PROCEESING NETWORK EQ	CAPSOFTWARE		25,259.99	3,041.63	28,301.62
	A -30-2-1681-2-52600 -				SHI CONTRACT ADDENDUM 4		07/16/2024		
32	A3021691	51662		DATA PROCESING PS	MICROCOMPUTER SYSTEMS MANAGER		52,784.00	-3,041.63	49,742.37
	A -30-2-1681-1-51662 -				SHI CONTRACT ADDENDUM 4		07/16/2024		
					** JOURNAL TOTAL			0.00	

BUDGET AMENDMENT JOURNAL ENTRY PROOF

CLERK: u257

YEAR PER JNL / SRC ACCOUNT / EFF DATE JNL DESC REF 1 REF 2 REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2024 7 112					
BUA A3021694-54250	CONFERENCE REGISTRATION	5		100.00	
07/16/2024 TRFINPAYBE 071624 TRFINPAYBE	CONFERENCE REGISTRATION				
BUA A3021691-51666	COMPUTER SUPPORT TECHNICIAN	5			100.00
07/16/2024 TRFINPAYBE 071624 TRFINPAYBE	CONFERENCE REGISTRATION				
BUA A3567171-51581	SUPERVISION	5		2,437.00	
07/16/2024 TRFINPAYBE 071624 TRFINPAYBE	COVER DESK EXPENSE				
BUA A3567171-51202	CLEANER RECREATION PT	5			2,437.00
07/16/2024 TRFINPAYBE 071624 TRFINPAYBE	COVER DESK EXPENSE				
BUA A3517021-51960	OVERTIME	5		1,196.03	
07/16/2024 TRFINPAYBE 071624 TRFINPAYBE	COMP PAYOUT				
BUA A3618684-54540	TRAVEL	5		150.80	
07/16/2024 TRFINPAYBE 071624 TRFINPAYBE	TRAVEL FOR CONFERENCE				
BUA A3719054-54776	UNEMPLOYMENT INSURANCE	5		5,040.00	
07/16/2024 TRFINPAYBE 071624 TRFINPAYBE	UNEMPLOYMENT INSURANCE				
BUA A3517021-51281	GRANT ASSISTANT	5			6,386.83
07/16/2024 TRFINPAYBE 071624 TRFINPAYBE	UNEMPLOYMENT INSURANCE				
BUA A3143011-51960	OVERTIME	5		55.34	
07/16/2024 TRFINPAYBE 071624 TRFINPAYBE	OT FOR EMPLOYEE TO ATTEND CONF				
BUA A3143011-51410	SENIOR ACCOUNT CLERK	5			55.34
07/16/2024 TRFINPAYBE 071624 TRFINPAYBE	OT FOR EMPLOYEE TO ATTEND CONF				
BUA A3143411-51911	EMT EDUCATION INCENTIVE	5		17,750.00	
07/16/2024 TRFINPAYBE 071624 TRFINPAYBE	EMT EDUCATION EXPENSE				
BUA A3143411-51781	FIRE INSTRUCTOR/COORD PT	5			17,750.00
07/16/2024 TRFINPAYBE 071624 TRFINPAYBE	EMT EDUCATION EXPENSE				
BUA A3567141-51960	OVERTIME	5		4,215.75	
07/16/2024 TRFINPAYBE 071624 TRFINPAYBE	COMP PAYOUT FOR RETIREMENT				
BUA A3769081-51990	SICK LEAVE	5			4,215.75
07/16/2024 TRFINPAYBE 071624 TRFINPAYBE	COMP PAYOUT FOR RETIREMENT				
BUA A3739054-54776	UNEMPLOYMENT INSURANCE	5		4,405.63	
07/16/2024 TRFINPAYBE 071624 TRFINPAYBE	UNEMPLOYMENT INSURANCE				
BUA A3031621-51121	HVAC CITY PLUMBER	5			4,405.63
07/16/2024 TRFINPAYBE 071624 TRFINPAYBE	UNEMPLOYMENT INSURANCE				
BUA A3567171-51960-3000	OVERTIME	5		235.60	
07/16/2024 TRFINPAYBE 071624 TRFINPAYBE	COVER EXPENSES				
BUA A3567141-51960-3000	OVERTIME	5			235.60
07/16/2024 TRFINPAYBE 071624 TRFINPAYBE	COVER EXPENSES				
BUA A3036421-51900	LABORER	5		7,672.40	
07/16/2024 TRFINPAYBE 071624 TRFINPAYBE	COVER EXPENSES				
BUA A3036424-54181	SNOW PLOWING & FLOWERS	5			7,672.40
07/16/2024 TRFINPAYBE 071624 TRFINPAYBE	COVER EXPENSES				
BUA A3036421-58030	CITY PORTION SOCIAL SECURITY	5		590.02	
07/16/2024 TRFINPAYBE 071624 TRFINPAYBE	COVER EXPENSES				
BUA A3036424-54181	SNOW PLOWING & FLOWERS	5			590.02
07/16/2024 TRFINPAYBE 071624 TRFINPAYBE	COVER EXPENSES				
BUA A3036421-51960	OVERTIME	5		409.77	
07/16/2024 TRFINPAYBE 071624 TRFINPAYBE	COVER EXPENSES				
BUA A3036424-54181	SNOW PLOWING & FLOWERS	5			409.77

BUDGET AMENDMENT JOURNAL ENTRY PROOF

YEAR PER JNL SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
07/16/2024	TRFINPAYBE	071624	TRFINPAYBE		COVER EXPENSES				
BUA A3031491-51960					OVERTIME	5		2,423.65	
07/16/2024	TRFINPAYBE	071624	TRFINPAYBE		COVER EXPENSES				
BUA A3031651-51960					OVERTIME	5			2,423.65
07/16/2024	TRFINPAYBE	071624	TRFINPAYBE		COVER EXPENSES				
BUA A3335011-51960					OVERTIME	5		466.56	
07/16/2024	TRFINPAYBE	071624	TRFINPAYBE		COVER EXPENSES				
BUA A3638561-51960					OVERTIME	5			466.56
07/16/2024	TRFINPAYBE	071624	TRFINPAYBE		COVER EXPENSES				
BUA A3031621-51960					OVERTIME	5		418.11	
07/16/2024	TRFINPAYBE	071624	TRFINPAYBE		COVER EXPENSES				
BUA A3031441-51960					OVERTIME	5			418.11
07/16/2024	TRFINPAYBE	071624	TRFINPAYBE		COVER EXPENSES				
BUA A3021692-52600					SOFTWARE	5		3,041.63	
07/16/2024	TRFINPAYBE	071624	TRFINPAYBE		SHI CONTRACT ADDENDUM 4				
BUA A3021691-51662					MICROCOMPUTER SYSTEMS MANAGER	5			3,041.63
07/16/2024	TRFINPAYBE	071624	TRFINPAYBE		SHI CONTRACT ADDENDUM 4				
					JOURNAL 2024/07/112 TOTAL			.00	.00

BUDGET AMENDMENT JOURNAL ENTRY PROOF

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

** END OF REPORT - Generated by Donna Woods **

AGENDA ITEM NO. 12.10

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Samantha Clemmey, Finance

ITEM TYPE: Discussion and Vote

AGENDA SECTION: Finance Department

SUBJECT: Budget Amendments - Payroll and Benefits

SUGGESTED ACTION:

ITEM ACTION: Discussion and Vote

ITEM NOTES:

ATTACHMENTS:
Amendment Finance Payroll and Benefits 7.16.24.pdf

CITY OF SARATOGA SPRINGS

BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG / OBJECT / PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
	ACCOUNT	LINE DESCRIPTION	EFF DATE				
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND
2024 07	111	07/16/2024	071624	AMFIN	BUA AMFIN	1	2
1	A096 42684	SALE OF PROP & COMP FOR LOSS	DENTAL REIMBURSEMENT EMPLOYEES	-4,494.36	-674.71	-5,169.07	
	A -09-6-0000-0-42684 -		DENTAL COVER FOR NEW ENROLLEES 07/16/2024				
2	A3769068 58016 3000	HOSPITALIZATION	DENTAL PREMIUMS	1,008.00	674.71	1,682.71	
	A -37-6-9060-8-58016 -3000		DENTAL COVER FOR NEW ENROLLEES 07/16/2024				
3	A113 43501	DPW STATE AID	STATE AID CHIPS PROGRAM	-502,000.00	-40,000.00	-542,000.00	
	A -11-3-0000-0-43501 -		CHIPS EXPENSES 07/16/2024				
4	A3335131 58030	CHIPS PS	CITY PORTION SOCIAL SECURITY	6,885.00	1,500.00	8,385.00	
	A -33-3-5112-1-58030 -		CHIPS EXPENSES 07/16/2024				
5	A3335131 51900	CHIPS PS	LABORER	75,000.00	38,500.00	113,500.00	
	A -33-3-5112-1-51900 -		CHIPS EXPENSES 07/16/2024				
			** JOURNAL TOTAL		0.00		

CITY OF SARATOGA SPRINGS

BUDGET AMENDMENT JOURNAL ENTRY PROOF

CLERK: u257

YEAR PER JNL / SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2024 7 111									
BUA A096-42684					DENTAL REIMBURSEMENT EMPLOYEES	5			674.71
07/16/2024	AMFIN	071624	AMFIN		DENTAL COVER FOR NEW ENROLLEES				
BUA A3769068-58016-3000					DENTAL PREMIUMS	5		674.71	
07/16/2024	AMFIN	071624	AMFIN		DENTAL COVER FOR NEW ENROLLEES				
BUA A113-43501					STATE AID CHIPS PROGRAM	5			40,000.00
07/16/2024	AMFIN	071624	AMFIN		CHIPS EXPENSES				
BUA A3335131-58030					CITY PORTION SOCIAL SECURITY	5		1,500.00	
07/16/2024	AMFIN	071624	AMFIN		CHIPS EXPENSES				
BUA A3335131-51900					LABORER	5		38,500.00	
07/16/2024	AMFIN	071624	AMFIN		CHIPS EXPENSES				
								.00	.00
BUA A-2960					APPROPRIATIONS				40,674.71
07/16/2024	AMFIN	071624	AMFIN						
BUA A-1510					ESTIMATED REVENUES			40,674.71	
07/16/2024	AMFIN	071624	AMFIN						
					SYSTEM GENERATED ENTRIES TOTAL			40,674.71	40,674.71
					JOURNAL 2024/07/111 TOTAL			40,674.71	40,674.71

CITY OF SARATOGA SPRINGS

BUDGET AMENDMENT JOURNAL ENTRY PROOF

FUND ACCOUNT		YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
A	GENERAL FUND	2024	7	111	07/16/2024			
	A-1510					ESTIMATED REVENUES	40,674.71	
	A-2960					APPROPRIATIONS		40,674.71
						FUND TOTAL	40,674.71	40,674.71

** END OF REPORT - Generated by Donna Woods **

AGENDA ITEM NO. 12.11

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Samantha Clemmey, Finance

ITEM TYPE: Discussion and Vote

AGENDA SECTION: Finance Department

SUBJECT: Budget Amendments - Insurance Reserve

SUGGESTED ACTION:

ITEM ACTION: Discussion and Vote

ITEM NOTES:

ATTACHMENTS:
Amendment Insurance Reserve 7.16.24.pdf

CITY OF SARATOGA SPRINGS

BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	PREV	BUDGET	AMENDED	
	ACCOUNT			LINE DESCRIPTION	EFF DATE	BUDGET	CHANGE	BUDGET	ERR
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC	JNL-DESC	ENTITY	AMEND	
2024 07	110	07/16/2024	071624	AFINSRESER	BUA	AFINSRESER	1	2	
1	A012	40511		PROPERTY TAX	USE OF RESTRICTED FUND BALANCE		-548,040.00	-81.00	-548,121.00
	A -01-2-0000-0-40511 -				CLAIM # FXH3236		07/16/2024		
2	A3051914	54773		LIABILITY INSURANCE	LIABILITY INSURANCE		159,311.44	81.00	159,392.44
	A -30-5-1910-4-54773 -				CLAIM # FXH3236		07/16/2024		
3	A012	40511		PROPERTY TAX	USE OF RESTRICTED FUND BALANCE		-548,040.00	-1,306.25	-549,346.25
	A -01-2-0000-0-40511 -				CLAIM #080-CYB-T2411314-NR		07/16/2024		
4	A3021914	54773		LIABILITY INSURANCE CS	LIABILITY INSURANCE		45,000.00	1,306.25	46,306.25
	A -30-2-1910-4-54773 -				CLAIM #080-CYB-T2411314-NR		07/16/2024		
					** JOURNAL TOTAL			0.00	

BUDGET AMENDMENT JOURNAL ENTRY PROOF

CLERK: u257

YEAR PER JNL / SRC ACCOUNT / EFF DATE / JNL DESC / REF 1 / REF 2 / REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2024 7 110					
BUA A012-40511	USE OF RESTRICTED FUND BALANCE	5			81.00
07/16/2024 AFINSRESER 071624 AFINSRESER	CLAIM # FXH3236				
BUA A3051914-54773	LIABILITY INSURANCE	5		81.00	
07/16/2024 AFINSRESER 071624 AFINSRESER	CLAIM # FXH3236				
BUA A012-40511	USE OF RESTRICTED FUND BALANCE	5			1,306.25
07/16/2024 AFINSRESER 071624 AFINSRESER	CLAIM #080-CYB-T2411314-NR				
BUA A3021914-54773	LIABILITY INSURANCE	5		1,306.25	
07/16/2024 AFINSRESER 071624 AFINSRESER	CLAIM #080-CYB-T2411314-NR				
				.00	.00
BUA A-2960	APPROPRIATIONS				1,387.25
07/16/2024 AFINSRESER 071624 AFINSRESER					
BUA A-1510	ESTIMATED REVENUES			1,387.25	
07/16/2024 AFINSRESER 071624 AFINSRESER					
	SYSTEM GENERATED ENTRIES TOTAL			1,387.25	1,387.25
	JOURNAL 2024/07/110 TOTAL			1,387.25	1,387.25

CITY OF SARATOGA SPRINGS

BUDGET AMENDMENT JOURNAL ENTRY PROOF

FUND ACCOUNT		YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION		DEBIT	CREDIT
A	GENERAL FUND	2024	7	110	07/16/2024				
	A-1510					ESTIMATED REVENUES		1,387.25	
	A-2960					APPROPRIATIONS			1,387.25
							FUND TOTAL	1,387.25	1,387.25

** END OF REPORT - Generated by Donna Woods **

AGENDA ITEM NO. 12.12

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Samantha Clemmey, Finance

ITEM TYPE: Discussion and Vote

AGENDA SECTION: Finance Department

SUBJECT: Budget Amendment - Assignment for Legal Expense

SUGGESTED ACTION:

ITEM ACTION: Discussion and Vote

ITEM NOTES:

ATTACHMENTS:
Amendment Assignment Legal Expense 7.16.24.pdf

CITY OF SARATOGA SPRINGS

BUDGET AMENDMENTS JOURNAL ENTRY PROOF

LN	ORG / ACCOUNT	OBJECT / LINE DESCRIPTION	PROJ / EFF DATE	ORG DESCRIPTION / BUDGET	ACCOUNT DESCRIPTION / CHANGE	PREV BUDGET / AMENDED BUDGET	ERR
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC	JNL-DESC	ENTITY	AMEND
2024 07	108	07/16/2024	071624	AFASSIGNLE	BUA	AFASSIGNLE	1	2
1	A012	40512		PROPERTY TAX	USE OF ASSIGNED FUND BALANCE	-552,112.21	-2,340.00	-554,452.21	
	A -01-2-0000-0-40512 -	LEGAL EXPENSE DPW	07/16/2024						
2	A3031494	54720		COMM PUBLIC WORKS CS	SERVICE CONTRACTS - PROF SERV	2,000.00	2,340.00	4,340.00	
	A -30-3-1490-4-54720 -	LEGAL EXPENSE DPW	07/16/2024						
					** JOURNAL TOTAL		0.00		

CITY OF SARATOGA SPRINGS

BUDGET AMENDMENT JOURNAL ENTRY PROOF

CLERK: u257

YEAR PER JNL SRC ACCOUNT EFF DATE JNL DESC REF 1 REF 2 REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
2024 7 108					
BUA A012-40512	USE OF ASSIGNED FUND BALANCE	5			2,340.00
07/16/2024 AFASSIGNLE 071624 AFASSIGNLE	LEGAL EXPENSE DPW				
BUA A3031494-54720	SERVICE CONTRACTS - PROF SERV	5		2,340.00	
07/16/2024 AFASSIGNLE 071624 AFASSIGNLE	LEGAL EXPENSE DPW				
				.00	.00
BUA A-2960	APPROPRIATIONS				2,340.00
07/16/2024 AFASSIGNLE 071624 AFASSIGNLE					
BUA A-1510	ESTIMATED REVENUES			2,340.00	
07/16/2024 AFASSIGNLE 071624 AFASSIGNLE					
	SYSTEM GENERATED ENTRIES TOTAL			2,340.00	2,340.00
	JOURNAL 2024/07/108 TOTAL			2,340.00	2,340.00

CITY OF SARATOGA SPRINGS

BUDGET AMENDMENT JOURNAL ENTRY PROOF

FUND ACCOUNT		YEAR	PER	JNL	EFF DATE ACCOUNT DESCRIPTION		DEBIT	CREDIT
A	GENERAL FUND	2024	7	108	07/16/2024			
A-1510					ESTIMATED REVENUES		2,340.00	
A-2960					APPROPRIATIONS			2,340.00
						FUND TOTAL	2,340.00	2,340.00

** END OF REPORT - Generated by Donna Woods **

AGENDA ITEM NO. 13.1

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Susanna Combs, Public Works

ITEM TYPE: Set Public Hearing

AGENDA SECTION: Public Works Department

SUBJECT: Chapter 231 City Code Revision

SUGGESTED ACTION:

ITEM ACTION: Set Public Hearing

ITEM NOTES:

ATTACHMENTS:

AGENDA ITEM NO. 13.2

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Brooke VanBuskirk, Public Works

ITEM TYPE: Announcement

AGENDA SECTION: Public Works Department

SUBJECT: Parking Program Update

SUGGESTED ACTION:

ITEM ACTION: Announcement

ITEM NOTES:

ATTACHMENTS:

AGENDA ITEM NO. 13.3

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Brooke VanBuskirk, Public Works

ITEM TYPE: Discussion and Vote

AGENDA SECTION: Public Works Department

SUBJECT: Council Approval to Accept Bench Donation

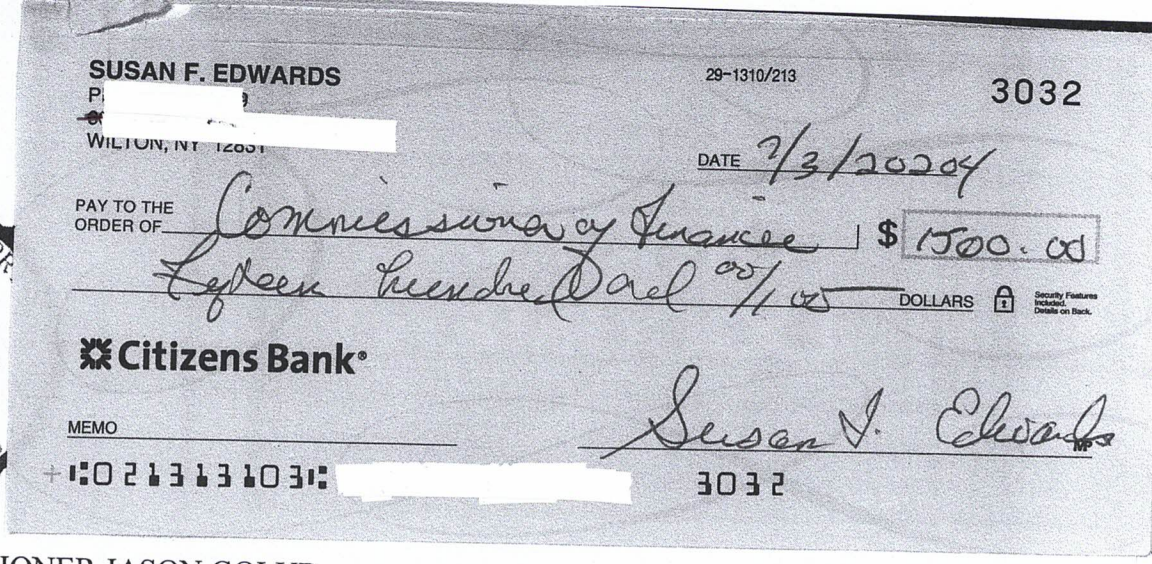
SUGGESTED ACTION:

ITEM ACTION: Discussion and Vote

ITEM NOTES:

ATTACHMENTS:
Bench_Donation.pdf




SUSAN F. EDWARDS
P[redacted]
[redacted]
WILTON, NY 12831

29-1310/213

3032

DATE 7/3/2024

PAY TO THE ORDER OF Commissioner of Finance $ 1500.00

Fifteen hundred and 00/100 DOLLARS

Security Features Included. Details on Back.

Citizens Bank

MEMO

Susan F. Edwards

⑈021313103⑈ [redacted] 3032

COMMISSIONER JASON GOLUB
CITY OF SARATOGA SPRINGS
DEPARTMENT OF PUBLIC WORKS
474 Broadway
SARATOGA SPRINGS, NY 12866

2024 INVOICE

Memorial Bench for Susan Edwards
$1500.00 donation received 7/3/24 check #3032
Bench to be placed in Congress Park at entrance to the Duck Pond
Photo Attached

PLEASE MAKE CHECKS PAYABLE TO:
THE COMMISSIONER OF FINANCE

PLEASE SEND TO:
SARATOGA SPRINGS – DPW
474 BROADWAY
SARATOGA SPRINGS, NY 12866
ATTN: Holli Straight

THANK YOU….holli.straight@Saratoga-Springs.org
Holli Straight 518 587 3550 EXT X2555

Quote on Plaque:

Chris and Judith Fiore
"Love looks not with thee eyes, but with the mind"
Wm. Shakespeare

AGENDA ITEM NO. 13.4

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE:	July 16, 2024
SUBMITTED BY:	Brooke VanBuskirk, Public Works
ITEM TYPE:	Discussion and Vote
AGENDA SECTION:	Public Works Department
SUBJECT:	Approval to Pay Invoice # 5.8.24-1 To Schreiber Law Firm in The Amount Of $1800.00
SUGGESTED ACTION:	
ITEM ACTION:	Discussion and Vote
ITEM NOTES:	

ATTACHMENTS:
Schreiber_Law_5.8.24-1.pdf
Schreiber_Law_CoSf.pdf

Schreiber Law

100 West Avenue
Saratoga Springs, New York 12866

Oscar L. Schreiber, Esq.
Admitted in New York and
Washington State

INTERIM INVOICE FOR SERVICES RENDERED

April 30, 2024
Conference with Commissioner Golub re representation of Brooke Vanbuskirk. Office conference with Ms. Vanbuskirk re subpoena. Conference with State Police Investigator Werner re scheduled interview of Ms. Vanbuskirk. Correspondence with DA office re representation of Ms. Vanbuskirk . Conference with City Attorney Harper re providing subpoenaed material to City Attorney's Office.

1.75 hours

May 2, 2024
Travel to City Attorney Harper's Office. Review all documents provided by client pursuant to subpoena. Transfer all relevant documents to Atty Harper

.75 hours

May 8, 2024

Travel to Malta State Police barracks. Meet with client and Sr. Investigator Werner re Grand Jury Subpoena. Review subpoenaed materials with State Police Investigator. Participate in interview of client re resolution.

1.5 hours

Total amount due: 4.0 hours at $450 per hour. $1800.00

Office Telephone: (518) 450-4007

Mobil Phone: (518) 545-0237

Email: oschreiber@schreiberlaw.net

Request for Certification of Sufficient Funds

Submittal Date: 7/1/2024

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

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

Vendor: Schreiber Law Firm

Project: Invoices 4/30/24-6/12/24

Appropriation – Current Budget Expense Org/Object/Proj(s): A3031494-54720

Amount Requested for Approval: $ 2340.00 ✓

Current Amount Available: $

Transfer/Amendment Pending: $ 2340.00 ✓ pending 7/16

Transfer/Amendment Date:

[signature] 7/1/24

Department Head Signature **Date**

Certification of Sufficient Funds

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

[signature] 7/3/24

Commissioner of Finance **Approval Date**

AGENDA ITEM NO. 13.5

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE:	July 16, 2024
SUBMITTED BY:	Brooke VanBuskirk, Public Works
ITEM TYPE:	Discussion and Vote
AGENDA SECTION:	Public Works Department
SUBJECT:	Approval to Pay Invoice # 6.12.24-1To Schreiber Law Firm In The Amount Of $540.00
SUGGESTED ACTION:	
ITEM ACTION:	Discussion and Vote
ITEM NOTES:	

ATTACHMENTS:
Schreiber_Law_6.12.24-1.pdf
Schreiber_Law_CoSf (1).pdf

Schreiber Law

100 West Avenue
Saratoga Springs, New York 12866

Oscar L. Schreiber, Esq.
Admitted in New York and
Washington State

INVOICE FOR SERVICES RENDERED

June 9, 2024

Conference with Commissioner Golub re scheduling interview with State Police Officer Werner.

.2

June 12, 2024

Accompany and Represent Commissioner Golub at interview with State Police Officer Werner.
Conference with Commissioner Golub Re further proceedings

1.0

Total hours 1.2
$450 per hour

Total due: $540.00

Office Telephone: (518) 450-4007
Mobil Phone: (518) 545-0237
Email: oschreiber@schreiberlaw.net

Request for Certification of Sufficient Funds

Submittal Date: 7/1/2024

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

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

Vendor: Schreiber Law Firm

Project: Invoices 4/30/24-6/12/24

Appropriation – Current Budget Expense Org/Object/Proj(s): A3031494-54720

Amount Requested for Approval: $ 2340.00 ✓

Current Amount Available: $

Transfer/Amendment Pending: $ 2340.00 ✓ pending 7/16

Transfer/Amendment Date:

Department Head Signature — Date: 7/1/24

Certification of Sufficient Funds

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

Commissioner of Finance — Approval Date: 7/3/24

AGENDA ITEM NO. 13.6

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Brooke VanBuskirk, Public Works

ITEM TYPE: Discussion and Vote

AGENDA SECTION: Public Works Department

SUBJECT: Authorization for Mayor to Sign Change Order #2 with PCC Contracting

SUGGESTED ACTION:

ITEM ACTION: Discussion and Vote

ITEM NOTES:

ATTACHMENTS:
PCC_Contracting_CoSF_$106365.20 (1).pdf
PCC_Contracting_Contract_Exectued_11.8.23 (1).pdf
PCC_Contracting_COI_3.1.25 (1).pdf
PCC_Contracing_WC_3.1.25 (1).pdf
PCC_C.O._1_-_Parking_Deck_Repairs-_exec_6.18.24.pdf
CO_#2_PCC_Executed_-_7.1.24_RBCD_SIGNED.pdf
Bid_Results_RFP_2023-48 (1).pdf
053024_Woodlawn_Garage_Additional_Repairs.pdf
050324_Walton_Garage_Change_Order_Masterseal_350_and_Concrete_Repair_(2).pdf

Request for Certification of Sufficient Funds

Submittal Date: 7/8/2024

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

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

Vendor: PCC Contracting ✓

Project: CO2- Woodlawn&walton Parking Deck Repairs ✓

Appropriation – Current Budget Expense Org/Object/Proj(s): H3416952-52000-1226

Amount Requested for Approval: $ 106,365.20 ✓

Current Amount Available: $ 139,235.20 ✓

Transfer/Amendment Pending: $

Transfer/Amendment Date:

Department Head Signature — **Date** 7/9/24

Certification of Sufficient Funds

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

Commissioner of Finance — **Approval Date** 7/9/24

City of Saratoga Springs, NY Contract

City Project Number: RFP2023-48 **City Project Name:** Woodlawn & Walton St Parking Deck Repairs
City Department: Public Works **Department Contact Person:** Ben Nygard **City Ext.** 2569
Company Name: PCC Contracting Inc
Company Address: 1861 Chrisler Ave, Schenectady NY 12303
Company Telephone No.: 518-785-8000 **Company Fax No.:**
Vendor and/or Service Provider Primary Contact: Michael Lock **Title:** President
Primary Contact Email: mlock@pcccontracting.com
Service to be Provided: Woodlawn & Walton St Parking Deck Repairs
Remit Name (If different from above):
Remit Address:

1. **Scope of Agreement:** In response to a request for a pricing proposal requested by the City for Woodlawn&Walton P-Deck Repairs, the Vendor and/or Service Provider submitted proposals dated 10/30/23 (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 12/31/2024. 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 186,725.00, 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 DPW is the designated Project Manager for this Agreement, shall represent the City in all matters, and has the authority to affect the delivery of products and/or services. The Project Manager for the Vendor and/or Service Provider is Michael Lock. 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 DPW, 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: PCC Contracting 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:

   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.

   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, Suite 14, 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 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 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. **Compliance with Federal and State Regulations:** The Vendor, to the fullest extent provided by law, shall abide by the regulations which are hereto attached in Appendix A of this Agreement.

12. **NYS DOL Sexual Harassment Regulatory Requirements:** All employees have a legal right to a workplace free from sexual harassment, and the City of Saratoga Springs is committed to maintaining a workplace free from sexual harassment. Per New York State Law, the City of Saratoga Springs has a sexual harassment prevention policy in place. This policy applies to all employees, paid or unpaid interns and non-employees in our workplace, regardless of immigration status.

13. **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.

14. **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 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.

15. **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.

16. **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.

17. **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.

18. **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).

19. **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.

20. **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.

21. **Termination:** The Vendor and/or Service Provider and the City may mutually agree, in writing, to terminate this Agreement at any time. The City may also terminate this Agreement at any time and or any reason by mailing written notice to the Vendor and/or Service Provider at least ten (10) business days prior to such termination date. The City reserves the right to cancel this Agreement at any time in event of default or violation by the Vendor and/or Service Provider of any provision of this Agreement. The City may take whatever action at law or in equity that may appear necessary or desirable to collect damages arising from a default or violation or to enforce performance of this Agreement.

22. **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.

23. **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.

24. **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.

25. **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.

26. **Modification:** This Agreement may be modified only by a writing signed by both parties.

27. **Execution:**

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

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

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

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

Vendor and/or Service Provider Signature: _____ **Date:** 11/1/23

Print Name: Michael K. Locke **Title:** President

City of Saratoga Springs' Signature: _____ **Date:** 11/08/2023

Print Name: Ron Kim **Title:** Mayor **City Council Approval Date:** 11/08/2023

City of Saratoga Springs, New York APPENDIX A All City Contracts and Agreements

During the performance of this contract, the Consultant, Vendor and/or Service Provider, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

1. **Compliance with Regulations**: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination**: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part *21.*
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the Recipient to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance**: In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it may determine to be appropriate, including, but not limited to:
   a. withholding payments to the contractor under the contract until the contractor complies; and/or
   b. cancelling, terminating, or suspending a contract, in whole or in part
6. **Incorporation of Provisions**: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.,* 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.),* (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.),* as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.),* (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.P.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U .S.C. 1681 et seq).

Vendor and/or Service Provider Signature: _____ **Date:** 11/1/23

Print Name: MICHAEL KILOCK **Title:** PRESIDENT

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 2/20/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Maura Kelly
The Reis Group 475 Washington Avenue PO Box 3967 Kingston NY 12401	PHONE (A/C, No, Ext): (845)338-4656 FAX (A/C, No): (845)338-4113 E-MAIL ADDRESS: mkelly@reisinsurance.com
INSURED	**INSURER(S) AFFORDING COVERAGE** / **NAIC #**
PCC Contracting, Inc. 1861 Chrisler Avenue Schenectady NY 12303	INSURER A : CRI-Zurich American Insurance Co INSURER B : WHG - PMA Companies INSURER C : *Shelter Point Life Ins Co 81434 INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** Mastercert 24/25 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR X Contractual X Limited EIFS GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC [ ] OTHER:	X	Y	GLO 1059480-06	3/1/2024	3/1/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 2,000,000 $ 100,000 $ 10,000 $ 2,000,000 $ 4,000,000 $ 4,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO X ALL OWNED AUTOS [X] SCHEDULED AUTOS X HIRED AUTOS [X] NON-OWNED AUTOS	X	Y	BAP 1059481-06	3/1/2024	3/1/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 2,000,000 $ $ $
B	X UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000	X	Y	6024019208646	3/1/2024	3/1/2025	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N: N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	Y	WC 1059479-06	3/1/2024	3/1/2025	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
C	Disability			D200257	6/1/2016	1/1/9999	continued until cancelled	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

#23121 - Woodlawn & Walton Parking Deck - RFP 2023-48
RFP2023-48 - Woodlawn Ave & Walton St. Parking Deck Repairs

City of Saratoga Springs, its officers, or its employees, Ryan Biggs / Clark Davis Engineering & Surveying, D.P.C., and all other parties required by contract are to be named as an additional insured on a primary, non-contributory basis including a Waiver of Subrogation..

CERTIFICATE HOLDER

City of Saratoga Springs
Dept of Accounts
474 Broadway, Suite 14
Saratoga Springs, NE 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

P Casciaro, CIC, CSRM

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AGENCY CUSTOMER ID: 00028781

NEW YORK CONSTRUCTION CERTIFICATE OF LIABILITY INSURANCE ADDENDUM

DATE (MM/DD/YYYY) 03/01/2024

THIS ADDENDUM SUMMARIZES SOME OF THE POLICY PROVISIONS IN THE REFERENCED INSURANCE POLICIES AND IS ISSUED AS A MATTER OF INFORMATION ONLY; IT CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. ALL TERMS, EXCLUSIONS AND CONDITIONS IN THE ACTUAL POLICY SHOULD BE CONSULTED FOR A MORE DETAILED ANALYSIS OF COVERAGE, AS THIS ADDENDUM DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES.

AGENCY		NAMED INSURED(S)	
The Reis Group		PCC Contracting, Inc.	
POLICY NUMBER	EFFECTIVE DATE	CARRIER	NAIC CODE
GLO 1059480-06	03/01/2024	CRI-Zurich American Insurance Co	040142

ADDENDUM INFORMATION **CERTIFICATE NUMBER:** **REVISION NUMBER:**

A. Insurer

[X] Admitted / authorized

[ ] Excess line or free trade zone

B. General Liability (GL) policy form

[X] ISO / ISO modified

[ ] Other

C. Specific operations excluded or restricted (GL policy)

[ ] Location: _____

[9/] Type of construction: Limited EIFS

[ ] Building height: _____

[ ] Classifications [see attached declarations / endorsement]

[ ] Designated work [see attached endorsement]

D. Additional insured endorsement (GL policy)

[X] CG 20 10 [ ] CG 20 26 [ ] CG 20 32 [ ] CG 20 33 [X] CG 20 37 [ ] CG 20 38

[ ] Other: #: _____ Title: _____

E. According to the terms of this GL policy, the additional insured has primary and noncontributory coverage

[X] Yes [ ] No and [ ] no other option is available with this insurer

F. Additional insured will receive advance notice if insurer cancels (GL policy)

[X] Yes [ ] No and [ ] no other option is available with this insurer

G. Blanket contractual liability located in the "insured contract" definition (Section V, Number 9, Item f. in the ISO CGL policy) is removed or restricted

[ ] Yes and [ ] no other option is available with this insurer [X] No changes made

H. "Insured contract" exception to the employers liability exclusion is removed or modified (GL policy)

[ ] Yes and [ ] no other option is available with this insurer [X] No changes made

I. GL policy (including endorsements) does not cover the additional insured for claims involving injury to employees of the named insured or subcontractors (not workers' compensation)

[ ] Yes and [ ] no other option is available with this insurer [X] No changes made

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J. Earth movement, excavation or explosion / collapse / underground property damage is excluded or restricted (GL policy)

[ ] Yes and [ ] no other option is available with this insurer [X] No changes made

K. Insured vs. insured suits (cross liability in the ISO CGL policy) are excluded or restricted (other than named insured vs. named insured)

[ ] Yes and [ ] no other option is available with this insurer [X] No changes made

L. Property damage to work performed by subcontractors (exception to the "damage to your work" exclusion in the ISO CGL policy) is excluded or restricted

[ ] Yes and [ ] no other option is available with this insurer [X] No changes made

M. Excess / umbrella policy is primary and non-contributory for additional insureds

[X] Yes, by specific policy provision [ ] Yes, by endorsement [ ] No and [ ] no other option is available with this insurer

AUTHORIZED REPRESENTATIVE SIGNATURE

02/29/2024

DATE (MM/DD/YYYY)

NEW YORK STATE | Workers' Compensation Board

CERTIFICATE OF NYS WORKERS' COMPENSATION INSURANCE COVERAGE

1a. Legal Name & Address of Insured (use street address only)	1b. Business Telephone Number of Insured
PCC Contracting, Inc. 1861 Chrisler Avenue Schenectady, NY 12303 Work Location of Insured *(Only required if coverage is specifically limited to certain locations in New York State, i.e., a Wrap-Up Policy)*	518-785-8000 1c. NYS Unemployment Insurance Employer Registration Number of Insured 46-519192 1d. Federal Employer Identification Number of Insured or Social Security Number 30-0169397
2. Name and Address of Entity Requesting Proof of Coverage (Entity Being Listed as the Certificate Holder) City of Saratoga Springs Dept. of Accounts 474 Broadway, Suite 14 Saratoga Springs, NY 12866 PCC #23121	3a. Name of Insurance Carrier American Zurich Insurance Company 3b. Policy Number of Entity Listed in Box "1a" WC 1059479-06 3c. Policy effective period 03/01/2024 to 03/01/2025 3d. The Proprietor, Partners or Executive Officers are ☒ included. (Only check box if all partners/officers included) all ☐ excluded or certain partners/officers excluded.

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: Susan B. Kendziora
(Print name of authorized representative or licensed agent of insurance carrier)

Approved by: Susan B. Kendziora 04/05/2024
(Signature) (Date)

Title: Vice President-Enterprise Support Operations

Telephone Number of authorized representative or licensed agent of insurance carrier: 800-382-2150

Please Note: Only insurance carriers and their licensed agents are authorized to issue Form C-105.2. Insurance brokers are NOT authorized to issue it.

C-105.2 (9-17)

www.wcb.ny.gov

Workers' Compensation Law

Section 57. Restriction on issue of permits and the entering into contracts unless compensation is secured.

1. The head of a state or municipal department, board, commission or office authorized or required by law to issue any permit for or in connection with any work involving the employment of employees in a hazardous employment defined by this chapter, and notwithstanding any general or special statute requiring or authorizing the issue of such permits, shall not issue such permit unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that compensation for all employees has been secured as provided by this chapter. Nothing herein, however, shall be construed as creating any liability on the part of such state or municipal department, board, commission or office to pay any compensation to any such employee if so employed.

2. The head of a state or municipal department, board, commission or office authorized or required by law to enter into any contract for or in connection with any work involving the employment of employees in a hazardous employment defined by this chapter, notwithstanding any general or special statute requiring or authorizing any such contract, shall not enter into any such contract unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that compensation for all employees has been secured as provided by this chapter.

C-105.2 (9-17) REVERSE

NEW YORK STATE | Workers' Compensation Board

CERTIFICATE OF INSURANCE COVERAGE

NYS DISABILITY AND PAID FAMILY LEAVE BENEFITS LAW

PART 1. To be completed by NYS disability and Paid Family Leave benefits carrier or licensed insurance agent of that carrier

1a. Legal Name & Address of Insured (use street address only)
P.C.C. CONTRACTING INC
1861 CHRISLER AVENUE
SCHENECTADY, NY 12303

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
(845)785-8000

1c. Federal Employer Identification Number of Insured or Social Security Number
300169397

2. Name and Address of Entity Requesting Proof of Coverage (Entity Being Listed as the Certificate Holder)
City of Saratoga Springs
Dept of Accounts
474 Broadway, Suite 14
Saratoga Springs, NY 12866
PCC# 23121

3a. Name of Insurance Carrier
ShelterPoint Life Insurance Company

3b. Policy Number of Entity Listed in Box "1a"
DBL200257

3c. Policy effective period
06/01/2023 to 05/31/2025

4. Policy provides the following benefits:
- [x] A. Both disability and paid family leave benefits.
- [ ] B. Disability benefits only.
- [ ] C. Paid family leave benefits only.

5. Policy covers:
- [x] A. All of the employer's employees eligible under the NYS Disability and Paid Family Leave Benefits Law.
- [ ] 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.

Date Signed 4/8/2024 By _____
(Signature of insurance carrier's authorized representative or NYS Licensed Insurance Agent of that insurance carrier)

Telephone Number 516-829-8100 Name and Title Richard White, Chief Executive Officer

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 emailed to PAU@wcb.ny.gov or it can 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 have 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(Article 9 of the Workers' Compensation Law) with respect to all of their 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 NYS Disability and Paid Family Leave Benefits Law. The insurance carrier or its licensed agent will send this Certificate of Insurance Coverage (Certificate) 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 NYS 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 Insurance Coverage for NYS disability and/or Paid Family Leave Benefits or other authorized proof that the business is complying with the mandatory coverage requirements of the NYS Disability and Paid Family Leave Benefits Law.

NYS 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 not withstanding 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.

CHANGE ORDER
City of Saratoga Springs

No. 1

DATE OF ISSUANCE: 05/31/24 EFFECTIVE DATE: 05/31/24

OWNER: City of Saratoga Springs
CONTRACTOR: PCC Contracting, Inc.
Contact: Shawn Lock
Project: Woodlawn & Walton St Parking Deck Repairs
OWNER'S Contract No.: 2023-48 ENGINEER'S Contract No.: Task Order 1
ENGINEER: Ryan Biggs Clark Davis

You are directed to make the following changes in the Contract Documents:
Description:

Additional work for weld joints and concrete repairs for Woodlawn Deck

Reason for Change Order:

Unforsean broken weld joints

Attachments: (List documents supporting change)

Change Order - Additional Work Saratoga Woodlawn Garage May 30, 2024

CHANGE IN CONTRACT PRICE:
Original Contract Price: $ 186,725.00
Net Increase From Previous Change Orders: No. N/A To : $ 0.00
Contract Price Prior To This Change Order: $ 186,725.00
Net Increase Of This Change Order: $ 18,595.00
Contract Price With All Approved Change Orders: $ 205,320.00

~~CHANGE IN CONTRACT TIMES:~~
~~Original Contract Times:~~ ~~Substantial Completion:~~ ~~Ready For Final Payment:~~ ~~(days or dates)~~
~~Net Change From Previous Change Orders No.~~ ~~To No.~~ : ~~Substantial Completion:~~ ~~Ready For Final Payment:~~ ~~(days)~~
~~Contract Times Prior To This Change Order:~~ ~~Substantial Completion:~~ ~~Ready For Final Payment:~~ ~~(days or dates)~~
~~Net Increase (Decrease) This Change Order:~~ ~~Substantial Completion:~~ ~~Ready For Final Payment:~~ ~~(days)~~
~~Contract Times With All Approved Change Orders:~~ ~~Substantial Completion:~~ ~~Ready For Final Payment:~~ ~~(days or dates)~~

RECOMMENDED:
By: _____
ENGINEER (Authorized Signature)
Date: 6/4/24

APPROVED:
By: _____
OWNER (Authorized Signature)
Date: 6/20/24

ACCEPTED:
By: _____
CONTRACTOR (Authorized Signature)
Michael K. Lock, President
Date: 6/4/24

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PER COUNCIL APPROVAL
6/18/24

CHANGE ORDER
City of Saratoga Springs

No. 2

DATE OF ISSUANCE: 06/28/24 EFFECTIVE DATE: 07/16/24

OWNER: City of Saratoga Springs
CONTRACTOR: PCC
Contact: Shawn Lock
Project: Woodlawn & Walton St Parking Deck Repairs
OWNER'S Contract No.: 2023-48 ENGINEER'S Contract No.: Task Order 1
ENGINEER: Ryan Biggs Clark Davis

You are directed to make the following changes in the Contract Documents:
Description:

Additional work for weld joints and concrete repairs for Woodlawn and Walton St Decks

Reason for Change Order:

Unforseen broken weld joints and concrete repairs

Attachments: (List documents supporting change)
Change Order - Additional Work Saratoga Woodlawn Garage May 30, 2024, Masterseal 350 Coating System and Concrete Repair May 03,2024

CHANGE IN CONTRACT PRICE:	~~CHANGE IN CONTRACT TIMES:~~
Original Contract Price: $ 186,725.00	~~Original Contract Times:~~ ~~Substantial Completion:~~ _____ ~~Ready For Final Payment:~~ _____ ~~(days or dates)~~
Net Increase From Previous Change Orders: No. 1 To 1 : $ 18,595.00	~~Net Change From Previous Change Orders No.~~ _____ ~~To No.~~ _____ : ~~Substantial Completion:~~ _____ ~~Ready For Final Payment:~~ _____ ~~(days)~~
Contract Price Prior To This Change Order: $ 205,320.00	~~Contract Times Prior To This Change Order:~~ ~~Substantial Completion:~~ _____ ~~Ready For Final Payment:~~ _____ ~~(days or dates)~~
Net Increase Of This Change Order: $ 106,365.20	~~Net Increase (Decrease) This Change Order:~~ ~~Substantial Completion:~~ _____ ~~Ready For Final Payment:~~ _____ ~~(days)~~
Contract Price With All Approved Change Orders: $ 311,685.20	~~Contract Times With All Approved Change Orders:~~ ~~Substantial Completion:~~ _____ ~~Ready For Final Payment:~~ _____ ~~(days or dates)~~

RECOMMENDED:
By: _____
ENGINEER (Authorized Signature)
Date: 7.1.24

APPROVED:
By: _____
OWNER (Authorized Signature)
Date: _____

ACCEPTED:
By: _____
CONTRACTOR (Authorized Signature)
Michael K. Lock, President
Date: July 8, 2024

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Woodlawn and Walton St Parking Deck Repairs RFP 2023-48 Bid Results

	Total Bid	Purchasing	Risk and Safety
Charles T. Driscoll Masonry Restoration Co., Inc. Gideon Driscoll 4562 Jordan Road Skaneateles Falls, NY 13153 estimating@driscollmasonry.com adnan@driscollmasonry.com	$220,934.00	Meets requirements.	Need actual COI that meets requirements.
Schnell Contracting Limited LLC John Slazyk Sr. 435 Industrial Way West Eatontown, NJ 07724 jslazyk@schnellcontracting.com	$129,890.00	Meets requirements.	Need actual COI that meets requirements.
DeBrino Caulking Associates, Inc. Nicole Wendelken 1304 Rt. 9 Castleton, NY 12033 mwendelken@debrino.com	$252,958.00	Meets requirements.	Need COI that meets requirements.
Finger Lakes Building Restoration and Waterproofing Inc. Dennis Marr PO Box 667 Seneca Falls, NY 13148 DMARR@FLXWP.com	$347,575.00	Meets requirements.	Need COI that meets requirements.
PCC Contracting, Inc. Michael Lock 1861 Chrisler Avenue Schenectady, NY 12303 mlock@pcccontracting.com	$186,725.00	Meets requirements.	Accepted

PCC CONTRACTING INCORPORATED

Thursday, May 30, 2024

Matt Zeno
Saratoga Springs

Re: Change Order - Additional Work
Saratoga Woodlawn Garage
Saratoga, NY

PCC Contracting, Inc. proposes to supply all supervision, labor, material, and equipment necessary to perform the change order scope of work outlined below for a lump sum of **$58,065.20 (Fifty-Eight Thousand Sixty-Five Dollars Twenty Cents)**

Scope of Work:

Woodlawn Garage

1) ***Epoxy Injection (390 LF @ $85.00/LF) $33,150.00***
   a) *Perform epoxy injection to cracks in the DT flanges per Repair Sketches -RFI 1,2 detail SK-1.*

2) ***Horizontal Concrete Repair (14 SF @ 182.50/SF) $2,555.00***
   a) *Perform shallow concrete repair concrete at DT edges.*

3) ***Additional Supplementary Angle (6 Each @ 2,080.00/Each) $12,480.00***
   a) *Install 6 additional supplementary angles at the 4th level column line 4 between beam A and C.*

4) ***Remove and Replace Joint Sealants (180 LF @ 19.89/LF $3,580.20***
   a) *Remove and replace joint sealants at joints where weld connections are bad.*

5) ***Remove Nut and Tack Weld Washer $3,800.00***
   a) *Perform at 4th level column line 4 between beam A and C per Field Observation Report No 1 – Item #4*
   b) *Remove the nut from the anchor on the side of the existing channels that have a slot parallel to the tee joint.*
   c) *Install a stainless steel washer and tack weld the washer onto the channel.*
   d) *Reinstall nut and touch up paint.*
   e) *Please note: Additional cost and reevaluation will apply if the nuts are rusty to the point where they can't be removed, or if the threads are damaged during removal, or if the threads were fouled during the original installation.*

6) ***Reinstall Shim Packs and Check Bolts @ Line 4 DT's $2,500.00***
   a) *Reinstall shim packs per Field Observation Report No 1 – Item #5*
   b) *All levels.*
   c) *Does not include replacement of anchors.*

QUALIFICATIONS:

Due to the rapid and unforeseeable escalation of material prices being experienced in the construction industry our firms quotation is expressly contingent on a material escalation clause effective upon submission of price quotation or bid.

Excludes perimeter **sales tax**, permits, bond fees, testing, engineering, MEP relocation/removals, hazardous material identification/abatement/removal, temporary heat/enclosures, water usage fees, electrical usage fees, DBE requirements and anything not specifically included.

Proposal is subject to acceptance within 10 days at the above quoted prices and execution of a mutually acceptable contact. Thank you for the opportunity to present this proposal. Please call me at (518) 785-8000 or 518-860-9310 with any questions.

Sincerely,

PCC Contracting, Inc.

Shawn P. Lock

Shawn P. Lock
Estimator

PCC CONTRACTING INCORPORATED

Friday, May 03, 2024

Matt Zeno
Saratoga Springs

Re: Masterseal 350 Coating System and Concrete Repair
Saratoga Walton Garage
Saratoga, NY

PCC Contracting, Inc. proposes to supply all supervision, labor, material, and equipment necessary to perform the change order scope of work outlined below for a lump sum of **$48,300.00 (Forty-Eight Thousand Three Hundred Dollars)**

*Please note: Top level of the parking deck will need to be closed down to perform this work. If premium time is required please add **$3,525.00***

Scope of Work:

Walton Garage

1) ***Masterseal 350 Coating (1500 SF) $26,400.00***
   a) *Shot blast area.*
   b) *Install reglet into face of spandrel wall.*
   c) *Pre-stripe cracks.*
   d) *Install two coats of Masterseal 350.*

2) ***Horizontal Concrete Repair (120 SF @ 182.50/SF) $21,900.00***
   a) *We estimate an approximate additional 120 SF of concrete repair is needed to perform the concrete repair scope.*

QUALIFICATIONS:

Due to the rapid and unforeseeable escalation of material prices being experienced in the construction industry our firms quotation is expressly contingent on a material escalation clause effective upon submission of price quotation or bid.

Excludes perimeter **sales tax**, permits, bond fees, testing, engineering, MEP relocation/removals, hazardous material identification/abatement/removal, temporary heat/enclosures, water usage fees, electrical usage fees, DBE requirements and anything not specifically included.

Proposal is subject to acceptance within 10 days at the above quoted prices and execution of a mutually acceptable contact. Thank you for the opportunity to present this proposal. Please call me at (518) 785-8000 or 518-860-9310 with any questions.

Sincerely,

PCC Contracting, Inc.
Shawn P. Lock

Shawn P. Lock
Estimator

AGENDA ITEM NO. 13.7

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Brooke VanBuskirk, Public Works

ITEM TYPE: Discussion and Vote

AGENDA SECTION: Public Works Department

SUBJECT: Authorization for Mayor to Sign Change Order #1 with MidState Industries

SUGGESTED ACTION:

ITEM ACTION: Discussion and Vote

ITEM NOTES:

ATTACHMENTS:
Bid_Results_RFP_2024-05 (1).pdf
Change_Order_#1_signed.pdf
MidState_COI_5.1.25.pdf
MidState_Contract_Executed_3.5.24.pdf
MidState_CoSf.pdf
MidState_Industries_Task_Order.pdf

Visitor Center Canopy Repair and Replacement RFP 2024-05 Bid Results

			Purchasing	Risk and Safety
Mid-State Industries	**Base Bid**	$280,811.00	Meets	No insurance provided.
	Alternate 1	-$25,000.00	requirements.	
	Alternate 2	-$7,800.00		
	Alternate 3	-$9,900.00		
	Alternate 4	$9,000.00		
	Allowance 1	$30,000.00		
	Allownace 2	$30,000.00		
	Total Lump Sum Bid	$307,111.00		

			Purchasing	Risk and Safety
Pulver Roofing CO., Inc.	**Base Bid**	$387,100.00	Meets	General Liability
	Alternate 1	-$7,500.00	requirements.	and W/C expired.
	Alternate 2	-$7,900.00		City needs to be
	Alternate 3	-$9,500.00		named addl ins P & NC.
	Alternate 4	$4,000.00		
	Allowance 1	$30,000.00		
	Allownace 2	$30,000.00		
	Total Lump Sum Bid	$426,200.00		

			Purchasing	Risk and Safety
Titan Roofing, Inc.	**Base Bid**	$485,200.00	Meets	Meets
	Alternate 1	-$5,000.00	requirements.	requirements.
	Alternate 2	-$7,200.00		
	Alternate 3	-$130,000.00		
	Alternate 4	$500.00		
	Allowance 1	$30,000.00		
	Allownace 2	$30,000.00		
	Total Lump Sum Bid	$403,500.00		

CHANGE ORDER
City of Saratoga Springs

No. 1

DATE OF ISSUANCE: 06/24/24 EFFECTIVE DATE: 07/16/24

OWNER: City of Saratoga Springs
CONTRACTOR: Mid-State Industries, Ltd.
Contact: Michael Lucey II
Project: Visitors Center Canopy & Roof Repairs
OWNER'S Contract No. 2024-05 ENGINEER'S Contract No.: LaBella #223195
ENGINEER: LaBella Associates, DPC

You are directed to make the following changes in the Contract Documents:

Description:

Repair one additional column typical with previous installations. Reference LaBella Project # 223195 with details on Plan Sheet S300 dated Janury 2024.

Reason for Change Order:

Contractor's painter noticed substantial dry rot in one of the columns. MidState will repair the column similar to other columns on the plans. Change Order#1 for $5307.38. Remaining balance to be paid by the Allowance under WCD #3 $2708.63.

Attachments: (List documents supporting change)

Mid-State Industries, Ltd. Change Order 4 dated 06/11/24

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: $ 349,811.00	Original Contract Times: Substantial Completion: _____ Ready For Final Payment: _____ (days or dates)
Net Increase (Decrease) From Previous Change Orders: No. _____ To _____ : $ N/A	Net Change From Previous Change Orders No. _____ To No. _____ : Substantial Completion: _____ Ready For Final Payment: _____ (days)
Contract Price Prior To This Change Order: $ 349,811.00	Contract Times Prior To This Change Order: Substantial Completion: _____ Ready For Final Payment: _____ (days or dates)
Net Increase (~~Decrease~~) Of This Change Order: $ 5,307.38	Net Increase (Decrease) This Change Order: Substantial Completion: _____ Ready For Final Payment: _____ (days)
Contract Price With All Approved Change Orders: $ 355,118.38	Contract Times With All Approved Change Orders: Substantial Completion: _____ Ready For Final Payment: _____ (days or dates)

RECOMMENDED: By: _____ ARCHITECT (Authorized Signature) Date: 06-25-2024

APPROVED: By: _____ OWNER (Authorized Signature) Date: _____

ACCEPTED: By: Michael Lucey Digitally signed by Michael Lucey DN: cn=Michael Lucey, o=Mid-State Industries, Ltd, ou, email=michael@midstateltd.com, c=US Date: 2024.07.09 08:25:20 -04'00' CONTRACTOR (Authorized Signature) Date: 7-9-24

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Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Assc General Contractors of America and the Construction Specifications Institute

MID-STATE INDUSTRIES, LTD.

Roofing ▪ Sheet Metal ▪ Exterior/Interior Restoration Specialists

Change Order # 4

June 11, 2024

Deborah LaBreche, P.E.
City Engineer
474 Broadway – City Hall
Saratoga Springs, NY 12866

RE: ***Visitor Center Repair and Roof Replacement***
297 Broadway, Saratoga Springs, NY 12866

Dear Deborah,

We propose the below change orders as discussed to provide all the necessary labor, material, equipment, and insurances to perform the following work at the above referenced location.

1) Repair one additional column typical with previous installations. Reference LaBella Project #223195 with details on S300 dated January 2024.

   Materials:

   1. Materials $1,220.00
   2. Mobilization.....$1,100.00

   Labor:

   1. 2 person 2.5 days @ $107.62/hr.....$4,304.80

   Total.....$6,624.80

   Overhead10%.....$662.48

   Profit 10%.....$728.73

   Grand Total.....$8,016.01

Notes:

Remaining Allowance under this WCD #3 for $2708.63
Balance will require a Change Order for $5307.38

1. This quote does not include any permits that may be required.
2. Any latent conditions would be performed on a time and materials cost-plus basis and the value would be added to the base quote.
3. This proposal is subject to all 2024 AIA stipulations and regulations in effect.
4. This price will be in effect for thirty (30) days.

Thank you for the opportunity to be of service to you. If you have any questions, do not hesitate to contact our office.

1105 Catalyn Street ▪ Schenectady, NY 12303 ▪ (518) 374-1461 phone ▪ (518) 381-6820 fax

Sincerely,

Joseph Nolan

Project Manager
MSI Mid-State Industries, Ltd.

Accepted By:

_____

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 5/2/2024

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
Arthur J. Gallagher Risk Management Services, LLC
285 Delaware Avenue, Suite 4000
Buffalo NY 14202

CONTACT NAME: Client Service Team
PHONE (A/C, No, Ext): 800-716-8314 **FAX (A/C, No):** 855-595-4605
E-MAIL ADDRESS: GGB.BU2.CL.Srv@ajg.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : National Fire Insurance Co of Hartford	20478
INSURER B : American Casualty Company of Reading, PA	20427
INSURER C : Accident Fund Insurance Company of America	10166
INSURER D : Continental Casualty Company	20443
INSURER E : Hanover Insurance Company	22292
INSURER F :	

INSURED MID-STATEI
Mid-State Industries, Ltd.
1105 Catalyn Street
Schenectady NY 12303

COVERAGES **CERTIFICATE NUMBER:** 1974633829 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC [ ] OTHER:	Y	Y	C5092136634	5/1/2024	5/1/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 500,000 $ 15,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
D	**AUTOMOBILE LIABILITY** X ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY	Y	Y	C5092136620	5/1/2024	5/1/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $ $
C	[ ] **UMBRELLA LIAB** X OCCUR X **EXCESS LIAB** [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $	Y	Y	GXL0002048 01	5/1/2024	5/1/2025	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000 $
B	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N: Y **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	Y	WC592136648	5/1/2024	5/1/2025	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
E	Leased/Rented Equipment Installation Floater			RHS J708387 00	5/1/2024	5/1/2025	Limit $500,000 Job limit $2,300,000	$1,000 deductible $1,000 deductible

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The following forms apply, subject to policy terms and conditions:
General Liability Blanket Additional Insured Owners, Lessees or Contractors with Products-Completed Operations, Primary & Non-Contributory form CNA75079XX (10-16); CNA74705NY (8-15)
General Liability Waiver of Transfer of Rights of Recovery Against Others to the Insurer form CNA75008XX (10-16)
Automobile Blanket Additional Insured Primary & Non-Contributory form CNA71527XX (10-2012)
Automobile Blanket Waiver of Transfer of Rights of Recovery Against Others to Us (Waiver of Subrogation) form CA 04 44 10 13
Excess Liability Additional Insured Primary & Non-Contributory form ACX 00 45 0620
Excess Liability is Follow Form
See Attached...

CERTIFICATE HOLDER

City of Saratoga Springs
474 Broadway
Suite 32
Saratoga Springs NY 12866

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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AGENCY CUSTOMER ID: MID-STATEI

LOC #:

ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
Arthur J. Gallagher Risk Management Services, LLC	Mid-State Industries, Ltd. 1105 Catalyn Street Schenectady NY 12303
POLICY NUMBER	
CARRIER / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

Workers Compensation Waiver of Subrogation form WC 00 03 13 (04-1984)

City of Saratoga Springs is Additional Insured per the forms listed to the extent provided therein.

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City of Saratoga Springs, NY Contract

City Project Number: RFP2024-05 **City Project Name:** Visitor Center Canopy Roof Renovation
City Department: Public Works **Department Contact Person:** Ben Nygard **City Ext.** 2569
Company Name: Mid-State Industries LTD
Company Address: 1105 Catalyn Street, Schenectady, NY 12303
Company Telephone No.: 518-374-1461 **Company Fax No.:**
Vendor and/or Service Provider Primary Contact: Michael Lucey **Title:** President
Primary Contact Email: info@midstateltd.com
Service to be Provided: Visitor Center Canopy Roof Renovation
Remit Name (If different from above):
Remit Address:

1. **Scope of Agreement:** In response to a request for a pricing proposal requested by the City for V.C. Canopy Roof Renovation, the Vendor and/or Service Provider submitted proposals dated 1/13/2024 (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 2/28/2025. 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 $349,811.00, 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 DPW is the designated Project Manager for this Agreement, shall represent the City in all matters, and has the authority to affect the delivery of products and/or services. The Project Manager for the Vendor and/or Service Provider is Michael Lucey. 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 DPW, 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: Mid-State Industries LTD.

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:

   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.

   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, Suite 14, 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 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 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. **Compliance with Federal and State Regulations:** The Vendor, to the fullest extent provided by law, shall abide by the regulations which are hereto attached in Appendix A of this Agreement.

12. **NYS DOL Sexual Harassment Regulatory Requirements:** All employees have a legal right to a workplace free from sexual harassment, and the City of Saratoga Springs is committed to maintaining a workplace free from sexual harassment. Per New York State Law, the City of Saratoga Springs has a sexual harassment prevention policy in place. This policy applies to all employees, paid or unpaid interns and non-employees in our workplace, regardless of immigration status.

13. **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.

14. **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 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.

15. **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.

16. **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.

17. **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.

18. **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).

19. **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.

20. **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.

21. **Termination:** The Vendor and/or Service Provider and the City may mutually agree, in writing, to terminate this Agreement at any time. The City may also terminate this Agreement at any time and or any reason by mailing written notice to the Vendor and/or Service Provider at least ten (10) business days prior to such termination date. The City reserves the right to cancel this Agreement at any time in event of default or violation by the Vendor and/or Service Provider of any provision of this Agreement. The City may take whatever action at law or in equity that may appear necessary or desirable to collect damages arising from a default or violation or to enforce performance of this Agreement.

22. **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.

23. **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.

24. **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.

25. **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.

26. **Modification:** This Agreement may be modified only by a writing signed by both parties.

27. **Execution:**

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

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

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

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

Vendor and/or Service Provider Signature: _____ **Date:** 2-27-24

Print Name: Michael Lucey IV **Title:** President

City of Saratoga Springs' Signature: _____ **Date:** 3/6/24

Print Name: John Safford **Title:** Mayor **City Council Approval Date:** 3/5/24

City of Saratoga Springs, New York APPENDIX A All City Contracts and Agreements

During the performance of this contract, the Consultant, Vendor and/or Service Provider, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the Recipient to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it may determine to be appropriate, including, but not limited to:
   a. withholding payments to the contractor under the contract until the contractor complies; and/or
   b. cancelling, terminating, or suspending a contract, in whole or in part
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.),* (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.),* as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.),* (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.P.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U .S.C. 1681 et seq).

Vendor and/or Service Provider Signature: _____ **Date:** 2/27/2024

Print Name: Michael Lucey **Title:** President

Request for Certification of Sufficient Funds

Submittal Date: 7/5/2024

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

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

Vendor: Mid-State Industries ✓

Project: Visitor Center Roof Repair & Replacement ✓

Appropriation – Current Budget Expense Org/Object/Proj(s): H3031632-52000-1170/ H3031492-52000-1141

Amount Requested for Approval: $ 930.00✓/ $7,086.01✓

Current Amount Available: $ 930.00/ $432,303.17 ✓

Transfer/Amendment Pending: $

Transfer/Amendment Date:

Department Head Signature 7/9/24 **Date**

Certification of Sufficient Funds

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

Commissioner of Finance 7/9/24 **Approval Date**

MID-STATE INDUSTRIES, LTD.

Roofing ▪ Sheet Metal ▪ Exterior/Interior Restoration Specialists

Change Order # 4

June 11, 2024

Deborah LaBreche, P.E.
City Engineer
474 Broadway – City Hall
Saratoga Springs, NY 12866

RE: ***Visitor Center Repair and Roof Replacement***
297 Broadway, Saratoga Springs, NY 12866

Dear Deborah,

We propose the below change orders as discussed to provide all the necessary labor, material, equipment, and insurances to perform the following work at the above referenced location.

1) Repair one additional column typical with previous installations. Reference LaBella Project #223195 with details on S300 dated January 2024.

   Materials:

   1. Materials $1,220.00
   2. Mobilization.....$1,100.00

   Labor:

   1. 2 person 2.5 days @ $107.62/hr.....$4,304.80

   Total.....$6,624.80

   Overhead10%.....$662.48

   Profit 10%.....$728.73

   Grand Total.....$8,016.01

Notes:

Remaining Allowance under this WCD #3 for $2708.63
Balance will require a Change Order for $5307.38

1. This quote does not include any permits that may be required.
2. Any latent conditions would be performed on a time and materials cost-plus basis and the value would be added to the base quote.
3. This proposal is subject to all 2024 AIA stipulations and regulations in effect.
4. This price will be in effect for thirty (30) days.

Thank you for the opportunity to be of service to you. If you have any questions, do not hesitate to contact our office.

1105 Catalyn Street ▪ Schenectady, NY 12303 ▪ (518) 374-1461 phone ▪ (518) 381-6820 fax

Sincerely,

Joseph Nolan

Project Manager
MSI Mid-State Industries, Ltd.

Accepted By:

_____

AGENDA ITEM NO. 13.8

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Brooke VanBuskirk, Public Works

ITEM TYPE: Discussion and Vote

AGENDA SECTION: Public Works Department

SUBJECT: Authorization for Mayor to Sign Curb Installation Agreement at 55 Greenfield Ave

SUGGESTED ACTION:

ITEM ACTION: Discussion and Vote

ITEM NOTES:

ATTACHMENTS:
Greenfield_ave_Curb_.16.24.pdf

City of Saratoga Springs
DEPARTMENT OF PUBLIC WORKS
474 Broadway Suite 12
Saratoga Springs, New York 12866

City Hall 518-587-3550 ext. 2623
Public Works Garage 518-584-3356

JASON GOLUB
COMMISSIONER

JOSEPH J. O'NEILL, III
DEPUTY COMMISSIONER

Curb Installation
AGREEMENT

THIS AGREEMENT made on June 27 2024, by **Drew Hasbrouck** of 55 Greenfield Ave, Saratoga Springs, NY, (hereinafter called the "Property Owner"), and the **City of Saratoga Springs, New York,** a municipality having its principal place of business at City Hall, 474 Broadway, Saratoga Springs, NY, (hereinafter called "The City").

The City and Property Owner hereby agree as follows:

1. The City shall perform the following work: Install 52 Lin Ft of Granite Curb at $60 per Lin Ft and (1) Left Transition at 55 Greenfield Ave, Saratoga Springs, NY 12866.

   The work will include the following as needed: Labor, curbing, concrete, base preparation, concrete pours, topsoil, and short load fees.

2. The Property Owner shall compensate The City as follows: **$4,227.00** lump sum payment payable to the **Commissioner of Finance**. Full payment shall be made to The City prior to commencement of the project.

The Property Owner shall indemnify and save harmless the City of Saratoga Springs, its Agents and Employees from and against all claims, damages, losses and expenses (including, but not limited to, attorneys' fees) arising out of or resulting from the performance of the work, sustained by any person or persons, provided that any such claim, damage, loss or expense is not attributable to or caused by the negligent act or omission of The City, its Employees or Agents.

The Property Owner also understands that, in accordance with the Code of the City of Saratoga Springs, it is the duty and obligation of every property owner in the City to keep sidewalks, curbs, and gutters abutting their property in good order, repair as needed, and safe for the passage of the general public.

IN WITNESS WHEREOF the parties hereto have executed this agreement

on this _____ day of _____, 2024

CITY OF SARATOGA SPRINGS, NEW YORK

By: _____
John Safford
Mayor

and _____
Drew Hasbrouck
Property Owner

City Council Approval: _____, 2024

AGENDA ITEM NO. 13.9

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Brooke VanBuskirk, Public Works

ITEM TYPE: Discussion and Vote

AGENDA SECTION: Public Works Department

SUBJECT: Authorization for Mayor to Sign Sidewalk Installation Agreement at 39 Jackson St.

SUGGESTED ACTION:

ITEM ACTION: Discussion and Vote

ITEM NOTES:

ATTACHMENTS:
Jackson_Sidewalk.pdf

City of Saratoga Springs
DEPARTMENT OF PUBLIC WORKS
474 Broadway Suite 12
Saratoga Springs, New York 12866
City Hall 518-587-3550 ext. 2623
Public Works Garage 518-584-3356

JASON GOLUB
COMMISSIONER
JOSEPH J. O'NEILL, III
DEPUTY COMMISSIONER

Sidewalk Installation
AGREEMENT

THIS AGREEMENT made on June 25 2024, by ~~**Leigh Bullock**~~ Michael Avella of 39 Jackson Street, Saratoga Springs, NY, (hereinafter called the "Property Owner"), and the **City of Saratoga Springs, New York,** a municipality having its principal place of business at City Hall, 474 Broadway, Saratoga Springs, NY, (hereinafter called "The City").

The City and Property Owner hereby agree as follows:

1. The City shall perform the following work: Install 25 Sq Ft of Concrete at $15 per Sq Ft for walkway at 39 Jackson Street, Saratoga Springs, NY 12866.

   The work will include the following as needed: Labor, concrete, base preparation, short load fees.

2. The Property Owner shall compensate The City as follows: **$725.00** lump sum payment payable to the **Commissioner of Finance**. Full payment shall be made to The City prior to commencement of the project.

The Property Owner shall indemnify and save harmless the City of Saratoga Springs, its Agents and Employees from and against all claims, damages, losses and expenses (including, but not limited to, attorneys' fees) arising out of or resulting from the performance of the work, sustained by any person or persons, provided that any such claim, damage, loss or expense is not attributable to or caused by the negligent act or omission of The City, its Employees or Agents.

The Property Owner also understands that, in accordance with the Code of the City of Saratoga Springs, it is the duty and obligation of every property owner in the City to keep sidewalks, curbs and gutters abutting their property in good order and safe for the passage of the general public, including repairs.

IN WITNESS WHEREOF the parties hereto have executed this agreement

on this _____ day of _____, 2024

CITY OF SARATOGA SPRINGS, NEW YORK

By: _____
John Safford
Mayor

and _____
~~Leigh Bullock~~ Michael Avella
Property Owner

City Council Approval: _____, 2024

AGENDA ITEM NO. 13.10

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE: July 16, 2024

SUBMITTED BY: Brooke VanBuskirk, Public Works

ITEM TYPE: Announcement

AGENDA SECTION: Public Works Department

SUBJECT: DPW Commissioner

SUGGESTED ACTION:

ITEM ACTION: Announcement

ITEM NOTES:

ATTACHMENTS:

AGENDA ITEM NO. 14.1

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE:	July 16, 2024
SUBMITTED BY:	Lisa Watkins, Public Safety
ITEM TYPE:	Discussion and Vote
AGENDA SECTION:	Public Safety Department
SUBJECT:	Authorization for the Mayor to sign an addendum with Central Square Technologies, LLC
SUGGESTED ACTION:	
ITEM ACTION:	Discussion and Vote
ITEM NOTES:	This is for the computer-aided dispatch and records management system. Total cost is $17,335 and will come from budget lines A-31-4-3124/54991 ($4636.58) and A-31-4-3124/54720 ($12,698.42)

ATTACHMENTS:
Central Square - Addendum Signed.pdf
COI Central Square.pdf
Signed COSF .pdf
TriTech Software - Dispatch System - Part 1.pdf
TriTech Software - Dispatch System - Part 2.pdf

DocuSign Envelope ID: 71556EDA-FADC-4C28-80B8-250A519BD660

ADDENDUM THREE TO AGREEMENT BETWEEN THE CITY OF SARATOGA SPRINGS, NY AND TRI-TECH/CENTRAL SQUARE

Original Agreement approved March 11,2016
Addendum One approved December 18, 2018
Addendum Two approved Dec 7, 2021

THIS ADDENDUM THREE is made by and between THE CITY OF SARATOGA SPRINGS, NY ("City"), a municipal corporation with a place of business at 474 Broadway, Saratoga Springs, NY 12866 and Tri-Tech Software Systems (a Central Square Technologies, LLC Company), with a place of business at 1000 Business Center Dr., Lake Mary, FL 32746 ("Tri-Tech / Central Square").

WITNESSETH:

The City and Tri-Tech/Central Square entered into an agreement, as approved by the City Council at their meeting on March 11, 2016 that Tri-Tech/Central Square would provide the City with its "Computer-Aided Dispatch system software, implementation and support as described in the Master Agreement and Exhibit A for the period commencing on March 11, 2016 and is renewed yearly according to the Master Agreement.

ADDENDUM ONE was approved December 18, 2018, to add additional software licenses.

ADDENDUM TWO was approved on December 7 for an insurance requirement update, the original Master Agreement approved on March 1, 2016, remains in effect.

For this ADDENDUM THREE, the City and Tri-Tech/Central Square agree to modify the prior agreement and prior addendums for the Computer-Aided Dispatch and Records Management System data integration with Peregrine, the Police Department's data analytics platform as identified and in accordance with Q-178731as provided in Exhibit A to this Addendum. The cost of the addendum is $17,335.00

WHEREFORE, the City and Tri-Tech/Central Square have executed this ADDENDUM THREE the dates indicated below:

CentralSquare Technologies, LLC

DocuSigned by:
By: Ron Anderson
D0E45FA2938A4EB...

Title: Chief Sales Officer

Date: 7/1/2024

CITY OF SARATOGA SPRINGS

By:_____

Title:_____

Date:_____

Per Council Approval:_____

DocuSign Envelope ID: 71556EDA-FADC-4C28-80B8-250A519BD660

ADDENDUM THREE TO AGREEMENT BETWEEN THE CITY OF SARATOGA SPRINGS, NY AND TRI-TECH/CENTRAL SQUARE

Exhibit A
(Attached)

Per Council Approval:_____

DocuSign Envelope ID: 71556EDA-FADC-4C28-80B8-250A519BD660

CENTRALSQUARE

Quote prepared on:
May 28, 2024
Quote prepared by:
Amy Toscano
amy.toscano@centralsquare.com

Quote #: Q-178731
Primary Quoted Solution: PSJ Enterprise
Quote expires on: November 20, 2024

Quote prepared for:
Jeff Cornick
Saratoga Springs Police Department
5 Lake Avenue
Saratoga Springs, NY 12866
(518) 584-1800

Thank you for your interest in CentralSquare. CentralSquare provides software that powers over 8,000 communities. More about our products can be found at www.centralsquare.com.

WHAT SOFTWARE IS INCLUDED?

	PRODUCT NAME	QUANTITY	UNIT PRICE	TOTAL
1.	Enterprise CAD API - Customer (OP) Annual Subscription Fee	1	2,200.00	2,200.00
2.	Standard Arrest Publisher (OP) Annual Subscription Fee	1	4,100.00	4,100.00
			Software Total	6,300.00 USD

WHAT SERVICES ARE INCLUDED?

	DESCRIPTION	TOTAL
1.	Individual eLearning Subscription Plan	700.00
2.	Public Safety Consulting Services - Fixed Fee	390.00
3.	Public Safety Project Management Services - Fixed Fee	1,755.00
4.	Public Safety Technical Services - Fixed Fee	8,190.00
	Services Total	11,035.00 USD

DocuSign Envelope ID: 71556EDA-FADC-4C28-80B8-250A519BD660

CENTRALSQUARE

Quote prepared on:
May 28, 2024
Quote prepared by:
Amy Toscano
amy.toscano@centralsquare.com

QUOTE SUMMARY

Software Subtotal	6,300.00 USD
Services Subtotal	11,035.00 USD
Quote Subtotal	17,335.00 USD
Quote Total	**17,335.00 USD**

WHAT ARE THE RECURRING FEES?

TYPE	AMOUNT
FIRST YEAR MAINTENANCE TOTAL	0.00
FIRST YEAR SUBSCRIPTION TOTAL	6,300.00
FIRST YEAR RECURRING SERVICES TOTAL	700.00

The amount totals for Maintenance and/or Subscription on this quote include only the first year of software use and maintenance.

DocuSign Envelope ID: 71556EDA-FADC-4C28-80B8-250A519BD660

Quote prepared on:
May 28, 2024
Quote prepared by:
Amy Toscano
amy.toscano@centralsquare.com

Annual Maintenance and Subscriptions renewals shall be due on the anniversary of the Delivery Date*. Annual Maintenance and Subscription Fees are subject to increase as outlined in the Master Agreement.

*Delivery Date: For on-premise Solutions, Delivery shall be when CentralSquare delivers to Customer the initial copies of the Solutions outlined above by whichever the following applies and occurs first (a) electronic delivery, by posting it on CentralSquare's network for downloading, or similar suitable electronic file transfer method, or (b) physical shipment, such as on a disc or other suitable media transfer method, or (c) installation, or (d) delivery of managed services server. Physical shipment is on FOB - CentralSquare's shipping point, and electronic delivery is at the time CentralSquare provides Customer with access to download the Solutions. For cloud-based Solutions Delivery shall be whichever the following applies and occurs first when Authorized Users have (a) received log-in access to the Solution or any module of the Solution or (b) received access to the Solution via a URL.

The On Premise Subscriptions purchased under this Quote shall be governed by Exhibit A attached hereto.

BILLING INFORMATION

Fees will be payable within 30 days of invoicing.

Please note that the Unit Price shown above has been rounded to the nearest two decimal places for display purposes only. The actual price may include as many as five decimal places. For example, an actual price of $21.37656 will be shown as a Unit Price of $21.38. The Total for this quote has been calculated using the actual prices for the product and/or service, rather than the Unit Price displayed above.

Prices shown do not include any taxes that may apply. Any such taxes are the responsibility of Customer. This is not an invoice.

For customers based in the United States or Canada, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Customer on the Quote Form.

PAYMENT TERMS

License Fees & Annual Subscriptions
- 100% Due Upon Contract Execution

Contract Startup
- 100% Due Upon Contract Execution

Hardware & Third-Party Software
- 100% Due Upon Contract Execution

Services
- Fixed Fee: 100% Due Upon Completion of Services
- Time & Material: Due as Incurred

Third-Party Services
- Fixed Fee: 50% Due Upon Contract Execution; 50% Due Upon Completion
- Time & Material: Due As Incurred

Travel & Living Expenses
- Due as Incurred

DocuSign Envelope ID: 71556EDA-FADC-4C28-80B8-250A519BD660

CENTRALSQUARE

Quote prepared on:
May 28, 2024
Quote prepared by:
Amy Toscano
amy.toscano@centralsquare.com

PURCHASE ORDER INFORMATION

Is a Purchase Order (PO) required for the purchase or payment of the products on this Quote Form? (Customer to complete)

Yes [ ] No [ ]

Customer's purchase order terms will be governed by the parties' existing mutually executed agreement, or in the absence of such, are void and will have no legal effect.

PO Number: _____

Initials: _____

Saratoga Springs Police Department

Signature: _____

Name: _____

Date: _____

Title: _____

DocuSign Envelope ID: 71556EDA-FADC-4C28-80B8-250A519BD660

Quote prepared on:
May 28, 2024
Quote prepared by:
Amy Toscano
amy.toscano@centralsquare.com

ATTACHMENT A

Terms and Conditions for On-Prem Subscriptions

BY INDICATING YOUR ACCEPTANCE, OR BY USING THE SOFTWARE, YOU ACCEPT THE TERMS AND CONDITIONS AS STATED HEREIN.

1. **Subscription Access.** Customer is purchasing subscription priced software under this Quote. So long as Client has paid the annual subscription fees and is current at all times with the subscription fees as stated herein, CentralSquare grants to Client a limited non-exclusive, non-transferable access to use the subscription software granted in this Quote. Client understands and acknowledges no ownership or any form of intellectual property rights transfer under the terms of this Quote.

   If customer terminates this Quote in accordance with the termination for convenience provision below, customer shall be entitled to a pro-rata refund of the annual subscription fee, calculated by the remaining months in the applicable annual subscription.

2. **Termination for Convenience.** This Quote may be terminated without cause by either party by providing written notice to the other party thirty (30) days prior to the date of termination.

3. **Termination of Access Rights.** Upon termination of this Quote, (i) all rights granted herein shall terminate immediately and automatically upon the effective date of such termination; (ii) Customer's right to the accessed software granted herein shall terminate; and (iii) Customer will cease using such software and at CentralSquare's direction return or destroy the software and any supplemental confidential information or documentation.

4. **Right to Audit.** Customer shall maintain for a reasonable period, but in no event less than three (3) years after expiration or termination of this Quote, the systems, books and records necessary to accurately reflect compliance with software access and the use thereof under this Quote. Upon request, Customer shall permit CentralSquare and its directors, officers, employees, and agents to have on-site access at Customer's premises (or remote access as the case may be) during normal business hours to audit such systems, books, and records for the purpose of verifying Customer's use of the software to monitor compliance with this Quote no more than once per year. If an audit reveals that Customer has exceeded the restrictions on use or non-compliance with this Quote, Customer shall be responsible for the reimbursement of all costs related to the audit and prompt payment by Customer to CentralSquare of any underpayment.

DocuSign Envelope ID: 71556EDA-FADC-4C28-80B8-250A519BD660

Quote prepared on:
May 28, 2024
Quote prepared by:
Amy Toscano
amy.toscano@centralsquare.com

Terms and Conditions for Subscriptions

BY INDICATING YOUR ACCEPTANCE, OR BY USING THE SOFTWARE, YOU ACCEPT THE TERMS AND CONDITIONS AS STATED HEREIN.

1. **Subscription Access.** Customer has purchased subscription based software previously and is purchasing additional subscription priced software under this Agreement. So long as Client has paid the annual subscription fees and is current at all times with the subscription fees as stated herein, CentralSquare grants to Client a limited non-exclusive, non-transferable access to use the subscription software. Client understands and acknowledges no ownership or any form of intellectual property rights transfer under the terms of this Agreement.

   Annual subscription fees are invoiced upon execution and shall be invoiced on an annual basis thereafter, subject to increase at 5% year over year.

2. **Termination of Access Rights.** Upon termination or expiration, (i) all rights granted herein shall terminate immediately and automatically upon the effective date of such termination or expiration; (ii) Customer's right to the accessed software granted shall terminate; and (iii) Customer will cease using such software and at CentralSquare's direction return or destroy the software and any supplemental confidential information or documentation.

3. **Right to Audit.** Customer shall maintain for a reasonable period, but in no event less than three (3) years after expiration or termination of access, the systems, books and records necessary to accurately reflect compliance with software access and the use thereof. Upon request, Customer shall permit CentralSquare and its directors, officers, employees, and agents to have on-site access at Customer's premises (or remote access as the case may be) during normal business hours to audit such systems, books, and records for the purpose of verifying Customer's use of the Software to monitor compliance no more than once per year. If an audit reveals that Customer has exceeded the restrictions on use or non-compliance, Customer shall be responsible for the reimbursement of all costs related to the audit and prompt payment by Customer to CentralSquare of any underpayment.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 06/17/2024

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
MARSH USA, LLC.
TWO ALLIANCE CENTER
3560 LENOX ROAD, SUITE 2400
ATLANTA, GA 30326

CN130114897-EO/C-GAWU-23-24

CONTACT NAME:
PHONE (A/C, No, Ext): **FAX (A/C, No):**
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : The Charter Oak Fire Insurance Co.	25615
INSURER B : Phoenix Insurance Company	25623
INSURER C : Travelers Property Casualty Company Of America	25674
INSURER D : Travelers Casualty And Surety Company	19038
INSURER E : AIG Specialty Insurance Company	26883
INSURER F :	

INSURED
CentralSquare Technologies, LLC
Superion, LLC
TriTech Software Systems
1000 Business Center Dr.
Lake Mary, FL 32746

COVERAGES **CERTIFICATE NUMBER:** ATL-005306412-10 **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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:	X		H-630-6S758660-COF-23	08/31/2023	08/31/2024	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	**AUTOMOBILE LIABILITY** [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY	X		BA-6S783539-23-I3-G	08/31/2023	08/31/2024	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
C	X **UMBRELLA LIAB** [ ] OCCUR [ ] **EXCESS LIAB** [ ] CLAIMS-MADE [ ] DED X RETENTION $ 10,000	X		CUP-6S801390-23-I3	08/31/2023	08/31/2024	EACH OCCURRENCE AGGREGATE	$ 10,000,000 $ 10,000,000
D	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N: N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		UB-6S783668-23-I3-G	08/31/2023	08/31/2024	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
E	E&O/Cyber			01-424-27-66	08/31/2023	08/31/2024	Limit SIR	5,000,000 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: Implementation of Public Safety Software.
City of Saratoga Springs is included as additional insured where required by written contract with respect to General and Auto Liability. The General Liability is primary and non-contributory over any existing insurance and limited to liability arising out of the operations of the named insured and where required by written contract.

CERTIFICATE HOLDER

City of Saratoga Springs
Office of Risk & Safety
474 Broadway
Suite 14
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 of Marsh USA LLC

John Whittle

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ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
MARSH USA, LLC.	CentralSquare Technologies, LLC Superion, LLC TriTech Software Systems 1000 Business Center Dr. Lake Mary,FL 32746
POLICY NUMBER	
CARRIER / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance

Excess E&O/Cyber:

Carrier: Indian Harbor Insurance Company
Policy Number: MTE9043949 02
Effective Date: 08/31/2023
Expiration Date: 08/31/2024
Limit: $5M x $5M

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED – PRIMARY AND NON-CONTRIBUTORY WITH OTHER INSURANCE

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

PROVISIONS

1. The following is added to Paragraph **A.1.c., Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

   This includes any person or organization who you are required under a written contract or agreement between you and that person or organization, that is signed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, to name as an additional insured for Covered Autos Liability Coverage, but only for damages to which this insurance applies and only to the extent of that person's or organization's liability for the conduct of another "insured".

2. The following is added to Paragraph **B.5., Other Insurance** of **SECTION IV – BUSINESS AUTO CONDITIONS**:

   Regardless of the provisions of paragraph a. and paragraph **d.** of this part **5. Other Insurance,** this insurance is primary to and non-contributory with applicable other insurance under which an additional insured person or organization is the first named insured when the written contract or agreement between you and that person or organization, that is signed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, requires this insurance to be primary and non-contributory.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET WAIVER OF SUBROGATION

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

The following replaces Paragraph **A.5., Transfer of Rights Of Recovery Against Others To Us**, of the **CONDITIONS** Section:

5. Transfer Of Rights Of Recovery Against Others To Us

We waive any right of recovery we may have against any person or organization to the extent required of you by a written contract executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of the operations contemplated by such contract. The waiver applies only to the person or organization designated in such contract.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED
(Includes Products-Completed Operations If Required By Contract)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

PROVISIONS

The following is added to **SECTION II – WHO IS AN INSURED**:

Any person or organization that you agree in a written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only:

a. With respect to liability for "bodily injury" or "property damage" that occurs, or for "personal injury" caused by an offense that is committed, subsequent to the signing of that contract or agreement and while that part of the contract or agreement is in effect; and

b. If, and only to the extent that, such injury or damage is caused by acts or omissions of you or your subcontractor in the performance of "your work" to which the written contract or agreement applies. Such person or organization does not qualify as an additional insured with respect to the independent acts or omissions of such person or organization.

The insurance provided to such additional insured is subject to the following provisions:

a. If the Limits of Insurance of this Coverage Part shown in the Declarations exceed the minimum limits required by the written contract or agreement, the insurance provided to the additional insured will be limited to such minimum required limits. For the purposes of determining whether this limitation applies, the minimum limits required by the written contract or agreement will be considered to include the minimum limits of any Umbrella or Excess liability coverage required for the additional insured by that written contract or agreement. This provision will not increase the limits of insurance described in Section **III** – Limits Of Insurance.

b. The insurance provided to such additional insured does not apply to:

(1) Any "bodily injury", "property damage" or "personal injury" arising out of the providing, or failure to provide, 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 or change orders, or the preparing, approving, or failing to prepare or approve, drawings and specifications; and

(b) Supervisory, inspection, architectural or engineering activities.

(2) Any "bodily injury" or "property damage" caused by "your work" and included in the "products-completed operations hazard" unless the written contract or agreement specifically requires you to provide such coverage for that additional insured during the policy period.

c. The additional insured must comply with the following duties:

(1) Give us written notice as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, such notice should include:

(a) How, when and where the "occurrence" or offense took place;

(b) The names and addresses of any injured persons and witnesses; and

(c) The nature and location of any injury or damage arising out of the "occurrence" or offense.

(2) If a claim is made or "suit" is brought against the additional insured:

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(a) Immediately record the specifics of the claim or "suit" and the date received; and

(b) Notify us as soon as practicable and see to it that we receive written notice of the claim or "suit" as soon as practicable.

(3) Immediately send us copies of all legal papers received in connection with the claim or "suit", cooperate with us in the investigation or settlement of the claim or defense against the "suit", and otherwise comply with all policy conditions.

(4) Tender the defense and indemnity of any claim or "suit" to any provider of other insurance which would cover such additional insured for a loss we cover. However, this condition does not affect whether the insurance provided to such additional insured is primary to other insurance available to such additional insured which covers that person or organization as a named insured as described in Paragraph **4.**, Other Insurance, of Section **IV** – Commercial General Liability Conditions.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
LIQUOR LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

Primary And Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

(1) The additional insured is a Named Insured under such other insurance; and

(2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

XTEND ENDORSEMENT FOR TECHNOLOGY

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

GENERAL DESCRIPTION OF COVERAGE – This endorsement broadens coverage. However, coverage for any injury, damage or medical expenses described in any of the provisions of this endorsement may be excluded or limited by another endorsement to this Coverage Part, and these coverage broadening provisions do not apply to the extent that coverage is excluded or limited by such an endorsement. The following listing is a general coverage description only. Read all the provisions of this endorsement and the rest of your policy carefully to determine rights, duties, and what is and is not covered.

A. Non-Owned Watercraft – 75 Feet Long Or Less

B. Who Is An Insured – Unnamed Subsidiaries

C. Who Is An Insured – Employees – Supervisory Positions

D. Who Is An Insured – Newly Acquired Or Formed Limited Liability Companies

E. Who Is An Insured – Liability For Conduct Of Unnamed Partnerships Or Joint Ventures

F. Blanket Additional Insured – Persons Or Organizations For Your Ongoing Operations As Required By Written Contract Or Agreement

G. Blanket Additional Insured – Broad Form Vendors

H. Blanket Additional Insured – Controlling Interest

I. Blanket Additional Insured – Mortgagees, Assignees, Successors Or Receivers

J. Blanket Additional Insured – Governmental Entities – Permits Or Authorizations Relating To Premises

K. Blanket Additional Insured – Governmental Entities – Permits Or Authorizations Relating To Operations

L. Medical Payments – Increased Limit

M. Blanket Waiver Of Subrogation

N. Contractual Liability – Railroads

O. Damage To Premises Rented To You

PROVISIONS

A. NON-OWNED WATERCRAFT – 75 FEET LONG OR LESS

1. The following replaces Paragraph **(2)** of Exclusion **g., Aircraft, Auto Or Watercraft,** in Paragraph **2.** of **SECTION I – COVERAGES – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY**:

   (2) A watercraft you do not own that is:

   (a) 75 feet long or less; and

   (b) Not being used to carry any person or property for a charge;

2. The following replaces Paragraph **2.e.** of **SECTION II – WHO IS AN INSURED**:

   e. Any person or organization that, with your express or implied consent, either uses or is responsible for the use of a watercraft that you do not own that is:

   (1) 75 feet long or less; and

   (2) Not being used to carry any person or property for a charge.

B. WHO IS AN INSURED – UNNAMED SUBSIDIARIES

The following is added to **SECTION II – WHO IS AN INSURED**:

Any of your subsidiaries, other than a partnership or joint venture, that is not shown as a Named Insured in the Declarations is a Named Insured if:

a. You are the sole owner of, or maintain an ownership interest of more than 50% in, such subsidiary on the first day of the policy period; and

b. Such subsidiary is not an insured under similar other insurance.

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No such subsidiary is an insured for "bodily injury" or "property damage" that occurred, or "personal and advertising injury" caused by an offense committed:

a. Before you maintained an ownership interest of more than 50% in such subsidiary; or

b. After the date, if any, during the policy period that you no longer maintain an ownership interest of more than 50% in such subsidiary.

For purposes of Paragraph **1.** of Section **II** – Who Is An Insured, each such subsidiary will be deemed to be designated in the Declarations as:

a. A limited liability company;

b. An organization other than a partnership, joint venture or limited liability company; or

c. A trust;

as indicated in its name or the documents that govern its structure.

C. WHO IS AN INSURED – EMPLOYEES – SUPERVISORY POSITIONS

The following is added to Paragraph **2.a.(1)** of **SECTION II – WHO IS AN INSURED**:

Paragraphs **(1)(a)**, **(b)** and **(c)** above do not apply to "bodily injury" to a co-"employee" while in the course of the co-"employee's" employment by you arising out of work by any of your "employees" who hold a supervisory position.

D. WHO IS AN INSURED – NEWLY ACQUIRED OR FORMED LIMITED LIABILITY COMPANIES

The following replaces Paragraph **3.** of **SECTION II – WHO IS AN INSURED**:

3. Any organization you newly acquire or form, other than a partnership or joint venture, and of which you are the sole owner or in which you maintain an ownership interest of more than 50%, will qualify as a Named Insured if there is no other similar insurance available to that organization. However:

   a. Coverage under this provision is afforded only:

      (1) Until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier, if you do not report such organization in writing to us within 180 days after you acquire or form it; or

      (2) Until the end of the policy period, when that date is later than 180 days after you acquire or form such organization, if you report such organization in writing to us within 180 days after you acquire or form it;

   b. Coverage **A** does not apply to "bodily injury" or "property damage" that occurred before you acquired or formed the organization; and

   c. Coverage **B** does not apply to "personal and advertising injury" arising out of an offense committed before you acquired or formed the organization.

   For the purposes of Paragraph **1.** of Section **II** – Who Is An Insured, each such organization will be deemed to be designated in the Declarations as:

   a. A limited liability company;

   b. An organization, other than a partnership, joint venture or limited liability company; or

   c. A trust;

   as indicated in its name or the documents that govern its structure.

E. WHO IS AN INSURED – LIABILITY FOR CONDUCT OF UNNAMED PARTNERSHIPS OR JOINT VENTURES

The following replaces the last paragraph of **SECTION II – WHO IS AN INSURED**:

No person or organization is an insured with respect to the conduct of any current or past partnership or joint venture that is not shown as a Named Insured in the Declarations. This paragraph does not apply to any such partnership or joint venture that otherwise qualifies as an insured under Section **II** – Who Is An Insured.

F. BLANKET ADDITIONAL INSURED – PERSONS OR ORGANIZATIONS FOR YOUR ONGOING OPERATIONS AS REQUIRED BY WRITTEN CONTRACT OR AGREEMENT

The following is added to **SECTION II – WHO IS AN INSURED**:

Any person or organization that is not otherwise an insured under this Coverage Part and that you have agreed in a written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only with respect to liability for "bodily injury" or "property damage" that:

a. Occurs subsequent to the signing of that contract or agreement; and

b. Is caused, in whole or in part, by your acts or omissions in the performance of your ongoing operations to which that contract or

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agreement applies or the acts or omissions of any person or organization performing such operations on your behalf.

The limits of insurance provided to such insured will be the minimum limits that you agreed to provide in the written contract or agreement, or the limits shown in the Declarations, whichever are less.

G. BLANKET ADDITIONAL INSURED – BROAD FORM VENDORS

The following is added to **SECTION II – WHO IS AN INSURED**:

Any person or organization that is a vendor and that you have agreed in a written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only with respect to liability for "bodily injury" or "property damage" that:

a. Occurs subsequent to the signing of that contract or agreement; and

b. Arises out of "your products" that are distributed or sold in the regular course of such vendor's business.

The insurance provided to such vendor is subject to the following provisions:

a. The limits of insurance provided to such vendor will be the minimum limits that you agreed to provide in the written contract or agreement, or the limits shown in the Declarations, whichever are less.

b. The insurance provided to such vendor does not apply to:

(1) Any express warranty not authorized by you or any distribution or sale for a purpose not authorized by you;

(2) Any change in "your products" made by such vendor;

(3) Repackaging, unless unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;

(4) Any failure to make such inspections, adjustments, tests or servicing as vendors agree to perform or normally undertake to perform in the regular course of business, in connection with the distribution or sale of "your products";

(5) Demonstration, installation, servicing or repair operations, except such operations performed at such vendor's premises in connection with the sale of "your products"; or

(6) "Your products" that, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or on behalf of such vendor.

Coverage under this provision does not apply to:

a. Any person or organization from whom you have acquired "your products", or any ingredient, part or container entering into, accompanying or containing such products; or

b. Any vendor for which coverage as an additional insured specifically is scheduled by endorsement.

H. BLANKET ADDITIONAL INSURED – CONTROLLING INTEREST

1. The following is added to **SECTION II – WHO IS AN INSURED**:

Any person or organization that has financial control of you is an insured with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" that arises out of:

a. Such financial control; or

b. Such person's or organization's ownership, maintenance or use of premises leased to or occupied by you.

The insurance provided to such person or organization does not apply to structural alterations, new construction or demolition operations performed by or on behalf of such person or organization.

2. The following is added to Paragraph **4.** of **SECTION II – WHO IS AN INSURED**:

This paragraph does not apply to any premises owner, manager or lessor that has financial control of you.

I. BLANKET ADDITIONAL INSURED – MORTGAGEES, ASSIGNEES, SUCCESSORS OR RECEIVERS

The following is added to **SECTION II – WHO IS AN INSURED**:

Any person or organization that is a mortgagee, assignee, successor or receiver and that you have agreed in a written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only with respect to its

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liability as mortgagee, assignee, successor or receiver for "bodily injury", "property damage" or "personal and advertising injury" that:

a. Is "bodily injury" or "property damage" that occurs, or is "personal and advertising injury" caused by an offense that is committed, subsequent to the signing of that contract or agreement; and

b. Arises out of the ownership, maintenance or use of the premises for which that mortgagee, assignee, successor or receiver is required under that contract or agreement to be included as an additional insured on this Coverage Part.

The insurance provided to such mortgagee, assignee, successor or receiver is subject to the following provisions:

a. The limits of insurance provided to such mortgagee, assignee, successor or receiver will be the minimum limits that you agreed to provide in the written contract or agreement, or the limits shown in the Declarations, whichever are less.

b. The insurance provided to such person or organization does not apply to:

(1) Any "bodily injury" or "property damage" that occurs, or any "personal and advertising injury" caused by an offense that is committed, after such contract or agreement is no longer in effect; or

(2) Any "bodily injury", "property damage" or "personal and advertising injury" arising out of any structural alterations, new construction or demolition operations performed by or on behalf of such mortgagee, assignee, successor or receiver.

J. BLANKET ADDITIONAL INSURED – GOVERNMENTAL ENTITIES – PERMITS OR AUTHORIZATIONS RELATING TO PREMISES

The following is added to **SECTION II – WHO IS AN INSURED**:

Any governmental entity that has issued a permit or authorization with respect to premises owned or occupied by, or rented or loaned to, you and that you are required by any ordinance, law, building code or written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" arising out of the existence, ownership, use, maintenance, repair, construction, erection or removal of any of the following for which that governmental entity has issued such permit or authorization: advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away openings, sidewalk vaults, elevators, street banners or decorations.

K. BLANKET ADDITIONAL INSURED – GOVERNMENTAL ENTITIES – PERMITS OR AUTHORIZATIONS RELATING TO OPERATIONS

The following is added to **SECTION II – WHO IS AN INSURED**:

Any governmental entity that has issued a permit or authorization with respect to operations performed by you or on your behalf and that you are required by any ordinance, law, building code or written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" arising out of such operations.

The insurance provided to such governmental entity does not apply to:

a. Any "bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the governmental entity; or

b. Any "bodily injury" or "property damage" included in the "products-completed operations hazard".

L. MEDICAL PAYMENTS – INCREASED LIMIT

The following replaces Paragraph **7.** of **SECTION III – LIMITS OF INSURANCE**:

7. Subject to Paragraph **5.** above, the Medical Expense Limit is the most we will pay under Coverage **C** for all medical expenses because of "bodily injury" sustained by any one person, and will be the higher of:

a. $10,000; or

b. The amount shown in the Declarations of this Coverage Part for Medical Expense Limit.

M. BLANKET WAIVER OF SUBROGATION

The following is added to Paragraph **8., Transfer Of Rights Of Recovery Against Others To Us,** of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

If the insured has agreed in a contract or agreement to waive that insured's right of recovery against any person or organization, we

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waive our right of recovery against such person or organization, but only for payments we make because of:

a. "Bodily injury" or "property damage" that occurs; or

b. "Personal and advertising injury" caused by an offense that is committed;

subsequent to the execution of the contract or agreement.

N. CONTRACTUAL LIABILITY – RAILROADS

1. The following replaces Paragraph **c.** of the definition of "insured contract" in the **DEFINITIONS** Section:

c. Any easement or license agreement;

2. Paragraph **f.(1)** of the definition of "insured contract" in the **DEFINITIONS** Section is deleted.

O. DAMAGE TO PREMISES RENTED TO YOU

The following replaces the definition of "premises damage" in the **DEFINITIONS** Section:

"Premises damage" means "property damage" to:

a. Any premises while rented to you or temporarily occupied by you with permission of the owner; or

b. The contents of any premises while such premises is rented to you, if you rent such premises for a period of seven or fewer consecutive days.

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Request for Certification of Sufficient Funds

Submittal Date: 7-10-24

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

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

Central Square - Computer-Aided Dispatch and Records Management System

Appropriation – Current Budget Expense Org/Object/Proj(s): A-31-4-3124/54991 ($4636.58) & ✓

A-31-4-3124/54720 ($12,698.42) ✓

Amount Requested for Approval: $17,335.00 ✓

Current Amount Available: $4,636.58 (A-31-4-3124/54991) ✓
$25,266.10 (A-31-4-3124/54720) ✓

Transfer/Amendment Pending: $0

Transfer/Amendment Date:

Department Head Signature [signature] **Date** 7/10/2024

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.

[signature] 7/10/24

Commissioner of Finance **Approval Date**

TRITECH
SOFTWARE SYSTEMS

TriTech Software Systems
9477 Waples Street, Ste. 100
San Diego, CA 92121
Phone: 858.799.7000
Fax: 858.799.7011
www.tritech.com

SYSTEM PURCHASE AGREEMENT

TRITECH SOFTWARE SYSTEMS

FOR

THE CITY OF SARATOGA SPRINGS, NY

SYSTEM PURCHASE AGREEMENT

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SYSTEM PURCHASE AGREEMENT

Client:	The City of Saratoga Springs
Address:	Saratoga Police Department
	5 Lake Avenue
City, State, Zip:	Saratoga Springs, NY 12866
Phone, Fax:	518.584.3501/ fax 518.584.1744
Contact Name:	John Catone, Assistant Chief of Police

1.0 INTRODUCTION

1.1 This Agreement, is made by and between TriTech Software Systems, referred to as "TriTech", with offices at 9477 Waples Street, Ste. 100, San Diego, California 92121, and the entity named above, referred to as "Client" (TriTech and Client may also be referred to herein individually as a "Party", or collectively as the "Parties"), with reference to the following facts:

1.2 This Agreement is for the purchase of an integrated Computer System (the "System") consisting of a Computer-Aided Dispatch system (Inform CAD); Mobile Data system (Inform Mobile); and Next Generation 9-1-1 solution (Inform 911); including applicable Interfaces, software, equipment and services (the "Project") as more fully described in this Agreement and the Addenda hereto.

1.3 TriTech, the County of Albany, NY, and Saratoga County, NY have entered into System Purchase Agreements (collectively the "County of Albany and Saratoga County Agreements"). Certain servers and software licenses under the County of Albany and Saratoga County Agreements will be shared with the City of Saratoga Springs. Implementation of the Project under this Agreement is dependent on implementation of the projects under the County of Albany and Saratoga County Agreements. In the event that either the County of Albany System Purchase Agreement, or the Saratoga County System Purchase Agreement is cancelled, rescinded, or otherwise terminated or any portion thereof including a reduction in project scope, or the parties are no longer operating as a shared system, the purchase of additional TriTech Software licenses, services, equipment and third party products will be required to fully implement the Project under this Agreement.

1.4 In consideration of the terms, promises, mutual covenants and conditions contained in this Agreement, Client and TriTech agree as follows:

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2.0 ADDENDA

2.1 The following documents are attached as Addenda to this Agreement and incorporated by reference as though set forth in full:

(a)	Addendum A-1	Statement of Work
(b)	Addendum A-2	Number of TriTech Software Licenses, Installation and Shipping Instructions
(c)	Addendum A-3	TriTech Services, Support and Maintenance Fees, and Miscellaneous
(d)	Addendum A-4	Equipment, System Software and Services
(f)	Addendum A-5	Subcontractor Software, Hardware and Services, if applicable
(g)	Addendum A-6	Payment Terms
(h)	Addendum A-7	Contract Price Summary
(i)	Addendum A-8	System Planning Document
(j)	Addendum B	TriTech Master Three Party Source Code Escrow Agreement (if applicable)
(k)	Addendum C	Subcontractor Warranty, Support and Maintenance Agreements, if applicable
(l)	Addendum D	Subcontractor License Agreements, if applicable
(m)	Addendum E	TriTech Software Support Terms (Inform CAD, Inform Mobile, Inform RMS, Inform Jail, Inform Browser)
(n)	Addendum F	TriTech Support Terms (Inform 911)
(o)	Addendum G	TriTech.com Subscription Service License & Use Agreement (if applicable)

3.0 DEFINITIONS

3.1 "Acceptance" or "Accept" means the processes described in the ACCEPTANCE section of this Agreement.

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3.2 "Archive Server" or "Reporting Server" means a Server or other storage unit on which Client's data resides for archival purposes.

3.3 "Automatic Number Identification ("ANI")" means a feature which provides a visual display at the PSAP (Public Safety Answering Point) of the calling party's ten (10) digit telephone number.

3.4 "Automatic Location Information ("ALI")" means a feature which provides a visual display at the PSAP of the calling party's address as well as the Emergency Service Number, street address, room or floor, names of law enforcement, fire and medical services agencies responsible for the address, type of service (residential, business, coin, etc.), and other location information.

3.5 "Contract Price" means the total of the purchase price of the items as specified in Addendum A-7, including, as applicable, equipment, software licenses, services, fees, expenses and other items acquired under this Agreement, and if included as a line item in Addendum A-7, any applicable sales, use, value added, or other such governmental charges.

3.6 "Cutover or Cutover Date" means the date and time that Inform 911 is connected to the public telephone network, activated and functioning to provide basic telephone service, with the exception of minor variances in performance of Inform 911 which do not materially impair basic telephone service.

3.7 "Database Management System" means, with respect to Inform 911, a system of hardware, software, manual procedures and data used by the telephone companies and Client to create, verify, update and access data relating to the telephone subscriber's service location. The data generally includes the subscriber's name, service address, pilot telephone number, Emergency Service Number and recommended emergency response agencies, and resides in the computer located in a telephone TriTech controlled location, Client's premises or as the parties may otherwise agree.

3.8 "Deliverable" means an item of equipment, software, services and other items acquired under this Agreement as listed in the addenda hereto.

3.9 "Delivery" with respect to the System means physical delivery of substantially all components of each Subsystem to the Designated Location. Delivery shall be deemed to have occurred despite the absence of incidental components provided that Installation of the Subsystem, training and system configuration can begin with the items then delivered. A separate Delivery shall occur with respect to each such Subsystem.

3.10 "Demonstration of Licensed Functionality ("DOLF")" means the verification of configuration procedures for a Subsystem, conducted as described in the Statement of Work.

3.11 "Designated Location(s)" means the physical site(s) at which a Subsystem is Installed as specified in Addendum A-1, Statement of Work.

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3.12 "Disaster Recovery Computer System" (with reference to the CAD System) means a server operating in a standby mode used to maintain a duplicate copy of the program and data contained in the Primary Computer System.

3.13 "Documentation" means any standard user manuals or other related instructional and/or reference materials, provided by TriTech or other Software Vendors, including on-line help information and Release Notes issued in connection with Updates. In case of a conflict between written documentation (user manuals or Release Notes in printed or CD-ROM format) and on-line help information, the printed and CD ROM documentation will control.

3.14 "Emergency Answering System" means the complete composite of all of the elements of a 9-1-1 Emergency Telephone System including, but not limited to, the network, telephones at the PSAP, trunk decoding equipment, the ALI database and the controllers.

3.15 "Emergency Services Number" means the telephone number assigned to and end user's (Client or a PSAP) telephone number for purposes of routing the emergency call.

3.16 "Equipment" means the computer system equipment specified in Addendum A-4 of this Agreement. TriTech may substitute equipment for that specified in Addendum A-4 provided that such equipment will meet the requirements of the Specifications and this Agreement. (For Definitional purposes, Equipment (Addendum A-4) is differentiated from hardware supplied by Subcontractors (Addendum A-5).)

3.17 "Functional Acceptance Test ("FAT")" means the pre-Go Live test process for a Subsystem as further defined in Section 10 and the Statement of Work.

3.18 "Go Live" means the event that occurs when the Client first uses a Subsystem for Live Operations. A separate Go Live may take place with respect to each Subsystem, each Interface, and each Modification.

3.19 "Help Desk" means the TriTech function consisting of receiving calls from Client concerning System problems and assisting Client with respect to the manufacturers of Equipment, Software and other items acquired under this Agreement under the applicable warranties and/or maintenance support agreements.

3.20 "Installation" with respect to Subsystems means the process of running the Subsystem under a procedure to demonstrate basic interoperability of the applicable Subsystem components at the Designated Location for that Subsystem. "Installation", with respect to the Modifications, means the process of running each Modification under a procedure to demonstrate basic interoperability with the applicable Subsystem at its Designated Location(s). "Installation", with respect to the Interfaces, means the process of running each Interface under a procedure to demonstrate basic interoperability of the Interface with the applicable Subsystem and the hardware and/or Software with which it is interfaced at its Designated Location(s).

3.21 "Interface", collectively or individually, means the interface software described in Addendum A-2.

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3.22 "Live Operations" means use of a Subsystem (e.g., the TriTech Software less Interfaces and Modifications) as the primary means of performing its functions. Use of a Subsystem in parallel with Client's existing system for a period not in excess of thirty (30) days where the existing system is the primary means of performing its functions and the Subsystem is being run in a test environment shall not be deemed Live Operations.

3.23 "Modifications" means changes or additions to Software from the standard version thereof prepared hereunder. The Modifications, if applicable, are described in the appropriate Statement of Work, Addendum A-1. The TriTech Software is not custom software, and as such, at TriTech's discretion Modifications or enhancements to the standard version will be made available in a subsequent version release available to all TriTech clients; or as applicable, made available as a separate module or function, separately licensed and priced.

3.24 "Object Code" means any instruction or set of instructions of a computer program in machine-readable form.

3.25 "Primary Computer System" means the live operations production system.

3.26 "Prime Contractor" means that TriTech shall (i) act as the central point of contact, providing project management services, including coordination and monitoring of all Subcontractor activities with respect to the Project, (ii) subcontract with certain Vendors that provide hardware, Software and/or services in connection with the Project (as more fully described in the Statement of Work), and (iii) pass through to Client warranties received from the Vendors thereof. Prior to Acceptance, should any Subcontractor hereunder be in default, through no fault of Client or its agents, a third party, or an event of Force Majeure, TriTech shall either continue to perform the duties of the Subcontractor to fulfill the obligations for the Subcontractor in accordance with the Statement of Work, or provide an alternative solution. Provided, however, that in no event will TriTech's responsibility exceed the price for such Subcontractor's portion of the Contract Price.

3.27 "Project Schedule" means the schedule developed in conjunction with the Statement of Work that provides the schedule for tasks to be completed by TriTech and the Client, and all Deliverable items to be provided by TriTech hereunder.

3.28 "Public Safety Answering Point ("PSAP") means a physical location where a Public Safety Agency answers 9-1-1 calls. A PSAP may be primary or secondary. Client may also operate a backup PSAP which, upon activation, will act as the primary PSAP. A primary PSAP receives 9-1-1 calls directly from the public and is usually a Law Enforcement Agency. A secondary PSAP receives 9-1-1 calls on a conference or transfer basis from other PSAPs. PSAPs are operated by government jurisdictions, agencies or authority agents responsible for handling 9-1-1 emergencies.

3.29 "Server" means a computer in a local area network that runs administrative software which controls access to all or part of the network and its resources and makes such resources available to computers acting as workstations on the network. With respect to the CAD System, this term includes, without limitation, the Primary Computer System and the Disaster Recover Computer System.

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3.30 "Software" means collectively or individually the computer programs provided under this Agreement, including, without limitation, the programs for each Subsystem.

3.31 "Software Error" means an error in coding or logic that causes a program not to substantially function as described in the applicable Specifications. In the event TriTech (or another Software Vendor) is unable to reproduce the Software Error at its facilities, TriTech will, at Client's request, visit Client's premises at Client's expense. If it is determined that the problem was caused by Equipment, Software, services , network or other items not supplied or not authorized by TriTech, Client shall reimburse TriTech for its labor costs for such on site visit, at TriTech's then current rates for consulting.

3.32 "Software Support" means Telephone Support, Software Error Correction, and Software Update services provided by TriTech (and/or other Software Vendors) for the Software, either under warranty or under an annual Software Support Agreement, as more fully described in said Agreement.

3.33 "Software Support Agreement" means collectively or individually agreements of that name (or a similar name) for the rendering of Software Support services entered into between the parties coincident with this Agreement and renewed from time to time thereafter.

3.34 "Source Code" means the original mnemonic or high-level statement version of Software.

3.35 "Specifications" means (i) the functional requirements and Functional Acceptance Test document(s) ("FAT") with respect to each Subsystem; (ii) the Interface Requirements Document ("IRD") and applicable acceptance test document for each Interface, or Operational Scenario Document(s) for each Modification; (iii) applicable Subsystem standard user's guides, and system administrator guides; and (iv) the published specifications for the Equipment, which documents are incorporated by reference herein as though set forth in full.

3.36 "Statement of Work" means the applicable document that defines the implementation process for the Project Subsystems, including specific tasks that are the responsibility of TriTech and the Client.

3.37 "Subcontractor" means one of the entities identified in the Statement of Work as subcontractors to TriTech, if applicable.

3.38 "Subcontractor Hardware" means the hardware supplied by a Subcontractor as part of its Subsystem, and identified in Addendum A-5, if applicable.

3.39 "Subcontractor Software" means software supplied by a Subcontractor as part of its Subsystem and listed in Addendum A-5, if applicable.

3.40 "Subsystem" means each of the applications described in the Statement of Work, including its Equipment, other hardware and software. In most cases, the Subsystem software will share Equipment. (For the avoidance of doubt, the CAD System is a Subsystem under this Agreement.)

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3.41 "Subsystem Software" means individually or collectively the Software provided under this Agreement for each of the Subsystems.

3.42 "System" means collectively all Subsystems that make up the integrated Computer System referred to in paragraph 1.2 of this Agreement and more fully described in the Statement of Work.

3.43 "System Software" means the software identified in Addendum A-4 which includes, without limitation, operating system software, database management software, and communications software.

3.44 "Task Completion Report" or "TCR" means the document presented by TriTech's Project Manager to the Client for signature upon completion of a Deliverable.

3.45 "Telephone Support" means the service provided by TriTech for access to the TriTech Customer Service Department by telephone, on a twenty-four (24) hour a day, seven (7) day per week basis, or as applicable on a Normal Customer Service Business Hour basis (7:30 a.m. through 7:30 p.m., Monday through Friday, excluding TriTech holidays).

3.46 "TriTech Business Hours" means TriTech's corporate business hours of 8:30 a.m. to 5:30 p.m. (Pacific Time), Monday through Friday, excluding TriTech holidays.

3.47 "TriTech Software" means the Object Code version of the software specified in Addendum A-2 of this Agreement, and any Modifications provided hereunder.

3.48 "Update" means revisions or additions to Software provided by the Vendor thereof. The term "Update" does not include separate modules or functions that are separately licensed and priced, or new products that are developed and marketed as separate products by the Vendor.

3.49 "Use" means copying of any portion of Software from a storage unit or media into a computer or Server and execution of the software thereon. This term shall be construed to refer to a grant of reproduction rights under 17 U.S.C. 106(1), and shall not be construed to grant other rights held by the copyright owner, including without limitation the right to prepare derivative works.

3.50 "User" means the operator of a Subsystem Workstation that is configured to access and/or utilize the capabilities and features of the Subsystem Software.

3.51 "Vendor" means any supplier of hardware, software or services under this Agreement, including TriTech, Subcontractors, System Software suppliers and Equipment suppliers. With respect to software, this term means the owner of the intellectual property rights, including copyright, to the software.

3.52 "Warranty Period" means the period starting at first Go Live for the TriTech Software and ending one (1) year thereafter. The Warranty Period for Interfaces and any Modifications will also end on the same date.

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3.53 "Workstation" means any computer input station that utilizes the functionality of a Subsystem, whether the software resides locally or on a Server.

4.0 PRICES AND PAYMENT

4.1 Unless otherwise stated herein, all dollar amounts contained in this Agreement are in U.S. dollars. The Contract Price for the purchased and/or licensed items hereunder is $173,751.51 as more completely specified in Addendum A-7. Client shall pay pursuant to the terms specified in Addendum A-6 upon receipt of a properly documented and executed voucher received from TriTech for each payment. All undisputed amounts shall be paid when due. Client reserves the right to dispute any charge it believes to be not properly due and owing. Client and TriTech agree to use their best efforts to resolve any disputed charge. Client shall not be obligated to pay any disputed charge until Client and TriTech have reached an agreement as to the appropriateness and correctness of the amount actually due and owing.

4.1.1 For each payment milestone identified in Addendum A-6, TriTech's Project Manager will provide the Client with a TCR for signature. The Client signed TCR will initiate TriTech's submission of a voucher for the payment milestone.

4.1.2 The Contract Price for the Deliverables and Services defined in Addendum A-2 through Addendum A-7 is based on a firm fixed price, subject to the following adjustments. In the event that Client in its sole discretion chooses to delay implementation of any Deliverable for more than six (6) months beyond the Go Live date set forth in the Project Schedule, and the then current pricing for such Deliverable(s) including applicable Services has increased since the date of execution of this Agreement, such then current pricing will apply. A change order for signature by both parties will be processed to adjust the Contract Price.

4.2 TriTech reserves the right not to deliver the purchased and/or licensed items, or any part thereof, until credit approval and/or lease approval (if applicable) has occurred.

4.3 TriTech's remittance address is:

TriTech Software Systems
P.O. Box 203223
Dallas, TX 75320-3223

4.3.1 In the event that Client is in arrears on undisputed payments due to TriTech of more than sixty (60) days from the due date, TriTech in its sole discretion may elect to stop work on the Project for non-payment until Client becomes current on payments due. In such event the Project Schedule will be adjusted accordingly, and TriTech shall not be considered to be in default for delays caused by Client's non-payment.

4.4 If Client desires to finance the Contract Price or any part thereof, it shall notify TriTech as soon as possible, but no later than the date of contract signing, and shall work diligently to secure said financing so as not to delay Delivery. TriTech shall be under no obligation to deliver any item hereunder until it receives a valid purchase order or firm letter of commitment from such financing company. Should Client finance the Contract Price, TriTech

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shall not be obligated to refund any deposit until the lease or loan has been funded and TriTech has been paid in full. For purposes of this Agreement, the term "finance" includes but is not limited to leasing.

4.5 If Client desires to purchase any of the items specified in this Agreement via a lease or other financing option, this Agreement shall be incorporated by reference in the lease agreement or financing agreement and the terms and conditions herein shall supersede such agreements or any purchase order, assignment agreement, or other contract of the lessor or lender. Notwithstanding a lease or other financing option, Client shall continue to be fully obligated under this Agreement.

5.0 SOFTWARE LICENSES

5.1 In consideration for, and subject to, the payment of the license fee(s) specified in Addendum A-2 of this Agreement, and the other promises, covenants and conditions herein, Client is granted the following licenses to the Software:

5.1.1 The TriTech Software: A nontransferable, nonexclusive right and license to Use the TriTech Software and the Documentation for said Software for Client's own internal use for the applications described in the Statement of Work, at the Designated Location, in the quantity set forth in Addendum A-2, and on the Equipment set forth in Addendum A-4. Client may make additional copies of the TriTech Software as reasonably required for archival, or backup purposes, provided that such copies contain all copyright notices and other proprietary markings contained on the original, and are kept confidential in accordance with Section 11.0 herein. Additional TriTech Software licenses purchased after the execution of this Agreement shall also be licensed in accordance with the provisions of this Section 5.0.

5.1.1.1 Each copy of the TriTech Software provided under this license that is not identified in Addendum A-2 of this Agreement as a Disaster Recovery license may be used on only one Primary Computer System at any one time.

5.1.1.2 Each copy of the TriTech Software provided under this license and identified in Addendum A-2 of this Agreement as a Disaster Recovery license may be used in a standby mode on only one Disaster Recovery System at any one time as a backup in the event of a failure, malfunction or other out of service condition of its Primary Computer System. In the event its Primary Computer System fails to operate, the Disaster Recovery System and the Designated Application Software identified as a Disaster Recovery license may be enabled to function in its place. When the Primary Computer System returns to its normal operational mode, the Disaster Recovery System and the Designated Application Software identified as a Disaster Recovery license must be returned to its standby mode.

5.1.1.3 Client shall be entitled to have a copy of the TriTech Software residing on the Primary Server(s), and the Archive or Reporting Server.

5.1.1.4 Notwithstanding anything to the contrary in this Section, the TriTech Software is designed to enable Client to develop original applications which interface with the TriTech Software. The development and use of such interfacing applications is

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specifically permitted under the licenses herein and shall not be deemed derivative works provided that they are not, in fact, derived from the TriTech Software or the ideas, methods of operation, processes, technology or know-how implemented therein. Other than the licenses granted herein, Client shall not acquire any right, title or interest in the TriTech Software by virtue of the interfacing of such applications, whether as joint owner, or otherwise. Likewise, TriTech shall not acquire any right, title or interest in such Client developed non-derived applications, whether as owner, joint owner or otherwise.

5.1.2 TriTech.com IQ and TriTech.com Analytics Subscription: The terms and conditions for use of the TriTech.com IQ and TriTech.com Analytics Subscription service are set forth in the TriTech.com Subscription Service Use & License Agreement attached as Addendum G, if applicable.

5.1.3 Subcontractor Software: The licenses set forth in the License Agreements included in this Agreement in Addendum E, if applicable.

5.1.4 System Software: The licenses set forth in the applicable vendor's license agreements that accompany such software. Third party products providing supplemental software code to the TriTech Software and not subject to separate licensing provisions shall be licensed in accordance with the provisions of this Section 5.

5.2 Each Workstation and Server that is configured to utilize the functionality of any Subsystem Software must have a full-user license under this Agreement.

5.3 Title to all Software provided to Client under this Agreement remains with the Vendor of such Software. The applicable software Vendor retains all rights to its specific Subsystem Software and the associated Documentation not expressly granted in this Agreement.

5.4 Software (including without limitation Subsystem Software) may not be used to operate a service bureau or time-sharing service, outsourcing service, application service provider service or other services or businesses that provide computer-aided vehicle dispatching to third parties. Notwithstanding the above, Client shall be entitled to Use Subsystem Software at the applicable Designated Location(s) for the purpose of the application(s) described in the Statement of Work for itself and other agencies/entities in the area within the County of Saratoga, NY, provided that the Subsystem Software is installed and operated at only Designated Location(s) listed in Addendum A-2. The Software shall not be used for other than the application(s) described in the Statement of Work.

5.4.1 The TriTech Software may not be assigned to another entity or PSAP without the prior written consent of TriTech.

5.5 Client shall not Use, copy, rent, lease, sell, sublicense, create derivative works from/of, or transfer the Software or any Subsystem Software or Documentation, or permit others to do said acts, except as provided in this Agreement or the applicable software license agreement. Any such unauthorized Use shall be void and may result in immediate and automatic termination of the applicable license, at the option of the applicable Vendor. In such event, Client shall not be entitled to a refund of the license fees paid hereunder.

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5.6 The Software licenses granted in this Agreement or in connection with it are for Object Code only and do not include a license or any rights to Source Code except as otherwise provided under Section 14.0 (Source Code Escrow). Without limiting the generality of the foregoing, except as provided in Section 14.0, Client is specifically prohibited from accessing, copying, using, modifying, distributing or otherwise exercising any rights to such Source Code, even if such Source Code is loaded on the Equipment. The loading and/or using of Source Code to any Subsystem Software by TriTech or its employees, agents or Subcontractors on the Equipment or any other computer system equipment at the Designated Location or any other location associated with Client shall not constitute a waiver of this provision, or any express or implied license or other permission to copy, use or exercise other rights to the Source Code.

5.7 Client may not export any Software or Documentation outside the United States without further prior written agreement of TriTech or the applicable Subcontractor. In the event of such agreed export, Client agrees to comply with the requirements of the United States Export Administration Act of 1979 and any amendments thereto, and with all relevant regulations of the Office of Export Administration, U.S. Department of Commerce.

5.8 These licenses are effective until surrendered or terminated hereunder or under the terms of the applicable software license agreements.

5.9 Client may surrender any software licenses provided in connection with this Agreement at any time by performing the actions described in paragraph 15.4 of this Agreement, or the applicable software license agreement. Such surrender shall not affect TriTech's right to receive and retain the Contract Price and other fees, charges and expenses earned hereunder.

6.0 DELIVERY, INSTALLATION, TITLE AND RISK OF LOSS

6.1 TriTech will Deliver the items purchased and/or licensed hereunder and perform the services pursuant to the Statement of Work, subject to the provisions of the FORCE MAJEURE/EXCUSABLE DELAY section (22.0) of this Agreement, and further subject to delays caused by the actions or omissions of Client, including, but not limited to, delays in approval of the Specifications and/or Acceptance Test Procedures, training, system configuration, DOLF participation and/or Acceptance testing. Unless specifically identified as a TriTech task in the Statement of Work, Installation of Workstations into consoles, furniture or similar work area components at Client's Designated Location is the responsibility of Client.

6.1.1 TriTech resources are allocated for each project based upon the mutually agreed upon Project Schedule. Client requested changes to the Project Schedule, including but not limited to training dates, or the Go Live date, or additional on-site meetings requested by Client will require TriTech to reallocate resources to accommodate the schedule change. Such changes to the Project Schedule must be mutually agreed upon in writing, and may result in additional fees for reallocation of resources, including applicable travel expenses. Such changes include rescheduling in the event that TriTech arrives on site for implementation of Inform 911 and the site is not ready for installation, including services provided by a telephone carrier that are not in place (trunks, data circuits, database or remote diagnostic lines).

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6.2 TriTech will provide the Client with training for the System as specified in the Statement of Work and according to the agreed upon Project Schedule. If the Client is not available for training at the scheduled time, a revised training schedule will be established based upon the mutual agreement of TriTech and the Client. Any delay in performance of this Agreement resulting from such changes to the training schedule shall be deemed to be an Excused Delay under Section 22.0 herein and shall not result in a breach of this Agreement by TriTech.

6.3 Implementation of Live Operations with any Subsystem shall not occur (except for operations necessary to conduct Acceptance Tests pursuant to the Acceptance Test Procedure referred to in Section 10.0) until completion of the applicable Acceptance Test Procedure and Acceptance of the Subsystem by Client.

6.4 Implementation of the Interfaces and Modifications will be based upon the mutually agreed upon Project Schedule.

6.5 Client shall perform the Client Required Actions described in the Statement of Work in a timely manner.

6.6 Title to all Software provided under this Agreement shall remain with the Vendor thereof. TriTech retains a security interest in the items acquired hereunder as more fully provided in the SECURITY INTEREST section of this Agreement.

6.7 Risk of loss of any Deliverable shall be borne by TriTech until Delivery of the Deliverable to Client. Thereafter, the risk of loss shall be borne by Client.

6.8 Shipping fees, if applicable, are listed in Addendum A-3.

7.0 SITE PREPARATION

7.1 Client agrees to provide, at its own expense, those required facilities and equipment specified in Addendum A-8 (the System Planning Document), or in the applicable Documentation or otherwise specified by TriTech in writing, to meet the hardware/software configuration requirements and the requirements for proper electrical power quality and other computer facility resources. Client shall also provide and maintain during the term of this Agreement, a high speed data connection (as more fully defined in the System Planning Document), a separate data quality telephone modem line and a dedicated voice line (in each case as specified by TriTech) for maintenance and software support purposes in each physical area where a Server or interface equipment is located. Such facilities and equipment shall be in place and operational prior to Delivery of the items purchased and/or licensed under this Agreement.

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7.2 TriTech shall assist Client in meeting its obligations under this section by providing the necessary guidelines and specifications for site preparation.

8.0 INTENTIONALLY DELETED

9.0 SERVICES

9.1 TriTech and/or its Subcontractors will provide those services specified in the Statement of Work, which is attached hereto and incorporated herein by reference. Any services desired by Client in addition to those specified in this Agreement or the Statement of Work will be subject to the availability and scheduling of TriTech (or Subcontractor) personnel and to TriTech's (or the Subcontractor's) then-current rates, plus expenses. Prior to performing any of the aforementioned additional services, TriTech will provide a written quotation detailing the associated price to be paid for such services.

9.2 The work to be performed shall include the furnishing of all labor, materials, Equipment, drawings, engineering and services specified in this Agreement or Statement of Work. (Nothing herein shall be construed as providing Source Code to any Software except as provided in Section 14.0 of this Agreement (Source Code Escrow).

9.3 TriTech shall appoint a competent TriTech Project Manager to act as its representative and single point of contact, and to monitor its employees and Subcontractors in the Delivery and Installation of the Subsystems provided under this Agreement. TriTech's Project Manager will coordinate and meet with the Client Project Manager as may be reasonably required to discuss any operational issues or the status of the Project. TriTech shall not change TriTech Project Managers without Client's prior written approval, which approval shall not be unreasonably withheld or delayed. In the event of unforeseen circumstances such as, but not limited to, termination, illness, or death, TriTech may appoint a replacement TriTech Project Manager of equivalent skill level, and shall notify Client with as much written notice as is reasonably possible.

9.4 Travel costs incurred by TriTech in connection with services rendered under this Agreement are included as a fixed price line item in Addendum A-3, if applicable, and will be invoiced as part of the payment milestones for TriTech Software and Services.

10.0 ACCEPTANCE

10.1 General. Testing of the System and Subsystems shall occur throughout the Project life cycle as further defined in the Statement of Work (SOW). Prior to conducting the Functional Acceptance Test ("FAT") process as defined below, the Client shall receive for review, standard FAT documents for the System and Subsystems. Upon review by the Client of the FAT documents, TriTech shall conduct the FAT with the Client's participation in accordance with the Project plan. Individual test cases within the FAT shall have a pass/fail criteria and with results reported to the Client when the individual tests are complete with a Test Report. Client shall not suspend testing when problems are experienced and restart an FAT when the problems are corrected unless the problems prevent continuing with FAT testing. If FAT testing must be

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suspended pending corrective action, Client shall promptly advise TriTech by the fastest available means.

10.2 FAT. Following completion of the DOLF process (which is further defined in the SOW) for the applicable Subsystem, the FAT process, as further defined in the SOW will begin. During the FAT process, any FAT issues detected will be mutually defined and agreed upon as Pre-Go Live Issues to be corrected prior to Go Live, or Post Go Live Issues that do not affect the Go Live readiness of the System and will be corrected following Go Live. TriTech and the Client will mutually agree upon the Go Live date for the System.

10.3 Subsystem Acceptance – Inform CAD and Inform Mobile,. Upon Go Live, the Client shall utilize the Subsystem for a thirty (30) day Acceptance test period ("the Acceptance Test Period") to verify operational system and Subsystem functionality in a live environment. If no Critical Priority or Urgent Priority Software Errors (as those terms are defined in Addendum E) are reported during such thirty (30) day period, the Subsystems shall be deemed to have achieved Final Acceptance. In the event that a Critical Priority or Urgent Priority Software Error occurs during the Acceptance Test Period, TriTech shall commence actions in accordance with the Software Support Agreement to correct the reported error.

10.3.1 In the event that a Critical Priority Software Error occurs between day one (1) and day thirty (30) of the Acceptance Test Period, the Acceptance Test Period will be stopped and restarted at day one (1) once the Software Error has been resolved in accordance with the Software Support Agreement.

10.3.2 In the event that an Urgent Priority Software Error occurs between day one (1) and day fifteen (15), the Acceptance Test Period will be stopped and restarted from day one (1) once the Software Error has been resolved in accordance with the Software Support Agreement. If the Software Error occurs between day fifteen (15) and day thirty (30), the Acceptance Test Period will be stopped and restarted from the day the resolution has been provided in accordance with the Software Support Agreement.

10.3.3 In the event that the Inform CAD, Inform Mobile, Inform RMS, Inform FBR, and Inform Jail Subsystems do not Go Live at the same time, Subsystem Acceptance as defined above will occur for the Subsystems that Go Live together (e.g., Inform CAD, Inform Mobile and related Interfaces; Inform RMS and Inform FBR and related Interfaces).

10.4. Subsystem Acceptance – Inform 911. Immediately following Go Live, TriTech will complete the Functional Acceptance Testing (FAT) for Inform 911 as defined in the Statement of Work (SOW). After successful completion of the FAT, the Parties shall execute a Task Completion Report ("TCR") acknowledging that FAT has been successfully completed. Immediately following completion of the FAT, the Client shall utilize the System for a fifteen (15) consecutive day period (the "Soak Period") in order to verify operational system and functionality in a live environment. During the Soak Period it is anticipated that no Critical Priority or Urgent Priority Software Error (as those terms are defined in Addendum G TriTech Support Terms – Inform 911) will be reported. In the event that a Critical Priority or Urgent Priority Software Error occurs during the Soak Period, TriTech shall commence actions in accordance with the Software Support Agreement to correct the reported error. If a Critical or

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Urgent Software Error occurs during the first eight (8) days, following resolution of the Critical or Urgent Software Error TriTech will restart the fifteen (15) consecutive day period. If the error occurs after the eighth (8th) day, the test will resume from the point when the error occurred once the Critical or Urgent Software Error has been resolved. System Acceptance shall be deemed to occur upon successful completion of the Soak Period.

11.0 CONFIDENTIALITY AND PROPRIETARY RIGHTS

11.1 The copyright to the Software and Documentation (including without limitation the Subsystem Software and Documentation) is owned by the Vendor thereof. Said software and documentation is licensed, not sold. Nothing in this Agreement shall be construed as conveying title in the Software or Documentation to Client.

11.2 Provided that Client's confidential business information and confidential data is marked with the legend "CONFIDENTIAL INFORMATION", "PROPRIETARY INFORMATION", or a substantially similar legend, TriTech agrees to maintain Client's confidential business information and confidential data, including patient identifying data, to which TriTech gains access in confidence and to not disclose such information except as required to perform hereunder or as required by law. If such confidential or proprietary information is disclosed to TriTech orally, Client shall, within five (5) business days of the disclosure, document the disclosure in writing, which writing shall be marked with the above-described legend. Notwithstanding the above, the applicable Vendor shall own the copyrights, trade secrets, patent rights and other proprietary rights in and may use without restriction knowledge, information, ideas, methods, know-how, and copyrightable expression learned or acquired as a result of or in connection with this Agreement to make modifications and enhancements to Software or Documentation. Client shall acquire no intellectual property ownership rights to Software or Documentation as a result of such use, whether as author, joint author, or otherwise.

11.2.1 TriTech maintains a security program for security managing access to client data – particularly HIPAA and CJIS information ("Security Approved Personnel"). This includes 1) a pre-employment background check; 2) security training required by Federal CJIS regulations; and 3) criminal background checks/fingerprints required by Federal or State regulations. TriTech will work with the Client to provide required documentation (such as the CJIS Security Addendum Certification form and VPN documents).

11.2.1.1 If required by the Client, TriTech will provide paper fingerprint cards for such Security Approved personnel with the fingerprinting performed in the state of the TriTech staff's job assignment. If the Client requires fingerprints submitted in a form other than paper prints (such as Live Scan) or that such fingerprints be performed at the Client's site, the Client will reimburse TriTech for the cost of TriTech Security Approved Personnel traveling to the Client's site or for a vendor (such as Live Scan) to travel to the applicable TriTech office location. This provision will apply during the installation of the Project and for the duration of the Client's Software Support Agreement.

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11.3 Client understands and agrees that the Software and Documentation (including without limitation Subsystem Software and Documentation) including, but not limited to, the Source Code, Object Code, the OSDs, IRDs and ATPs, the Statement of Work, the software design, structure and organization, software screens, the user interface and the engineering know-how implemented in the software (collectively "Vendor Proprietary Information") constitute the valuable properties and trade secrets of the Vendor thereof, embodying substantial creative efforts which are secret, confidential, and not generally known by the public, and which secure to the vendor a competitive advantage.

11.3.1 The material presented in TriTech's training courses represents the confidential and proprietary information of TriTech, not intended for public disclosure or disclosure to third parties. Clients may videotape training sessions provided on-site at the Client's facilities by TriTech staff for the Client's own internal use only; provided, however, that the TriTech training staff have consented in writing to such videotaping. The Client is responsible for managing access to and copying of any TriTech provided training materials or Client-made videotapes of TriTech training sessions.

11.4 Client agrees during the term of this license, and thereafter, to hold the Vendor Proprietary Information, including any copies thereof and any documentation related thereto, in strict confidence and to not permit any person or entity to obtain access to it except as required for Client's exercise of the license rights granted hereunder.

11.4.1 Without limiting the generality of the foregoing, except as provided in Section 14.0 (Source Code Escrow), in the event Source Code is loaded on the Equipment, or other computer system equipment at any Designated Location or any other location in connection with TriTech's performance under this Agreement, or for any other purpose, Client shall keep such Source Code strictly confidential and shall not, without the written authorization of TriTech (and, if applicable, the concerned Subcontractor), access, use, copy, modify, distribute, disclose or otherwise exercise or permit the exercise of any rights to such Source Code by any person, including but not limited to Client's employees, agents or contractors. This provision is intended by the parties to prohibit, among other things, Client access to Source Code by any person and for any reason unless expressly authorized by Section 14.0 (Source Code Escrow) herein.

11.5 Client shall not attempt or authorize others to attempt to learn the trade secrets, technology, ideas, processes, methods of operation, know-how and/or confidential information contained in the Software by duplication, decompilation, disassembly, other forms of reverse engineering, or other methods now known or later developed.

11.6 Client shall inform TriTech promptly in writing of any actual or suspected unauthorized Use, copying, or disclosure of the Vendor Proprietary Information.

11.7 Client acknowledges that the information contained in Addenda to this Agreement which is marked with the legend "PROPRIETARY DATA" is likewise Vendor Proprietary Information which may not be copied, disclosed, distributed or otherwise disseminated to third parties without the written authorization of TriTech or the concerned

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Subcontractor. Client shall comply with said legend in all respects and shall promptly inform TriTech of any unauthorized disclosure of such information.

11.8 If any Vendor Proprietary Information is subject to any Federal or State statutes(s) providing for public access or disclosure of public records, documents or other material, Client shall (i) provide to TriTech (and, if applicable the concerned Subcontractor) written notice of any request or other action by a third party under said statute(s) for release, access, or other disclosure thereof, (ii) provide to TriTech (and, if applicable the concerned Subcontractor) a reasonable opportunity to respond to and/or oppose such action in the appropriate forum and (iii) take such steps as are permitted under said statutes to assert in response to such action any exemptions or other protections available thereunder to prevent, restrict and/or control the public release, access and/or disclosure of the Vendor Proprietary Information.

11.9 The obligations specified under the CONFIDENTIALITY AND PROPRIETARY RIGHTS section of this Agreement shall survive the termination or rescission of this Agreement.

12.0 LIMITED WARRANTIES

12.1 The TriTech Software. TriTech warrants that, during the Warranty Period, the TriTech Software will perform in substantial conformity with the Specifications. If, during the Warranty Period, Client determines that a warranty defect exists in the TriTech Software, Client shall notify TriTech during Normal TriTech Customer Service Hours (7:30 a.m. to 7:30 p.m., CST, Monday through Friday, excluding TriTech holidays). TriTech shall, at its option, correct the defect, or replace the TriTech Software.

12.1.1 TriTech further warrants and represents that the TriTech Software does not contain any "back door", "time bomb", "Trojan horse", "worm", "drop dead device" or other program routine or hardware device inserted and intended by TriTech to provide a means of unauthorized access to, or a means of disabling or erasing any computer program or data, or otherwise disabling the TriTech Software. (Nothing herein shall be deemed to constitute a warranty against viruses. The provisions of paragraph 12.1.2.5, below, shall constitute the agreement of the parties with respect to viruses.) Client's sole remedy with respect to the foregoing warranty shall be to receive an Update to the TriTech Software that does not contain any of the above-described routines or devices.

12.1.2 If the TriTech Software is unable to function as warranted due to any one or more of the following factors, additional charges may be imposed by TriTech for actions necessary to correct or work around such factors:

12.1.2.1 Modification of the TriTech Software, System Software or Equipment by Client or a third party.

12.1.2.2 Installation of the TriTech Software, including Inform 911, on Client's computer system by Client or a third party.

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12.1.2.3 Misuse or neglect, including without limitation failure to use the TriTech Software as described in the Documentation, or other instructions provided by TriTech.

12.1.2.4 Software not provided by TriTech, not specified as compatible in the Documentation, or Client not following the procedures for loading third party software on a Workstation or Server as set forth in paragraph 13.5 of this Agreement and further defined in the System Planning Document (Addendum A-8 hereto).

12.1.2.5 Equipment which does not meet the configuration requirements specified in the Documentation, by failure of Client to provide and maintain the site and facility requirements described in Section 7.0 herein, or the use of "clones" (generic "look-alike" equipment) as substitutes for the Equipment listed in Addendum A-4.

12.1.2.6 Computer viruses that have not been introduced into Client's system by TriTech. Client shall maintain up-to-date virus checking software and shall check all software received from TriTech or any other person or entity for viruses before introducing that software into any part of the System including, but not limited to, Workstations or Servers. If desired by Client, TriTech will provide Updates on media rather than direct downloading to facilitate this virus checking. If, despite such check, a virus is introduced by TriTech, TriTech will provide a virus-free copy of the TriTech Software, and will, at its expense, reload said software (but not Client's data) on Client's Equipment. Client shall be responsible for reloading its data and, to that end, shall practice reasonable back-up procedures for the System to mitigate the consequences of any virus.

12.1.2.7 Equipment or software provided by third parties with which the TriTech Software interfaces or operates (including but not limited to system software), including but not limited to problems caused by changes in such equipment or software. If such changes occur which require modifications or other actions with respect to the TriTech Software, such modifications or actions shall (unless identified in the Addendum A-3 as a line item in this Agreement) be subject to the mutual written agreement of the parties, including but not limited to, additional charges by TriTech at its then current rates for engineering and technical support.

12.1.2.8 After the Warranty Period, TriTech's obligations with respect to operation of the items purchased and/or licensed hereunder shall be as specified in the MAINTENANCE AND SOFTWARE SUPPORT section of this Agreement.

12.1.2.9 If mapping information is supplied with the TriTech Software, TriTech makes no representation or warranty as to the completeness or accuracy of the mapping data provided with the TriTech Software. The completeness or accuracy of such data is solely dependent on the information supplied by the Client or the mapping database vendor to TriTech.

12.2 Problems in the TriTech Software or transmission of data caused by wireless services are not warranted by TriTech, or covered under the terms of this Agreement. Client's use of services provided by wireless service providers or carriers, and the security, privacy, or accuracy of any data provided via such services is at Client's sole risk.

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12.3 Client is responsible for maintaining the required certifications for access to Client's state CJIS system(s), NCIC and/or other local state, federal and/or other applicable systems.

12.4 TriTech.com IQ and TriTech.com Analytics. Any warranties for the TriTech.com IQ and TriTech.com Analytics subscription service are set forth in the TriTech.com Subscription Service Use & License Agreement provided at Addendum G, if applicable.

12.5 Equipment, System Software and Subcontractor Hardware and Software, and any other items provided under this Agreement and not manufactured by TriTech (collectively "Third Party Items"). Third Party Items are warranted by the manufacturers or Vendors thereof, not by TriTech. TriTech shall pass through to Client any warranties on Third Party Items granted to it. If, during the warranty period for Third Party Items Client determines that they do not perform as warranted, Client shall contact TriTech using the procedures described in the Software Support Agreement. TriTech shall perform Help Desk functions by receiving calls and providing reasonable assistance to Client in determining the causes of the reported problem and in assisting Client in making claims under applicable third party warranties. Reasonable assistance consists of an evaluation of the reported problem in order to determine if the problem is being caused by a TriTech Software issue or an issue with a Third Party Item that needs to be addressed by the applicable Vendor. As part of the evaluation process, TriTech will share with the Client non-proprietary information related to the diagnosis such as error messages, database trace information and other information that led TriTech to diagnose the Third Party Item as the likely cause and which may aid the Client in seeking a resolution from the applicable manufacturer or Vendor. For issues involving Windows O/S software (Microsoft) that generally affect the operation of the TriTech Software and are not caused by a Client specific installation or configuration of the O/S, TriTech will work with Microsoft to coordinate the resolution. Notwithstanding the foregoing, TriTech warrants that, during the Warranty Period for the TriTech Software, the TriTech Software shall be compatible with the Third Party Items (i.e., shall communicate, share data and otherwise work together without additional software or hardware not provided under this Agreement) provided that all Subsystem components are used and maintained by Client as specified or instructed by TriTech, or the respective Vendors thereof, provided further that such items have not been changed since the Delivery thereof such that the TriTech Software is no longer compatible without modification.

12.5.1 Notice: The design of keyboards, computer desks, chairs and other items in the workplace ("ergonomic characteristics") affect the comfort, efficiency and safety of such items with respect to people who use them. Such ergonomic characteristics are determined by the manufacturer of such items, and the manner of their use in the workplace. To the extent allowed by law, TriTech disclaims all warranties, express or implied, with respect to the ergonomic characteristics of said items. Client shall adopt and regularly practice generally accepted workplace safety practices to promote safety and prevent injury from the use of such items and shall hold TriTech harmless from and against all claims, actions or proceedings related to the ergonomic characteristics of such items and injuries related to or caused therefrom.

12.6 Inform 911 Warranty Exclusions. Warranty service provided under this Agreement for Inform 911 excludes (1) electrical work external to the Inform 911 system; (2) any service which is impractical for TriTech's service representatives to render because of

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alterations to the equipment or its connection by mechanical or electrical means to other devices, or because of alterations to operating systems; or (3) systems engineering services, programming, and operations procedures of any sort, or repairs or replacement caused by the following:

(i) Damage to the Inform 911 system due to fire, explosion, power irregularities, power surges, Acts of God (including, without limitation, earthquakes, rains, floods or lightning), or any other cause not attributable to or beyond the reasonable control of TriTech;

(ii) Client's failure to follow applicable operation, maintenance, or environmental requirements described in any of the manufacturer's manuals or product bulletins, TriTech's manuals, and other materials provided to Client;

(iii) Client's additions, alterations, modifications, enhancements or repairs to, or disassembly of, the Inform 911 system (itself or using a third party) without TriTech's prior written consent;

(iv) Mishandling, abuse, misuses or damage to the Inform 911System by Client or a third party;

(v) Relocation of the Inform 911 system without TriTech's prior written consent (other than telephone instruments relocated in accordance with the manufacturer's specifications);

(vi) Failures or changes required resulting from the local exchange TriTech, inter-exchange carrier, the power TriTech or other transmission providers; or

(vii) Work performed by Client on the hardware and/or software components which Client or a third party adds or attaches to the Inform 911system without TriTech's prior written consent.

12.6.1 TriTech may, at its option, perform repairs at Client's request at TriTech's then current rates for services to correct any of the exclusions listed above, including travel expenses if onsite support is required.

12.6.2 Additional fees at TriTech's then current rates may be charged for service calls for Inform 911 which result in "no trouble found".

12.7 TRITECH MAKES AND CLIENT RECEIVES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

13.0 MAINTENANCE AND SOFTWARE SUPPORT

13.1 The TriTech Software. Annual Software Support shall begin upon the date of first Go Live for the TriTech Software and end twelve (12) months thereafter, under the terms of

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Addendum E TriTech Software Support Terms, and Addendum F TriTech Support Terms for Inform 911. On or before expiration of the then current support term, and at each annual anniversary thereof, TriTech shall provide to Client a Software Support Renewal Notice for signature and payment of the then-current Software Support fees. TriTech reserves the right to change the terms and conditions for Software Support at the time of renewal by written notice to Client. The rendering by TriTech of Software Support for the coming year shall be subject to Client executing the Software Support Renewal Notice and paying the applicable Software Support fee(s).

13.1.1 If Client fails to keep an annual Software Support Agreement for the TriTech Software in effect, any later resumption of annual Software Support services by TriTech shall be subject to payment by Client of all past unpaid annual Software Support fees in addition to the Software Support fee for the current support year. Client acknowledges and agrees that the preceding clause is reasonable in light of the fact that the expenses incurred and resources devoted by TriTech to further development, enhancement and support of the TriTech Software must be spread over TriTech's customer base and fairly shared by all TriTech Software users.

13.1.2 Notwithstanding anything to the contrary herein, Software Support for the TriTech Software shall be subject to and conditional on Client's implementation and use of a version of the TriTech Software that is the most current production version thereof made available to Client. If Client does not implement the most current production version when it is made available, TriTech shall only be obligated to provide Software Support for Client's version of the TriTech Software for a period of twelve (12) months thereafter.

13.1.3 Unless listed as a line item in Addendum A-3, TriTech Software Support shall not include design, engineering, programming, testing, implementation or other services rendered necessary by changes in Equipment, System Software or Subcontractor Hardware or Software ("Third Party Changes'). Any such services shall be subject to additional charges by TriTech and the mutual written agreement of the parties as to the terms and conditions under which such services are rendered. Absent such agreement, TriTech shall be under no obligation, express or implied, with respect to Third Party Changes or modifications to the TriTech Software resulting therefrom.

13.2 TriTech.com IQ and TriTech.com Analytics. Support terms for the TriTech.com IQ and TriTech.com Analytics subscription service are set forth in the TriTech.com Subscription Service Use & License Agreement provided at Addendum G, if applicable.

13.3 System Software. Maintenance and support for System Software sold or licensed hereunder shall be subject to and provided in accordance with any maintenance agreements between Client and the supplier thereof, or other third party maintenance providers. If Client determines that an item of System Software provided under this Agreement does not perform as provided in the applicable specifications, Client may, provided that a current Software Support Agreement with TriTech is in force, contact TriTech using the procedures described in the Software Support Agreement. TriTech shall thereupon provide Help Desk services to Client with respect to the reported problem. For issues involving Windows O/S software (Microsoft) that generally affects the operation of the TriTech Software and is not caused by a Client specific installation or configuration of the O/S, TriTech will work with

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Microsoft to coordinate the resolution. Notwithstanding the above, TriTech is not and shall not be a party to such third party maintenance agreements nor shall TriTech have any obligation or liability thereunder, other than as stated above. Client is responsible for maintaining licensing, including updates for System Software.

13.4 Subcontractor Hardware and Software. The initial twelve (12) month maintenance and support period for those Vendors identified in Addendum A-5 will be provided to Client by the respective vendors as Subcontractors to TriTech. Client shall contact TriTech in accordance with the procedures in the Software Support Agreement to report any errors or defects detected with respect to such items. TriTech shall assist Client in determining the nature of the problem, and will contact the appropriate Vendor for resolution. TriTech will follow-up with the Vendor, and maintain contact with both the Vendor and Client to coordinate problem resolution within a commercially reasonable time. Support and maintenance will be provided in accordance with the respective Vendor's support and maintenance agreements, attached hereto at Addendum C. At the conclusion of such initial annual maintenance and support period, annual maintenance and support shall be subject to and provided in accordance with any maintenance agreements between Client and the respective Vendors. TriTech shall not be a party to such maintenance and support agreements. Thereafter, provided that Client maintains in force an annual TriTech Software Support Agreement, Client may contact TriTech in accordance with the Software Support Agreement, and TriTech shall provide Help Desk services to Client with respect to the reported problem.

13.5 Equipment. Unless otherwise provided in this Agreement, including Addendum E, or Addendum F, maintenance and support for Equipment sold hereunder is not included under this Agreement. Client agrees to acquire and keep in force computer and peripheral equipment maintenance agreements for the equipment used to operate the TriTech Software or to provide such maintenance in-house with qualified personnel. If Client determines that an item of Equipment provided under this Agreement does not perform as provided in the applicable specifications, Client may, provided that a current Software Support Agreement with TriTech is in force, contact TriTech using the procedures described in the Software Support Agreement. TriTech shall thereupon provide Help Desk services to Client with respect to the reported problem. If applicable, the Inform 911 System may contain third party hardware and software, including that which the manufacturer may have embedded into the hardware as an integral part of such hardware. Applicable third-party maintenance agreement(s) for any such third-party hardware and software incorporated in the Inform 911 System requiring Client signature are attached at Addendum C. Notwithstanding the above, TriTech is not and shall not be a party to such third party maintenance agreements nor shall TriTech have any obligation or liability thereunder. If, at any time after installation of the System, Client desires to load on a Workstation or Server any software not provided by TriTech, it shall, before loading such software, follow the procedures regarding third party software compatibility in the TriTech Documentation, and contact the TriTech Customer Service Department at the telephone numbers listed in the Software Support Agreement for assistance as required. **Such action shall not constitute approval, express or implied, for the loading of specific software on a Workstation or Server, nor any express or implied warranty, representation or other obligation by TriTech with respect to such software, including but not limited to its suitability, operability or capability to meet Client's needs or expectations**. Client agrees that if the loading of such third party software degrades the performance of the System, Client

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shall immediately uninstall such software. Client shall absolve, discharge and release TriTech from any obligations or liabilities related to operation or performance of the System, the TriTech Software, Subcontractor Software, or any other item provided by TriTech under this Agreement, including but not limited to any liabilities for damages related thereto in connection with the installation of such third party software.

14.0 SOURCE CODE ESCROW

14.1 TriTech Software (Source Code Escrow is not applicable if fees are not listed as a Contract Price line item). Subject to payment of the applicable escrow fees by Client and Client's execution of the applicable escrow documents, TriTech shall, on or before the occurrence of Go Live for the TriTech Software (less Interfaces and Modifications), enroll Client as a Preferred Beneficiary of the applicable TriTech Source Code escrow account with Iron Mountain Intellectual Property Management (the "Escrow Agent"). A copy of TriTech's Master Preferred Escrow Agreement with Iron Mountain is attached at Addendum B. The location of the escrow shall be Iron Mountain's storage facilities in Norcross, GA. Client shall pay all escrow fees and expenses associated with the Escrow, including but not limited to first year fees (which are included as a line item in the Contract Price), renewal year fees, and fees for additional services, if any, selected by Client. Each month, TriTech shall deposit in Escrow updated Source Code containing (i) all Updates to the TriTech Software released during the preceding month and (ii) any TriTech Software Modification and/or Interfaces released for live operations during the preceding month. Source Code Escrow shall be kept in effect until (i) Client gives TriTech written notice of termination of the escrow, (ii) the escrow is canceled by the Escrow Agent due to non-payment of escrow charges by Client, or (iii) this Agreement is terminated. Source Code released under the terms of the Source Code Escrow Agreement shall be deemed part of the TriTech Software hereunder, subject to the terms and conditions of this Agreement, including but not limited to the license terms in Section 5.0, except as modified below.

14.1.1 Source Code shall be released to Client only upon the occurrence of and only during the duration of one of the following conditions:

14.1.1.1 TriTech's persistent and uncured failure to carry out or provide for the carrying out of material warranty obligations imposed upon it pursuant to this Agreement or any Software Support Agreement between the parties with respect to the TriTech Software, which failure persists for a period of 30 days after written notice from Client to TriTech asserting such failure and the intention to demand a release of Source Code from escrow, or

14.1.1.2 TriTech's failure to continue to do business in the ordinary course without providing an alternate source of warranty or Software Support by a ready, willing and able assignee.

14.1.2 The escrowed Source Code and other material released to Client hereunder shall be subject to all of the terms and conditions of this Agreement, including without limitation the Confidentiality provisions herein, except as specifically modified in this paragraph. Without limiting the generality of the foregoing, the Source Code shall, except for periods of actual use, be kept in a secure, locked container and/or a secure protected computer file with access limited

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only to those with a need to know for purposes of software maintenance. Any person or entity granted access shall be required to agree in writing to comply with this paragraph. TriTech shall, upon request, be provided with a copy of such agreement(s).

14.1.3 Provided that a release of Source Code is rightfully made hereunder, Client is granted a license to copy and Use the Source Code for the sole purpose of software maintenance. For purposes of these Source Code Escrow provisions, the term "software maintenance" means correction of software errors and preparation of software modifications and enhancements. If Client creates new and original computer code not derived from the TriTech Software or the ideas, processes, methods of operation, technology or know-how implemented therein, in the process of software maintenance, the intellectual property rights (including copyright, patent and trade secret) in and to that specific new and original code shall be owned by Client. However, if Client's enhancements or other modifications result in the creation of a derivative work from the TriTech Software, or a work based upon the ideas, processes, methods of operation, technology or know-how implemented therein, the intellectual property rights (including copyright, patent and trade secret) in and to such work shall be owned by TriTech and Client's rights to use such work shall be limited to those granted with respect to the TriTech Software in this Agreement. No rights to distribute Source Code or derivative works therefrom are granted hereunder.

14.2 Subcontractor Source Code Escrow. If Client desires to enter into Source Code escrow agreements for the Subcontractor Software provided hereunder, such agreements shall be entered into directly between Client and the licensors thereof. TriTech shall not be a party to such Subcontractor Source Code escrow agreements.

15.0 DEFAULT AND TERMINATION

15.1 TriTech may terminate this Agreement and the TriTech Software licenses granted herein at any time if (i) Client fails to comply with any material term or condition of this Agreement unless (a) in the case of failure to pay monies due to TriTech, the amount of which monies are undisputed by Client as to whether said monies are properly due and owing, Client cures such failure within sixty (60) days after written notice of such failure by TriTech or (b) in other cases, Client cures such failure(s) within sixty (60 days of such notice or in the case of failures not reasonably susceptible to cure within thirty (30) days, Client commences action to cure such failure within such period and continues such action with due diligence until the failure is cured, or (ii) Client's normal business operations are disrupted or discontinued for more than sixty (60) days by reason of insolvency, bankruptcy, receivership or business termination. Such termination shall not affect TriTech's right to receive and retain the Contract Price and other fees, charges and expenses earned hereunder.

15.1.1 In the event of termination in accordance with paragraph 15.1 above, TriTech's subcontractors providing software licenses hereunder may also terminate such licenses granted to Client with respect to this Agreement.

15.2 Client may terminate this Agreement if (i) TriTech (or a Subcontractor) fails to comply with any material term or condition of this Agreement unless (a) TriTech (or the applicable Subcontractor) cures such failure within sixty (60) days after written notice thereof

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from Client or (b) in the case of failures not reasonably susceptible to cure within sixty (60) days, TriTech (or the applicable Subcontractor) commences action to cure such failure within such period and continues such action with due diligence until the failure is cured, or (ii) TriTech's normal business operations are disrupted or discontinued for more than sixty (60) days by reason of insolvency, bankruptcy, receivership or business termination and no successor or assignee is appointed who is ready, willing and able to assume and perform TriTech's executory obligations under this Agreement.

15.3 Termination Without Cause. In the event that Client desires to terminate this Agreement without cause, Client shall provide thirty (30) days prior written notice to TriTech. In such event TriTech shall be paid for all fees and expenses earned under this Agreement up to the date of such termination. Any resumption of the Project shall be subject to negotiation of a new Agreement.

15.4 Upon termination, Client shall permanently remove and destroy all copies of the Software from its computer system, media, or other locations, destroy all copies of the Documentation and associated materials and certify to TriTech in writing that Client has performed said actions and has not retained or permitted others to retain any such copies whether on a computer system or Server, hard copy or CD-ROM, magnetic or other media, backup or archival copies, or otherwise. Client shall perform these same procedures for removal and destruction of System Software and Subcontractor Software, and the associated Documentation, and so notify TriTech.

16.0 LIABILITY

16.1 TriTech shall indemnify, defend, save, and hold Client harmless from any and all claims, lawsuits or liability, including attorneys' fees and costs, allegedly arising out of, in connection with, or incident to any loss, damage or injury to persons or property or arising from a wrongful or negligent act, error or omission of TriTech, its employees, agents, contractors, or any subcontractor as a result of TriTech's or any subcontractor's performance pursuant to this Agreement; however, TriTech shall not be required to indemnify Client for any claims or actions caused to the extent of the negligence or wrongful act of Client, its employees, agents, or contractors. Notwithstanding anything to the contrary in the foregoing, if a claim, lawsuit or liability results from or is contributed to by the actions or omissions of Client, or its employees, agents or contractors, TriTech's obligations under this provision shall be reduced to the extent of such actions or omissions based upon the principle of comparative fault.

16.2 Notwithstanding the foregoing, the total liability of TriTech for any claim or damage arising from or otherwise related to this Agreement, whether in contract, tort, by way of indemnification or under statute shall be limited to direct damages which shall not exceed (i) the Contract Price or (ii) in the case of bodily injury, personal injury or property damage for which defense and indemnity coverage is provided by TriTech's insurance carrier, the coverage limits of such insurance.

16.3 Client shall indemnify and hold TriTech harmless from any and all claims, lawsuits or liability, including attorneys' fees and costs, allegedly arising out of, in connection with, or incident to any loss, damage or injury to persons or property or arising from a wrongful

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or negligent act, error or omission of Client's or, its employees, agents, contractors, or any subcontractor's as a result of the use or misuse of the TriTech Software.

16.4 IN NO EVENT SHALL EITHER PARTY OR ITS SUBCONTRACTORS OR SUPPLIERS BE LIABLE WHETHER IN CONTRACT OR IN TORT FOR LOST PROFITS, LOST SAVINGS, LOST DATA, LOST OR DAMAGED SOFTWARE, OR ANY OTHER CONSEQUENTIAL OR INCIDENTAL DAMAGES ARISING OUT OF, OR OTHERWISE RELATED TO THIS AGREEMENT, REGARDLESS OF WHETHER A PARTY HAS NOTICE OF THE POSSIBILITY OF ANY SUCH LOSS OR DAMAGE.

17.0 INSURANCE

17.1 Beginning at the start of TriTech's performance under this Agreement, and ending when TriTech is no longer providing to Client annual Software Support, TriTech shall maintain in force a policy of General Liability Insurance with coverage limits of $1,000,000 per occurrence, $2,000,000 aggregate, Commercial Automobile Insurance in the amount of $1,000,000 combined single limits for all owned, non-owned and hired vehicles and Excess Insurance in the amount of $5,000,000. TriTech shall also provide proof of New York State Statutory Workers Compensation and Disability Insurance. Failure to secure Workers' 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.

17.2 TriTech shall cause Client to be added as an additional insured on a primary and non-contributory basis to the above-described general liability policy.

17.3 TriTech will require any subcontractors performing under this Agreement to maintain the same insurance requirements described above, including New York State Statutory Workers Compensation and Disability Insurance, and provide the required Certificate(s) of Insurance to Client.

18.0 COPYRIGHT & TRADE SECRET INFRINGEMENT

18.1 TriTech will at its expense defend against any claim, action or proceeding by a third party ("Action" herein) for infringement by the TriTech Software of copyright or trade secrets, provided that Client immediately notifies TriTech in writing of such Action and cooperates fully with TriTech and its legal counsel in the defense thereof. TriTech may in its discretion (i) contest, (ii) settle, (iii) procure for Client the right to continue using the TriTech Software, or (iv) modify or replace the TriTech Software so that it no longer infringes (as long as the functionality and performance described in the Specifications substantially remains following such modification or replacement.) Client may participate in the defense of such Action at its own expense. If TriTech concludes in its sole judgment that none of the foregoing options are commercially reasonable, and Client's use of the TriTech Software is permanently enjoined as a result of a judgment of a court of competent jurisdiction in such Action, then TriTech will return to Client the TriTech Software license fee(s) paid by Client under this Agreement less a prorated portion of said fee(s) for Client's use of the TriTech Software (calculated by multiplying the ratio of the number of months of actual Use in Live Operations to thirty-six (36) months times

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the license fees paid) and the licenses granted in this Agreement shall terminate. In addition, in the event such Action results in a money judgment against Client which does not arise, wholly or in part, from the actions or omissions of Client, its officers, directors, employees, contractors, agents, or elected officials, or a third party, TriTech will, subject to Section 16.0 herein, indemnify Client therefrom to the extent indemnification for such judgment is not provided under Client's insurance policies (unless Client is self-insured in which case the preceding clause shall not apply).

18.2 Notwithstanding the above, TriTech shall have no duty under this section 18.0 with respect to, and Client shall hold TriTech harmless from and against any claim, action or proceeding arising from or related to infringements (i) by System Software, Subcontractor Hardware or Software, or Equipment, (ii) arising out of modifications to the TriTech Software and/or Documentation not made by or under the direction of TriTech, (iii) resulting from use of the TriTech Software to practice any method or process which does not occur wholly within the TriTech Software, or (iv) resulting from modifications to the TriTech Software or Documentation prepared pursuant to specifications or other material furnished by or on behalf of Client. This section 18.0 states the entire obligation of TriTech regarding infringement of intellectual property rights, and it will survive the termination of this Agreement.

19.0 DISPUTE RESOLUTION

19.1 The Parties desire to first attempt to resolve certain disputes, controversies and claims arising out of this Agreement or any Addenda hereto before a Party begins litigation. Prior to commencing litigation, at the written request of either Party, the Parties agree to meet onsite at either TriTech's or the Client's location as determined by the Parties, and negotiate in good faith to resolve any dispute arising under this Agreement. Each Party shall be responsible for its associated travel costs. If the above negotiations do not resolve the dispute with sixty (60) days of the initial written request, either Party may take appropriate legal action.

20.0 SALES, USE AND PROPERTY TAX

20.1 Unless exempt from such taxes, Client shall be solely responsible for payment or reimbursement to TriTech of all sales, use, value added or similar taxes imposed upon this Agreement by any level of government, whether due at the time of sale or asserted later as a result of audit of the financial records of either Client or TriTech. If exempt, Client shall provide to TriTech written evidence of such exemption. Client shall also pay any personal property taxes levied by government agencies based upon Client's use or possession of the items acquired or licensed in this Agreement.

21.0 SEVERABILITY

21.1 If any term, clause, sentence, paragraph, article, subsection, section, provision, condition or covenant of this Agreement is held to be invalid or unenforceable, for any reason, it shall not affect, impair, invalidate or nullify the remainder of this Agreement, but the effect thereof shall be confined to the term, clause, sentence, paragraph, article, subsection, section, provision, condition or covenant of this Agreement so adjudged to be invalid or unenforceable.

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22.0 MAJEURE/EXCUSABLE DELAY

22.1 Neither party shall be responsible for failure to fulfill its obligations hereunder or liable for damages resulting from delay in Delivery or performance as a result of war, acts of terrorism, fire, strike, riot or insurrection, natural disaster, delay of carriers, governmental order or regulation, complete or partial shutdown of plant, unavailability of equipment or software from suppliers, default of a subcontractor or vendor (if such default arises out of causes beyond its reasonable control), the actions or omissions of the other party or its officers, directors, employees, agents, contractors or elected officials and/or other similar occurrences beyond the party's reasonable control ("Excusable Delay" herein). In the event of any such Excusable Delay, Delivery or performance shall be extended for a period of time as may be reasonably necessary to compensate for such delay. The party affected by an Excusable Delay hereunder, shall provide written notice to the other party of such delay as soon as reasonably possible.

23.0 CONSTRUCTION AND HEADINGS

23.1 The division of this Agreement into sections and the use of headings of sections and subsections are for convenient reference only and shall not be deemed to limit, construe, affect, modify, or alter the meaning of such sections or subsections.

24.0 WAIVER

24.1 The failure or delay of any party to enforce at any time or any period of time any of the provisions of this Agreement shall not constitute a present or future waiver of such provisions nor the right of either party to enforce each and every provision.

24.2 No term or provision hereof shall be deemed waived and no breach excused unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether expressed or implied, shall not constitute a consent to, waiver of or excuse for any other, different or subsequent breach.

25.0 ENTIRE AGREEMENT

25.1 This Agreement and its Addenda or Amendment(s) represent the entire agreement between the parties hereto and a final expression of their agreements with respect to the subject matter of this Agreement and supersedes all prior written agreements, oral agreements, representations, understandings or negotiations with respect to the matters covered by this Agreement.

26.0 APPLICABLE LAW

26.1 Except to the extent that this Agreement is governed by the laws of the United States, this Agreement shall be governed, interpreted and enforced in accordance with the laws of the State of New York without regard to its conflict of laws provisions.

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27.0 ASSIGNMENT

27.1 Neither this Agreement nor any rights or obligations hereunder shall be assigned or otherwise transferred by either party without the prior written consent of the other party, which consent will not be unreasonably withheld.

28.0 MACBRIDE FAIR EMPLOYMENT PRINCIPLES

28.1 In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), TriTech hereby represents that TriTech is in compliance with the MacBride Principles of Fair Employment, in that that TriTech either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles, and shall permit independent monitoring of compliance with such principles.

29.0 IRANIAN ENERGY SECTOR DIVESTMENT

29.1 TriTech hereby represents that TriTech is in compliance with New York State General Municipal Law Section 103-g entitled "Iranian Energy Sector Divestment", in that said Contractor/Proposer has not:

(a) Provided goods or services of $20 Million or more in the energy sector of Iran including but not limited to the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or

(b) Acted as a financial institution and extended $20 Million or more in credit to another person for forty-five days or more, if that person's intent was to use the credit to provide goods or services in the energy sector in Iran.

30.0 NOTICES

30.1 All notices required to be given under this Agreement shall be made in writing by (i) first-class mail, postage prepaid, certified, return receipt, (ii) by regularly scheduled overnight delivery, (iii) by facsimile or e-mail followed immediately by first-class mail, or (iv) by personal delivery, to the address set forth herein, or such other address as provided in writing. Such notices shall be deemed given ten (10) days after mailing a notice or one (1) day after overnight delivery thereof.

To Client:
Saratoga Springs Police Department
5 Lake Avenue
Saratoga Springs, NY 12866
Attn: John T. Catone
Assistant Chief of Police

To TriTech:
TriTech Software Systems
9477 Waples Street, Ste. 100
San Diego,CA 92121
Attn: Contracts

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With a copy to:

City of Saratoga Springs
Office of the City Attorney
474 Broadway
Saratoga Springs, NY 12866

31.0 ORDER OF PRECEDENCE

31.1 The following documents shall comprise the Agreement between the parties concerning the subject matter of this Agreement, and in the event of any dispute arising from or related to this Agreement, shall have the following order of precedence:

A. This Agreement and all Addenda and other documents attached to or incorporated by reference herein. In the event of a conflict between this Agreement and an Addendum, this body of this Agreement shall take precedence;

B. The applicable Client approved OSDs, IRDs and ATPs.

32.0 GENERAL TERMS

32.1 This Agreement shall be binding on and shall inure to the benefit of the heirs, executors, administrators, successors and assigns of the parties hereto, but nothing in this paragraph shall be construed as a consent to any assignment of this Agreement by either party except as provided in the ASSIGNMENT section of this Agreement.

32.2 This Agreement shall not become a binding contract until signed by an authorized officer of each party, and it is effective as of the date so signed.

32.3 This Agreement may be executed in any number of identical counterparts, and each such counterpart shall be deemed a duplicate original thereof.

32.4 The provisions contained herein shall not be construed in favor of or against either party because that party or its counsel drafted this Agreement, but shall be construed as if all parties prepared this Agreement.

32.5 Whenever the singular number is used in this Agreement and when required by the context, the same shall include the plural, and the use of any gender, be it masculine, feminine or neuter, shall include all of the genders.

32.6 A facsimile of this Agreement, its exhibits and amendments, and notices and documents prepared under this Agreement, generated by a facsimile machine (as well as a photocopy thereof) shall be treated as an original.

32.7 This Agreement is made for the benefit of the Parties, and is not intended to benefit any third party or be enforceable by any third party. The rights of the parties to terminate,

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rescind, or agree to any amendment, waiver, variation or settlement under or relating to this Agreement are not subject to the consent of any third party.

32.8 EACH PARTY'S ACCEPTANCE HEREOF IS EXPRESSLY LIMITED TO THE TERMS OF THIS AGREEMENT AND NO DIFFERENT OR ADDITIONAL TERMS CONTAINED IN ANY PURCHASE ORDER, CONFIRMATION OR OTHER WRITING SHALL HAVE ANY FORCE OR EFFECT UNLESS EXPRESSLY AGREED TO IN WRITING BY THE PARTIES.

CITY OF SARATOGA SPRINGS

Joanne D. Yepsen
Accepted By (Signature)

Joanne D. Yepsen
Printed Name

Mayor
Title

3/8/16
Date

City Council Approved
March 1, 2016

TRITECH SOFTWARE SYSTEMS

Accepted By (Signature)

~~Blake Clark~~ Tony Eales
Printed Name

Chief ~~Financial~~ Executive Officer
Title

3/11/2016
Date

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AGENDA ITEM NO. 14.2

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE:	July 16, 2024
SUBMITTED BY:	Lisa Watkins, Public Safety
ITEM TYPE:	Discussion and Vote
AGENDA SECTION:	Public Safety Department
SUBJECT:	Authorization to pay an invoice to NYS Department of Environmental Conservation
SUGGESTED ACTION:	
ITEM ACTION:	Discussion and Vote
ITEM NOTES:	Invoice for Station 3. Funds will come from our Capital budget line H-31-4-6952/52000/1217

ATTACHMENTS:
Invoice NYS DEPT OF ENVIRONMENTAL CONSERVATION.pdf

CITY OF SARATOGA SPRINGS - VOUCHER
474 BROADWAY SARATOGA SPRINGS, NY 12866

DEPT/LOC	**4000**	**DEPARTMENT**	**PUBLIC SAFETY**
VENDOR #	**1903-8**	**VENDOR NAME**	**NYS DEPT OF ENVIRONMENTAL CONSERVATION**
REMIT ADDRESS		**PO BOX 784971, PHILADELPHIA, PA 19178-4971**	

PO# **FINAL** **PARTIAL**

INVOICE # and ACCOUNT #	ORG	OBJECT	PROJECT	AMOUNT
11/14/2379				
9990000626942	H-31-4-6952	52000	1217	$110.00
interest				$2.28
penalties				$11.00
pending CCA 7.16.2024				
RECEIVED BY:				
			TOTAL	$123.28

By uploading this voucher for payment into the designated electronic folder, I as an approved authorized signor for my department certify the articles or services were necessary and for sole use of the City; have been received in good condition or properly performed.

The Commissioner of Accounts audits and certifies this purchase is in conformity with appropriate standards and procedures by affixing his/her signature to the warrant report approved by City Council in accordance with the City Purchasing Policy.

The Commissioner of Finance certifies this claim is approved from the appropriation indicated above by affixing his/her signature on the check issued as payment for this claim in accordance with the City Purchasing Policy.

NEW YORK STATE | Department of Environmental Conservation

Customer Number 175270
Invoice 9990000626942

Environmental Conservation Law (ECL) Article 72 and 6NYCRR Part 481 of this Department provide that all persons who require a permit, certificate, or approval pursuant to a State environmental regulatory program, or who are subject to regulation under a State environmental regulatory program, are required to submit an annual fee to this Department.

Remittance must be received by the payment due date shown on the invoice to avoid interest and penalty charges. Interest rates are set by the Commissioner of Taxation and Finance, and assessed pursuant to Article 72 of the Environmental Conservation Law. Penalties are assessed based on the amount of the payment deficiency at a rate of five percent of that deficiency per month, not to exceed twenty-five percent. NOTE: The penalty rate for the Operating Permit Program may differ and is shown on your invoice, if applicable.

DISPUTES: Please take notice that pursuant to 6 NYCRR 481.9(c) challenges to a Regulatory Program Fee may be rejected under the following circumstances; (1) failure to make a request for a recalculation of the fee within 30 business days of the date of the Department's original invoice; or (2) failure to make payment in full of the undisputed amount of the annual program fee; or (3) failure to give a specific reason for challenging the fee. A new fee recalculation request must be submitted for each year's assessment, regardless of the status of the previous years recalculation request.

IF A DETERMINATION IS MADE IN FAVOR OF THE DEPARTMENT, DISPUTED AMOUNTS NOT PREPAID AT THE TIME OF DISPUTE ARE SUBJECT TO INTEREST AND PENALTY CHARGES, RETROACTIVE FROM THE DUE DATE.

If you have any questions regarding this bill, you may call the Regulatory Fee Determination Unit's INFORMATION LINE (518) 402-9343 between 9:00am and 4:00pm Monday through Friday.

Dispute Forms, Change of Address Forms and Permit Transfer Forms can all be requested at any Regional DEC Office or you may download them directly at https://www.dec.ny.gov/about/61016.html

To:
AARON DYER
SARATOGA SPRINGS FIRE DEPARTMENT
60 LAKE AVENUE
SARATOGA SPRINGS, NY 12866

Past Due: Please remit payment in order to avoid additional interest, a penalty imposed at a cumulative rate of twenty-five percent of the total Environmental Regulatory Fees due as well as additional collection activities.

Checks should be made payable to:
NYS Department of Environmental Conservation.
Please include a copy of this invoice along with your payment.

Remit To:
NYS DEPARTMENT OF ENVIRONMENTAL CONSERVATION
PO BOX 784971
PHILADELPHIA, PA 19178-4971

RECEIVED
JUN 17 24
PUBLIC SAFETY

SubTotal ($)	110.00
Interest ($)	2.28
Penalties ($)	11.00
Payments ($)	0.00
Credits ($)	0.00
Outstanding balance as of 21-May-2024 in USD	123.28

KAREN,

THIS NEEDS TO BE PAID & COMES FROM THE STATION 3 CAPITAL BUDGET.

TAX

Customer Number 175270
Invoice 9990000626942

Customer Number
175270

Please include a copy of this page with all payments.

Transaction
9990000626942
Billing Date
22-Jan-2024

SPDES ID Number
NYR11J988

Legally Responsible Party (LRP):
SARATOGA SPRINGS FIRE DEPARTMENT
60 LAKE AVENUE
SARATOGA SPRINGS, NY 12866

Facility Name & Address:
SARATOGA SPRINGS FIRE STATION #3
16 HENNING ROAD
SARATOGA SPRINGS, NY 12866

Terms	Due Date	Customer Contact	Contact Phone
30 NET	21-Feb-2024	AARON DYER	

Description	Billing Year	Disturbed Acres	Future Impervious Acres	Fees
Base Fee	2023			110.00

Special Instructions
All payments must be in U.S. dollars only.

SubTotal ($)	110.00
Interest ($)	2.28
Penalties ($)	11.00
Payments ($)	0.00
Credits ($)	0.00
Outstanding balance as of 21-May-2024 in USD	123.28

Request for Certification of Sufficient Funds

Submittal Date: 6.18.2024

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

Obligation to be incurred, detailing vendor name, project description, Council approval, etc. (attach supporting documentation):
NYS DEPARTMENT OF ENVIRONMENTAL CONSERVATION
PO BOX 784971
PHILADELPHIA, PA 19178-4971

Appropriation – Current Budget Expense Org/Object/Proj(s): H3146952 52000-1217

Amount Requested for Approval: $ 123.28 ✓

Current Amount Available: as per MUNIS $157,227.79 ✓KC

Transfer/Amendment Pending: $

Transfer/Amendment Date: _____

[signature] 6/20/24

Department Head Signature **Date**

Certification of Sufficient Funds

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

[signature] 6/21/24

Commissioner of Finance **Approval Date**

NEW YORK STATE | Department of Environmental Conservation

Customer Number 175270
Invoice 9990000626942

Environmental Conservation Law (ECL) Article 72 and 6NYCRR Part 481 of this Department provide that all persons who require a permit, certificate, or approval pursuant to a State environmental regulatory program, or who are subject to regulation under a State environmental regulatory program, are required to submit an annual fee to this Department.

Remittance must be received by the payment due date shown on the invoice to avoid interest and penalty charges. Interest rates are set by the Commissioner of Taxation and Finance, and assessed pursuant to Article 72 of the Environmental Conservation Law. Penalties are assessed based on the amount of the payment deficiency at a rate of five percent of that deficiency per month, not to exceed twenty-five percent. NOTE: The penalty rate for the Operating Permit Program may differ and is shown on your invoice, if applicable.

DISPUTES: Please take notice that pursuant to 6 NYCRR 481.9(c) challenges to a Regulatory Program Fee may be rejected under the following circumstances; (1) failure to make a request for a recalculation of the fee within 30 business days of the date of the Department's original invoice; or (2) failure to make payment in full of the undisputed amount of the annual program fee; or (3) failure to give a specific reason for challenging the fee. A new fee recalculation request must be submitted for each year's assessment, regardless of the status of the previous years recalculation request.

IF A DETERMINATION IS MADE IN FAVOR OF THE DEPARTMENT, DISPUTED AMOUNTS NOT PREPAID AT THE TIME OF DISPUTE ARE SUBJECT TO INTEREST AND PENALTY CHARGES, RETROACTIVE FROM THE DUE DATE.

If you have any questions regarding this bill, you may call the Regulatory Fee Determination Unit's INFORMATION LINE (518) 402-9343 between 9:00am and 4:00pm Monday through Friday.

Dispute Forms, Change of Address Forms and Permit Transfer Forms can all be requested at any Regional DEC Office or you may download them directly at https://www.dec.ny.gov/about/61016.html

To:
AARON DYER
SARATOGA SPRINGS FIRE DEPARTMENT
60 LAKE AVENUE
SARATOGA SPRINGS, NY 12866

Past Due: Please remit payment in order to avoid additional interest, a penalty imposed at a cumulative rate of twenty-five percent of the total Environmental Regulatory Fees due as well as additional collection activities.

Checks should be made payable to:
NYS Department of Environmental Conservation.
Please include a copy of this invoice along with your payment.

Remit To:
NYS DEPARTMENT OF ENVIRONMENTAL CONSERVATION
PO BOX 784971
PHILADELPHIA, PA 19178-4971

RECEIVED
JUN 17 24
PUBLIC SAFETY

SubTotal ($)	110.00
Interest ($)	2.28
Penalties ($)	11.00
Payments ($)	0.00
Credits ($)	0.00
Outstanding balance as of 21-May-2024 in USD	123.28

KAREN,

THIS NEEDS TO BE PAID & COMES FROM THE STATION 3 CAPITAL BUDGET.

TKX

Customer Number 175270
Invoice 9990000626942

Customer Number
175270

Please include a copy of this page with all payments.

Transaction
9990000626942
Billing Date
22-Jan-2024

SPDES ID Number
NYR11J988

Legally Responsible Party (LRP):
SARATOGA SPRINGS FIRE DEPARTMENT
60 LAKE AVENUE
SARATOGA SPRINGS, NY 12866

Facility Name & Address:
SARATOGA SPRINGS FIRE STATION #3
16 HENNING ROAD
SARATOGA SPRINGS, NY 12866

Terms	Due Date	Customer Contact	Contact Phone
30 NET	21-Feb-2024	AARON DYER	

Description	Billing Year	Disturbed Acres	Future Impervious Acres	Fees
Base Fee	2023			110.00

Special Instructions
All payments must be in U.S. dollars only.

SubTotal ($)	110.00
Interest ($)	2.28
Penalties ($)	11.00
Payments ($)	0.00
Credits ($)	0.00
Outstanding balance as of 21-May-2024 in USD	123.28

AGENDA ITEM NO. 14.3

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE:	July 16, 2024
SUBMITTED BY:	Lisa Watkins, Public Safety
ITEM TYPE:	Discussion and Vote
AGENDA SECTION:	Public Safety Department
SUBJECT:	Authorization to pay an invoice to Saratoga Auto Supply, Inc.
SUGGESTED ACTION:	
ITEM ACTION:	Discussion and Vote
ITEM NOTES:	Funds in the amount of $2,864.56 will come from A-31-4-3124/54510

ATTACHMENTS:
Invoice SARATOGA AUTO SUPPLY NAPA.pdf

CITY OF SARATOGA SPRINGS - VOUCHER
474 BROADWAY SARATOGA SPRINGS, NY 12866

DEPT/LOC 4000 **DEPARTMENT** Public Safety

VENDOR # 5237 **VENDOR NAME** SARATOGA AUTO SUPPLY, INC
NAPA

REMIT ADDRESS 3083A Route 50, Saratoga Springs, NY 12866

PO# **FINAL** **PARTIAL**

INVOICE # and/or ACCOUNT #		ORG	OBJECT	PROJECT	$ AMOUNT
4310					
908937		A-31-4-3124	54510		$294.34
908981					$87.02
909469					$42.00
909471					$167.65
909544					$84.00
909678					$400.48
909880					$167.16
909887					$35.38
909913					$23.02
909928	***credit***				***-$36.00***
910062					$167.65
910238					$30.58
910847					$84.00
910933					$49.80
911151					$90.96
911596					$32.93
911757					$30.86
911797					$13.08
911841					$53.72
911887	***credit***				***-$18.00***
911933					$237.62
912425	***credit***				***-$18.00***
912608					$324.36
912796					$5.50
912798					$24.60
912934	***credit***				***-$18.00***
913078	***credit***				***-$18.00***
913713					$48.26
913793					$36.58
913813					$13.99
913867	***credit***				***-$146.00***
914270					$4.20
914601					$45.96
914856					$17.72
915729					$454.02
915772					$51.12
$2,864.56					
		A-31-4-3314	54510		
$0.00					
$0.00					
		A-31-4-3414	54610		
$0.00					
pending cca 7.2.2024					
RECEIVED BY:					
				TOTAL	**$2,864.56**

By uploading this voucher for payment into the designated electronic folder, I as an approved authorized signor for my department certify the articles or services were necessary and for sole use of the City; have been received in good condition or properly performed.

The Commissioner of Accounts audits and certifies this purchase is in conformity with appropriate standards and procedures by affixing his/her signature to the warrant report approved by City Council in accordance with the City Purchasing Policy.

The Commissioner of Finance certifies this claim is approved from the appropriation indicated above by affixing his/her signature on the check issued as payment for this claim in accordance with the City Purchasing Policy.

NAPA AUTO PARTS

Saratoga Auto Supply Inc
352 Rowland St.
518-885-5331

Ballston Spa, NY 12020

THANK YOU FOR YOUR BUSINESS

BILL TO

POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

STATEMENT

ACCT#	SM#	PAGE
4310	98	1

DATE	TYPE	REFERENCE	AMOUNT	P.O./CHECK/J.E.
12/27/2023	PMT	998414	157.18 Cr	322771
01/04/2024	INV	505-908937	294.34	
01/04/2024	INV	505-908981	87.02	
01/08/2024	INV	505-909469	42.00	
01/08/2024	INV	505-909471	167.65	
01/08/2024	INV	505-909544	84.00	
01/09/2024	INV	505-909678	400.48	
01/10/2024	INV	505-909880	167.16	
01/10/2024	INV	505-909887	35.38	
01/10/2024	INV	505-909913	23.02	
01/10/2024	INV	505-909928	36.00 Cr	18 96
01/11/2024	INV	505-910062	167.65	
01/12/2024	INV	505-910238	30.58	
01/16/2024	INV	505-910720	50.74	
01/16/2024	INV	505-910847	84.00	
01/17/2024	INV	505-910933	49.80	
01/18/2024	INV	505-911151	90.96	
01/22/2024	INV	505-911596	32.93	
01/23/2024	INV	505-911757	30.86	
01/23/2024	INV	505-911797	13.08	
01/23/2024	INV	505-911841	53.72	
01/23/2024	INV	505-911887	18.00 Cr	18 96
01/24/2024	INV	505-911933	237.62	
01/26/2024	INV	505-912425	18.00 Cr	18 karl
01/29/2024	INV	505-912608	324.36	
01/30/2024	INV	505-912796	5.50	
01/30/2024	INV	505-912798	24.60	
01/30/2024	INV	505-912845	169.80	fire dept
01/30/2024	INV	505-912934	18.00 Cr	18 96
01/31/2024	INV	505-912964	1,010.31	building dept
01/31/2024	INV	505-912966	259.57	building dept

CURRENT	PAST DUE 30	PAST DUE 60	PAST DUE 90

DATE
TERMS
STORE

Continued On Page 2

ACCT#	BILL TO	TOTAL NOW DUE
CLOSING DATE	AMOUNT ENCLOSED	$

NAPA AUTO PARTS

Saratoga Auto Supply Inc
352 Rowland St.
518-885-5331

Ballston Spa, NY 12020

THANK YOU FOR YOUR BUSINESS

BILL TO
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

STATEMENT

ACCT#	SM#	PAGE
4310	98	2

DATE	TYPE	REFERENCE	AMOUNT	P.O./CHECK/J.E.
01/31/2024	INV	505-913003	17.71	building dept
01/31/2024	INV	505-913035	26.76	building dept
01/31/2024	INV	505-913078	18.00 Cr	18 96
02/01/2024	INV	505-913112	136.96	building dept
02/01/2024	INV	505-913208	43.68	building dept
02/02/2024	INV	505-913413	1.54	
02/06/2024	INV	505-913713	48.26	
02/06/2024	INV	505-913793	36.58	
02/06/2024	INV	505-913813	13.99	
02/06/2024	INV	505-913867	146.00 Cr	18 96
02/09/2024	INV	505-914270	4.20	
02/12/2024	INV	505-914561	431.52	
02/12/2024	INV	505-914601	45.96	
02/14/2024	INV	505-914856	17.72	
02/21/2024	INV	505-915729	454.02	
02/21/2024	INV	505-915772	51.12	

CURRENT	PAST DUE 30	PAST DUE 60	PAST DUE 90
2,924.16	1,931.81	0.00	0.00

DATE	02/25/2024	Total Owed	4,855.97
TERMS	JOBBER	Total Dating	0.00
STORE	200008120	Total Due--->	4,855.97

Saratoga Auto Supply Inc
352 Rowland St.
Ballston Spa, NY 12020

ACCT#	BILL TO	TOTAL NOW DUE
4310	POLICE GARAGE FIRE DEPT	**4,855.97**

CLOSING DATE	02/25/2024	AMOUNT ENCLOSED	$ $2864.56

630

NAPA AUTO PARTS

200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 08:00 Date: 01/04/2024 Page: 1/1

Employee: 24 , KYLE
Sales Rep: 98 , FRANK
Accounting Day: 3

4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: 01/04/2024 04:30 PM
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Part Number	Line	Description	Quantity	Price	Net	Total	
4810	MAC	LOW VOC BRAKE CLNR	12.00	9.82	5.4900	65.88	
4700	MAC	BRK-ELEC MOTOR CLNR	8.00	10.32	6.4900	51.92	
1-5808	ATP	PLATINUM ATP KIT	2.00	146.66	73.3300	146.66	
		Qty: 1 from: 200008289 - ETA: 01/04/2024 04:30 PM					
		Qty: 1 from: ALB - ETA: 01/04/2024 10:30 AM					
200910	FIL	NAPA AIR FILTER	4.00	31.12	7.4700	29.88	R
		Qty: 1 from: 200008120 - ETA: 01/04/2024 10:25 AM					
		Qty: 3 from: ALB - ETA: 01/04/2024 10:30 AM					

Y 200008505 90893 73 Y OCR

908937 Invoice Number

Shop supplies

Customer Signature

ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	294.34
TABLE 7 7.0000%	0.00

Police Dept.
A3643127-5450

Total 294.34

Charge Sale 294.34

NAPA AUTO PARTS

200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 10:47 Date: 01/04/2024 Page: 1/1

Employee: 148 , David
Sales Rep: 98 , FRANK
Accounting Day: 3

SOLD TO:
4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: Our Truck SW- 1-11:17
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Part Number	Line	Description	Quantity	Price	Net	Total	
100290	FIL	OIL FIL	4.00	17.76	4.2600	17.04	R
		2023 Chevrolet Malibu 1.5 L 91 CID L4 DOHC 16 Valve					
75541	NOL	SYNTHETIC0W20OIL	2.00	59.40	34.9900	69.98	

P-c 2 4239

Customer Signature

ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	87.02
TABLE 7 7.0000%	0.00
Police Dept. A3143124-54510	
Total	87.02
Charge Sale	87.02

OCR Y 20000850590898 18 Y 908981

Invoice Number

NAPA AUTO PARTS

STORE
200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 08:14 Date: 01/08/2024 Page: 1/1

Employee: 24 , KYLE
Sales Rep: 98 , FRANK
Accounting Day: 7

SOLD TO
4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: Our Truck SW- 1-08:44
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Y 200008505090094697 OCR Y

Part Number	Line	Description	Quantity	Price	Net	Total	
		2018 Ford Police Interceptor Utility 3.7 L 227 CID V6 DOHC 24 Valve					
92-1227	ECH	SENSOR - TPMS	1.00	84.00	42.0000	42.00	R
		2018 Ford Police Interceptor Utility 3.7 L 227 CID V6 DOHC 24 Valve					

909469 Invoice Number

P L 4211
Customer Signature
ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	42.00
TABLE 7 7.0000%	0.00
Total	42.00
Charge Sale	42.00

Police Dept.
A314124-54520

NAPA AUTO PARTS

STORE
200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 08:19 Date: 01/08/2024 Page: 1/1

Employee: 148 , David
Sales Rep: 98 , FRANK
Accounting Day: 7

SOLD TO
4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: Our Truck SW- 1-08:49
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Y OCR 20000850590947 13 Y

Part Number	Line	Description	Quantity	Price	Net	Total	
7565	BAT	2YR WTY BAT	1.00	249.42	149.6500	149.65	R
7565	BAT	Core Deposit	1.00	18.00	18.0000	18.00	D
		Recycling fees + $5 state mandated core deposit					

909471 Invoice Number

Subtotal 167.65
TABLE 7 7.0000% 0.00

Police Dept.
A3143124-5456

Total 167.65

Charge Sale 167.65

Customer Signature
ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

NAPA AUTO PARTS

STORE
200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 12:21 Date: 01/08/2024 Page: 1/1

Employee: 184 , Mike
Sales Rep: 98 , FRANK
Accounting Day: 7

SOLD TO
4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: 01/08/2024 01:25 PM
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Y 200008505909544 6 Y OCR

Part Number	Line	Description	Quantity	Price	Net	Total	
		2016 Ford Police Interceptor Utility 3.7 L 227 CID V6 DOHC 24 Valve					
92-1227	ECH	SENSOR - TPMS	2.00	84.00	42.0000	84.00	R
		Qty: 1 from: 200008120 - ETA: 01/08/2024 01:25 PM					

Rich 4224 Recruiter

Customer Signature

ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	84.00
TABLE 7 7.0000%	0.00
Total	**84.00**
Charge Sale	84.00

909544 Invoice Number

NAPA AUTO PARTS

STORE

200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 09:23 Date: 01/09/2024 Page: 1/1

Employee: 148 , David
Sales Rep: 98 , FRANK
Accounting Day: 8

SOLD TO

4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: 01/09/2024 11:45 AM
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Y OCR 200008505090096784 Y

Part Number	Line	Description	Quantity	Price	Net	Total
VV3246	VAL	MULTIVEHICLEATF	12.00	17.62	10.4900	125.88
		Qty: 12 from: 200008474 - ETA: 01/09/2024 11:45 AM				
7100	MAC	THERMO AID 12 OZ	12.00	5.62	3.2900	39.48
704-1982	NOE	GASKET	20.00	2.88	1.4400	28.80
75055	NOL	NAPA 5W30 5 QUART	4.00	50.16	16.5900	66.36
		Above Item on Sale				
75521	NOL	SYNTHETIC5W30OIL	4.00	59.40	34.9900	139.96

909678

Invoice Number

P—C shop

Customer Signature

ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	400.48
TABLE 7 7.0000%	0.00

Police Dept.
A3143127-5450

Total 400.48

Charge Sale 400.48

NAPA AUTO PARTS

STORE

200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 11:37 Date: 01/10/2024 Page: 1/1

Employee: 148 , David
Sales Rep: 98 , FRANK
Accounting Day: 9

SOLD TO

4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: 01/10/2024 03:30 PM
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Part Number	Line	Description	Quantity	Price	Net	Total	
		2017 Ford Police Interceptor Utility 3.7 L 227 CID V6 DOHC 24 Valve					
61466	FPG	THROTTLE BODY GSKT	1.00	27.54	11.0200	11.02	R
		2017 Ford Police Interceptor Utility 3.7 L 227 CID V6 DOHC 24 Valve					
XTP676018	NEC	REMAN THROTTLE BODY	1.00	222.28	111.1400	111.14	
		Qty: 1 from: ALB - ETA: 01/10/2024 03:30 PM					
XTP676018	NEC	Core Deposit	1.00	45.00	45.0000	45.00	D
		2017 Ford Police Interceptor Utility 3.7 L 227					

Y OCR 2000085059098808 Y

909880 Invoice Number

R C 4205

Customer Signature

ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Police Dept.
A3143124-5450

CONTINUED

NAPA AUTO PARTS

200008505
STORE
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 11:37 Date: 01/10/2024 Page: 2/2

Employee: 148 , David
Sales Rep: 98 , FRANK
Accounting Day: 9

SOLD TO
4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: 01/10/2024 03:30 PM
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Part Number	Line	Description	Quantity	Price	Net	Total
		CID V6 DOHC 24 Valve				

Y 200008505909880 8 Y OCR

909880 Invoice Number

P — C — 4Lot

Customer Signature
ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	167.16
TABLE 7 7.0000%	0.00
Total	**167.16**
Charge Sale	167.16

NAPA AUTO PARTS

200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 11:51 Date: 01/10/2024 Page: 1/1

Employee: 148 , David
Sales Rep: 98 , FRANK
Accounting Day: 9

SOLD TO
4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: Our Truck SW- 1-12:21
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Part Number	Line	Description	Quantity	Price	Net	Total
10009	LUC	LUCAS TRANS FIX	2.00	30.84	17.6900	35.38

Y 200008505909887 1 Y OCR

909887 Invoice Number

P—C shop
Customer Signature

ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	35.38
TABLE 7 7.0000%	0.00
Police Dept. A343124-54510	
Total	35.38
Charge Sale	35.38

NAPA AUTO PARTS

STORE

200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 12:49 Date: 01/10/2024 Page: 1/1

Employee: 56 , Anthony
Sales Rep: 98 , FRANK
Accounting Day: 9

SOLD TO

4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: 01/10/2024 03:45 PM
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Part Number	Line	Description	Quantity	Price	Net	Total
		2017 Ford Police Interceptor Utility 3.7 L 227 CID V6 DOHC 24 Valve				
1-5564	ATP	ATP FILTER KIT	1.00	46.04	23.0200	23.02
		Qty: 1 from: 200008474 - ETA: 01/10/2024 03:45 PM				
		2017 Ford Police Interceptor Utility 3.7 L 227 CID V6 DOHC 24 Valve				

Y 200008505909913 9 Y OCR

Invoice Number 909913

P. 2 4705

Customer Signature

ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	23.02
TABLE 7 7.0000%	0.00

Police Dept.
AZL43127-57510

Total 23.02

Charge Sale 23.02

NAPA AUTO PARTS

STORE
200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 13:11 Date: 01/10/2024 Page: 1/1

Employee: 900 , Return 505
Sales Rep: 98 , FRANK
Accounting Day: 9

SOLD TO
4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time:
Attention: cm 8872609
Tax Exemption:
PO#: 18 96
Terms: JOBBER

Part Number	Line	Description	Quantity	Price	Net	Total
7565	BAT	Core Deposit	-1.00	18.00	18.00	18.00 CD
		This item was purchased on invoice # 909471 01/08/2024				
7594R	BAT	Core Deposit	-1.00	18.00	18.00	18.00 CD
		This item was purchased on invoice # 906179 12/13/2023				

Y 200008505909928 2 OCR Y

909928 Invoice Number

Core credit

Customer Signature
ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	36.00 C
TABLE 7 7.0000%	0.00
Total	**36.00 CR**
Credit Memo	36.00 CR

NAPA AUTO PARTS

STORE
200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 10:23 Date: 01/11/2024 Page: 1/1

Employee: 148 , David
Sales Rep: 98 , FRANK
Accounting Day: 10

SOLD TO
4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: Our Truck SW- 1-10:53
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Part Number	Line	Description	Quantity	Price	Net	Total	
7565	BAT	2YR WTY BAT	1.00	249.42	149.6500	149.65	R
7565	BAT	Core Deposit	1.00	18.00	18.0000	18.00	D
		Recycling fees + $5 state mandated core deposit					

Y 20000850591006 26 OCR Y

910062 Invoice Number

4222 Recruit bear
Customer Signature
ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Police Dept.
A3143124-5450

Subtotal	167.65
TABLE 7 7.0000%	0.00
Total	**167.65**
Charge Sale	167.65

NAPA AUTO PARTS

STORE
200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 10:00 Date: 01/12/2024 Page: 1/1

Employee: 148 , David
Sales Rep: 98 , FRANK
Accounting Day: 11

SOLD TO
4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: Our Truck SW- 1-10:30
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Y OCR 20000850591023 85 Y

Part Number	Line	Description	Quantity	Price	Net	Total
10326	NCB	ARMORALL PROT 32OZ	2.00	27.42	15.2900	30.58

910238 Invoice Number

Shop

Customer Signature

ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	30.58
TABLE 7 7.0000%	0.00

Police Dept.
A3143124-5454

Total 30.58

Charge Sale 30.58

NAPA AUTO PARTS

SHORE
200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 13:16 Date: 01/16/2024 Page: 1/1

Employee: 148 , David
Sales Rep: 98 , FRANK
Accounting Day: 15

SOLD TO
4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: 01/16/2024 04:30 PM
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Y OCR 20000850591084 78 Y

Part Number	Line	Description	Quantity	Price	Net	Total	
		2020 Ford Police Interceptor Utility 3.3 L 204 CID V6 DOHC 24 Valve					
92-1227	ECH	SENSOR - TPMS	2.00	84.00	42.0000	84.00	R
		Qty: 2 from: ALB - ETA: 01/16/2024 04:30 PM					
		2020 Ford Police Interceptor Utility 3.3 L 204 CID V6 DOHC 24 Valve					

910847 Invoice Number

4209

Customer Signature
ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	84.00
TABLE 7 7.0000%	0.00
Police Dept. A3143124-54510	
Total	84.00
Charge Sale	84.00

NAPA AUTO PARTS

SHORE
200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 09:00 Date: 01/17/2024 Page: 1/1

Employee: 148 , David
Sales Rep: 98 , FRANK
Accounting Day: 16

SOLD TO
4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: Our Truck SW- 1-09:30
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Y OCR 20000850591093333 Y

Part Number	Line	Description	Quantity	Price	Net	Total	
		2016 Ford Police Interceptor Utility 3.7 L 227 CID V6 DOHC 24 Valve					
600-5687	NOE	PURGE VALVE	1.00	77.92	38.9600	38.96	
		2016 Ford Police Interceptor Utility 3.7 L 227 CID V6 DOHC 24 Valve					
92-0445	ECH	TPMS SENSOR VALVE	4.00	5.49	2.7100	10.84	R
		2016 Ford Police Interceptor Utility 3.7 L 227 CID V6 DOHC 24 Valve					

910933 Invoice Number

P C 4233
Customer Signature
ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	49.80
TABLE 7 7.0000%	0.00
Police Dept	
A3143124-54510	
Total	**49.80**
Charge Sale	49.80

NAPA AUTO PARTS

STORE
200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 10:35 Date: 01/18/2024 Page: 1/1

Employee: 148 , David
Sales Rep: 98 , FRANK
Accounting Day: 17

SOLD TO
4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: 01/18/2024 03:30 PM
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Y OCR 20000850591111516 Y

Part Number	Line	Description	Quantity	Price	Net	Total
SF16	SF	MOTOR TUNE-UP 16OZ	2.00	19.38	7.5000	15.00
11025	LUC	RED N TACKY GRS ARS	4.00	27.96	18.9900	75.96
		Qty: 4 from: ALB - ETA: 01/18/2024 03:30 PM				

911151 Invoice Number

R. L shop
Customer Signature
ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	90.96
TABLE 7 7.0000%	0.00
Police Dept. A3143124-5451	
Total	90.96
Charge Sale	90.96

NAPA AUTO PARTS

STORE

200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 09:21 Date: 01/22/2024 Page: 1/1

Employee: 148 , David
Sales Rep: 98 , FRANK
Accounting Day: 21

SOLD TO

4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: Our Truck SW- 1-09:51
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Y 20000850591159 69 OCR Y

Part Number	Line	Description	Quantity	Price	Net	Total
75130	NOL	NAPA 10W30 QT	6.00	9.58	3.2900	19.74
		Above Item on Sale				
103060	NCB	HOWES DSL F/ADDITIVE	1.00	42.98	13.1900	13.19

911596 Invoice Number

P_c2_ shop

Customer Signature

ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	32.93
TABLE 7 7.0000%	0.00
Police Dept. A243127-5454	
Total	32.93
Charge Sale	32.93

NAPA AUTO PARTS

STORE
200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 08:04 Date: 01/23/2024

Employee: 148 , David
Sales Rep: 98 , FRANK
Accounting Day: 22

SOLD TO
4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: 01/23/2024 06:20 PM
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Part Number	Line	Description	Quantity	Price	Net	Total	
100290 [redacted]	FIL	OIL FIL	2.00	17.76	4.2600	8.52	R
70820	FPG	DRAIN PLUG GASKET	10.00	3.44	1.3800	13.80	R
		Qty: 1 from: 200008079 -	ETA: 01/23/2024 12:30 PM				
		Qty: 7 from: 200008083 -	ETA: 01/23/2024 06:20 PM				
		Qty: 1 from: 200008120 -	ETA: 01/23/2024 10:25 AM				
		Qty: 1 from: 200008525 -	ETA: 01/23/2024 12:30 PM				
100536	FIL	OIL FILTER	2.00	17.80	4.2700	8.54	R
		Qty: 1 from: 200008079 -	ETA: 01/23/2024 12:30 PM				

Police Dept.
A3143124-54510

CONTINUED

Customer Signature

ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

OCR Y 200008505911757 4 Y

911757 Invoice Number

NAPA AUTO PARTS

STORE 20008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 08:04 Date: 01/23/2024 Page: 2/2

Employee: 148 , David
Sales Rep: 98 , FRANK
Accounting Day: 22

SOLD TO
4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: 01/23/2024 06:20 PM
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Part Number	Line	Description	Quantity	Price	Net	Total
		Qty: 1 from: 200008083 - ETA: 01/23/2024 06:20 PM				

Y 200008505911757 4 Y OCR

911757 Invoice Number

Subtotal	30.86
TABLE 7 7.0000%	0.00
Total	**30.86**
Charge Sale	30.86

Customer Signature
ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

NAPA AUTO PARTS

SHIP FROM
200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 10:01 Date: 01/23/2024 Page: 1/1

Employee: 148 , David
Sales Rep: 98 , FRANK
Accounting Day: 22

SOLD TO
4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: Our Truck SW- 1-10:31
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Y OCR 200008505911797 6 Y

Part Number	Line	Description	Quantity	Price	Net	Total
3157NALL-N	LMP	LAMP	6.00	5.44	2.1800	13.08

911797 Invoice Number

Subtotal	13.08
TABLE 7 7.0000%	0.00
Total	13.08
Charge Sale	13.08

Police Dept.
A3413129-5450

P-62 shop
Customer Signature

ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

NAPA AUTO PARTS

SHIP FROM
200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 11:35 Date: 01/23/2024 Page: 1/1

Employee: 148 , David
Sales Rep: 98 , FRANK
Accounting Day: 22

SOLD TO
4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: 01/23/2024 01:45 PM
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Part Number	Line	Description	Quantity	Price	Net	Total
51083	EXH	HARDWARE-CONNECTOR	2.00	55.96	26.8600	53.72
		Qty: 1 from: 200008474 -	ETA: 01/23/2024 01:45 PM			

Y 200008505911841 2 OCR Y

911841 Invoice Number

P. 2 4215

Customer Signature

ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	53.72
TABLE 7 7.0000%	0.00
Police Dept. A3443124-54510	
Total	53.72
Charge Sale	53.72

NAPA AUTO PARTS

STORE

200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 14:42 Date: 01/23/2024 Page: 1/1

Employee: 900 , Return 505
Sales Rep: 98 , FRANK
Accounting Day: 22

SOLD TO

4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time:
Attention: cm 8872760
Tax Exemption:
PO#: 18 96
Terms: JOBBER

Y 20000850591188 77 OCR Y

Part Number	Line	Description	Quantity	Price	Net	Total
7565	BAT	Core Deposit	-1.00	18.00	18.00	18.00 CD
		This item was purchased on invoice # 910062 01/11/2024				

Pm 2 core credit

Customer Signature

ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	18.00 C
TABLE 7 7.0000%	0.00
Total	**18.00 CR**
Credit Memo	18.00 CR

911887 Invoice Number

NAPA AUTO PARTS

STORE
200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 07:47 Date: 01/24/2024 Page: 1/1

Employee: 24 , KYLE
Sales Rep: 98 , FRANK
Accounting Day: 23

SOLD TO
4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: Our Truck SW- 1-08:17
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Y OCR 20000850591193331 Y

Part Number	Line	Description	Quantity	Price	Net	Total	
		2019 Jeep Cherokee 3.2 L 198 CID V6 DOHC 24 Valve					
9894R	BAT	3YR WTY BAT	1.00	366.03	219.6200	219.62	R
9894R	BAT	Core Deposit	1.00	18.00	18.0000	18.00	D
		Recycling fees + $5 state mandated core deposit					
		2019 Jeep Cherokee 3.2 L 198 CID V6 DOHC 24 Valve					

911933 Invoice Number

R [signature] SLR Jeep
Customer Signature

ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	237.62
TABLE 7 7.0000%	0.00

Police Dept.
A3143124-5451a

Total 237.62

Charge Sale 237.62

NAPA AUTO PARTS

SHIP FROM
200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 14:45 Date: 01/26/2024 Page: 1/1

Employee: 900 , Return 505
Sales Rep: 98 , FRANK
Accounting Day: 25

SOLD TO
4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time:
Attention: cm 8872538
Tax Exemption:
PO#: 18 karl
Terms: JOBBER

Y OCR 20000850591242 54 Y

Part Number	Line	Description	Quantity	Price	Net	Total
9894R	BAT	Core Deposit	-1.00	18.00	18.00	18.00 CD
		This item was purchased on invoice # 911933 01/24/2024				

core credit

Customer Signature

ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	18.00 C
TABLE 7 7.0000%	0.00
Total	**18.00 CR**
Credit Memo	18.00 CR

912425 Invoice Number

NAPA AUTO PARTS

STORE
200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 08:00 Date: 01/29/2024 Page: 1/1

Employee: 24 , KYLE
Sales Rep: 98 , FRANK
Accounting Day: 28

SOLD TO
4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: Our Truck SW- 1-08:30
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Y OCR 20000850591260 83 Y

Part Number	Line	Description	Quantity	Price	Net	Total	
7594R	BAT	2YR WTY BAT	2.00	240.29	144.1800	288.36	R
7594R	BAT	Core Deposit	2.00	18.00	18.0000	36.00	D
		Recycling fees + $5 state mandated core deposit					

912608 Invoice Number

P.J 4/26/24
Customer Signature
ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	324.36
TABLE 7 7.0000%	0.00
Total	324.36
Charge Sale	324.36

Police Dept.
A3143124-5450

NAPA AUTO PARTS

200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 09:44 Date: 01/30/2024 Page: 1/1

Employee: 148 , David
Sales Rep: 98 , FRANK
Accounting Day: 29

SOLD TO
4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: Our Truck SW- 1-10:14
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Y 20000850591279 65 Y OCR

Part Number	Line	Description	Quantity	Price	Net	Total
723114	NW	SLIDE TERMINAL	25.00	0.43	0.2200	5.50

912796 Invoice Number

R J shop
Customer Signature
ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	5.50
TABLE 7 7.0000%	0.00
Total	5.50
Charge Sale	5.50

Police Dept.
A3143124-54510

NAPA AUTO PARTS

200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 09:49 Date: 01/30/2024 Page: 1/1

Employee: 148 , David
Sales Rep: 98 , FRANK
Accounting Day: 29

SOLD TO
4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: 01/30/2024 12:30 PM
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Y 200008505 9127983 OCR Y

Part Number	Line	Description	Quantity	Price	Net	Total
725345	NW	CL/SEAL 16-14 SP/TERM	10.00	1.64	0.8200	8.20
725347	NW	CL/SEAL 22-18 SP/TERM	20.00	1.64	0.8200	16.40
		Qty: 10 from: 200008525 - ETA: 01/30/2024 12:30 PM				
		Qty: 10 from: ALB - ETA: 01/30/2024 12:30 PM				

912798 Invoice Number

Shop

Customer Signature
ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	24.60
TABLE 7 7.0000%	0.00
Police Dept. AJ43124-5450	
Total	24.60
Charge Sale	24.60

NAPA AUTO PARTS

STORE
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 16:09 Date: 01/30/2024 Page: 1/1

Employee: 900 , Return 505
Sales Rep: 98 , FRANK
Accounting Day: 29

SOLD TO
4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time:
Attention: cm 8872772
Tax Exemption:
PO#: 18 96
Terms: JOBBER

Part Number	Line	Description	Quantity	Price	Net	Total
7594R	BAT	Core Deposit	-1.00	18.00	18.00	18.00 CD
		This item was purchased on invoice # 912608 01/29/2024				

Y 20000850591293 48 Y OCR

912934 Invoice Number

Pd 2 core credit

Customer Signature

ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	18.00 C
TABLE 7 7.0000%	0.00
Total	**18.00 CR**
Credit Memo	18.00 CR

NAPA AUTO PARTS

STORE
200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 15:36 Date: 01/31/2024 Page: 1/1

Employee: 900 , Return 505
Sales Rep: 98 , FRANK
Accounting Day: 30

SOLD TO
4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time:
Attention: cm 8872777
Tax Exemption:
PO#: 18 96
Terms: JOBBER

Part Number	Line	Description	Quantity	Price	Net	Total
7534	BAT	Core Deposit	-1.00	18.00	18.00	18.00 CD
		This item was purchased on invoice # 912964 01/31/2024				

Y OCR 20000850591307 82 Y

913078 Invoice Number

R-C-L core credit

Customer Signature
ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	18.00 C
TABLE 7 7.0000%	0.00
Total	**18.00 CR**
Credit Memo	18.00 CR

NAPA AUTO PARTS

SHIP FROM
200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 07:49 Date: 02/06/2024 Page: 1/1

Employee: 24 , KYLE
Sales Rep: 98 , FRANK
Accounting Day: 6

SOLD TO
4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: Our Truck SW- 1-08:19
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Part Number	Line	Description	Quantity	Price	Net	Total
522BP	BK	ENR MAX 9V BATTERY	2.00	18.04	9.0200	18.04
L92BP2	BK	LITHIUM BATTERIES AAA	2.00	30.23	15.1100	30.22

Y 20000850591371 33 OCR Y

913713 Invoice Number

Shop
Customer Signature
ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	48.26
TABLE 7 7.0000%	0.00
Police Dept. A2431129-54510	
Total	48.26
Charge Sale	48.26

NAPA AUTO PARTS

SHORE

200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 11:25 Date: 02/06/2024 Page: 1/1

Employee: 148 , David
Sales Rep: 98 , FRANK
Accounting Day: 6

SOLD TO
4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: 02/06/2024 03:30 PM
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Y 20000850591379 36 Y OCR

Part Number	Line	Description	Quantity	Price	Net	Total
765-1553	PTX	REPAIR KIT - VINYL	2.00	32.96	18.2900	36.58
		Qty: 2 from: ALB - ETA:	02/06/2024	03:30 PM		

913793 Invoice Number

R L scMartina

Customer Signature
ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	36.58
TABLE 7 7.0000%	0.00

Police Dept.
A3143124-54540

Total 36.58

Charge Sale 36.58

NAPA AUTO PARTS

SHORE

200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 12:07 Date: 02/06/2024 Page: 1/1

Employee: 148 , David
Sales Rep: 98 , FRANK
Accounting Day: 6

SOLD TO
4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: Our Truck SW- 1-12:37
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Y OCR 20000850591381 32 Y

Part Number	Line	Description	Quantity	Price	Net	Total
HVP104	DC	FABBIC GLOSS BLACK	1.00	23.16	13.9900	13.99

Customer Signature
ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	13.99
TABLE 7 7.0000%	0.00
Total	13.99
Charge Sale	13.99

Police Dept.
A343124-54510

913813 Invoice Number

NAPA AUTO PARTS

STORE
200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 14:47 Date: 02/06/2024 Page: 1/1

Employee: 900 , Return 505
Sales Rep: 98 , FRANK
Accounting Day: 6

SOLD TO
4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time:
Attention: cm 8872789
Tax Exemption:
PO#: 18 96
Terms: JOBBER

Y OCR Y 20000850591386 77

Part Number	Line	Description	Quantity	Price	Net	Total
38-1378	PS	Core Deposit	-1.00	37.00	37.00	37.00 CD
		This item was purchased on invoice # 912964 01/31/2024				
36-1255	PS	Core Deposit	-1.00	109.00	109.00	109.00 CD
		This item was purchased on invoice # 912964 01/31/2024				

Invoice Number 913867

2 core credit

Customer Signature

ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	146.00 C
TABLE 7 7.0000%	0.00
Total	**146.00 CR**
Credit Memo	146.00 CR

NAPA AUTO PARTS

SHIP FROM
200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 10:42 Date: 02/09/2024 Page: 1/1

Employee: 148 , David
Sales Rep: 98 , FRANK
Accounting Day: 9

SOLD TO
4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: Our Truck SW- 1-11:12
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Y 20000850591427O6 Y OCR

Part Number	Line	Description	Quantity	Price	Net	Total
782-2179	BK	ATC-3 FUSE PAC	10.00	0.84	0.4200	4.20

914270 Invoice Number

P—2 shop
Customer Signature
ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	4.20
TABLE 7 7.0000%	0.00

Police Dept.
A3143124-54510

Total	4.20
Charge Sale	4.20

NAPA AUTO PARTS

STORE
200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 11:44 Date: 02/12/2024 Page: 1/1

Employee: 148 , David
Sales Rep: 98 , FRANK
Accounting Day: 12

SOLD TO
4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: Our Truck SW- 1-12:14
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Part Number	Line	Description	Quantity	Price	Net	Total
DA1670	DC	GL WHIT	2.00	19.98	11.2900	22.58
DA1600	DC	GL BLAC	2.00	20.84	11.6900	23.38

Y OCR 20000850591460 16 Y

914601 Invoice Number

Shop
Customer Signature
ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	45.96
TABLE 7 7.0000%	0.00
Police Dept.	
A3143124-5454	
Total	45.96
Charge Sale	45.96

NAPA AUTO PARTS

SHORE

200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 07:31 Date: 02/14/2024 Page: 1/1

Employee: 24 , KYLE
Sales Rep: 98 , FRANK
Accounting Day: 14

SOLD TO

4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: Our Truck SW- 1-08:01
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Part Number	Line	Description	Quantity	Price	Net	Total
2032BP-2	BK	ENR ELECT BATTERY	2.00	17.71	8.8600	17.72

Y 20000850591485 68 Y OCR

914856 Invoice Number

Customer Signature
shop

ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	17.72
TABLE 7 7.0000%	0.00
Police Dept. A3143124-54540	
Total	17.72
Charge Sale	17.72

NAPA AUTO PARTS

200008505
Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 09:29 Date: 02/21/2024 Page: 1/1

Employee: 18 , MICHELE
Sales Rep: 98 , FRANK
Accounting Day: 21

SOLD TO
4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: Our Truck SW- 1-09:59
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Y 20000850591572 90 Y OCR

Part Number	Line	Description	Quantity	Price	Net	Total
		2021 Ford Police Interceptor Utility 3.3 L 204 CID V6 DOHC 24 Valve				
882614CR	UP	BRAKE ROTOR	2.00	181.28	72.5100	145.02
		2021 Ford Police Interceptor Utility 3.3 L 204 CID V6 DOHC 24 Valve				
882616CR	UP	BRAKE ROTOR	2.00	181.28	72.5100	145.02
FT9470	FLT	FT PADS	1.00	111.49	38.9900	38.99
FT9468	FLT	FT PADS	1.00	357.29	124.9900	124.99

Invoice Number 915729

P— 4212

Customer Signature

ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Subtotal	454.02
TABLE 7 7.0000%	0.00

Police Dept.
A3/4312-52510

Total	454.02
Charge Sale	454.02

NAPA AUTO PARTS

200008505

STORE

Saratoga Auto Supply
3083A RTE 50 P.O. BOX 3371
Ref By _____ Ver By _____
SARATOGA SPRINGS, NY 12866
(518) 587-8555

Time: 11:41 Date: 02/21/2024 Page: 1/1

Employee: 18 , MICHELE
Sales Rep: 98 , FRANK
Accounting Day: 21

SOLD TO

4310
POLICE GARAGE FIRE DEPT
474 BROADWAY
SARATOGA SPRINGS, NY 12866-2244

Anticipated Time: 02/21/2024 01:25 PM
Attention:
Tax Exemption:
PO#:
Terms: JOBBER

Part Number	Line	Description	Quantity	Price	Net	Total	
7502	FIL	NAPAGOLD OIL FILTER	12.00	17.76	4.2600	51.12	R
		Qty: 3 from: 200008120 - ETA: 02/21/2024 01:25 PM					

Y 20000850591577 26 Y OCR

915772 Invoice Number

P—CL shop

Customer Signature

ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

OPEN 7 DAYS A WEEK
ASK FOR NAPA KNOW HOW
THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Police Dept.
A3173124-54510

Subtotal	51.12
TABLE 7 7.0000%	0.00
Total	**51.12**
Charge Sale	51.12

Request for Certification of Sufficient Funds

Submittal Date: 6.18.2024

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

Obligation to be incurred, detailing vendor name, project description, Council approval, etc. (attach supporting documentation):
SARATOGA AUTO SUPPLY, INC. – NAPA
3083A ROUTE 50
SARATOGA SPRINGS, NY 12866

Appropriation – Current Budget Expense Org/Object/Proj(s): A3143124-54510

Amount Requested for Approval: $ 2,864.56 ✓

Current Amount Available: as per MUNIS $29,196.23

Transfer/Amendment Pending: $

Transfer/Amendment Date: _____

Department Head Signature — Date: 6/18/24

Certification of Sufficient Funds

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

Commissioner of Finance — Approval Date: 6/21/2024

AGENDA ITEM NO. 14.4

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE:	July 16, 2024
SUBMITTED BY:	Lisa Watkins, Public Safety
ITEM TYPE:	Discussion and Vote
AGENDA SECTION:	Public Safety Department
SUBJECT:	Authorization to pay an invoice to Adirondack Cabling, Inc.
SUGGESTED ACTION:	
ITEM ACTION:	Discussion and Vote
ITEM NOTES:	This was for service for our cameras. Cost is $1,152 and will come from budget line A-31-4-3124/54740

ATTACHMENTS:
Invoice ADIRONDACK CABLING INC.pdf

CITY OF SARATOGA SPRINGS - VOUCHER
474 BROADWAY SARATOGA SPRINGS, NY 12866

DEPT/LOC 4000 **DEPARTMENT** Public Safety

VENDOR # 7534-1 **VENDOR NAME** ADIRONDACK CABLING, INC

REMIT ADDRESS 3 ROSELL DRIVE, BALLSTON LAKE, NY 12019

PO# **FINAL** **PARTIAL**

INVOICE # and/or ACCOUNT #	ORG	OBJECT	PROJECT	$ AMOUNT
56741	A31-4-3124	54740		$1,152.00
contract on file 5.7.24				
RECEIVED BY:				
			TOTAL	$1,152.00

By uploading this voucher for payment into the designated electronic folder, I as an approved authorized signor for my department certify the articles or services were necessary and for sole use of the City; have been received in good condition or properly performed.

The Commissioner of Accounts audits and certifies this purchase is in conformity with appropriate standards and procedures by affixing his/her signature to the warrant report approved by City Council in accordance with the City Purchasing Policy.

The Commissioner of Finance certifies this claim is approved from the appropriation indicated above by affixing his/her signature on the check issued as payment for this claim in accordance with the City Purchasing Policy.

INVOICE NO

56741

Adirondack Cabling, Inc. &
Adirondack Security

10 Petra Lane
Albany, NY 12205

INVOICE

SOLD TO
City of Saratoga Springs
Accounts Dept.,City Hall Rm. 6
474 Broadway
Saratoga Springs, NY 12866

SHIP TO
City of Saratoga Springs
Jeff Cornick
474 Broadway
Saratoga Springs, NY 12866

ACCOUNT NO	PO NUMBER	WORK ORDER NO.	DATE OPENED	TERMS	INVOICE DATE	SALES REP
CITY SAR		61819	5/24/2024	Net 30	6/17/2024	Project Management

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
9.00	Total Labor - Security City of Saratoga Cam service on cameras down per Jeff's email on 5-23-24	128.00	1,152.00

TOTAL AMOUNT **1,152.00**

PLEASE NOTE: Adirondack Cabling & Security is moving June 2024.
As of June 17th our new address is:
3 Rosell Drive, Ballston Lake, NY 12019

We accept ACH, Visa, MC, AMEX and Discover.
Pay online: https://securepayment.link/adirondacksecurity/

Please note, a 3% processing fee will be applied to all credit card payments. There is no fee for payment via ACH.

ADIRONDACK
CABLING AND SECURITY

10 Petra Lane, Albany, NY 12205
518) 452-0124 Fax (518) 452-0126

Security Service Work Order
NYS Security License # 12000318830

SERVICE WORK ORDER # 61819

CREATED DATE: 24-May **SCHED. DATE:** ASAP

FIELD COPY

OFFICE COPY

BILL TO:	
Name	City of Saratoga
Address	City Hall 474 Broadway
City, State, Zip	Saratoga Springs,NY 12866
Contact	Mike Veitch , A-C Eric Warfield
Contact #	518-580-3550 x2556 , x3449
Email	
ADK PM:	PROJECT MANAGEMENT

JOB SITE:	
Name	City Hall
Address	
City, State, Zip	
Contact Name	
IT Contacts	Jeff Cornick and Sean
Phone #	
Email	

SECURITY SERVICE RATES

SERVICE CALL RATES:	First Hour	$	128.00	Subsquent	$	128.00

SYSTEM INFORMATION:

System Type: ☐ ACCESS CONTROL ☐ VIDEO SURVEILLANCE ☐ BURGLAR ☐ DURESS ☐ OTHER

Other Mfg Info:

Is the system monitored?

What does current CMS account report?

Headend Mfg: Device Mfg:

Headend Location: Device Location:

Device Location: Device Location:

Are photographs required? (Before and after work)

Additional Notes related to components:

Is a system as built available?** ☐ YES ☐ NO

Is a floor plan available?** ☐ YES ☐ NO

Is remote access possible ? ☐ YES ☐ NO

Who do we coordinate remote access with? (Name, phone, email)

Are there access restrictions (i.e. escorting, badging, lifts, extension ladders, permitting, etc.)?

Describe issue in detail below: (specifics of issue, when it started, error messages, modifications to system, how often is it happening, are there noticeable trends, who reported it, are they present, etc)

City Hall cam service 5-24-24

Video loss

1. CH/PD Lake ave Entrance DPW
2. PD5 Lake ave Entrance cam1
3. CH mayor stairwell Entrance
4. CH 1st Fl Ramp
5. CH Finance Front office
6. PD 2nd Fl Elevator Prisoner
7. CP Entrance

TECHNICIAN SITE ASSESSMENT AND WORK PERFORMED

...be work performed below in detail: (specifics of what steps taken for troubleshooting, diagnostics, calls to technical support, testing procedures, ...aining procedures, next steps, etc.)

CP Entrance - we believe the coax is bad or the reciever/transmitter. This was addressed on 5/16 w/ CP cam service and needs to have a WO put in. saratoga carpenters may have interferred w/ birdhouse project

ROOT CAUSE

Equipment Failure	☐	Training Issue	☐
Human/Machine Interference	☐	Warranty Issue	☐
Equipment end of Life	☐	Natural Disaster	☐
Configuration change by other	☐	Other (explain below)	☐

NOTES (OPEN ITEMS, EXCEPTIONS, ETC)

(#1) CNPD Lake ave Entrance DPW - back online. Patch cable was unplugged at PP and jack was failing due to B/WB not being punched down

- #2, 3, 4, 5, 7 - all cams indicated connection and PW. still not coming up on Milestone. all have video loss on 4/10 at about 9:20 am

RECOMMENDATIONS

- #6 - video loss well before Dec 2023. cam pwed up with connection to cable. not registering on milestone.

TECHNICIAN SITE TIME

DATE	TECH	TIME IN	TIME OUT	HOURS ON SITE	HOURS TRAVEL	TOTAL HOURS
5/24	Robin	9:30	12	2.5	.5	3
5/28	Robin	11:30	2	2.5	.5	3
	Steve	11:30	2	2.5	.5	3

Customer Acceptance of Work Performed:

All work above has been completed to the Customer's satisfaction by signature below

CUSTOMER'S SIGNATURE		DATE	
PRINTED NAME			
Customer Stamp			

Payment:
Adirondack Cabling Inc. will invoice Customer upon completion. Payment Terms are net 30 days from invoice date.

General Provisions:
This Proposal is subject to the terms and conditions of the Adirondack Cabling Inc./Adirondack Security General Terms and Conditions located at http://adirondacksecurity.com/ADK-General-Terms.pdf and as ammended from time to time, which are hereby incorporated by reference and made part of this Proposal.

① CH PD Lake ave Entrance DPW

(4|10) ② PD 5 Lake Ave ent cam)

(before Dec) ③ PD 2nd Fl prisoner Elevator

(4|10) ④ CH mayor stairwell Entrance

(4|10) ⑤ CH Ramp 1st Fl

(4|10) ⑥ CH Finance Front office

① ~~②~~ unplugged at patch panel + jack was broken on 4+5 (B/BW) PP. 6 - 23 *Fixed

⑤ plugged it in at cam.

③ plugged it in at cam - upstairs

⑥ plugged it in at cam

Certified Payroll Cover Sheet

Date 06/14/2024

I, David Womer (Name of signatory party), President (Title) do hereby state:

(1) That I pay or supervise the payment of the persons employed by Adirondack Cabling, Inc. (Contractor or subcontractor) on the City of Saratoga Springs (Building or work); that during the payroll period commencing on the 19 day of May 2024 and ending the 1 day of Jun, 2024, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of the above named construction firm/contractor/individual from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete: that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract: that the classifications set forth therein for each laborer or mechanics conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exist in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

Each Laborer or mechanic listed in the above referenced payroll has been paid as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4 (c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION	EXCEPTION (CRAFT)	EXPLANATION

REMARKS

NAME AND TITLE

David Womer, President

SIGNATURE

THE WILLFUL FALSFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTARCTOR OR SUBCONTRACTOR TO CIVIL OR CRIM INAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 3729 OF TITLE 31 OF THE UNITED STATES CODE.

Certified Payroll

Adirondack Cabling, Inc.											Address 10 Petra Ln Albany, NY 12205								
Payroll No.			For Week Ending Period Begin 05/19/2024 Period End 05/25/2024								Project City of Saratoga Springs						Project or Contract No. 61819		
(1) Name and Social Security Number of Employee	(2) Number of Withholding Exemptions	(3) Work Classification	(4) Day and Date								(5) Total Hours	(6) Rate of Pay	(7) Gross Amount Earned	(8) Deductions					(9) Net Wages Paid for Week	Check/ Voucher Number
			ST	Sun	Mon	Tue	Wed	Thu	Fri	Sat				Federal Tax	FICA Taxes	State Taxes	Other Deductions	Total Deductions		
			OT	19	20	21	22	23	24	25										
			Hours worked Each Day																	
Zywot, Robin L. 1023 Van Antwerp Rd Schenectady, NY 12309	S-0	3									3.00	46.50	139.50							5917
			S						3.00											
			O									0.00	2,034.38	290.66	155.63	100.29	-146.14	400.44	1,633.94	

Certified Payroll

Adirondack Cabling, Inc.										Address 10 Petra Ln Albany, NY 12205									
Payroll No.			For Week Ending Period Begin 05/26/2024 Period End 06/01/2024							Project City of Saratoga Springs						Project or Contract No. 61819			
(1) Name and Social Security Number of Employee	(2) Number of Withholding Exemptions	(3) Work Classification	(4) Day and Date							(5) Total Hours	(6) Rate of Pay	(7) Gross Amount Earned	(8) Deductions					(9) Net Wages Paid for Week	Check/ Voucher Number
			ST	Sun	Mon	Tue	Wed	Thu	Fri				Federal Tax	FICA Taxes	State Taxes	Other Deductions	Total Deductions		
			OT	26	27	28	29	30	31										
			Hours worked Each Day																
Schweigert, Steven 211 Hoags Corners Rd Nassau, NY 12123	S-0	2								4.25		197.63							5962
			S			4.25					46.50								
			O								0.00	1,302.02	179.53	99.12	60.27	32.47	371.39	930.63	
Zywot, Robin L. 1023 Van Antwerp Rd Schenectady, NY 12309	S-0	3								2.25		104.63							5966
			S			2.25					46.50								
			O								0.00	906.78	70.66	69.37	36.77	-98.84	77.96	828.82	

Request for Certification of Sufficient Funds

Submittal Date: 7.9.2024

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

Obligation to be incurred, detailing vendor name, project description, Council approval, etc. (attach supporting documentation):
ADIRONDACK CABLING
3 ROSELL DRIVE
BALLSTON LAKE, NY 12019

Appropriation – Current Budget Expense Org/Object/Proj(s): A3143124-54740 SERVICE CONTRACT EQUIPMENT

Amount Requested for Approval: $ 1,152.00 ✓

Current Amount Available: as per MUNIS $38,616.17 ✓

Transfer/Amendment Pending: $

Transfer/Amendment Date: _____

DCC 7/9/24

Department Head Signature Date

Certification of Sufficient Funds

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

7/10/24

Commissioner of Finance Approval Date

AGENDA ITEM NO. 14.5

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE:	July 16, 2024
SUBMITTED BY:	Lisa Watkins, Public Safety
ITEM TYPE:	Discussion and Vote
AGENDA SECTION:	Public Safety Department
SUBJECT:	Authorization to reimburse an employee for travel expenses
SUGGESTED ACTION:	
ITEM ACTION:	Discussion and Vote
ITEM NOTES:	This is for mileage reimbursement. Cost is $471.68 and will come from budget line A-31-4-3414/54220

ATTACHMENTS:
Reimbursement employee 9599.pdf

CITY OF SARATOGA SPRINGS - VOUCHER
474 BROADWAY SARATOGA SPRINGS, NY 12866

DEPT/LOC 4000 **DEPARTMENT** PUBLIC SAFETY

VENDOR # 9599 **VENDOR NAME** #9599

REMIT ADDRESS

PO# **FINAL** **PARTIAL**

INVOICE # and ACCOUNT #	ORG	OBJECT	PROJECT	AMOUNT
mileage reimbursement please see attached 88 x 4 = 352 352 x .67 88 miles one way per MapQuest 88 x 4 = 352 352 x .067	A-31-4-3414	54220		$235.84 $235.84
RECEIVED BY:				
			TOTAL	$471.68

By uploading this voucher for payment into the designated electronic folder, I as an approved authorized signor for my department certify the articles or services were necessary and for sole use of the City; have been received in good condition or properly performed.

The Commissioner of Accounts audits and certifies this purchase is in conformity with appropriate standards and procedures by affixing his/her signature to the warrant report approved by City Council in accordance with the City Purchasing Policy.

The Commissioner of Finance certifies this claim is approved from the appropriation indicated above by affixing his/her signature on the check issued as payment for this claim in accordance with the City Purchasing Policy.

Mileage Reimbursement Form

Mileage will be reimbursed at the current approved January 1, 2024, IRS rate of $.67

EMPLOYEE NAME: _____

SIGNATURE: _____

DEPARTMENT: Fire Department

FUNCTION: Travel to academy

RECEIVED
JUN 12 24
PUBLIC SAFETY

ADDRESS: 1320 Bleecker St, Utica NY 13501
Of function

DATES: 05/12/24, 05/17/24, 05/19/24, 05/24/24
To - From

VEHICLE USED: Chevy Silverado, 2019
Make, model, year

MILEAGE FROM CITY HALL TO DESTINATION 80

AUTHORIZED SIGNATURE: _____
**Department approval

DATE: 6/12/24

Please complete the above and **attach to a voucher** for reimbursement.

** Deputy's need Department Head Signatures
**City Center Director needs Board Chairman Signature

Mileage Reimbursement Form

Mileage will be reimbursed at the current approved January 1, 2024, IRS rate of $.67

EMPLOYEE NAME: _____

SIGNATURE: _____

DEPARTMENT: Fire Department

FUNCTION: Travel to academy

ADDRESS: 1320 Hoosick St, Troy NY 12180
Of function

DATES: 05/26/24, 05/31/24, 06/03/24, 06/07/24
To - From

VEHICLE USED: Chevy Silverado, 2019
Make, model, year

MILEAGE FROM CITY HALL TO DESTINATION 80

AUTHORIZED SIGNATURE: _____
**Department approval

RECEIVED
JUN 12 24
PUBLIC SAFETY

DATE: 6/12/24

Please complete the above and **attach to a voucher** for reimbursement.

** Deputy's need Department Head Signatures
**City Center Director needs Board Chairman Signature

City of Saratoga Springs
OFFICE OF PUBLIC SAFETY

Daniel Charleson
Deputy Commissioner

Commissioner Timothy Coll

CITY HALL
474 Broadway
Saratoga Springs, NY 12866
Telephone 518-587-3550

TO: PURCHASING

FROM: DEPARTMENT OF PUBLIC SAFETY

DATE: 3.14.2024

RE: PERMISSION TO TRAVEL

Stefanie,

Firefighter . has permission to travel to the City of Utica Fire Department for training March 24, 2024 through June 30, 2024. Travel expenses will be reimbursed within the guidelines allowed by the City.

Thank you!

Timothy Coll, Commissioner

Daniel Charleson, Deputy Commissioner

Request for Certification of Sufficient Funds

Submittal Date: 7.5.2024

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

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

Employee #9599

Appropriation – Current Budget Expense Org/Object/Proj(s): A3143414-54220 - TRAVEL

Amount Requested for Approval: $ 471.68 ✓

Current Amount Available: $6,224.40 ✓

Transfer/Amendment Pending: $

Transfer/Amendment Date: _____

DG CL 7/9/24

Department Head Signature **Date**

Certification of Sufficient Funds

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

7/10/24

Commissioner of Finance **Approval Date**

AGENDA ITEM NO. 14.6

Item Cover Page

CITY COUNCIL MEETING AGENDA ITEM REPORT

DATE:	July 16, 2024
SUBMITTED BY:	Lisa Watkins, Public Safety
ITEM TYPE:	Discussion and Vote
AGENDA SECTION:	Public Safety Department
SUBJECT:	Authorization to pay an invoice to BPI Mechanical Services
SUGGESTED ACTION:	
ITEM ACTION:	Discussion and Vote
ITEM NOTES:	This is for plumbing services at Fire Station 1. Cost is $559.80 and will come from budget line A-31-4-3414/54510

ATTACHMENTS:
Invoice BPI MECHANICAL SERVICE a.pdf
BPI COSF.pdf

CITY OF SARATOGA SPRINGS - VOUCHER
474 BROADWAY SARATOGA SPRINGS, NY 12866

DEPT/LOC 4000 **DEPARTMENT** PUBLIC SAFETY

VENDOR # 7426 **VENDOR NAME** BPI MECHANICAL SERVICES

REMIT ADDRESS PO BOX 336, LATHAM, NY 12110

PO# **FINAL** **PARTIAL**

INVOICE # and ACCOUNT #	ORG	OBJECT	PROJECT	AMOUNT
106121	A-31-4-3414	54610		$559.80
	A-31-4-3414	54720		
	A-31-4-3414	54610		
RECEIVED BY:				
			TOTAL	$559.80

By uploading this voucher for payment into the designated electronic folder, I as an approved authorized signor for my department certify the articles or services were necessary and for sole use of the City; have been received in good condition or properly performed.

The Commissioner of Accounts audits and certifies this purchase is in conformity with appropriate standards and procedures by affixing his/her signature to the warrant report approved by City Council in accordance with the City Purchasing Policy.

The Commissioner of Finance certifies this claim is approved from the appropriation indicated above by affixing his/her signature on the check issued as payment for this claim in accordance with the City Purchasing Policy.

BPI MECHANICAL SERVICE

5 Hemlock St, PO Box 336
Latham, NY 12110
518 326 8450

Bill To

Saratoga, City of
474 Broadway, Room 10
Saratoga Springs, NY 12866 US

Invoice 106121

May 2, 2024

Job Number	104696
PO Number	230014
Payment Terms	Net30
Total Due	**$559.80**
Due Date	**Jun 1, 2024**

CUSTOMER NAME	PROPERTY NAME	PROPERTY ADDRESS
Saratoga, City of	Saratoga FD Station 1 (Lake Ave.)	60 Lake Ave Saratoga Springs, NY 12866

AUTHORIZED BY	CUSTOMER WO	NTE

Invoice Summary

Scope of Work:
1. Inspected the first floor urinal and found moisture around the base. Recommended the services of Brandon on Monday.
2. Inspected both the first floor and second floor urinals. Replaced the water closet in the second floor urinal and ensured proper function without any leaks.
3. Inspected the first floor water fountain and observed slow drainage. Applied decalcifier to clear out calcification and verified proper drainage of the urinal.

Resolution:
1. The first floor urinal will be serviced by Brandon on Monday.
2. The second floor urinal has been fixed by replacing the water closet, ensuring proper function and no leaks.
3. The first floor water fountain has been treated with decalcifier to clear out calcification, resulting in improved drainage of the urinal.

Labor

Date	Description	Hours	Rate	Price Subtotal
Apr 12, 2024	Labor OT-Jared Holcomb - April 12, 2024	1	$130.00	$130.00
Apr 16, 2024	Labor ST-Brandon Keating - April 16, 2024	1.5	$90.00	$135.00
	Trip Charge	2	$50.00	$100.00
		4.5		**$365.00**

Parts & Materials

Date	Description	Quantity	Unit Price	Price Subtotal
	Drn Clnr Sizzle Liq	2	$22.40	$44.80
	Water Closet	1	$150.00	$150.00
		3		**$194.80**

Taxable Subtotal	**$0.00**
Sales Tax Rate	**0%**
Tax Amount	**$0.00**
Total	**$559.80**
Amount Paid	**$0.00**
Balance	**$559.80**

Terms of Service

TERMS AND CONDITIONS: This invoice will be considered correct unless notification is received within 5 days from date. Invoices not paid within 30 days will be considered past due. A FINANCE CHARGE of one and one half percent (1.5%) per month thereafter will be charged on the unpaid balance for an annual percentage rate of eighteen percent. (18%) In case of non-payment, cost of collection on including reasonable attorney's fee will be charged. All payments made by credit card will be issued a 3.5% processing fee.

Request for Certification of Sufficient Funds

Submittal Date: 7.9.2024

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

Obligation to be incurred, detailing vendor name, project description, Council approval, etc. (attach supporting documentation):
BPI MECHANICAL SERVICES
PO BOX 336
LATHAM, NY 12110

Appropriation – Current Budget Expense Org/Object/Proj(s): A3143414-54610 BUILDING REPAIR & MAINTENANCE

Amount Requested for Approval: $ 559.80

Current Amount Available: as per MUNIS $32,638.42

Transfer/Amendment Pending: $

Transfer/Amendment Date: _____

7/10/2024

Department Head Signature Date

Certification of Sufficient Funds

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

7/10/24

Commissioner of Finance Approval Date

DocuSign Envelope ID: 71556EDA-FADC-4C28-80B8-250A519BD660

ADDENDUM THREE TO AGREEMENT BETWEEN THE CITY OF SARATOGA SPRINGS, NY AND TRI-TECH/CENTRAL SQUARE

Original Agreement approved March 11,2016
Addendum One approved December 18, 2018
Addendum Two approved Dec 7, 2021

THIS ADDENDUM THREE is made by and between THE CITY OF SARATOGA SPRINGS, NY ("City"), a municipal corporation with a place of business at 474 Broadway, Saratoga Springs, NY 12866 and Tri-Tech Software Systems (a Central Square Technologies, LLC Company), with a place of business at 1000 Business Center Dr., Lake Mary, FL 32746 ("Tri-Tech / Central Square").

WITNESSETH:

The City and Tri-Tech/Central Square entered into an agreement, as approved by the City Council at their meeting on March 11, 2016 that Tri-Tech/Central Square would provide the City with its "Computer-Aided Dispatch system software, implementation and support as described in the Master Agreement and Exhibit A for the period commencing on March 11, 2016 and is renewed yearly according to the Master Agreement.

ADDENDUM ONE was approved December 18, 2018, to add additional software licenses.

ADDENDUM TWO was approved on December 7 for an insurance requirement update, the original Master Agreement approved on March 1, 2016, remains in effect.

For this ADDENDUM THREE, the City and Tri-Tech/Central Square agree to modify the prior agreement and prior addendums for the Computer-Aided Dispatch and Records Management System data integration with Peregrine, the Police Department's data analytics platform as identified and in accordance with Q-178731as provided in Exhibit A to this Addendum. The cost of the addendum is $17,335.00

WHEREFORE, the City and Tri-Tech/Central Square have executed this ADDENDUM THREE the dates indicated below:

CentralSquare Technologies, LLC

DocuSigned by:
By: Ron Anderson
D0E45FA2938A4EB...

Title: Chief Sales Officer

Date: 7/1/2024

CITY OF SARATOGA SPRINGS

By:_____

Title:_____

Date:_____

Per Council Approval:_____

DocuSign Envelope ID: 71556EDA-FADC-4C28-80B8-250A519BD660

ADDENDUM THREE TO AGREEMENT BETWEEN THE CITY OF SARATOGA SPRINGS, NY AND TRI-TECH/CENTRAL SQUARE

Exhibit A
(Attached)

Per Council Approval:_____

DocuSign Envelope ID: 71556EDA-FADC-4C28-80B8-250A519BD660

CENTRALSQUARE

Quote prepared on:
May 28, 2024
Quote prepared by:
Amy Toscano
amy.toscano@centralsquare.com

Quote #: Q-178731
Primary Quoted Solution: PSJ Enterprise
Quote expires on: November 20, 2024

Quote prepared for:
Jeff Cornick
Saratoga Springs Police Department
5 Lake Avenue
Saratoga Springs, NY 12866
(518) 584-1800

Thank you for your interest in CentralSquare. CentralSquare provides software that powers over 8,000 communities. More about our products can be found at www.centralsquare.com.

WHAT SOFTWARE IS INCLUDED?

	PRODUCT NAME	QUANTITY	UNIT PRICE	TOTAL
1.	Enterprise CAD API - Customer (OP) Annual Subscription Fee	1	2,200.00	2,200.00
2.	Standard Arrest Publisher (OP) Annual Subscription Fee	1	4,100.00	4,100.00
			Software Total	6,300.00 USD

WHAT SERVICES ARE INCLUDED?

	DESCRIPTION	TOTAL
1.	Individual eLearning Subscription Plan	700.00
2.	Public Safety Consulting Services - Fixed Fee	390.00
3.	Public Safety Project Management Services - Fixed Fee	1,755.00
4.	Public Safety Technical Services - Fixed Fee	8,190.00
	Services Total	11,035.00 USD

DocuSign Envelope ID: 71556EDA-FADC-4C28-80B8-250A519BD660

CENTRALSQUARE

Quote prepared on:
May 28, 2024
Quote prepared by:
Amy Toscano
amy.toscano@centralsquare.com

QUOTE SUMMARY

Software Subtotal	6,300.00 USD
Services Subtotal	11,035.00 USD
Quote Subtotal	17,335.00 USD
Quote Total	**17,335.00 USD**

WHAT ARE THE RECURRING FEES?

TYPE	AMOUNT
FIRST YEAR MAINTENANCE TOTAL	0.00
FIRST YEAR SUBSCRIPTION TOTAL	6,300.00
FIRST YEAR RECURRING SERVICES TOTAL	700.00

The amount totals for Maintenance and/or Subscription on this quote include only the first year of software use and maintenance.

DocuSign Envelope ID: 71556EDA-FADC-4C28-80B8-250A519BD660

Quote prepared on:
May 28, 2024
Quote prepared by:
Amy Toscano
amy.toscano@centralsquare.com

Annual Maintenance and Subscriptions renewals shall be due on the anniversary of the Delivery Date*. Annual Maintenance and Subscription Fees are subject to increase as outlined in the Master Agreement.

*Delivery Date: For on-premise Solutions, Delivery shall be when CentralSquare delivers to Customer the initial copies of the Solutions outlined above by whichever the following applies and occurs first (a) electronic delivery, by posting it on CentralSquare's network for downloading, or similar suitable electronic file transfer method, or (b) physical shipment, such as on a disc or other suitable media transfer method, or (c) installation, or (d) delivery of managed services server. Physical shipment is on FOB - CentralSquare's shipping point, and electronic delivery is at the time CentralSquare provides Customer with access to download the Solutions. For cloud-based Solutions Delivery shall be whichever the following applies and occurs first when Authorized Users have (a) received log-in access to the Solution or any module of the Solution or (b) received access to the Solution via a URL.

The On Premise Subscriptions purchased under this Quote shall be governed by Exhibit A attached hereto.

BILLING INFORMATION

Fees will be payable within 30 days of invoicing.

Please note that the Unit Price shown above has been rounded to the nearest two decimal places for display purposes only. The actual price may include as many as five decimal places. For example, an actual price of $21.37656 will be shown as a Unit Price of $21.38. The Total for this quote has been calculated using the actual prices for the product and/or service, rather than the Unit Price displayed above.

Prices shown do not include any taxes that may apply. Any such taxes are the responsibility of Customer. This is not an invoice.

For customers based in the United States or Canada, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Customer on the Quote Form.

PAYMENT TERMS

License Fees & Annual Subscriptions
- 100% Due Upon Contract Execution

Contract Startup
- 100% Due Upon Contract Execution

Hardware & Third-Party Software
- 100% Due Upon Contract Execution

Services
- Fixed Fee: 100% Due Upon Completion of Services
- Time & Material: Due as Incurred

Third-Party Services
- Fixed Fee: 50% Due Upon Contract Execution; 50% Due Upon Completion
- Time & Material: Due As Incurred

Travel & Living Expenses
- Due as Incurred

DocuSign Envelope ID: 71556EDA-FADC-4C28-80B8-250A519BD660

CENTRALSQUARE

Quote prepared on:
May 28, 2024
Quote prepared by:
Amy Toscano
amy.toscano@centralsquare.com

PURCHASE ORDER INFORMATION

Is a Purchase Order (PO) required for the purchase or payment of the products on this Quote Form? (Customer to complete)

Yes [ ] No [ ]

Customer's purchase order terms will be governed by the parties' existing mutually executed agreement, or in the absence of such, are void and will have no legal effect.

PO Number: _____

Initials: _____

Saratoga Springs Police Department

Signature: _____

Name: _____

Date: _____

Title: _____

DocuSign Envelope ID: 71556EDA-FADC-4C28-80B8-250A519BD660

Quote prepared on:
May 28, 2024
Quote prepared by:
Amy Toscano
amy.toscano@centralsquare.com

ATTACHMENT A

Terms and Conditions for On-Prem Subscriptions

BY INDICATING YOUR ACCEPTANCE, OR BY USING THE SOFTWARE, YOU ACCEPT THE TERMS AND CONDITIONS AS STATED HEREIN.

1. **Subscription Access.** Customer is purchasing subscription priced software under this Quote. So long as Client has paid the annual subscription fees and is current at all times with the subscription fees as stated herein, CentralSquare grants to Client a limited non-exclusive, non-transferable access to use the subscription software granted in this Quote. Client understands and acknowledges no ownership or any form of intellectual property rights transfer under the terms of this Quote.

   If customer terminates this Quote in accordance with the termination for convenience provision below, customer shall be entitled to a pro-rata refund of the annual subscription fee, calculated by the remaining months in the applicable annual subscription.

2. **Termination for Convenience.** This Quote may be terminated without cause by either party by providing written notice to the other party thirty (30) days prior to the date of termination.

3. **Termination of Access Rights.** Upon termination of this Quote, (i) all rights granted herein shall terminate immediately and automatically upon the effective date of such termination; (ii) Customer's right to the accessed software granted herein shall terminate; and (iii) Customer will cease using such software and at CentralSquare's direction return or destroy the software and any supplemental confidential information or documentation.

4. **Right to Audit.** Customer shall maintain for a reasonable period, but in no event less than three (3) years after expiration or termination of this Quote, the systems, books and records necessary to accurately reflect compliance with software access and the use thereof under this Quote. Upon request, Customer shall permit CentralSquare and its directors, officers, employees, and agents to have on-site access at Customer's premises (or remote access as the case may be) during normal business hours to audit such systems, books, and records for the purpose of verifying Customer's use of the software to monitor compliance with this Quote no more than once per year. If an audit reveals that Customer has exceeded the restrictions on use or non-compliance with this Quote, Customer shall be responsible for the reimbursement of all costs related to the audit and prompt payment by Customer to CentralSquare of any underpayment.

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Quote prepared on:
May 28, 2024
Quote prepared by:
Amy Toscano
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Terms and Conditions for Subscriptions

BY INDICATING YOUR ACCEPTANCE, OR BY USING THE SOFTWARE, YOU ACCEPT THE TERMS AND CONDITIONS AS STATED HEREIN.

1. **Subscription Access.** Customer has purchased subscription based software previously and is purchasing additional subscription priced software under this Agreement. So long as Client has paid the annual subscription fees and is current at all times with the subscription fees as stated herein, CentralSquare grants to Client a limited non-exclusive, non-transferable access to use the subscription software. Client understands and acknowledges no ownership or any form of intellectual property rights transfer under the terms of this Agreement.

   Annual subscription fees are invoiced upon execution and shall be invoiced on an annual basis thereafter, subject to increase at 5% year over year.

2. **Termination of Access Rights.** Upon termination or expiration, (i) all rights granted herein shall terminate immediately and automatically upon the effective date of such termination or expiration; (ii) Customer's right to the accessed software granted shall terminate; and (iii) Customer will cease using such software and at CentralSquare's direction return or destroy the software and any supplemental confidential information or documentation.

3. **Right to Audit.** Customer shall maintain for a reasonable period, but in no event less than three (3) years after expiration or termination of access, the systems, books and records necessary to accurately reflect compliance with software access and the use thereof. Upon request, Customer shall permit CentralSquare and its directors, officers, employees, and agents to have on-site access at Customer's premises (or remote access as the case may be) during normal business hours to audit such systems, books, and records for the purpose of verifying Customer's use of the Software to monitor compliance no more than once per year. If an audit reveals that Customer has exceeded the restrictions on use or non-compliance, Customer shall be responsible for the reimbursement of all costs related to the audit and prompt payment by Customer to CentralSquare of any underpayment.

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City of Saratoga Springs, NY
ADDENDUM FOUR
Original Agreement November 1, 2022

Addendum #1 December 7, 2022; Addendum #2 July 18, 2023; Addendum #3 January 17, 2023

This Addendum, by and between **SHI**, with offices at 290 Davidson Ave, Somerset, NJ 08873 ("Vendor") and the **City of Saratoga Springs** ("City"), 474 Broadway, Saratoga Springs, NY 12866 entered into between the above referenced parties on the effective date of **July 2nd, 2024** is hereby added to the original Agreement of **November 1, 2022.**

The City and Vendor entered into an agreement, executed by the City and the Vendor on November 1, 2022. This **Addendum Four** is supplemental to the original November 1, 2022 agreement, Addendum One, Addendum Two, and Addendum Three per quote #**24528521** for Mimecast/DMARC Analyzer supplied by SHI, hereby attached. It is incorporated and made part of those documents.

THIS ADDENDUM increases the dollar limitation for the original contract for these additional renewed services detailed in quote #24528521 for a sum not-to-exceed **Twenty-Four Thousand Nine Hundred and Sixty-Five Dollars and 06/100 cents.** ($24,965.06).

All other terms and conditions of the original agreement remain the same.

The parties, having agreed to the terms and the recitals set forth herein, and in replying thereon, herein sign this Agreement.

SHI

By: DocuSigned by: Kristina Mann EA418E789F09404...

Title: Sr. Manager - Contracts

Date: 7/2/2024

CITY OF SARATOGA SPRINGS NY

By: _____

Title: **Mayor**

Date:

City Council Approval Date: July 16th 2024