

CITY OF WATERTOWN, NEW YORK
AGENDA
Monday, February 1, 2016

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, February 1, 2016, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PRESENTATION

Business of the Year – April’s Cake Shop

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 1 - Approving Online Auction Contract, Auctions International, Inc.

- Resolution No. 2 - Approving Memorandum of Agreement With City of Watertown Unit 7151 of Jefferson Local 823 of the Civil Service Employees Association, Inc. Local 1000, AFSCME, AFL-CIO

- Resolution No. 3 - Revising the Fair Housing Policy for the City of Watertown and Appointing a City Fair Housing Officer

- Resolution No. 4 - Authorizing PILOT Agreement for Watertown Industrial Center Local Development Corp.

- Resolution No. 5 - Authorizing Shared Services Agreement Between New York State Department of Transportation (NYSDOT) and City of Watertown

- Resolution No. 6 - Approving Agreement Between the City of Watertown and State of New York, Unified Court System

- Resolution No. 7 - Authorizing Application to New York Safety and Health Hazard Abatement Board, Occupational Safety and Health Training and Education Program Grant
- Resolution No. 8 - Authorizing Agreement Between the City of Watertown and Strategic Development Specialists, LLC
- Resolution No. 9 - Accepting Change Order #1 for Refurbish of Fire Department Pumper Truck

ORDINANCES

LOCAL LAW

PUBLIC HEARING

- 7:30 p.m. Establishing Assessment Charge for Sidewalks, Spring and Fall 2016 Pursuant to Section 93 of the City Charter

OLD BUSINESS

STAFF REPORTS

1. Quarterly Financial Report
2. FY 2016-17 Property Tax Cap
3. Arena Concession Fee
4. Arena Concession Stand
5. Naming Rights to the Municipal Arena
6. Empire Baseball League

NEW BUSINESS

EXECUTIVE SESSION

To discuss the employment history of a particular individual.

WORK SESSION

Next Work Session is scheduled for Monday, February 8, 2016, at 7:00 p.m.

ADJOURNMENT

NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS TUESDAY, FEBRUARY 16, 2016.

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ADJOURNMENT

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS TUESDAY,
FEBRUARY 16, 2016.**

Res No. 1

January 21, 2016

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Approving Online Auction Contract,
Auctions International Inc.

The City of Watertown and the Purchasing Department have successfully utilized Auctions International on several occasions. As detailed in the attached report of Purchasing Manager Amy M. Pastuf, this organization has assisted several departments with sales totaling \$17,230.50.

Attached for City Council consideration is a resolution authorizing the City to enter into the Online Auction Agreement with Auctions International, Inc. for another two years, along with a copy of the contract.

RESOLUTION

Page 1 of 1

Approving Online Auction Contract,
Auctions International, Inc.

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.

YEA	NAY

Total

Introduced by

WHEREAS the City of Watertown has successfully used the services of Auctions International over the past two years for various City Departments, and

WHEREAS it is the City's desire to get the best price possible for vehicles and/or equipment it deems surplus or excess, and

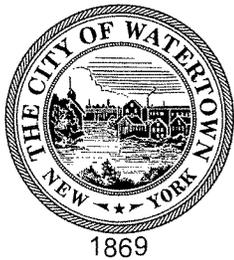
WHEREAS the Purchasing Manager, Amy M. Pastuf, has contacted Auctions International, Inc., which conducts online auctions of vehicles and equipment, and

WHEREAS there is no cost to the City, as the buyer pays a fee charged by Auctions International,

NOW THEREFORE BE IT RESOLVED by the City Council that it hereby approves the Online Auction Contract with Auctions International, Incorporated, a copy of which is attached and made a part of this resolution, and

BE IT FURTHER RESOLVED that City Manager Sharon Addison is hereby authorized and directed to execute the Contract and accept the highest offer at the time of sale above the City's estimated scrap values, on behalf of the City.

Seconded by



CITY OF WATERTOWN, NEW YORK

ROOM 205, CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
E-MAIL APastuf@watertown-ny.gov
☎(315) 785-7749 📠(315) 785-7752

Amy M. Pastuf
Purchasing Manager

MEMORANDUM

TO: Sharon Addison, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: Renewal of Contract with Auctions International
DATE: 1/21/2016

The Purchasing Department is requesting renewal of the On-line Auction contract with Auctions International. The City has successfully utilized on-line auction services from this organization to sell items from various departments over the last two years. A summary of the past sales is included below:

Date	Department/Description	Amount
5/14/2014	DPW Vehicles, Misc. Parts	\$4,412.00
9/26/2014	Police Cars	\$6,050.00
5/12/2015	Arena Bleachers	\$174.00
9/28/2015	DPW Vehicles, Misc. Parts	\$6,594.50
	Total	\$17,230.50

Attached is a copy of Auction's International Contract for City Council review and approval.

Thank you for your consideration in this matter.

Enclosures

Res No. 2

January 21, 2016

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Approving Memorandum of Agreement With City of Watertown Unit 7151 of Jefferson Local 823 of the Civil Service Employees Association, Inc. Local 1000, AFSCME, AFL-CIO

It has recently been brought to our attention that the City of Watertown may be in noncompliance with the Affordable Care Act of 2010. In order to correct this situation and to avoid any penalty, it is necessary for us to enter into a Memorandum of Agreement with CSEA Local 1000.

As detailed in the attached report of Confidential Assistant to the City Manager Matthew Roy, health insurance coverage must be offered to all employees, including those with a spouse also covered under our plan. The attached Memorandum of Agreement will meet those requirements.

Attached for City Council consideration is a Resolution approving this Memorandum of Agreement.

RESOLUTION

Page 1 of 1

Approving Memorandum of Agreement With
City of Watertown Unit 7151 of Jefferson Local 823
of the Civil Service Employees Association, Inc.
Local 1000, AFSCME, AFL-CIO

Council Member HORBACZ, Cody J.

Council Member JENNINGS, Stephen A.

Council Member MACALUSO, Teresa R.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

WHEREAS on April 6, 2015, City Council approved the Collective Bargaining Agreement between the City of Watertown and the Local CSEA Local 823 Unit 7151-00 for the period from July 1, 2013 through June 30, 2017, and

WHEREAS the parties desire to enter into this Memorandum of Agreement to amend section 9.4.1 of the Collective Bargaining Agreement to avoid possible fines due to the Patient Protection and Affordable Care Act, and

WHEREAS the parties agree that such an amendment is in the best interests of the City and of its employees,

NOW THEREFORE BE IT RESOLVED by the City Council that it hereby approves the Memorandum of Agreement, a copy of which is attached and made part of this resolution, and

BE IT FURTHER RESOLVED that City Manager Sharon Addison is hereby authorized and directed to execute the Agreement on behalf of the City.

Seconded by

Memorandum of Agreement

This Memorandum of Agreement, dated this ____ day of February 2016, is by and between the City of Watertown, New York and CSEA Local 1000, AFSCME, AFL-CIO, City Unit 7151 of the Civil Service Employees Association, Inc., Jefferson Local 823.

WHEREAS, the City and Jefferson Local 823, CSEA, entered into a Collective Bargaining Agreement dated the 8th day of April 2015, for the period from July 1, 2013 thru June 30, 2017;

WHEREAS, the parties desire to enter into this Memorandum of Agreement to amend section 9.4.1 of the Collective Bargaining Agreement to avoid possible fines due to the Patient Protection and Affordable Care Act; and

WHEREAS, the City and Jefferson Local 823 agree that such an amendment is in the best interests of the City and of its employees, the parties hereby agree as follows:

1. Section 9.4.1 of the Collective Bargaining Agreement dated April 8, 2015 shall be amended by placing the following paragraph 9.4.1 instead of the existing paragraph 9.4.1:

Those employees hired after July 1, 1987 will only be eligible to be covered under one City of Watertown health insurance plan. A City of Watertown employee cannot be covered under their own policy and be covered as a dependent on a spouse/guardian's policy. The dependents of two employees that work for the City can only be covered under the policy of one employee.

This Memorandum of Agreement shall become part of the Collective Bargaining Agreement as of February 1, 2016.

No other terms and/or conditions of the Collective Bargaining Agreement are affected by this Memorandum of Agreement.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed by their duly authorized representatives this ____ day of February, 2016, City of Watertown, New York.

CITY OF WATERTOWN, NEW YORK

EMPLOYEES UNIT, LOCAL 823, CSEA

By: _____
City Manager

By: _____
President, CSEA, City of Watertown, Jefferson
Local823, Unit 7151

By: _____
Labor Relations Specialist



1869

CITY OF WATERTOWN, NEW YORK

SUITE 302, CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
(315) 785-7730
FAX (315) 782-9014

SHARON ADDISON
CITY MANAGER

To: Sharon Addison
City Manager

From: Matthew Roy
Assistant to the City Manager

Re: Memorandum of Agreement-CSEA

Date: January 25, 2016

Attached for your review is a Memorandum of Agreement (MOA) between the City and the CSEA bargaining unit. This MOA is intended to fix a health insurance issue within the CSEA contract which was recently discovered. It is a complex issue, but here are the details:

The following language is the current language that we need to replace. It is found on page 22 of the current contract. "Employees hired after July 1, 1987, shall not be eligible for health insurance coverage under the City of Watertown Self Insurance Program if Spouse/Guardian currently has municipal health insurance coverage under the City of Watertown plan."

In essence what this language does is prevents us from offering coverage to an employee whose spouse or guardian already has municipal coverage. So, if two spouses are working for the City, only one can have coverage. The problem with this language is that it does not comply with the Patient Protection and Affordable Care Act of 2010, known to most as ObamaCare. This regulation requires us, as an applicable large employer, to **offer** coverage to 95% of our full-time employees for 2016. The current language in the contract does not allow us to offer coverage to this category of employees. In fact it's quite the opposite in that it prevents us from offering coverage to these employees. If not fixed, these employees will count against us towards the 95% threshold. If we do not meet the 95% threshold, we will face a penalty of \$600,000.

In researching this issue, I have identified approximately 5 instances in which this language has prevented an employee from enrolling in our coverage. The language I have offered as a replacement will comply with the federal regulations and has been reviewed and approved by the CSEA bargaining unit. Basically this language allows each employee to have their own coverage, but they cannot be covered by two plans. It also allows for dependents to be covered, but only under one plan. I do not foresee this being much of an issue as those who have been prevented from having their own coverage are unlikely to now want their own policy. Doing so would require employee contributions from both parties for the same level of coverage. If you have any questions, please let me know.

Res No. 3

January 27, 2016

To: The Honorable Mayor and City Council
From: Kenneth A. Mix, Planning and Community Development Coordinator
Subject: Fair Housing Policy

In November 2014, the New York State Office of Community Renewal (OCR) conducted a monitoring visit of the City of Watertown's participation in the New York State CDBG Small Cities Program for Program Years 2007, 2008, 2009 and 2011.

The OCR conducted the monitoring visit to determine whether program operations were compliant with the requirements of the CDBG regulations as contained in 24 CFR Part 85, as well as the provisions of the contract(s) executed with the NYS Housing Trust Fund Corporation dated December 9, 2011. In July 2015, the OCR notified the City of the results of that visit.

In its July 2015 communication, the OCR notified the City that monitoring had revealed that in 1990 the City had appointed the Assistant City Manager, by title, as Fair Housing Officer, but that the position of Assistant City Manager no longer exists. Subsequently, the OCR directed the City of Watertown to appoint a Fair Housing Officer by title to a position that currently exists within the City.

The attached Resolution appoints the Planning and Community Development Coordinator (Director) as the City of Watertown's Fair Housing Officer and empowers that position to request investigations of possible Fair Housing violations on behalf of the City.

The Planning Office believes that the Planning and Community Development Coordinator (Director) is the most appropriate position within the City to assume these responsibilities, as the Planning Office currently administers all of the City's other housing-related programs.

Attached is a copy of the Resolution that the City Council adopted on July 2, 1990, which had conferred this responsibility on the Assistant City Manager.

RESOLUTION

Page 1 of 1

Revising the Fair Housing Policy for the City of Watertown and Appointing a City Fair Housing Officer

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

WHEREAS the Fair Housing Act of 1968 prohibits discrimination in housing based on race, color, religion, national origin, sex, disability and familial status, and

WHEREAS New York State Executive Law §296 prohibits discrimination on the basis of race, color, creed, national origin, sex, familial status, disability, age, marital status, military status and sexual orientation, and

WHEREAS the City Of Watertown seeks to protect the rights of its citizens to equal access to housing and ensure fair housing choice for all residents, and

WHEREAS the City deems it necessary to revise the Fair Housing Policy adopted by Resolution on July 2, 1990.

NOW THEREFORE BE IT RESOLVED that the Planning and Community Development Coordinator (Director) of the City of Watertown is hereby designated as the City’s Fair Housing Officer, and

BE IT FURTHER RESOLVED that upon determination by the Fair Housing Officer that there is probable cause of discriminatory practice, the Fair Housing Officer may request a qualified fair housing enforcement agency to commence an investigation, and

BE IT FURTHER RESOLVED that the Fair Housing Officer shall prepare an annual report covering the City’s Fiscal Year detailing the number of complaints received and the nature of those complaints, and shall submit that report to the City Council no later than July 31 of each year.

Seconded by

RESOLUTION

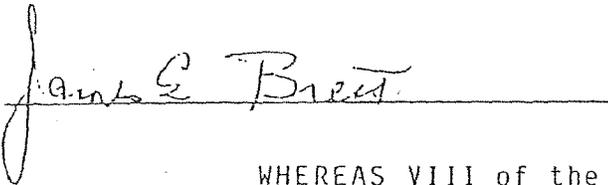
Fair Housing Policy Statement
City of Watertown, New York

July 2, 1990
 Councilman BRETT, James E.
 Councilman COOKE, Laurence H.
 Councilman HARTZ, Kenneth H.
 Councilman REHLEY, Robert D.
 Mayor WALKER, T. Urling

YEA	NAY
X	
X	
X	
X	
X	
5	0

Total.....

By Councilman



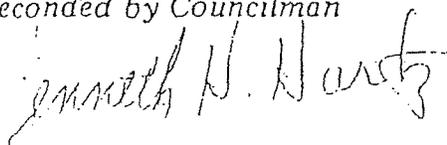
WHEREAS VIII of the Civil Rights Act of 1968, the United States Congress declared a national policy of providing fair housing throughout the United States of America, and

WHEREAS this law makes discrimination based on race, color, sex, religion or national origin illegal in connection with the sale or rental of housing,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown declares that it concurs with the Civil Rights Act of 1968 and all other applicable Federal and State laws prohibiting discrimination in housing and that it will actively seek to prevent discrimination in the City of Watertown, and

BE IT FURTHER RESOLVED that the City Manager's Office is hereby established as a Fair Housing Complaint Office and the Assistant City Manager is designated as the City's Fair Housing Complaint Officer for the purpose of establishing an official local government office for receiving and investigating any and all complaints of discrimination in housing which may arise within the City of Watertown.

Seconded by Councilman



January 26, 2016

To: The Honorable Mayor and City Council
From: Brian Phelps, City Assessor
Subject: Approval of WICLDC PILOT

The Jefferson County Industrial Agency (JCIDA) is asking for consent to enter into a Payment in Lieu of Taxes (PILOT) agreement with Watertown Industrial Center Local Development Corporation (WICLDC).

Consent is required from the City, Jefferson County and Watertown City School District because the proposed agreement falls outside JCIDA's Uniform Tax Exemption Policy (UTEP) with regards to both payment calculation and duration.

The property that would be affected consists of the approximately 178,000 square feet of buildings located at 800 Starbuck Avenue that were originally part of the New York Airbrake complex. The land adjacent to and under these buildings is fully taxed and will continue to be.

This proposed PILOT agreement would replace the original PILOT agreement that was approved in 1995. The original agreement states that it would remain in effect as long as the property's ownership/lease status continued, but a legal opinion from the JCIDA determined that it was not permissible to enter into an agreement in excess of 20 years and could only continue if a new agreement were drafted.

The original PILOT agreement contained a formula that used current occupancy levels, the 1995 building configuration, and a stipulated assessment to determine the PILOT payment.

The proposed agreement is based on the concept that those portions of the building that are actively utilized will be taxed at 100% of their value, including space utilized by JCIDA and WICLDC that would be tax exempt if they were on separate parcels. Those portions that are vacant or unused will not be taxed.

Unlike the original agreement, the proposed agreement provides for changes based on new construction and/or demolition of buildings and market changes. It also acknowledges the varied types of space and their relative values.

If the property was fully taxable and there was no change to the City Tax rate the tax bill would be \$11,131.74. Under the original PILOT the bill would have been \$7,081.69. Under the proposed PILOT the bill would be \$7,892.68

The proposed agreement is for a period of 10 years and would be used to calculate the yearly City PILOT amounts for July 2016 through July 2025.

Attached is a document submitted by WICLDC outlining its history and successes.

RESOLUTION

Page 1 of 2

Authorizing PILOT Agreement for Watertown Industrial Center Local Development Corp.

Introduced by

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

WHEREAS The JEFFERSON COUNTY INDUSTRIAL DEVELOPMENT AGENCY (the “Agency”) was created by Chapter 369 of the Laws of 1971 of the State of New York pursuant to Title 1 of Article 18-A of the General Municipal Law of the State of New York (collectively, the “Act”), and

WHEREAS The Agency has acquired from Watertown Industrial Center Local Development Corporation (WICLDC), an interest in certain property located in the County of Jefferson, New York (Tax Map Parcel No. 4-09-102.004), with an address of 800 Starbuck Ave in the City of Watertown more particularly described in the PILOT Agreement, and

WHEREAS The Agency has agreed to lease the property to the WICLDC pursuant to a lease agreement by and between the Agency and the WICLDC, and the WICLDC intends to continue to utilize the property to promote business and industry (the “Project”), and

WHEREAS Pursuant to Section 874(1) of the Act, and Section 412(A) of the Real Property Tax Law of the State of New York, the Agency is exempt from the payment of taxes and assessments imposed upon real property and improvements owned by it, other than special ad valorem levies, special assessments and services charges against real property which are or may be imposed for special improvements or special district improvements, and

RESOLUTION

Page 2 of 2

Authorizing PILOT Agreement for Watertown Industrial Center Local Development Corp.

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

WHEREAS, the Agency is seeking consent from the Taxing Jurisdictions in accordance with it's uniform tax exemption policy to enter into a Payment in Lieu of Taxes Agreement, and

WHEREAS, the City of Watertown has determined that the Project is in the best interest of the City and deems it appropriate for the Agency to enter into a Payment in Lieu of Taxes Agreement making provision for payments in lieu of taxes by the WICLDC to the Agency for the benefit of the respective Taxing Jurisdictions within which the property is located in substantially the same form as presented at this meeting,

NOW THEREFORE BE IT RESOLVED that the City of Watertown hereby consents to the Agency entering into a Payment in Lieu of Taxes Agreement with the Watertown Industrial Center Local Development Corporation in substantially the same form as presented at this meeting and which is attached and made part of this resolution.

Seconded by

PAYMENT IN LIEU OF TAXES AGREEMENT

THIS AGREEMENT, by and between **WATERTOWN INDUSTRIAL CENTER LOCAL DEVELOPMENT CORPORATION**, a New York local development corporation having an address of 800 Starbuck Avenue, Watertown, New York 13601 ("**WICLDC**") and **JEFFERSON COUNTY INDUSTRIAL DEVELOPMENT AGENCY**, an Industrial Development Agency and a Public Benefit Corporation of the State of New York having an address of 800 Starbuck Avenue, Watertown, New York 13601 ("**Agency**"),

WITNESSETH:

WHEREAS, the Agency was created by Chapter 369 of the Laws of 1971 of the State of New York pursuant to Title I of Article 18-A of the General Municipal Law of the State of New York (collectively, the "**Act**"); and

WHEREAS, the Agency acquired by Deed the WICLDC's facilities known as buildings A, B, C, and D (the "**Facility**") located at 800 Starbuck Avenue, City of Watertown, Jefferson County, New York.; and

WHEREAS, the Agency leased the Facility to the WICLDC pursuant to a Lease Agreement dated September 21, 1995; and

WHEREAS, the parties hereto pursuant to an amendment (the "**Amendment**") to the Lease Agreement wish to extend the term of the Lease to December 31, 2025; and

WHEREAS, the WICLDC sub-leases portions of the Facility primarily to start-up or small businesses engaged in manufacturing or commercial business at a reduced rent thereby giving these businesses an opportunity to get started and grow (the "**Project**"). At the present time, these businesses employ over 187 people.

WHEREAS, pursuant to section 874(1) of the Act, and Section 412(a) of the Real Property Tax Law of the State of New York, the Agency is exempt from the payment of taxes and assessments imposed upon real property and improvements owned by it other than special ad valorem levies, special assessments and service charges against real property located in Jefferson County which are or may be imposed for special improvements or special district improvements; and

WHEREAS, by Resolution dated _____, 2016, the Agency authorized the Amendment; and

WHEREAS, the Taxing Jurisdictions, which are, collectively, the City of Watertown ("**City**"), Jefferson County ("**County**") and the Watertown City School District ("**School**"), have the following taxable years: the County January 1 to December 31, the City and the School July 1 to June 30; and

WHEREAS, the Agency and the WICLDC deem it necessary and proper to enter into this agreement making provision for payments in lieu of taxes to the respective Taxing Jurisdictions which the Facility is to be located; and

WHEREAS, it is the intent that the calculated PILOT payments be equal to 100% of the amount of taxes that would be due on the occupied portions of the buildings as if not exempt and that the vacant portions of the building would be 100% tax exempt;

NOW, THEREFORE, in consideration of the covenants herein contained, it is mutually agreed as follows:

1. For the purpose of payments to be made pursuant to this Agreement, they shall begin on July1, 2016 (the "**Commencement Date**").

2. Commencing on the Commencement Date and for the period set forth below, or until the earlier termination of the Lease Agreement as amended, the WICLDC agrees to pay in lieu of all real estate taxes which would be levied upon the Facility during such tax years as if the Facility were owned by the WICLDC and not by the Agency, the amounts determined according to the following formula:

$$\text{PILOT} = \text{EA} \times \text{ATR}$$

WHERE

PILOT =Amount of payment in lieu of taxes due to the Taxing Jurisdictions for the applicable tax year.

EA=Effective Assessment is the sum of the values of the three Component Building Uses minus the value attributed to the unoccupied portions.

ATR= Actual Tax Rate for the respective Taxing Jurisdictions for the applicable year.

Component Building Uses = Office Space, Flex Space and Subpar

Office Space = Areas with a higher level of finish or used as an office open to the public. This will not include offices ancillary to Flex Space that is not separately leasable and whose area is less than 10% of the parent Flex Space.

Flex Space = Areas in a condition and configuration making them usable with minimal or no improvement. All space determined not to be Office Space or Subpar will be considered Flex Space.

Subpar = Areas that require major improvement and/or reconfiguration to be leasable. Space that is actively used with plans for imminent major improvement or replacement may be considered Subpar.

The per square foot value for each Component Building Use, is calculated using the average value of all the space comprising said component, and is subject to change each

year based upon major construction/demolitions, market changes and changes to the City's level of assessment.

The component values and the area breakdown for the 2016 tax roll year are as follows:

Component	Office Space	Flex Space	Subpar
Value per Square Foot	\$25.45	\$7.28	\$3.05
Square feet	20,926	85,727	71,279

which results in an assessment of \$1,374,000 for 2016, which then must be reduced by the applicable component vacancy rates to result in the Effective Assessment.

Changes to the classification of spaces are at the discretion of the City Assessor in consultation with a representative of the WICLDC.

The WICLDC retains all rights to grieve assessments as afforded by the Real Property Tax Law.

The WICLDC agrees to notify the City Assessor of any construction/demolition, change of use and the level of occupancy as of each December 1st on or before December 15th.

3. This Agreement shall terminate, unless it is terminated sooner pursuant to the Lease Agreement or any other provisions of this Agreement, on December 31, 2025 ("Termination Date") at which time the parties agree that the Lease for the Facility shall terminate and that the Agency will convey back the Facility to the WICLDC.

4. The WICLDC shall pay, or cause to be paid the amounts set forth in Paragraph 1(b) hereof within the grace period, without penalty, applicable to taxes, assessments, special ad valorem levies, special service charges or similar tax equivalents, as the case may be, on similar property subject to taxation by the Taxing Jurisdictions during such respective tax years, subject to any late payment penalties pursuant to §874 of the Act if not made within the grace period. Any failure on the part of the WICLDC to timely make any payments pursuant to this Agreement within ten (10) days following written notice from the Agency shall be an event of default ("Event of Default") under this Agreement and under the Lease Agreement. Upon such Event of Default, the Agency shall have any and/or all of the Remedies on Default set forth in the Lease Agreement. Further, upon such Event of Default, the Payments In Lieu of Tax due under this Agreement shall, upon thirty (30) days written notice from the Agency to the WICLDC, immediately the 100% of Real Property taxes would be due if the Facility was owned by the WICLDC rather than by the Agency.

5. In the event that the Facility is transferred from the Agency to the WICLDC, the Facility shall be immediately subject to taxation pursuant to Sections 302 and 520 of the New York Real Property Tax Law, as amended. However, in no event shall the WICLDC be required to pay both a PILOT payment pursuant to the Agreement and real property taxes for a concurrent tax year or portion thereof. Therefore, should the Facility be conveyed to the WICLDC and thus become taxable pursuant to New York RPTL Section 520, any payments payable under this Agreement as Payments required in Lieu of Taxes shall be reduced by the amount of any taxes which are required to be paid under RPTL Section 520

for any such concurrent tax year or portion thereof, and should such Payment-in-Lieu-of-Taxes already have been made, the Taxing Jurisdictions shall refund any such amounts owing to WICLDC.

6. Any notice required to be given under this Agreement shall be deemed to have been duly given when delivered and, if delivered by mail, postage prepaid, return receipt requested, addressed to the respective parties hereto at their respective addresses specified below or such other addresses as either party may specify in writing to the other:

If to the Agency: Jefferson County Industrial Development Agency
800 Starbuck Avenue, Suite 800
Watertown, New York 13601
Attn: Donald C. Alexander, CEO

With a copy to: Menter, Rudin & Trivelpiece, P.C.
120 Washington Street, Suite 500
Watertown, New York 13601
Attn: Joseph W. Russell, Esq.

If to the WICLDC: Watertown Industrial Center Local Development Corporation
800 Starbuck Avenue
Watertown, New York 13601
Attn: Donald W. Rutherford, President

With a copy to: Schwerzmann & Wise, P.C.
137 Main Avenue
Watertown, New York 13601
Attn: Keith B. Caughlin, Esq.

7. This Agreement shall be governed by and construed in accordance with the laws of the State of New York.

8. This Agreement shall be binding upon and inure to the benefit of the parties, their respective successors and assigns.

9. This Agreement may not be assigned by the WICLDC without the Agency's consent.

10. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original for all purposes and all of which shall constitute collectively a single agreement. In making proof of this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

[Remainder of page intentionally left blank; signature pages to follow]

IN WITNESS WHEREOF, each of the parties hereto has executed this Agreement on the date set forth before the signature of its respective representative.

Date: _____, 2016

**WATERTOWN INDUSTRIAL CENTER LOCAL
DEVELOPMENT CORPORATION**

By: _____

Name:

Title:

Date: _____, 2016

**JEFFERSON COUNTY INDUSTRIAL
DEVELOPMENT AGENCY**

By: _____

Donald C. Alexander, CEO

Watertown Industrial Center Local Development Corporation

800 Starbuck Avenue – Suite 804

Watertown, New York 13601

Office: 315-782-9277 * Fax: 315-405-4728

www.wicldc.com

History and Successes of the
Watertown Center for Business and Industry
800 Starbuck Avenue, Watertown, New York
Managed by the Watertown Industrial Center Local Development Corporation



The Watertown Center for Business and Industry (WCBI) is made up of 4 former industrial buildings constructed during the same era as World War I, and were formerly owned by the New York Air Brake/General Signal. These buildings are located on a remediated brownfield site, and are now operated as a hybrid business incubator.

As of December 2015, the WCBI is home to 21 tenants employing a combined total of 187 people. Several established businesses serve as anchor tenants, providing the financial stability that allows the Center to provide smaller entrepreneurial ventures with affordable, flexible space that can accommodate their changing needs as they grow. The WCBI is managed by the Watertown Industrial Center Local Development Corporation, and the success of the WCBI can be echoed in their Mission Statement:

The Mission of the Watertown Industrial Center Local Development Corporation (WICLDC) is to facilitate job creation, and retention in the community by providing eligible businesses with suitable leased facilities at rents, and under conditions that help them succeed.

History – The Community Comes Together to Avoid a Crisis:

In early 1994 the New York Air Brake was planning on moving its operations out of Watertown, and abandoning the buildings in place. Because of this a coalition of local government officials, economic development professionals, and community leaders came together for a two-day brainstorming and planning session.

The purpose of the session was to discuss whether or not it was feasible, and more importantly in the best interest of the community, for the public to take ownership of these former industrial buildings, so that they could be repurposed instead of becoming an abandoned eyesore, and more importantly another liability for the community.

After two days of brainstorming and discussions relating to structural, environmental, legal, and market capabilities for the reuse of these buildings, it was concluded that redevelopment of the site was not only feasible, but a desirable objective; however, it was apparent that only an aggressive, and single focused redevelopment plan would suffice to create a successful multiuse facility offering manufacturing, office and warehousing space to help stir regional economic development.

A Public Enterprise:

In June of 1994, the WICLDC was incorporated as a not-for-profit corporation with a specific purpose of overseeing the redevelopment, repurposing, maintenance, and operations of WCBI.

Reflective of the community effort it took to create the WCBI and its public purpose, membership on the WICLDC Board of Directors includes representatives from each of the following entities:

- Jefferson County Industrial Development Agency
- Watertown Local Development Corporation
- County of Jefferson
- City of Watertown
- New York Air Brake
- Development Authority of the North Country

How it Operates:

The WICLDC is staffed by a Director of Site Facilities who is responsible for all facility operations, fiscal management and reports to the WICLDC board of directors. He is assisted by a Maintenance Tech. Together, these 2 employees provide general maintenance services for the tenants, they also conduct majority of the renovations required to accommodate tenant, and facility needs. This cost-effective approach reserves the use of outside contractors for special, or large projects such as HVAC, electrical services, roof replacement, etc.

Rent is comprised of the following components, Base, Taxes, Maintenance, Capital Improvement Reserve, Water, Heat, and Electric. Base Rent is the only negotiable item in the rent formula. Leases are negotiated based on type of business (new, existing, relocating, expansion); type of space (office, warehouse, or manufacturing); condition of the space (improved, or unimproved); number of employees (existing and estimated); and length of time space has been vacant. Lease rates also have built in escalators, to allow for annual rate increase. For example, a new business may begin with a lower rent in order to help it get started. Over time,

and as the business becomes more established, its rate would grow closer to the facilities market rate. The WICLDC also maintains a leasehold improvement loan fund that tenants can access to help cover cost of their leasehold renovation expenses.

Success Story Examples:

The decision to take ownership and redevelop these 4 buildings into a Hybrid Incubator Facility has been the foundation for economic development here in Jefferson County. The WCBI is one of the greatest success stories for our community. The phased-in approach of redevelopment and upgrading the facility, and the financial commitments made by the founding members laid the foundation for what today is a successful incubator facility.

Now 20 years later the WCBI, managed by the WICLDC, has outperformed even the greatest of expectations. Several startup business began at the WCBI, expanded at the WCBI, and then outgrew their space to the point of having to construct a new building to meet their needs--all while employing people from the local work force.

One example is Current Applications. Current Applications, a custom motor manufacturer, began at the WCBI in 2000 with only 6 employees. In a few years they moved to a new 20,000 square foot facility in the City Center Industrial Park. The company now employs 50 people and, in 2015, completed a 10,000 Sq.ft. expansion.

Similarly, Henderson Manufacturing—which manufactures vehicles accessories for heavy duty equipment such as snow plows, dump trucks, and sanders—began operations at the WCBI with a handful of employees and now occupies a 31,000 SF facility in the Jefferson County Corporate Park and employs 60 people.

Since 1994, several other businesses have went onto construct their own buildings or rent additional space throughout the community to meet their needs:

- Structural Associates, located in the Jefferson County Corporate Park
- Stephen Allocco Kitchen and Bath, Built his own shop
- Onsite Testing Services, Currently located in Brownville.
- Belle Technologies,
- Watertown Local Development Corporation
- Shred-Con, Located in Watertown.
- Pine Camp Contracting, Located in Watertown
- Experimental Studios, Now Five Cedars, Located in Theresa NY

Current tenants who began at the WCBI and remain here as viable local businesses include All Ski Lifts and Watertown Vending.

The WCBI's flexibility has also enabled companies to start small, and grow onsite as their business needs change.

Servpro of Jefferson County is a great example of a company starting small, and expanding their workforce and space as their business grew, and the WCBI was able to meet their space needs, while working with them to keep their overhead down. In

2008, Servpro made the decision to move the business from their original home to the WCBI. In order to meet their facility needs the WICLDC approved a Leasehold Improvement Loan in the amount of \$56,900 to renovate space in Building B. The space before renovations is almost indescribable now, but after the renovation it became the perfect shop and office for any small business. Servpro entered into a 10-year agreement and had approximately 4 employees.

In 2011, Servpro was steadily increasing their work force and quickly outgrowing their space. With the uncertainty at the time with roof repairs the WICLDC renovated a 2,000 Sq.ft. space located in Building A, and formerly leased to Shredcon, to include a corporate office and a much larger shop area for Servpro. Giving the investment made by Servpro in Building B, their business, and their workforce, the WICLDC undertook this renovation and at no additional expense to the tenant. The space was perfect for their needs; however, Servpro continued to grow, their workforce continued to grow, and their facility needs grew to the point of again outgrowing the space they occupied.

In 2014, the WICLDC completed renovations on a 5,400 Sq.ft. space in Building A, which included new offices, new electrical and water/sewer infrastructure. This was no small project; but was necessary to meet the needs of the tenant. Servpro accepted a new 10 year lease, they increased their original Leasehold Improvement Loan to include the new renovations, and they currently have 8 employees. Servpro is a great example as to how the WCBI, through the management of the WICLDC, is able to meet the challenges of a growing business.

Current Tenant Portfolio:

Every successful incubator needs anchor tenants to help cover the everyday uncertainties that come when leasing space, the WCBI is fortunate to have the following anchor tenants in the facility:

- Brookfield Renewable Power
- Converse Laboratories
- Jain Irrigation
- Watertown Vending
- Black Horse Group
- Jefferson County Local Development Corporation

These tenants have made substantial investments in their workforce, and their leased area. These anchor tenants have made it possible for the WICLDC to make it through tough financial times, all while continuing to offer lease rates, and services designed around the needs of the tenant, and not the other way around.

As indicated earlier, the WCBI has 21 tenants, and 112,904 Sq.ft under lease. These 21 tenants employ 187 people at the WCBI complex. Over the years, the WCBI facility averages 20 tenants, and 170 employees at any one time. Below is the current tenant list, with their beginning date:

All-Star Contractors - 2008
Brookfield Renewable Power - 2000
Colonial Insurance - 2008
All Ski Lifts - 2009
ServPro of Jefferson County - 2008
Ampersand NY Operations- 1999
New York Airbrake - 2013
Watertown Model Rail Road Club- 2014
Watertown Airsoft - 2015
NYTRIC Electrical Contractors - 2014
Boy Scouts of America – 2013

Black Horse Group - 2009
Jain Irrigation - 1996
Converse Laboratories - 1997
Jefferson County LDC - 2014
Upstate Construction - 2006
Watertown Vending - 1996
W.B. Mason - 2014
Modern Moving & Storage - 2014
Sweet Occasions - 2014
Pick N Go Waste Services – 2015

Need for PILOT & Benefit to the Community:

The WCBI is a hybrid business incubator created out of the need to protect the community from the burden of a blighted and contaminated brownfield site. In order to remain viable as a public not-for-profit enterprise that operates on a shoestring budget, it depends on a combination of established anchor tenants and smaller businesses. The age of the facilities create a significant challenge; However, through effective management, the WICLDC has been able to leverage its modest resources to obtain financing, coupled with grant funding, to undertake major projects such as roof replacements on Buildings A, B, & C. It is now pursuing plans to construct a new building on one of the existing pads to replace Building D which needs to be torn down.

The new 10-year Payment-in-Lieu-of-Taxes (PILOT) will help to ensure the WCBI's long-term operation and continuing payments to the affected taxing jurisdictions. The new formula is based on an updated assessment (which will be adjusted over time) and re-categorizes the leasable space into Office, Flex, and Subpar, each of which has a separate assessment, but when totaled together give you the full assessment of the property. The annual PILOT payments would be based on the occupancy rates for each category of space. In short, 100% taxes would be paid on the space that is leased, and the more successful the WICLDC is in leasing space, the more revenue taxing jurisdictions will realize in their annual PILOT payments from the facility.

Conclusion:

In 1996 one could stand in the middle of Building A, which is approximately 900 feet long, and look from one end of the building to the other. Today, that would not be possible, as Building A has 10 tenants and has gone through extensive interior renovations.

The WICLDC has invested greatly into the WCBI complex, in the last 5 years it has replaced the roof on Building A, B, and the center section of C with a 30 year insulated EPDM roof system. This project also required the installation of new windows, siding, gutters, and HVAC equipment. The cost of this investment was approximately \$2,000,000. In this past year, the WICLDC renovated approximately 4,400 Sq.ft of vacant industrial space and turned it into prime office space. The

WICLDC is now considering constructing a new Building to replace one that is beyond the time when a simple renovation will suffice. This type of investment demonstrates the commitment the WICLDC has to the community in helping foster job creation, retention, and economic development.

While the WICLDC has invested in the WCBI over the years, these investments have been done so with limited resources. We have borrowed funds where we can, received grants where applicable, and have utilized our cash reserves; however, it is costly to keep up a facility of its age and construction type. The WICLDC is also limited by the rents it can charge for the space available. Therefore, we generally operate on a break-even level, and additional cash received is placed into reserves for future repairs and maintenance. Within the next 12-18 months the WICLDC anticipates replacing windows, and completing the roof replacement on Building C.

In closing, it is fair to say that over the past 20 years the Watertown Industrial Center Local Development Corporation with the leadership of their Board of Directors, dedicated staff, and the community found a way to limit the burden on taxing jurisdictions while transforming these former industrial buildings constructed during the First World War I, into a successful business incubator. They prevented these buildings, and property from becoming a liability for the City of Watertown, and a blight on the community. The WCBI will continue to be a key economic development asset designed with the goal of bringing in new business, and offering existing businesses the ability to grow in a supportive environment tailored around their needs.

Sincerely,

A handwritten signature in cursive script that reads "Billy Soluri".

Billy Soluri
Director of Site Facilities

Res No. 5

January 27, 2016

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Authorizing Shared Services Agreement Between New York State Department of Transportation (NYSDOT) and City of Watertown

The New York State Department of Transportation (NYSDOT) has suggested that the City of Watertown sign the attached Shared Services Agreement to address emergency needs on our highway system without having to wait for paperwork to be processed or an Emergency Declaration to be enacted.

This Agreement sets an amount not to exceed \$10,000 and states that the City will indemnify the State for any and all claims arising out of acts or omissions under this Agreement. It will also allow our resources to work together in the event of an undeclared emergency. The Agreement has been reviewed by the Superintendent of Public Works and the City Attorney.

Attached for City Council consideration is a Resolution authorizing the City to enter into the Shared Services Agreement for one year, along with a copy of the Agreement.

RESOLUTION

Page 1 of 1

Authorizing Shared Services Agreement Between
New York State Department of Transportation
(NYSDOT) and City of Watertown

Council Member HORBACZ, Cody J.
Council Member MACALUSO, Teresa R.
Council Member JENNINGS, Stephen A.
Council Member WALCZYK, Mark C.
Mayor BUTLER, Jr., Joseph M.
Total

YEA	NAY

Introduced by

WHEREAS pursuant to Section 99-r of the General Municipal Law, the State of New York and the City of Watertown wish to share services, exchange or lend materials or equipment which shall promote and assist the maintenance of State and City roads and highways and provide a cost savings by maximizing the effective utilization of both parties' resources, and

WHEREAS the City of Watertown desires to enter into an Agreement to share these services for any undeclared Emergency Events for one year,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown authorizes the Shared Services Agreement Between NYSDOT and City of Watertown, a copy of which is attached and made part of this Resolution, and

BE IT FURTHER RESOLVED that the City Manager Sharon Addison is hereby authorized and directed to sign the Agreement on behalf of the City of Watertown.

Seconded by

SHARED SERVICES AGREEMENT

Between

NYSDOT and the City of Watertown

THIS AGREEMENT, dated _____, _____, 201_, between the People of the State of New York, hereinafter referred to as "State" or "NYSDOT" and the **City of Watertown**, New York, hereinafter referred to as "Municipality." Pursuant to Section 99-r of the General Municipal Law, the State and the Municipality wish to share services, exchange or lend materials or equipment which shall promote and assist the maintenance of State and Municipal roads and highways and provide a cost savings by maximizing the effective utilization of both parties' resources. The State and the Municipality agree to share services as follows:

1. Description and Cost of Services, Materials or Equipment to be shared for any undeclared Emergency Events. Costs to be determined at a later date. The total amount of the agreement shall not exceed ten thousand dollars (\$10,000.00)
2. The Provider's employees shall remain under full supervision and control of the Provider. The parties shall remain fully responsible for their own employees for all matters, including but not limited to, salary, insurance, benefits and Workers Compensation.
3. If the borrowed machinery or equipment is damaged or otherwise needs repair arising out of or in connection with the Recipient's use, the Recipient shall be responsible for such repairs.
4. The Municipality agrees to indemnify the State for any and all claims arising out of the Municipality's acts or omissions under this Agreement. The State agrees to indemnify the Municipality for any and all claims arising out of the State's acts or omissions under this Agreement.
5. The term of this Agreement shall be for one (1) year. The parties will endeavor to provide no less than thirty (30) days' notice of its intent to extend the Agreement. Either party may revoke this Agreement, with or without cause, by providing sixty (60) days written notice of such revocation. Upon revocation, any outstanding obligations of the parties must be satisfied within thirty (30) days of the date of such revocation.

NYSDOT:

MUNICIPALITY:

By: _____ Date: _____

By: _____ Date: _____

Resident Engineer: Jefferson County

City of Watertown, NY

Title: _____

NYSDOT:

By: _____ Date: _____

Regional Director of Operations



Department of
Transportation

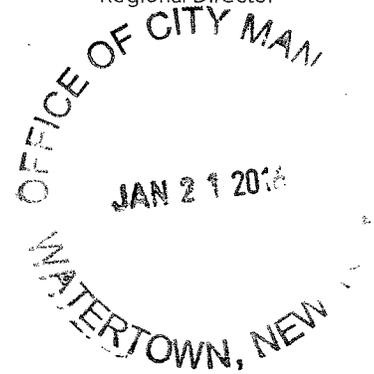
ANDREW M. CUOMO
Governor

MATTHEW J. DRISCOLL
Commissioner

STEVEN G. KOKKORIS, P.E.
Regional Director

January 12, 2016

City of Watertown
245 Washington St, Rm 302A
Watertown, NY 13601
ATTN: Mr. Joseph Butler Jr.
Mayor



Dear Mr. Butler:

The New York State Department of Transportation is committed to assisting our Municipal partners in responding to emergencies that affect the transportation system. In the event that the local Highway System is impacted by an event, NYSDOT forces can normally only offer assistance when a Governor's Emergency Declaration has been made.

In the absence of a Governor's Emergency Declaration and/or suspension of Highway Law §55, NYSDOT forces can assist local Municipalities with issues on the local Highway System if a Shared Services Agreement has been entered into between the Municipality and New York State. By executing an Agreement beforehand, emergency needs on your Highway System can be addressed without having to wait for paperwork to be processed or an Emergency Declaration to be enacted.

Requests for assistance would have to be made through your County Emergency Manager, and your local resources would need to be exhausted before we could provide assistance.

A copy of a Shared Service Agreement is attached, and I would encourage you sign and date the Agreement and return to me at:

NYSDOT
317 Washington St.
Watertown, NY 13601

Please feel free to contact Dennis Pawlicki of my staff should you have additional questions (phone #: 315-785-2316, email: dennis.pawlicki@dot.ny.gov).

Sincerely,

John Cook
Regional Director of Operations

FOR

Res No. 6

January 27, 2016

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Agreement Between the City of Watertown and the
NYS Unified Court System

Chapter 686 of the Laws of 1996 requires the State of New York to contract with political subdivisions of the State for the cleaning of court facilities, as well as minor emergency repairs to the facilities. On November 4, 2013, the City Council approved entering into a five-year Agreement with the New York State Unified Court Systems for the period April 1, 2013 through March 31, 2018.

The period of this contract is April 1, 2015 through March 31, 2016. Attached is a an Agreement which provides the City of Watertown with reimbursement under the Court Cleaning and Minor Repairs Program for services and space provided to City Court.

The proposed budget for services rendered under the terms of the contract period is \$52,162. A detailed copy of the budget request is attached for City Council review.

A resolution approving the Agreement has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Approving Agreement Between the City of Watertown and State of New York, Unified Court System

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown, New York is responsible for providing and maintaining space for the operation of City Court, and

WHEREAS reimbursement for such services is available to the City from the Unified Court System of the State of New York,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Court Cleaning and Minor Repair Program Agreement between the City of Watertown and the State of New York Unified Court System for Fiscal Year 2015-2016, and

BE IT FURTHER RESOLVED that the City Manager, Sharon Addison, is hereby authorized and directed to execute the Agreement on behalf of the City of Watertown.

Seconded by



STATE OF NEW YORK
UNIFIED COURT SYSTEM
FIFTH JUDICIAL DISTRICT
ONONDAGA COUNTY COURTHOUSE
600 S. STATE STREET
SYRACUSE, NEW YORK 13202-3099
(315) 671-2111
FAX: (315) 671-1175

LAWRENCE K. MARKS
Chief Administrative Judge

MICHAEL V. COCCOMA
Deputy Chief Administrative Judge
Courts Outside New York City

JAMES C. TORMEY
Justice of Supreme Court
District Administrative Judge
Fifth Judicial District

MICHAEL A. KLEIN, ESQ.
District Executive

JAMES P. SHANAHAN
Principal Administrative Assistant

January 22, 2016

Sharon Addison
City Manager, City of Watertown
245 Washington Street
Watertown, NY 13601

Re: Agreement between UCS and the City of Watertown
For Court Cleaning and Minor Repairs (Contract No. **C300305**)
Annual Renewal Letter and Budget (Appendix B) for SFY 2015-2016

Dear Ms. Addison,

Please be advised that pursuant to Section I of the existing contract between the Unified Court System and the City of Watertown, we are hereby establishing a renewal period in the five-year term of this agreement. Said renewal period shall commence on April 1, 2015 and shall terminate on March 31, 2016. During this 2015-2016 renewal period, all terms and conditions of the above referenced Agreement shall continue to apply, except as specified below.

The proposed budget for services to be rendered pursuant to this contract in the 2015-2016 period shall be \$52,162. Pursuant to the provisions of Chapter 686 of the Laws of 1996, as amended to date, the maximum compensation for the 2015-2016 period shall be 100% of that amount. The attached revised Appendix B, detailing the proposed budget for the renewal period, shall be incorporated into the Agreement and shall replace all prior Appendix B's. The signatures below shall confirm acceptance of this renewal by the City of Watertown and by the UCS.

Accordingly, the original of this letter should be signed by an authorized representative of the City of Watertown, and the corresponding acknowledgment page should be notarized. Two sets of the signed original letter together with the related documents should be returned to this office.

Thank you.

Sincerely,



Michael A. Klein, Esq.
District Executive

Accepted for: City of Watertown

Accepted for: Unified Court System

Sharon Addison
City Manager

Maureen McAlary
Director, Division of Financial Management

Dated:

Dated:

Attachments

ACKNOWLEDGMENT

STATE OF NEW YORK)
) SS:
COUNTY OF JEFFERSON)

On the ____ day of _____, 2016, personally came _____,
to me known, who, being by me duly sworn, did depose and say that he/she resides in _____,
that he/she is the _____ of _____,
the municipality described in and which executed the above instrument; and that he/she is authorized to
execute the above instrument on behalf of said municipality..

NOTARY PUBLIC

**Unified Court System
Court Cleaning and Minor Repairs Proposed Budget Form**

(Appendix B to a contract between a local government entity and the NYS Unified Court System pursuant to Chapter 686, Laws of 1996)

State Fiscal Year: April 1, 2015 to March 31, 2016

Name of County or City: City of Watertown
245 Washington St.
Watertown, NY 13601

Court Spaces to be Cleaned and
 Repaired Pursuant to this Budget
 Court Related

List Court Buildings:

Name and Address of Each Court Building (Including County Clerk Space)	Owned or Leased	Total Building Net Usable Square Feet	Net Usable Sq. Ft.	Aid Eligible Percentage
Municipal Building - City Hall 245 Washington St. Watertown, NY 13601	Owned	30,072	7,531	25%
Combined		30,072	7,531	25%

Note: Divide Court SF by Total SF for percent

Anticipated Changes in Location or Space Utilization:

Name and Address of Affected Building(s)	Nature of Changes	Target Date

1 Cleaning Costs:

1(a) Service Contracts

Budget Line #	Contractor	Type of Service	Building	Contract Amounts for Budget Period	Aid Eligible Percentage	Budget Request
1						
2						
3						
4						
5						
6						
1(a) Subtotal:						\$0

1(b) Local Payroll

No. of Positions	Building	Annual Wages	Fringe Benefits	Total Personal Service Costs	Aid Eligible Percentage	Budget Request
7	Municipal Bldg.	\$34,138	\$15,479	\$49,617	25%	\$12,404
8						
9						
10						
11						
12						
1(b) Subtotal:						\$12,404

1(c) Supplies and Equipment

Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
13 Cleaning Supplies	Municipal Bldg.	1	\$15,000	25%	\$3,750
14					
15					
16					
17					
18					
1(c) Subtotal:					\$3,750

1(d) - Total Cleaning Costs (1a+1b+1c): **\$16,154**

2 Trash Removal and Disposal

2(a) Trash Removal

	Contractor or Agency	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
19	Watertown Public Works	Municipal Bldg.	1	\$6,250	25%	\$1,563
20						
21						
22						
23						
2(a) Total:						\$1,563

2(b) Trash Disposal

	Contractor or Agency	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
24	Watertown Public Works	Municipal Bldg.	1	\$9,300	25%	\$2,325
25						
26						
27						
28						
2(b) Total:						\$2,325

2(c) - Total Trash Removal & Disposal (2a+2b): 2(c) **\$3,888**

3 HVAC Cleaning Costs

3(a) Duct Work Cleaning and Filter Changing By Service Contract

	Contractor	Type of Service	Building	Contract Amounts for Budget Period	Aid Eligible Percentage	Budget Request
29						
30						
31						
32						
33						
34						
3(a) Subtotal:						\$0

3(b) Duct Work Cleaning and Filter Changing by Local Payroll

	No. of Positions	Building	Annual Wages	Fringe Benefits	Total Personal Service Costs	Aid Eligible Percentage	Budget Request
35							
36							
37							
38							
39							
40							
						3(b) Subtotal:	\$0

3(c) Filter Changing - Filters Only

	Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request	
41	Filters	Municipal Bldg.	1	\$750	25%	\$188	
42							
43							
44							
45							
46							
						3(c) Subtotal:	\$188

3(d) Total HVAC Ductwork Cleaning & Filter Changing Costs (3a+3b+3c): 3(d) **\$188**

4 GRAND TOTAL - ALL "CLEANING COSTS": Grand Total Boxes 1d + 2c + 3d: 4 **\$20,229**

- 5 Proposed "Tenant" Work Use the following codes: a - Flooring and Carpeting
 b - Painting
 c - Interior Ceilings
 d - Bathrooms
 e - Fixtures
 f - Minor Renovation
 g - Other (Identify)

Work to be Performed:

	Code	Describe Work	Building	Wages	Fringe	Supplies	Total Costs	Aid Eligible Percentage	Budget Request
47									
48									
49									
50									
51									
52									
53									
54									
55									
56									
57									
								Total (5):	\$0

6 TOTAL - 100% REIMBURSIBLE EXPENSES:
 (Cleaning Costs & Tenant Work)

Total (4+5) 6: **\$20,229**

7 Building and Property Maintenance:

7(a) Service Contracts

Use Codes A-G:

a - Pest Control

e - Security & Alarm Systems

b - Elevators

f - Property Maintenance

c - HVAC

g - Other (Identify)

d - Telephone Wiring

	Code	Contractor	Type Work Performed	Building	Contract Amounts for Budget Period	Aid Eligible Percentage	Budget Request
58	b	OTIS	Elevator Maintenance	Municipal Bldg.	\$4,000	25%	\$1,000
59	c	Siemens	Boiler Maintenance	Municipal Bldg.	\$12,000	25%	\$3,000
60	c	Hyde-Stone	Mech/HVAC Maintenance	Municipal Bldg.	\$25,000	25%	\$6,250
61	f	Avaya	Telephone Maintenance	Municipal Bldg.	\$13,500	25%	\$3,375
62	e	Stat Communicatior	Alarm System	Municipal Bldg.	\$500	25%	\$125
63	f	Kraft Power	Generator Maintenance	Municipal Bldg.	\$1,200	25%	\$300
64	f	Watert. Public Work	Snow & Debris Removal	Municipal Bldg.	\$8,200	25%	\$2,050
65	c	G.S.Hanley LLC	Boiler Rplcmnt.-Htg.Systn	Municipal Bldg.	\$178,000	25%	\$44,500
66							
67							
68							
7(a) Subtotal:							\$60,600

7(b) Local Payroll

	No. of Positions	Building	Annual Wages	Fringes	Total Costs	Aid Eligible Percentage	Budget Request
69	1	Municipal Bldg.	\$46,779	\$15,173	\$61,952	25%	\$15,488
70	1	Municipal Bldg.	\$12,505	\$4,108	\$16,613	25%	\$4,153
71	1	Municipal Bldg.	\$65,209	\$31,393	\$96,602	25%	\$24,151
72	1	Municipal Bldg.	\$34,138	\$15,479	\$49,617	25%	\$12,404
73							
74							
75							
76							
7(b) Subtotal:							\$56,196

7(c) Supplies and Equipment

	Type of Material	Building	Quantity/Unit	Costs	Aid Eligible Percentage	Budget Request
77	Repair parts, small tools,	Municipal Bldg.	1	\$4,000	25%	\$1,000
78	lawnhose, trimmer,					
79	snowblower, mower & misc.					
80						
81						
7(c) Subtotal:						\$1,000

7 (d) Total - Building and Property Maintenance Costs (7a+7b+7c) 7(d): **\$117,796**

8 Total - Building and Property Maintenance Costs: 8 **\$117,796**

9 Total Cost Reimbursable @ 25% = (Box 8 x 25%) 9 **\$29,449**

10 Total Proposed Direct Costs (Item 6 + Item 9): 10 **\$49,678**

11 Overhead Costs (Item 10 x .05): 11 **\$2,484**

12 Total Proposed Contract Amount (Item 10 + Item 11): 12 **\$52,162**

13 Local Government Certification:

I hereby certify that the cost estimates contained herein were developed using the best available information and that the proposed budget amounts are just, true and correct to the best of my knowledge.

Name:	Sharon Addison
Title:	City Manager
Signature:	<i>Sharon Addison</i>
Date:	1/12/14

County or City:	Watertown
Address:	245 Washington Street- Suite 302
	Watertown, NY 13601
Phone:	315-785-7730

Res No. 7

January 27, 2016

To: The Honorable Mayor and City Council

From: Eugene P. Hayes, Superintendent of Public Works

Subject: State of New York Hazard Abatement Board
Occupational Safety and Health Training and Education Program
Grant Application Submittal Approval

Each year, the State of New York's Safety and Health Hazard Abatement Board awards Occupational Safety and Health Training and Education Program Grants for programs that provide occupational safety and health training for public and private employers, labor organizations, educational institutions, non-profit organizations and trade associations. Eligible programs must train and educate workers, supervisors and/or employers and must promote workplace accident and injury prevention.

The purpose of this memorandum is to request authorization to prepare and submit a grant application amount of \$9,990.00 for training/certification in the following categories:

Training Topic	Number of Sessions	Hours Per Session	Training Hours	Total Number of Trainees
8 Hour Hazwoper Refresher	1	8	8	10
8 Hour PESH Refresher	2	8	16	20
Confined Space Entry	1	6	6	12
Trenching Competent Person	1	6	6	12
Chainsaw Safety	2	4	8	30
Asbestos Awareness	2	2	4	30
Bloodborne Pathogen	2	2	4	20
Forklift Refresher	2	4	8	24
Respiratory Fit Testing	1	2	2	10
Skid Steer Safety	2	4	8	30
Temporary Summer Help	1	4	4	8
Totals	17	50	74	206

All training will be conducted in our own facilities with the classroom activities held in the CitiBus Garage Facility. While we normally conduct various

training sessions throughout the year, this grant offers us the opportunity to obtain 100 percent reimbursement for those courses approved by the Hazard Abatement Board. In addition to Public Works, Parks & Recreation, Engineering, Water and Waste Water Treatment will also participate in a number of these training sessions.

2011-2012 was the first year that the City applied for and received this training grant which was in the amount of \$14,134. For 2012-2013, the City was awarded \$19,875 through this grant opportunity, and to date, our training numbers have surpassed expectations with very favorable comments from all of the attendees. For 2013-2014, the City requested a greatly reduced amount because we had hoped to, but were unable to, take advantage of similar no cost training opportunities as offered through the Civil Service Employees Association (CSEA), as well as through our Employee Assistance Program provider due to organizational constraints. This year, the City is requesting \$9,990.00 to ensure minimum training level compliance.

Attached is the draft Grant Application form extracted from the New York State Grants Gateway and some of the basic due diligence forms that will accompany the final submittal that must be submitted through Grants Gateway no later than 5:00 p.m. on Friday, February 5, 2016.

Attached for City Council consideration is a Resolution authorizing the City to submit the grant application on behalf of the City of Watertown. Staff will be available to answer any questions.

RESOLUTION

Page 1 of 1

Authorizing Application to New York Safety and Health Hazard Abatement Board, Occupational Safety and Health Training and Education Program Grant

- Council Member HORBACZ, Cody J.
- Council Member JENNINGS, Stephen A.
- Council Member MACALUSO, Teresa R.
- Council Member WALCZYK, Mark C.
- Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

WHEREAS the State of New York Safety and Health Hazard Abatement Board is accepting applications for funding to support occupational and safety health training for public and private employees, and

WHEREAS each year the City of Watertown provides occupational training opportunities for its employees, and

WHEREAS Superintendent of Public Works Eugene P. Hayes is recommending that the City prepare an application for \$9,990 in funding to provide the City with an opportunity to expand the number of people receiving the training and expand the training programs offered,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby authorizes the submission of a grant application in the amount of \$9,990 to the State of New York Safety and Health Hazard Abatement Board, and

BE IT FURTHER RESOLVED that Joseph M. Butler Jr., Mayor, is hereby authorized and directed to execute the grant application on behalf of the City of Watertown.

Seconded by

Organization	Grant Opportunity	Document #	Document Role	Current Status
City of Watertown	New York State Occupational Safety & Health Training and Education - Hazard Abatement Board (HAB)	DOL01-HAB-2016-00058	Grantee	Application in Process

PROJECT/SITE ADDRESSES

Instructions:

1. Please complete all required fields.
2. If Project Statewide is "Yes", do not enter Address information. If Project Statewide is "No", Address information is required.
3. Select the **Save** button above to save your work frequently.
4. Click Forms Menu to return to the navigation links.

Name/Description: City of Watertown
Project Statewide No

Address 1 Room 304, City Hall
Address 2 245 Washington Street
City Watertown
County Jefferson County
State NY
Zip 13601
Regional Council: North Country
Agency Specific Region:

PROJECT/SITE ADDRESSES

Instructions:

1. Please complete all required fields.
2. If Project Statewide is "Yes", do not enter Address information. If Project Statewide is "No", Address information is required.
3. Select the **Save** button above to save your work frequently.
4. Click Forms Menu to return to the navigation links.

Name/Description: City of Watertown
Project Statewide No

Address 1 521 Newell
Address 2
City Watertown
County New York County
State NY
Zip 13601
Regional Council: North Country
Agency Specific Region:

PROGRAM SPECIFIC QUESTIONS

Instructions:

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.

Project Title OCCUPATIONAL SAFETY AND HEALTH TRAINING AND EDUCATION PROGRAM

All applicants **MUST** answer the following questions. Answer each question for each proposed activity/deliverable. When the answer to any question is applicable to all activities, just answer once and indicate that it applies to all. Cautionary note: The Grants Gateway system **WILL NOT** allow multiple files to be uploaded for each question. For the Project & Design questions, please upload only one file per question. Failure to complete and clearly answer the following specific questions will adversely affect your chances of receiving an award. For further guidance on completing this section, click on the Forms Menu above and select Application Instructions. Refer to the Program Specific Questions starting on Page 10 of the GRANTS GATEWAY APPLICATION INSTRUCTIONS.

- 1 Write a brief summary of your project goals and the strategies you will use to achieve them; indicate your specific target populations for each goal/objective.

The City of Watertown is committed to providing a safe and healthy workplace for our employees. The following training topics will assist us in meeting our goal. Training will be described later in this application under the Work Plan Overview Form.

- A) 8 Hour Hazwoper Refresher. This will train 10 people
- B) 8 Hour PESH Refresher. This will train 20 people.
- C) Confined Space Entry. This will train 12 people.
- D) Trenching Competent Person. This will train 12 people

- E) Chainsaw Safety. This will train 30 people.
- F) Asbestos Awareness. This will train 30 people.
- G) Bloodborne Pathogen. This will train 20 people.
- H) Forklift Refresher. This will train 24 people.
- I) Respiratory Fit Testing. This will train 10 people.
- J) Skid Steer Safety. This will train 30 people.
- K) Temporary Summer Help. This will train 8 people.

Upload

- 2 Please list the County or Counties that the Program will serve.

Jefferson County

- 3 Is this Project a Joint Venture? If so, Indicate co-sponsor(s). Enter the complete name(s) and address(es) of the co-sponsor(s), including mailing address(es) if applicable.

No

- 4 Provide a brief summary of your organization, describing the composition and number of employees, the trend in size over the past five (5) years, the length of its existence, and the geographic area and type of clientele served. Also please provide your organization's website address.

Watertown, NY (pop. 27,023) is a small city in Northern New York State. Located approximately 70 miles north of Syracuse and 30 miles south of Canada, it is the county seat and largest population center of Jefferson County (pop. 116, 229).

The city employees provide highway maintenance, electrical service and water supply for the city residents as well as maintenance of all the parks and recreation facilities around the city. Our employee numbers are at 110 for the DPW, parks and recreation, waste water and water department along with the electric department. In today's economic climate as with all municipalities funds are low so with the help of this grant we can keep up a safe and healthy workplace for our employees.

To see more about the city check our website at www.watertown-ny.gov.

Upload

- 5 PROJECT IMPACT & DESIGN

1. What is the activity and which target groups and hazards are addressed?

The funds from this project will enable the City of Watertown, Inc. to go beyond the regulated areas and provide more in depth targeted training that will cover the specific hazards for various departments instead of generic training. This grant will greatly enhance the ongoing efforts of providing a safe work place for its employees and will also affect the community.

Technical assistance activities will be provided as an in-kind contribution by specific staff for critical management activities. All activities provide service to some portion of the workforce, which includes approximately 110 employees.

Upload

- 6 PROJECT IMPACT & DESIGN

2. How did you determine that the target group needs this activity?

The needs and project activities were determined through the following:

- 1. Review of injuries and illnesses on the PESH 900 log
- 2. Recommendations and concerns from the production employees
- 3. Recommendations from audit activities from the safety committee
- 4. Recommendations from the DPW Superintendent

Upload

- 7 PROJECT IMPACT & DESIGN

3. How will you ensure adequate numbers of people are trained?

As all participants are employees of City of Watertown, Inc., their attendance is mandated. We conduct a number of educational programs throughout the year and they are always fully attended by the required employees because we have support from our upper management to make it happen.

Upload

- 8 PROJECT IMPACT & DESIGN

5. What education, training and communication techniques will be used, who will provide them, and where?

Training methods include lecture, demonstration and employee participation with hands on portions. Training sessions will be held at least monthly and will follow the sessions and topics as outlined later. However, it may become necessary to split some topics into smaller time frames and more sessions dependent upon the workload of employees. The number of participants described above may fluctuate slightly as employees leave, retire, are hired, take vacations, take sick leave time, have job responsibility changes, or company policies change. Some topics have smaller numbers because we cannot shut down production activity to have everyone in the training at the same time. Some of the topics have low class numbers and that is because it is small numbers and we cannot have everyone in training at one time.

We have chosen one consultant who will perform training and training specific development. We will be using Empire Safety Training & Consulting, Inc., an occupational safety consulting firm. The qualifications and resumes of consultants are attached.

City of Watertown, Inc. will contract with the consultant described above to provide the assessment, training and evaluation which will all take place at our plant in our conference and training room and in the plant for hands on training.

Upload

9 PROJECT IMPACT & DESIGN

6. What specific attitudes, skills, and knowledge will each person get as a result of the activity?

Employees will learn how about the various types of chemicals and oils that they could be called upon to contain in case of a spill. They will read the MSDS sheets for each product and learn the types of personal protective equipment they will need to protect themselves during the cleanup. They will learn about the types of products and materials available for spill cleanup and absorption materials at the plant and how to use them and most importantly where they are located in the plant. They will learn about incident command of the spill and where to set up and do decontamination after all is done. They will learn how to properly dispose of the material after the spill is completed. Hands on drill will also be conducted.

Upload

10 PROJECT IMPACT & DESIGN

7. How will you determine if each person got the intended attitudes, skills, and knowledge?

At some future point after the training employees will be observed while performing their usual activities by a member of our management team and the supervisor for the area. He or She will observe teaching methods during the training and verbally reinforce those practices that were outlined in the training. Where needed, employees will be coached and retraining will be performed on the spot.

The total evaluation techniques involved in this project include:

- Passing written and or performance tests to determine skill competency
- Training validation taking place on the actual jobsite and on the spot
- Retraining as necessary conducted by supervisory personnel or the safety coordinator.
- Training evaluations filled out by participants
- Training evaluation of at least two of the training sessions for each topic to be attended by the Superintendent
- Reduction of actual accidents as described below

Upload

11 PROJECT IMPACT & DESIGN

8. How will you determine whether the activity reduced the incidence/severity of occupational illnesses and injuries?

A comparison will be made toward the end of the grant year and after the grant is completed to determine the types of incidents, injuries and the severity of injuries. Noted will be those specific target areas that have typically been a high number of lost time and a high number of incidences. The areas of concern currently are the programs outlined for training the experienced and new employees at the Waste Water and water dept., DPW, parks and recreation and electric employees that can cause injuries and bodily injuries sustained while performing their work or emergency activities around the plant. In some instances accident numbers need not be reduced, however, the training will provide the participants with the skills and knowledge to prevent future accidents. This will not be able to be readily seen in accident reports but will be acknowledged through the lack of accidents or incidents.

Upload

12 PROJECT IMPACT & DESIGN

9. What are the estimated total and per person costs of the activity to be charged to this grant, and how did you determine whether the benefit of the activity is worth the cost?

The estimated cost of each activity and the per person cost will be detailed under each activity in the attached pages. It was determined that hiring a consulting firm by the hour to perform the project work as described above would be much more cost effective than sending employees to formal training away from the plant.

Formal training courses that cover the topics as will be described would cost from \$50.00 to \$300.00 per person for each topic. In addition having the consultant provide services onsite enables the training to be company specific. This type of group training enables employees to interact with the training and will prove to be a more effective use of the training dollars and time. The educational strategies involved will enable more hands on practice for employees and is geared toward their work. Research on training adult's states that these aspects are important to having adult students retain knowledge and use that knowledge in their work environment.

Upload

13 PROJECT IMPACT & DESIGN

10. How did you determine that the activity would not duplicate occupational safety and health resources that are already available?

There is no duplication of services in this project as no other resources for safety training could be located that fits the needs of the City of Watertown or can be performed in the training time frames available. It is important that we hold on site training as much as possible to reduce both time and costs.

Regarding the possibility of using New York State consultants while they are available to perform a survey at our plant annually, their availability is

limited due to the overwhelming requests and the number of consultants in that office. In addition scheduling and completion of activities such as outlined in this program narrative would require that a lot of the NYS consultant's time would have to be reserved for the City of Watertown and this would be impossible due to the number of communities which must be served by them.

Upload

14 PROJECT EXPERIENCE & ADMINISTRATIVE CAPABILITY

1. Describe your organization's fiscal management expertise, specifically referring to any experience administering government contracts.

The City of Watertown has many years of experience managing grants. We are currently administering a HAB grant successfully and if we receive this one expect the same outcomes.

15 PROJECT EXPERIENCE & ADMINISTRATIVE CAPABILITY

15A 2 A. Provide detail regarding all staff members assigned to administer this grant and implement the proposed training program.

Jeffrey Polkowski is a Planner within the City of Watertown Planning Office. The Planning Office is tasked with projects and programs that involve writing grant applications and contract administration.

Jeffrey has previous experience in grant administration and implementation. He holds a B.S. in Earth Sciences and a Masters in Community and Regional Planning.

Upload

15B 2 B. For applicants using a subcontractor please describe the role of the subcontractor

We are contracting with Empire Safety Training & Consulting, Inc. to provide all of the training applied for. Resumes for the trainers are attached.

Upload

16 PROJECT EXPERIENCE & ADMINISTRATIVE CAPABILITY

3. Has your organization had prior Hazard Abatement Board Grants?

Please list any HAB grants since the 2008-09 Program Year. Please include the Year, Amount of Award, Topics of Training, and Measureable Outcomes of Training.

Since the 2008-09 Program Year, we have obtained three HAB grants. The Year, Amount of Award, Topics of Training, and Number of Employees Trained for each topic are listed below:

Program Year: 2011-2012
Amount of Award: \$14,134.00

8 hour Hazwoper Refresher – 10 employees
Confined Space Entry – 29 employees
8 Hour PESH Training – 98 employees
Trenching Competent Person – 16 employees
Workplace Violence Prevention – 65 employees
Summer Employee Training – 12 employees
Overhead Crane Training – 8 employees
Bucket Truck Training – 10 employees
Snowplow Refresher Training – 55 employees
OSHA 10 Hour Course – 25 employees

Program Year: 2012-2013
Amount of Award: \$19,443.00

40 Hour Hazwoper – 11 employees
8 hour Hazwoper Refresher – 12 employees
8 Hour PESH Safety – 95 employees
Bloodborne Pathogen Training – 57 employees
Confined Space Entry – 48 employees
Forklift Refresher – 39 employees
Backhoe Safety Training – 40 employees
Front End Loader Training – 39 employees
Skid Steer Safety Training – 41 employees
Mower Safety Training – 34 employees
Summer Employee Training – 30 employees

Program Year: 2013-2014
Amount of Award: \$5,940.00

8 hour Hazwoper Refresher – 19 employees
Temporary Summer Help – 11 employees
Confined Space Entry – 16 employees
Forklift Operator Training – 17 employees
Asbestos Awareness – 42 employees

Respirator Training – 38 employees
Chainsaw Awareness – 39 employees

17 PROJECT EXPERIENCE & ADMINISTRATIVE CAPABILITY

4. For applicants who have received grant funds for any period between the 2008-09 and 2013-14 grant years, please indicate what outcomes, if any, could be attributed fully or partially to training conducted with Hazard Abatement Board funds. Please briefly explain your responses.

Please see application instruction guide for examples.

Previous Hazard Abatement Board funds were used to train City of Watertown Public Works, Parks & Recreation, and Engineering staff. Training ranged from OSHA/PESH/Hazwoper training, to training to use specific equipment such as forklift and backhoe safety. Funds were also used to train temporary summer employees. Training resulted in a decrease in OSHA/PESH citations as well as a change in work practices that help to create a safer and healthier awareness/environment.

18 For Not for Profit Applicants ONLY: Provide your Charity Registration Number OR Exempt Status including reason for exemption

Government entity.

PERSONAL SERVICES - SALARY

Instructions:

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once a Salary position has been saved successfully, select the **Add** button above to add additional Salary position.
4. Click Forms Menu to return to the navigation links.

Salary Detail

In the Salary section only include staff positions related to the implementation and administration of the program. If Salary is not applicable leave this section blank.

Details

Position/Title

Role/Responsibility

in Title

Financial

Annualized Salary Per Position

STD Work Week (hrs)

% Funded %

Months Funded

Total Grant Funds

Total Match Funds

Match % %

Total Other Funds

Line Total \$0

Category Total \$0.00

[Click here to see a summary of the detail entered for this category.](#)

[CATEGORY TOTAL SUMMARY](#)

PERSONAL SERVICES - SALARY NARRATIVE

Instructions:

1. Please complete narrative field.
2. Select the **Save** button above to save your work frequently.
3. Click Forms Menu to return to the navigation links.

Salary Narrative

Provide an explanation of any exceptions in staffing patterns and/or annual salary costs.

PERSONAL SERVICES - FRINGE

Instructions:

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once a Fringe item has been saved successfully, select the **Add** button above to add additional Fringe items.
4. Click Forms Menu to return to the navigation links.

Fringe Detail

Fringe Benefits should be budgeted in line with your organization's Standard Fringe Benefit Policy and/or Negotiated Bargaining Agreements and should not exceed the current NYS rate. Provide a brief explanation of the percentage and composition of the fringe benefit structure. If fringe is not applicable, leave this section blank.

Details

Fringe - Type/Description

Justification

Financial

Total Grant Funds

Total Match funds

Match % %

Total Other funds

Line Total \$0

Category Total \$0.00

[Click here to see a summary of the detail entered for this category.](#)

[CATEGORY TOTAL SUMMARY](#)

PERSONAL SERVICES - FRINGE NARRATIVE

Instructions:

1. Please complete narrative field.
2. Select the **Save** button above to save your work frequently.
3. Click Forms Menu to return to the navigation links.

Fringe Narrative

Fringe Benefits should be budgeted in line with your organization's Standard Fringe Benefit Policy and/or Negotiated Bargaining Agreements and should not exceed the current NYS rate. Provide a brief explanation of the percentage and composition of the fringe benefit structure. If the budgeted fringe benefits represent an exception of the current NYS rate, please explain the difference.

CONTRACTUAL

Instructions:

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once a Contractual item has been saved successfully, select the **Add** button above to add additional Contractual items.
4. Click Forms Menu to return to the navigation links.

Contractual Detail

In the Contractual Services section should include costs for services rendered to the project under a format or written agreement such as direct provision of services by contractual arrangement. If Contractual is not applicable leave this section blank.

Details

Contractual - Type/Description

Empire Safety Training & Consulting

Justification

We are contracting with Empire Safety Training & Consulting, Inc. to provide all of the training applied for. Resumes for the trainers are attached.

Financial

Total Grant Funds \$9,990.00

Total Match Funds

Match % 0%

Total Other Funds

Line Total \$9,990.00

Category Total \$9,990.00

[Click here to see a summary of the detail entered for this category.](#)

[CATEGORY TOTAL](#)

SUMMARY

TRAVEL

Instructions:

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once a Travel item has been saved successfully, select the **Add** button above to add additional Travel items.
4. Click Forms Menu to return to the navigation links.

Travel Detail

This section is used to itemize travel costs. If Travel is not applicable leave this section blank.

Details

Travel - Type/Description

Justification

Financial

Total Grant Funds

Total Match Funds

Match % %

Total Other Funds

Line Total \$0

Category Total \$0.00

Click here to see a summary of the detail entered for this category.

CATEGORY TOTAL SUMMARY

EQUIPMENT

Instructions:

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once an Equipment item has been saved successfully, select the **Add** button above to add additional Equipment items.
4. Click Forms Menu to return to the navigation links.

Equipment Detail

This section is used to itemize both purchased and rental equipment costs. If Equipment is not applicable leave this section blank.

Details

Equipment - Type/Description

Justification

Purchase/Rent? *

Financial

Total Grant Funds

Total Match Funds

Match % %

Total Other Funds

Line Total \$0

Category Total \$0.00

Click here to see a summary of the detail entered for this category.

CATEGORY TOTAL SUMMARY

EQUIPMENT NARRATIVE

Instructions:

1. Please complete narrative field.
2. Select the **Save** button above to save your work frequently.
3. Click Forms Menu to return to the navigation links.

Equipment Narrative

Provide documentation regarding bids received for equipment purchases. This field can be used to reference additional documents that are submitted with the application/contract.

Provide a justification for any exceptional equipment purchase/rental costs as related to the program needs. For example, a program may have a dollar threshold whereby equipment purchases of a certain amount must be justified. For ongoing or multiyear contract, justification is required for new items of equipment only.

SPACE/PROPERTY RENT

Instructions:

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once a Space/Property: Rent item has been saved successfully, select the **Add** button above to add additional Space/Property: Rent items.
4. Click Forms Menu to return to the navigation links.

Space/Property: Rent Detail

This section is used to itemize costs associated with Space/Property: Rent. If Space/Property: Rent is not applicable leave this section blank.

Details

Space/Property: Rent - Type/Description

Justification

Financial

Total Grant Funds

Total Match Funds

Match % %

Total Other Funds

Line Total \$0

Category Total \$0.00

[Click here to see a summary of the detail entered for this category.](#)

[CATEGORY TOTAL SUMMARY](#)

SPACE/PROPERTY: RENT NARRATIVE

Instructions:

1. Please complete narrative field.
2. Select the **Save** button above to save your work frequently.
3. Click Forms Menu to return to the navigation links.

Space/Property: Rent Narrative

Provide a detailed explanation of any extraordinary costs or significant changes to the original contract. For example, a program may have a dollar threshold whereby space/property expenditures of a certain amount must be justified.

SPACE/PROPERTY: OWN

Instructions:

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once a Space/Property: Own item has been saved successfully, select the **Add** button above to add additional Space/Property: Own items.
4. Click Forms Menu to return to the navigation links.

Space/Property: Own Detail

This section is used to itemize costs associated with Space/Property: Own. If Space/Property: Own is not applicable leave this section blank.

Details

Space/Property: Own - Type/Description

Justification

Financial

Total Grant Funds

Total Match Funds

Match % %

Total Other Funds

Line Total \$0

Category Total \$0.00

Click here to see a summary of the detail entered for this category.

CATEGORY TOTAL SUMMARY

SPACE/PROPERTY: OWN NARRATIVE

Instructions:

- 1. Please complete narrative field.
- 2. Select the **Save** button above to save your work frequently.
- 3. Click Forms Menu to return to the navigation links.

Space/Property: Own Narrative

Provide a detailed explanation of any extraordinary costs or significant changes to the original contract. For example, a program may have a dollar threshold whereby space/property expenditures of a certain amount must be justified.

UTILITIES

Instructions:

- 1. Please complete all the required fields.
- 2. Select the **Save** button above to save your work frequently.
- 3. Once a Utility item has been saved successfully, select the **Add** button above to add additional Utility items.
- 4. Click Forms Menu to return to the navigation links.

Utility Detail

This section is used to itemize costs associated with Utilities. If Utility is not applicable leave this section blank.

Details

Utilities - Type/Description

Justification

Financial

Total Grant Funds

Total Match Funds

Match % %

Total Other Funds

Line Total \$0

Category Total \$0.00

Click here to see a summary of the detail entered for this category.

CATEGORY TOTAL SUMMARY

UTILITIES NARRATIVE

Instructions:

- 1. Please complete narrative field.
- 2. Select the **Save** button above to save your work frequently.
- 3. Click Forms Menu to return to the navigation links.

Utilities Narrative

Provide a detailed explanation of any extraordinary costs or significant changes to the original contract. For example, a program may have a dollar threshold whereby space/property expenditures of a certain amount must be justified.

OPERATING EXPENSES

Instructions:

- 1. Please complete all the required fields.
- 2. Select the **Save** button above to save your work frequently.
- 3. Once an operating expense item has been saved successfully, select the **Add** button above to add additional operating expense items.

4. Click Forms Menu to return to the navigation links.

Operating Expenses Detail

This section is used to itemize costs associated with the operation of the program, including but not limited to insurance/bonding, photocopying, advertising, and supplies. If Operating Expenses are not applicable leave this section blank.

Details

Operating Expenses -

Type/Description

Justification

Financial

Total Grant Funds

Total Match funds

Match % %

Total Other funds

Line Total \$0

Category Total \$0

Click here to see a summary of the detail entered for this category.

CATEGORY TOTAL SUMMARY

OPERATING EXPENSES NARRATIVE

Instructions:

1. Please complete narrative field.
2. Select the **Save** button above to save your work frequently.
3. Click Forms Menu to return to the navigation links.

Operating Expenses Narrative

If applicable, please provide an explanation of any extraordinary costs or significant changes to the original contract. For example, a program may have a dollar threshold whereby operating expenses of a certain amount must be justified.

OTHER EXPENSES DETAIL

Instructions:

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once an other expense item has been saved successfully, select the **Add** button above to add additional other expense items.
4. Click Forms Menu to return to the navigation links.

Other Expenses Detail

If Other Expenses is not applicable, leave this section blank.

Details

Other Expenses - Type/Description

Justification

Financial

Total Grant Funds

Total Match funds

Match % %

Total Other funds

Line Total \$0

Category Total \$0

Click here to see a summary of the detail entered for this category.

CATEGORY TOTAL SUMMARY

OTHER NARRATIVE

Instructions:

1. Please complete all the required fields.

2. Select the **Save** button above to save your work frequently.
3. Click Forms Menu to return to the navigation links.

Other Expenses Narrative

If applicable, please provide an explanation of any extraordinary costs or significant changes to the original contract. For example, a program may have a dollar threshold whereby the other cost category expenses of a certain amount must be justified.

EXPENDITURE SUMMARY**Instructions:**

1. Save this form to display a roll-up of the category budget details.
2. Click Forms Menu to return to the navigation links.

Category of Expense	Grant Funds	Match Funds	Match % Calculated	Match % Required	Other Funds	Total
1. Personal Services						
a) Salary	\$0	\$0	0%	0%	\$0	\$0
b) Fringe	\$0	\$0	0%	0%	\$0	\$0
Subtotal	\$0	\$0	0%		\$0	\$0
2. Non Personal Services						
a) Contractual	\$9,990.00	\$0	0%	0%	\$0	\$9,990.00
b) Travel	\$0	\$0	0%	0%	\$0	\$0
c) Equipment	\$0	\$0	0%	0%	\$0	\$0
d) Space/Property & Utilities	\$0	\$0	0%	0%	\$0	\$0
e) Operating Expenses	\$0	\$0	0%	0%	\$0	\$0
f) Other	\$0	\$0	0%	0%	\$0	\$0
Subtotal	\$9,990.00	\$0	0%		\$0	\$9,990.00
Total	\$9,990.00	\$0	0%	0%	\$0	\$9,990.00
PERIOD TOTAL	\$0					

WORK PLAN OVERVIEW FORM**Instructions:**

The purpose of this form is to capture organizational information necessary for application processing, as well as a detailed accounting of the proposed or funded project. It is made up of three sections:

1. Project Summary
2. Organizational Capacity
3. Project Details - Objectives, Tasks and Performance Measures

If applicable, specific instructions/requirements for completing these sections may be found in the Grant Opportunity under which you are applying. Click Forms Menu to return to the navigation links.

Work Plan Period From 8/1/2016 To 7/1/2017

Project Summary

Provide a high-level overview of the project, including the overall goal and desired outcomes. Include information such as location, target population, overall number of persons to be served, service delivery method and hours of operation.

The City of Watertown is committed to providing a safe and healthy workplace for our employees. The following training topics will assist us in meeting our goal.

1- 8 Hour Hazwoper Training

Employees will learn how about the various types of chemicals and oils that they could be called upon to contain in case of a spill. They will read the MSDS sheets for each product and learn the types of personal protective equipment they will need to protect themselves during the cleanup. They will learn about the types of products and materials available for spill cleanup and absorption materials at the plant and how to use them and most importantly where they are located in the plant. They will learn about incident command of the spill and where to set up and do decontamination after all is done. They will learn how to properly dispose of the material after the spill is completed. Hands on drill will also be conducted.

2- 8 Hour PESH Safety Training

Employees will learn what the basic hazards associated with electrical safety are and how to recognize them. They will understand how to read material safety data sheets and labeling, they will learn about environmental hazards they face with outdoor work like sunburn, ticks and other issues. They will learn about lockout tagout and how to de-energize power sources before working on them. They will learn about proper flagging procedures and personal protective equipment for each job task they perform. They will understand machine guarding basics and safety issues with portable hand & Power tools. They learn how to recognize slips trips and falls hazards and how to prevent them and much more.

3 - Confined Space Entry

Employees will learn what the basic hazards associated with confined space entry. They will learn how to monitor the atmosphere before entering a space. They will learn how to make out a permit before entering a space to eliminate all entry hazards. They will learn how to use the company non-entry rescue equipment and when to ventilate a space and how to perform that task. They will learn what constitutes a confined space and what makes it a permit required or just a confined space.

4 - Trenching Competent Person

Employees will learn what the basic hazards associated with trenching and excavation. They will learn the OSHA standard so they know what the regulations require. They will learn about soil testing. They will learn about underground hazards and how to call dig safely before digging. They will learn how to use trench boxes and hydraulic shoring for trenches deeper than 4 feet. They will learn how to recognize danger before it happens and shut the job down.

5 - Chainsaw Safety

Employees will learn what the basic hazards are associated with the use of a chainsaw. They will learn how to inspect the saw and make adjustments to the chain and bar. They will learn cutting techniques for felling and limbing trees. They will learn basic safety techniques when using a saw for various tasks.

6 - Asbestos Awareness

Employees will learn what the basic hazards associated with asbestos. They will learn how to work around it without disturbing it. They will learn the personal protective equipment necessary to wear when working around it.

7 - Bloodborne Pathogen

The training course discusses major bloodborne diseases, their symptoms, and by which modes they are transmitted. After taking this course, employees will be able to understand the exposure control plan, recognize exposure situations, and prevent exposure through safe practices. With the proper knowledge, employees will be able to prevent and reduce their exposure to dangerous bloodborne diseases. The course also outlines emergency procedures and how to use personal protective equipment. Areas covered in the course include the contents of the standard, epidemiology and symptoms of bloodborne diseases, modes by which Bloodborne diseases are transmitted, the exposure control plan, recognizing exposure situations, practices to prevent exposure, HBV vaccine, emergency procedures, signs and labels, selection and use of personal protective equipment, and more.

8 - Forklift Refresher

Employees will learn what the basic hazards associated with operating a forklift. They will learn pre-start safety inspection, load handling techniques, stacking and unstacking loads, travel safety and pedestrian safety. They will also learn what causes Tipovers and how to prevent them.

9 - Respiratory Fit Testing

Employees will learn how to use a respirator and when to use one. They will learn the job tasks that require the use of a respirator. They will learn how to don a respirator, inspect it, clean it and store it when not in use.

10 - Skid Steer Safety

OSHA's subpart C for General Safety And Health provisions require skid-steer operators to be trained under 1926.21(b)(2) and 1926.20(b)(4) requirements. The employer is required to train skid-steer operators so that they can recognize and avoid unsafe conditions. As a practical matter, such training needs to be comprehensive enough to ensure that the operator is fully capable of safely handling the equipment in the type of conditions encountered at the site.

Skid-steer loaders are manufactured with safety features to prevent unexpected or inadvertent movement of the loader arm and hydraulics when the operator is not in the cab. However, these safety features can be bypassed, defeated or improperly maintained which can result in serious injury or death to the operator and/or other employees working on or around the equipment.

This training program shows employees how to be safe and productive when operating a machine in construction applications.

The purpose of this training is to: raise awareness about fatalities that have occurred with skid-steer loaders due to bypassed safety devices; alert employers and employees about the need to review and follow manufacturer instructions regarding the installation, use, testing, inspection, and maintenance of safety devices on skid-steer loaders; and emphasize the importance of conducting training on the proper use of skid-steer loaders.

11 - Temporary Summer Help

Employees will learn what the basic hazards associated with using grass walking & riding mowers, weed eaters etc. They will learn how to read an MSDS sheet for the chemical hazards they are exposed to. They will learn about environmental hazards such as ticks, sunburn, bee stings, rabies. They will learn about basic electrical safety and lockout tagout. They will learn about portable hand tool safety and much more.

Organizational Capacity

Describe the staffing, qualifications and ongoing staff development/training activities, and relevant experience of the provider organization to support the project.

Watertown, NY (pop. 27,023) is a small city in Northern New York State. Located approximately 70 miles north of Syracuse and 30 miles south of Canada, it is the county seat and largest population center of Jefferson County (pop. 116, 229).

The city employees provide highway maintenance, electrical service and water supply for the city residents as well as maintenance of all the parks and recreation facilities around the city. Our employee numbers are at 110 for the DPW, parks and recreation, waste water and water department along with the electric department. In today's economic climate as with all municipalities funds are low so with the help of this grant we can keep up a safe and healthy workplace for our employees.

OBJECTIVES

Instructions:

1. Enter an *Objective* in the field provided below.
2. Select the **Save** button.
3. To add another *Objective*, when applicable, select the **Add** button above.
4. Follow the directions below for adding *Tasks* to the *Objective*.
5. Click Forms Menu to return to the navigation links.

Objective Name

Occupational Safety and Health Training

Objective Description

Providing a safe and healthy workplace for City of Watertown employees.

Instructions for Adding Tasks for this Objective:

Click the **Task** link in the Forms Menu navigation panel above to add a Task to this Objective.

TASKS**Instructions:**

1. Enter an *Task* in the field provided below.
2. Select the **Save** button.
3. To add another *Task*, when applicable, select the **Add** button above.
4. Follow the directions below for adding *Performance Measures* to the *Task*.
5. Click Forms Menu to return to the navigation links.

Objective:**Task Name****Task Description****Instructions for Adding Performance Measures for this Task:**

Click the **Performance Measures** link in the Forms Menu navigation panel above to add a Performance Measure to this Task.

PERFORMANCE MEASURE**Instructions:**

1. Enter a *Performance Measure* in the field(s) provided below.
2. Select the **Save** button.
3. To add another *Performance Measure*, when applicable, select the **Add** button above.
4. Click Forms Menu to return to the navigation links.

Objective:**Task:****Performance Measure Name**

Narrative

Upload

PRE-SUBMISSION UPLOADS**Instructions:**

1. Select the **Browse** button to locate an upload.
2. Select the **Save** button above to load it into the system.
3. If the Grant Opportunity you are applying for requires that a specific document be uploaded, a link to the Document Template will appear under the upload row. Click the link to download and save the Document Template to your computer. Once you have filled out the Document Template you can use the associated **Upload** row to upload the document as part of your application.

In order for your application to be considered for an award, ALL applicants MUST complete the following forms.

For applicants seeking more than \$25,000 please complete ALL Minority/Women-owned Business Enterprise (MWBE) and Equal Employment Opportunity (EEO) forms.

For awards below \$25,000 the MWBE/EEO FORMS DO NOT NEED TO BE COMPLETED.

All Applicants MUST visit the Office of the State Comptroller web site at <http://osc.state.ny.us/vendrep/forms> to complete and upload the CORRECT Vendor Responsibility Questionnaire Form (VRQ).

For applicants who have already registered in the VEND REP SYSTEM, please upload a copy of the VRQ on file.

New York State Grants Gateway Vendor's Quick Start Guide

For information purposes only. This document includes information about how to access Grants Gateway and where to obtain assistance - i.e. Help Desk.

Document Template: [Click here](#)

TRAINING & GRANT MANAGEMENT SUMMARY (TGMS) *

The Training and Grant Management Summary is the list of courses and topics that will be incorporated into the grant contract. All applicants must complete this form. Instructions on how to complete the TGMS are found on second tab of the Excel workbook.

[File:FileDocRetrieval.aspx?docID={6E58C8A7-9E3D-41E0-8409-7988BB99E5E7}](#)

Document Template: [Click here](#)

POTENTIAL CONFLICT OF INTEREST DISCLOSURE*

Indicate on the form any past contacts or dealings you or your organization has had with HAB members.

Document Template: [Click here](#)

APPENDIX D*

State Certifications. All applicants must complete and sign this form.

Document Template: [Click here](#)

VENDOR RESPONSIBILITY QUESTIONNAIRE *

All applicants must visit Office of the State Comptroller web site at www.osc.state.ny.us/vendrep/forms to complete and upload the correct Vendor Responsibility Questionnaire Form (VRQ).

For applicants who have already registered in the VEND REP SYSTEM, please upload a copy of the VRQ on file.

MWBE 100 - For Grants \$25,000 or more
The MWBE Utilization Plan

Document Template: [Click here](#)

MWBE 101 - For Grants \$25,000 or more
Application for waiver of MWBE Participation Goal

Document Template: [Click here](#)

MWBE 102 - For Grants \$25,000 or more
Commodity & Service Contracts - Contractor's Monthly Report

Document Template: [Click here](#)

MWBE 105 - For Grants \$25,000 or more
MWBE Quaterly Report of NYS Department Labor

Document Template: [Click here](#)

EEO 100 - For Grants \$25,000 or more
Equal Opportunity Staffing Plan

Document Template: [Click here](#)

EEO 101 - For Grants \$25,000 or more
MWBE Workforce Employment Utilization/Compliance Report

Document Template: [Click here](#)

Resumes of Subcontractors

Please upload resumes of known subcontractors. If not hired at the time of application, please upload the job description(s) and required certified capabilities of subcontractors to be hired.

FileNetDocRetrieval.aspx?docID={BF297DA1-9844-4179-A1E6-10528E4BB67D}

Resumes of Grant Staff

Please upload resumes of known staff. If not hired at the time of application, please upload the job description(s) of the individuals to be hired.

Inventory List of Purchased Equipment

For those applicants who have received prior HAB funding, upload inventory list of any equipment previously purchased with HAB Funds.

Letters of Support

Applicants may upload letters of support here.

**STATE OF NEW YORK
HAZARD ABATEMENT BOARD**

OCCUPATIONAL SAFETY AND HEALTH TRAINING AND EDUCATION PROGRAM

POTENTIAL CONFLICT OF INTEREST DISCLOSURE

Below is a list of the members of the New York State Occupational Safety and Health Hazard Abatement Board and their business affiliations. Indicate in the space below any past contacts or dealings you or your organization has had with these individuals which may give rise to an actual or potential conflict of interest, or the appearance of a conflict of interest, with respect to this grant application.

Chair
Katherine D. Schrier
Chair of the Board
Former Education Fund Administrator District Council 37, AFSCME

Franklin Mirer, PhD
Professor, Enviromental &
Occupational Health
Hunter College, CUNY
425 E. 25th Street
New York, NY 10010

Robert Gollnick
former Director
NYS Dept. of Labor
Division of Safety and Health
45 Levan Street
Kingston, NY 12401

Ann Marie Taliercio
President
Unite-HERE Local150
2175 William Street
Syracuse, NY 13204

Have you had contact with any member of the Board? YES NO

If yes, please list any past contacts or dealings you have had with these individuals; you may use the front and back of this sheet and/or continue on a blank, 8 ½" x 11" sheet of white paper.

City of Watertown
Organization

Signature

Date

Joseph M. Butler, Jr
Print Name

Mayor
Title

Prospective or current grantees may not engage in any oral, written, or electronic communication with an HAB member under circumstances where a reasonable person would infer that the communication was intended to influence the HAB member's vote on the grantee's application for funding. Grantees are advised that such communication will be reported in writing by such Board member to the Board Chair and the Commissioner of Labor. Prospective and current grantees who knowingly and willfully violate this provision may be disqualified from receiving an award under this RFP.

STATE CERTIFICATIONS

The undersigned, as a duly sworn representative of the contractor/vendor, hereby attests and certifies that:

- 1) No principal or executive officer of the contractor's/vendor's company, its subcontractor(s) and/or successor(s) is presently suspended or debarred; and
- 2) The contractor/vendor, its subcontractor(s) and/or its successor(s) is not ineligible to submit a bid on, or be awarded, any public work contract or sub-contract with the State, any municipal corporation or public body for reason of debarment for failure to pay the prevailing rate of wages, or to provide supplements, in accordance with Article 8 of the New York State Labor Law.
- 3) The contractor/vendor, its subcontractor(s) and/or its successor do not have any outstanding debts owed to the Department, including but not limited to, contractual obligations, fines related to Safety and Health violations, payments owed to workers for public works projects or the general provisions of the Labor Law, unemployment insurance contributions or other related assessments, penalties or charges.

**"NONDISCRIMINATION IN EMPLOYMENT IN NORTHERN IRELAND:
MacBRIDE FAIR EMPLOYMENT PRINCIPLES"**

In accordance with Chapter 807 of the Laws of 1992 the bidder, by submission of this bid, certifies that it or any individual or legal entity in which the bidder holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership interest in the bidder, either:

(answer Yes or No to one or both of the following, as applicable.)

- 1. Has business operations in Northern Ireland:
 Yes No

If Yes:

- 2. Shall take lawful steps in good faith to conduct any business operations they have in Northern Ireland in accordance with the MacBride Fair Employment Principles relating to nondiscrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of its compliance with such Principles.
 Yes No

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit to bid for the purpose of restricting competition.

IRAN DIVESTMENT ACT

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such a Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended.

During the term of the Contract, should Labor receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, Labor will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then Labor shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default.

Department reserves the right to reject any request for renewal, extension, or assignment for an entity that appears on the Prohibited Entities List prior to the renewal, extension, or assignment of the Agreement, and to pursue a responsibility review with Contractor should it appear on the Prohibited Entities List hereafter.

I, the undersigned, attest under penalty of perjury that I am an authorized representative of the Bidder/Contractor and that the foregoing statements are true and accurate.

Signature of Authorized Representative

Title Mayor

Date _____

Curriculum Vitae

Of

LEWELL E. TROAST, JR

**Consultant -Environmental Health & Safety
Vice President
Empire Safety Training & Consulting, Inc.**

Business: PO Box 13
Chittenango, New York 13037
(315) 656-9561 Office (315) 952-4134 Cell
E-mail address: ltroast@twcny.rr.com

PROFESSIONAL BACKGROUND:

Duties include currently serving as a safety consultant for general industry and municipal clients of Empire Safety Training & Consulting, Inc. Responsibilities include assuring compliance and reducing accidents through training, program development, monitoring, and client advocacy in dealings with regulatory entities. Thirty years' experience in General Industry, Hazardous Materials Spill Response, and Control, Heavy Equipment, Forklift, & Aerial Lift Training.

ACCOMPLISHMENTS

Safety – Equipment Training

- Former instructor for Liftech Equipment Companies providing forklift, aerial lift, payloader, & backhoe training for their clients in New York, Vermont, and Massachusetts.
- Provided Snowplow Awareness training to municipalities' such as Town of Plattsburg, Ontario County and others.
- Provide Heavy Equipment training to numerous municipalities in New York State

Safety - General Industry

- Instructed Lockout / Tagout, Bloodborne Pathogens, Forklift, Aerial Lift, Welding, Hazard Communication Safety courses for employers such as Amphenol Corporation, Sidney; Special Metals Corporation, New Hartford; Indium, New Hartford, Revere Copper Products in Rome and Hubbell Galvanizing.
- Instructed safety committee training.
- Authorized trainer for OSHA 10 & 30 Hour General Industry courses.
- Specializes in teaching Permit Required Confined Space Non-Entry training.
- Has trained numerous companies in the Global Harmonization System for Hazard Communication.

Safety - Municipalities

- Presently serving as safety consultant for Madison County providing training and safety support services for all county employees.
- Conducted training for Village of Minoa, Village of Skaneateles, Town of Manlius, Town of Van Buren, Steuben County, Oneida County, Ontario County, Yates County, Seneca County, Hamilton County, Village of Camillus, City of Auburn, Village of North Syracuse, Town of Fenton, Town of Onondaga and numerous other municipalities.
- Wrote OSHA/PESH required policies and procedures for compliance.
- Conducted various types of compliance based safety training.
- Facilitated and organized safety committees successfully.
- Conducted simulated OSHA audits and risk management surveys for numerous municipalities such as Oneida County, Madison County, Steuben County, etc.
- Specializes in providing Workplace Violence Prevention training.

Safety -Emergency Management, Fire Prevention, Hazardous Materials

- Former member of Onondaga Hazardous Materials Response Team since team inception.
- Incident Commander on emergency responses with Onondaga Hazardous Materials Response Team Member- Minoa Fire Department (former Deputy Chief).
- Has taught Spill Response Training to PPC Products, SAES, Huhtamaki, and numerous other companies.
- Incident Command Training for Evan Chemetics, Special Metals, and Amphenol Corporation.
- Has taught 8 Hr., 24 Hr., and 40 Hr. Hazwoper to clients such as Evan Chemetics, Indium, Champion International, Felix Schoeller Technical Paper, Special Metals, Americold Refrigeration, Penny Curtiss, and numerous others.
- Familiar with NFPA Codes, NYS Building Codes and OSHA regulations relevant to Fire Protection, Hazardous Materials and Emergency Management.
- 11 years experience as NYS Emergency Medical Technician.
- Trained career fire personnel from Cortland City and Canandaigua Fire Depts.
- Taught the EPA 40 hour hazwoper courses for Environmental Products and Services at their Syracuse Laboratory.

ADDITIONAL EXPERIENCE INCLUDES:

Safety Supervisor: 1983 -1993 General Motors Corporation Syracuse, New York

Conducted audits to observe all federal, state, corporate and local plant safety standards, rules and regulations were followed. Provided employees with safety training. Conducted accident investigations and made recommendations. Maintained records and scheduled maintenance on portable and fixed system fire protection equipment designed and implemented ongoing training programs for plant fire brigade, hazardous spill team and local volunteer fire departments. Supervised outside contractor activities. Responded to medical emergencies and provided emergency first-aid.

PROFESSIONAL AFFILIATIONS:

- New York State Fire Chiefs Association
- Onondaga County Hazardous Materials Team
- Hazardous Materials Responders & Educators Association
- New York State Certification -Fire Instructor, Level I and II

SPECIAL TRAINING:

EPA 40 Hour Hazwoper
New York State Hazardous Materials Instructor Course
OSHA 40-Hour Hazardous Waste Site Worker
NYS Certification -Fire Instructor Level I & II
Confined Space Training New York State Instructor Course
OSHA 10-Hour General Industry Trainer
Fall Protection/Competent Person
Trenching & Excavation/Competent person
Hazard Communication
Lockout / Tagout Training
Supervisor Safety Development Training

MILITARY

U.S. Army, Military Police Corps. Ft. Greely, Alaska 1979-1982
Senior Military Policeman

EDUCATION

United States Environmental Protection Agency, Edison, NJ 2001
Emergency Response to Hazardous Materials

Jacksonville State University, Alabama 2000
NBC Domestic Preparedness Training

Onondaga Community College 1994
Public Safety Critical Incident Management Course -16 hours

Le Moyne College, Syracuse, New York 1983
Continuous Learning Student -Labor Relations

Onondaga Community College 1979
Associates Applied Science

**STATE OF NEW YORK
HAZARD ABATEMENT BOARD**

OCCUPATIONAL SAFETY AND HEALTH TRAINING AND EDUCATION PROGRAM

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Ann Marie Taliercio
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If yes, please list any past contacts or dealings you have had with these individuals; you may use the front and back of this sheet and/or continue on a blank, 8 ½" x 11" sheet of white paper.

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Organization

Signature

Date

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Print Name

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Title

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Res. No. 8

January 29, 2016

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Authorizing Agreement Between the City of Watertown and Strategic Development Specialists, LLC

At the Mayor's direction, staff met with and reviewed the services of consultants able to assist the City with securing grant and funding opportunities for priority projects. It is staff's recommendation that the Council secure the services of Strategic Development Specialists, LLC. This organization has a proven record of advocating priority municipal projects and writing successful grant applications that have netted significant savings for municipalities. We believe their diligence in advocating for funding on behalf of the City will bring about opportunities for projects that previously could not be advanced.

Attached for City Council consideration is a Resolution authorizing the Agreement Between the City of Watertown and Strategic Development Specialists, LLC.

RESOLUTION

Page 1 of 1

Authorizing Agreement Between the City of Watertown and Strategic Development Specialists, LLC

Council Member HORBACZ, Cody J.
 Council Member MACALUSO, Teresa R.
 Council Member JENNINGS, Stephen A.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown desires the assistance of a professional firm to work in securing funding opportunities for identified priorities, programs and projects, and

WHEREAS Strategic Development Specialists, LLC, have developed processes for securing grants and other incentives for municipalities,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown authorizes the Authorizing Agreement Between the City of Watertown and Strategic Development Specialists, LLC, a copy of which is attached and made part of this Resolution, and

BE IT FURTHER RESOLVED that the City Manager Sharon Addison is hereby authorized and directed to sign the Agreement on behalf of the City of Watertown.

Seconded by

**AGREEMENT BETWEEN THE CITY OF WATERTOWN
AND STRATEGIC DEVELOPMENT SPECIALISTS, LLC**

This writing constitutes the agreement between Strategic Development Specialists, LLC (“Strategic”), a New York Limited Liability Company with a mailing address of P.O. Box 205, Syracuse, New York 13214, and the City of Watertown (the “City”), a New York Municipal Corporation with offices located at 245 Washington Street, Watertown, New York 13601.

The City will be assisted in strategic planning efforts to advance the interests of the City with respect to identifying and securing grants and other incentives pertaining to the City’s priorities, programs and projects as identified by the Watertown City Council. Strategic will represent the interests of the City in pursuing funding for those priorities, programs, and projects.

The scope of Strategic’s representation shall include, but not be limited to, the following:

- (1) Research local, regional, New York State, and Federal opportunities for funding of identified priorities, programs, and projects (“Funding Opportunities”) that may have a potential benefit to the City and report its findings to the Watertown City Council;
- (2) Write and submit grant and other funding applications as requested by the City Council in connection with the Funding Opportunities; and
- (3) Advocate for funding on behalf of the City’s priorities, programs, and projects, including applications made in connection with the Funding Opportunities, working in conjunction with the Watertown City Manager.

This agreement shall commence on February 8, 2016, and continue for one year through and including February 8, 2017. The Agreement may be terminated by either party, for any reason, upon the other Party’s receipt of written notice on or before the 7th day of the month before services are to end.

As compensation for the above activities, Strategic will receive a flat-fee monthly payment of Five Thousand Dollars (\$5,000.00). The City will reimburse Strategic for mileage and travel expenses provided that Strategic notify the City of travel prior to its occurring. Mileage is currently billed at the IRS rate.

The City will be billed on a monthly basis, providing the City with a monthly statement for services rendered during the previous month and for disbursements incurred on the City’s behalf. The statement will include a summary of work performed in the billing period, and will identify all persons performing said work. Strategic reserves the right to terminate this relationship for non-payment of fees or costs. The City agrees to pay all statements for fees and disbursements within thirty (30) days from the date of the invoice.

Leann West will be the City's main contact at Strategic. The Watertown City Manager will be the City's point of contact.

Ms. West's contact information is:

The City Manager's contact information is:

Leann West
6312 Fly Road
East Syracuse, New York 13057
Telephone No.: (315) 251-1314
Facsimile No.: (315) 251-1073
Email address:
lwest@strategicdevelopmentspecialists.com

Sharon Addison
245 Washington Street
Watertown, New York 13601
Telephone No.: (315) 785-7768
Facsimile No.: (315) 784-8014
Email address: saddison@watertown-ny.gov

It is specifically acknowledged and agreed that Strategic will notify the City of any of its efforts on behalf of another entity in the North Country region whose search for Funding Opportunities may conflict with the City's efforts to obtain funding. It is also acknowledged and agreed that Strategic has made no promises, representations, or guarantees regarding the outcome or final resolution of any Funding Opportunity for the City.

At the conclusion of the duration of this Agreement, as well as any extensions thereof, we will retain our own files. If you wish copies of our files, you can arrange to make copies of all our papers that we believe are necessary to continue representation. We will ask you to pay any additional cost of copying.

Termination of Strategic's services, for any reason, will not affect the City's obligation to pay for services rendered and all costs incurred up to the date of termination.

**STRATEGIC DEVELOPMENT
SPECIALISTS, LLC**

**By: _____
Leann West, Member**

CITY OF WATERTOWN

By: _____

Sharon Addison, City Manager

Res No. 9

February 1, 2016

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Authorizing Change Order #1 for Refurbish of Fire Department Pumper Truck

On November 16, 2015, City Council accepted a bid in the amount of \$82,306.14 from Jerome Fire Equipment to refurbish the Fire Department Pumper Truck, per our specifications. City Council also accepted Alternatives Nos. 1 and 2 at an increase of \$1,448.89, bringing the total bid to \$83,755.03.

As stated in the attached report of Fire Chief Dale C. Herman, Jerome Fire Equipment has submitted Change Order No. 1 in the amount of \$2,138.07 based on their review and inspection of the vehicle and components.

Attached for City Council consideration is a Resolution approving Change Order No. 1 increasing the amount and accepting the additional items. Funding of up to \$150,000 for this project was approved on July 5, 2015, to come out of the Capital Reserve Fund. As the project is still within budget, no additional action is needed to provide funding for this change order.

RESOLUTION

Page 1 of 1

Accepting Change Order #1 for Refurbish of Fire Department Pumper Truck

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.

YEA	NAY

Total

Introduced by

WHEREAS on November 16, 2015, City Council accepted the bid from Jerome Fire Equipment in the amount of \$83,206.14 for the refurbish of the Fire Department Pumper Truck, per our specifications , and

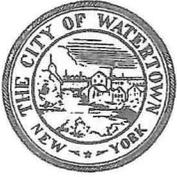
WHEREAS City Council also accepted Alternatives Nos. 1 and 2 at an increase of \$1,448.89, bringing the total bid to \$83,775.03, and

WHEREAS upon review and inspection of the vehicle and components, Jerome Fire Equipment has now submitted Change Order #1 in the amount of \$2,138.07,

NOW THEREFORE BE IT RESOLVED by the City Council that it hereby accepts Change Order #1 submitted by Jerome Fire Equipment in the amount of \$2,138.07 for refurbish of the Fire Department Pumper Truck, and

BE IT FURTHER RESOLVED that City Manager Sharon Addison is hereby authorized and directed to sign all documents necessary with accepting Change Order #1 on behalf of the City.

Seconded by



CITY OF WATERTOWN, NEW YORK

FIRE DEPARTMENT
224 South Massey Street
Watertown, New York 13601
(315) 785-7800
Fax: (315) 785-7821
Dale C. Herman, Fire Chief
dherman@watertown-ny.gov



January 25, 2016

Ms. Sharon Addison
City Manager
245 Washington Street
Watertown NY 13601

RE: Change Order #1 Refurbishing Fire Department Pumper Truck

Ms. Addison,

On November 16, 2016, Council approved Resolution #11 accepting a bid for Refurbishing Fire Department Pumper Truck from Jerome Fire Equipment. The cost of such work was for \$83,755.03. Since the delivery of the pumper, on January 11th, to the Jerome Shop, their review and inspection of the vehicle and components has indicated some additional work, not originally covered in the contract, that need to be conducted in order to have the vehicle function in a safe and designed manner.

Attached is the estimate from the Apparatus Service Manager for replacement of an air conditioning pump and two cab tilt pivots with associated labor charges (\$2,138.07). These pricings are in line with other shops that do similar work on fire apparatus and I am recommending that a Change Order #1 be approved so that work on this vehicle can progress. With the additional cost of Change Order #1, the total cost is still within the projected budgeted cost of the refurbishment (\$150,000).

If you have any questions, I would be happy to meet with you to discuss.

CITY OF WATERTOWN FIRE DEPARTMENT

A handwritten signature in blue ink that reads "Dale C. Herman".

Dale C. Herman
Fire Chief, EFO



Jerome Fire Equipment Co., Inc.

8721 Caughdenoy Rd., Clay, NY 13041

Phone: 315-699-5288

Toll-Free: 800-699-4533

Fax: 315-699-8895

ESTIMATE

Quoted by: Duane Otis, Jr.

E-mail: dotis@jeromefire.com

DATE 1/25/16

**Watertown City Of
Attn. Chief Dale Herman
Engine 1 additional work**

	Replace seized up air conditioner pump and both cab mount pivots.		
1	569907 Air conditioner pump		\$1,478.21
2	251215 Cab tilt pivot	\$117.43	\$234.86
5	Labor hours	\$85.00	\$425.00
		TOTAL	\$2,138.07

Thank You for the opportunity to submit this proposal. If there are any questions, please do not hesitate to call.

Thank You,

Duane Otis Jr., Apparatus Service Manager
Jerome Fire Equipment

Public Hearing – 7:30 p.m.

January 27, 2016

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Establishing Assessment Charge, Sidewalk Special Assessment
District 11, Spring and Fall 2016

On December 7, 2015, the City Council approved the establishment of the Sidewalk Improvement Special Assessment for District 11 (see adopted Resolution attached). As you will recall, under the Charter provisions related to Special Assessment Programs, after a Public Hearing, the City Council must officially determine whether all or a portion of the cost for the proposed sidewalk improvements should be a charge or expense upon the abutting property owner.

Notices were sent to all property owners in the defined area notifying them of their inclusion in this year's program and also notifying them of the Public Hearing to consider whether all or a portion of the cost for the proposed sidewalk improvements should be a charge or expense upon the abutting property owner. The attached report provides a detailed listing of the properties that will be included in Sidewalk Special Assessment District 11.

Staff prepared the notices to property owners using the \$5.75 per sq. ft. price.

As in previous years, this Special Assessment Program provides taxpayers with an opportunity to pay the cost of work performed by the City over a ten-year period. Property owners will have the option of having the City perform the work, hiring a contractor to do the work, or doing the work themselves.

A Public Hearing for Special Assessment District 11 has been scheduled for Monday, February 1, 2016, at 7:30 p.m. in City Council Chambers. Following the Public Hearing, the City Council can consider the attached resolution, which establishes the assessment charge for the Special Assessment District 11.

RESOLUTION

Page 1 of 1

Establishing Assessment Charge for Sidewalks, Spring and Fall 2016 Pursuant to Section 93 of the City Charter

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

Introduced by

WHEREAS a public hearing was held in accordance with Section 93 of the City Charter on February 1, 2016 at 7:30 p.m. to hear public comment concerning whether all or a portion of the cost for proposed sidewalk improvements to the properties identified in the attached report, which constitutes Special Assessment District 11, shall be a charge or expense upon the abutting properties, and

WHEREAS the City Council has determined that it shall fix the charge to be paid by the abutting property owner at _____ per square foot, with the remaining cost being paid by the City,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, pursuant to Section 93 of the City Charter, hereby fixes the charge to be paid for by the abutting property owner's of Special Assessment District 11 at _____ per square foot, with the remaining cost being paid by the City.

Seconded by

RESOLUTION

Page 1 of 1

Sidewalk Improvement Special Assessment Program, District No. 11

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Mayor GRAHAM, Jeffrey E.

	YEA	NAY
Council Member BURNS, Roxanne M.	X	
Council Member BUTLER, Joseph M. Jr	X	
Council Member JENNINGS, Stephen A.	X	
Council Member MACALUSO, Teresa R.	X	
Mayor GRAHAM, Jeffrey E.	X	
Total	5	0

Introduced by

Total

Council Member Stephen A Jennings

WHEREAS the City Engineering Department has inspected sidewalks within the City of Watertown, and

WHEREAS it has been determined that the condition of sidewalks on certain streets are in need of repair and/or replacement, and

WHEREAS the City Council of the City of Watertown feels it is in the overall public interest to provide property owners within the City of Watertown with an opportunity to pay for said repair/replacement work through a Special Assessment Program,

NOW THEREFORE BE IT RESOLVED that a Public Hearing will be held on ~~*Monday, February 1, 2016~~ Tuesday, January 19, 2016, at 7:30 p.m. at which time property owners included in the Special Assessment Program will have an opportunity to make comments on whether all or a portion of the cost for proposed sidewalk improvements should be a charge or expense upon the abutting property owners, and

BE IT FURTHER RESOLVED that the City Engineering Department will send notices to all property owners notifying them of their inclusion in this year's program and that there will be a public hearing to consider whether all or a portion of the cost for proposed sidewalk improvements should be a charge or expense upon the abutting property owners, and

BE IT FURTHER RESOLVED that the properties included in the Sidewalk Special Assessment Program, District No. 11, are those detailed in the attached report.

Seconded by Council Member Joseph M. Butler Jr.

* Motion was made by Council Member Joseph M. Butler, Jr. to amend the foregoing resolution in order to set the public hearing to February 1, 2016 instead of January 19, 2016. Motion was seconded by Council Member Stephen A. Jennings and carried with all voting in favor thereof.



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CITY OF WATERTOWN, NEW YORK

DEPARTMENT OF ENGINEERING

Room 305, Municipal Building

245 Washington Street

Watertown, New York 13601

Tel. (315) 785-7740

Fax (315) 785-7829

**City of Watertown
Sidewalk Maintenance Program**

**Proposed Work Areas:
District #11 (2016)**

November 23rd, 2015

**Proposed By:
Sean O'Connor, Sr. Engineering Tech.**



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The purpose of this report is to provide information so that locations can be chosen for District #11 of the sidewalk program.

The proposed streets and the specific blocks are as follows:

- Division St E 100 Block
- Division St W 100 Block
- Haven St 100 Block
- Mill St 800 & 900 Blocks.

This area is suggested to be updated along with the recent CDBG funding to handicap ramp improvement, and with the newly installed curbing along the 800 and 900 Blocks of Mill St.

The Sidewalk Program (SWP) has not made improvements in a district on the northern side of the city since Katherine St in District 4 in 2008/2009 and Superior St in District 7 2009/2010. This proposed district would enhance recent paving and curbing improvements along Mill Street, which is a main arterial into and out of the City, as well as an important link to North Elementary School. Sidewalk improvements in this area would especially improve the walkability for families and children traveling from Creekwood Apartments, with 200 units, into the City as well as improve travel in the North Elementary School neighborhood. By concentrating on this area, the City will be able to greatly improve the pedestrian corridor from the City limits into the school neighborhoods.

The dead end road street known as Haven Street, is not an accepted City Street, and has corner properties with sidewalk fronting along Mill Street which are in need of replacement. No sidewalks along Haven Street are proposed as part of this district, and the single property at 914 Mill St will have their 60 ft of sidewalk removed since it dead ends at an existing tree.

Division Street West is a dead end as well, which has little to no sidewalk. It is recommended to remove a 50ft length of sidewalk that is not connected to the pedestrian right of way is the best course of action, in lieu of installing 600 ft of walks on a dead end street.

Division Street East has many sidewalks which are deficient, as well as four properties which have no sidewalk at all. As part of the SWP, these properties with no sidewalk will have their full frontage installed with new sidewalk, that linear feet of walk being installed is approximately 279 ft. This will allow a continuous sidewalk connection from Mill Street to the North Elementary School.



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Watertown, New York 13601

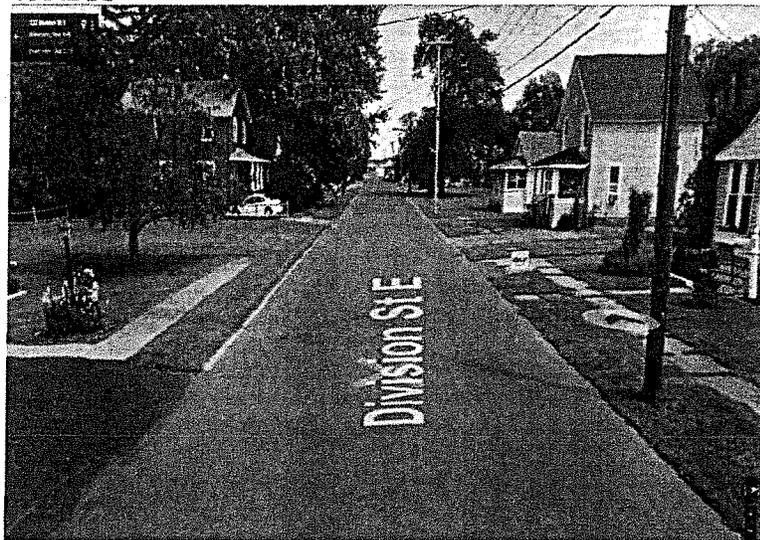
Tel. (315) 785-7740
Fax (315) 785-7829

Table A: Estimated Area Of Work Per Street

Main streets include corner properties with their sqft estimates

Street	Est. SF Area	% Non- chargeable SQFT	Approx. Total SF Area Of Work
Division St E 100	5000	30	6500
Division St W 100	0	0	0
Haven St 100	0	0	0
Mill St 800, 900	9200	10	10000
Total	14400		16500

Division St. E 100 Block





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Tel. (315) 785-7740
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Division St. W 100 Block



Haven St. 100 Block





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Tel. (315) 785-7740

Fax (315) 785-7829

Mill St. 800 & 900 Blocks



A three person DPW crew, along with 3 or 4 temporary seasonal workers will be necessary for the proposed work. Based on a 16,000 SQFT district, a 6-7 person crew should produce 900 - 1000 SQFT/week taking into account: bad weather, delays, equipment failures, traffic, employee turnover, and home owner last minute requests for full frontage work. This would take approximately 18 weeks to complete. The start date for District 11 is tentatively set for June 1st 2016. Immediately following either the completion of District 10 or the completion of a 2016 CDBG funded project. The outlined work is scheduled to be completed by the onset of winter.



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District 10 2015/2016 will be finished in the spring of 2016. Installation of sidewalks on Franklin St 600 and 700 blocks were delayed due to National Grid gas main installation from Keyes Ave to Rutland St S. 9,200 sqft of sidewalk has been installed as part of the district, and an estimated 2500 sqft is left to complete on Franklin St. This work is scheduled to begin as soon as possible in the spring to allow work to start on District 11, and any CDBG involvement that the SWP crew will be involved with. Here are some after construction photos of District 10:

Myrtle Ave. 700 Block





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DEPARTMENT OF ENGINEERING

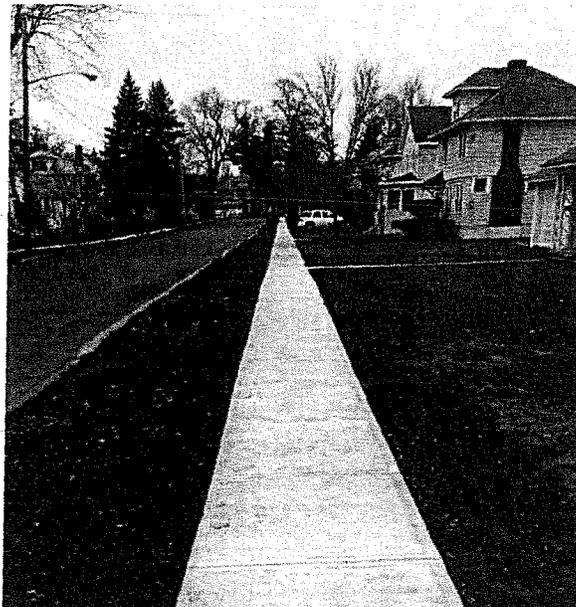
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245 Washington Street
Watertown, New York 13601

Tel. (315) 785-7740
Fax (315) 785-7829

Hamlin St.



Nellis St.





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CITY OF WATERTOWN, NEW YORK

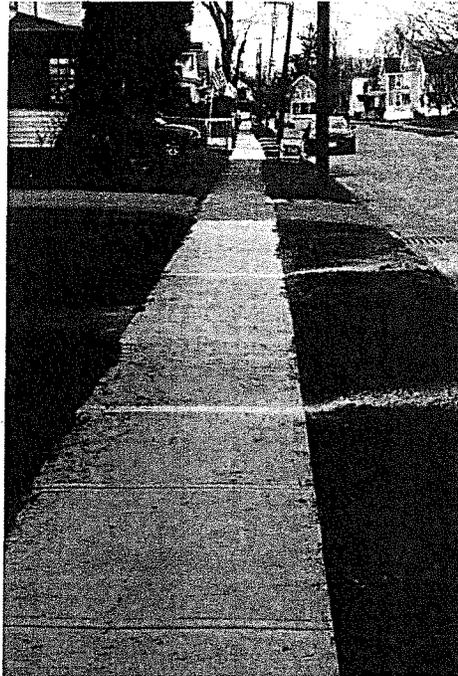
DEPARTMENT OF ENGINEERING

Room 305, Municipal Building
245 Washington Street
Watertown, New York 13601

Tel. (315) 785-7740

Fax (315) 785-7829

Caldwell St



Proposed Residents in District #11: Please Reference Attached:

Street	#	Name	Parcel #
Division St E	204	Isenbergh Sean E	3-10-116.000
Division St E	204	Isenbergh Adrienne M	3-10-116.000
Division St E	208	Bice Jason R	3-10-117.000
Division St E	208	Bice Jennifer K	3-10-117.000
Division St E	232	City of Watertown	3-10-309.000
Division St E	M202	169 E Division St Asscos LLC	3-12-101.000
Division St E	169	169 E Division St Associat LLC	3-12-102.000
Division St E	165	Backhaus Norma	3-12-103.000
Division St E	159	Barker April L	3-12-104.000
Division St E	153	Williams Claudia V	3-12-106.000
Division St E	153	Runham Lisa M	3-12-106.000
Division St E	149	Barker Mark W Jr	3-12-107.000
Division St E	149	Barker Beverley E	3-12-107.000
Division St E	143	Moore Justin	3-12-108.000
Division St E	143	Moore Susan	3-12-108.000
Division St E	M194	Tate Marvin R	3-12-109.000
Division St E	M194	Tate Deborah E	3-12-109.000
Division St E	137	Buker Marie E	3-12-110.000
Division St E	137	Symonds Aceson C	3-12-110.000
Division St E	M192	Cummings Theresa A	3-12-111.000
Division St E	129	Cummings Theresa A	3-12-112.000
Division St E	129	Cummings Geo N	3-12-112.000
Division St E	129 Rear	Cummings Geo E	3-12-112.001
Division St E	129 Rear	Cummings B J	3-12-112.001
Division St E	123	Cummings Theresa A	3-12-113.000
Division St E	123	Sloat Dallas M	3-12-113.000
Division St E	119	Plante Katherine M	3-12-114.000
Division St E	119	Plante Joseph F	3-12-114.000
Division St E	115	Truglio James R	3-12-115.000
Division St E	111	Pepe John D	3-12-116.000
Division St E	106	Funk Kris M	3-12-204.000
Division St E	110	Aldridge Mark S	3-12-205.000
Division St E	116	Gillette R R	3-12-206.000

Division St E	120	Arno Rodney L/Lynn M	3-12-207.000
Division St E	124	Douglas Sharon A	3-12-208.000
Division St E	128	Isham Sally A	3-12-209.000
Division St E	128	Robinson Timothy P	3-12-209.000
Division St E	132	DiStefano Christopher G	3-12-210.000
Division St E	132	O'Hara Leslie M	3-12-210.000
Division St E	136	Farmer Marjorie	3-12-211.000
Division St E	M125	Piche Richard/Marie A	3-12-212.000
Division St E	M125	Piche Michele A	3-12-212.000
Division St E	M126	Piche Richard/Marie A	3-12-213.000
Division St E	M126	Piche Michele A	3-12-213.000
Division St E	148	Piche Marie A	3-12-214.000
Division St E	148	Piche Michele L	3-12-214.000
Division St E	148	Piche Richard	3-12-214.000
Division St E	150	Freeman Paul S/Janice M	3-12-215.000
Division St E	154	Roy Dolores E	3-12-216.000
Division St E	162	Uzdavinis Stephen	3-12-217.000
Division St E	164	Pitkin Gary	3-12-218.000
Division St E	164	Pitkin Colleen	3-12-218.000
Division St E	166	Hibbard Matthew	3-12-219.000
Division St E	172	Farmer Andrew P	3-12-220.000
Division St E	M186	Williams Allen	3-13-101.000
Division St E	M186	Williams Barbara	3-13-101.000
Division St E	M219	Williams Allen	3-13-102.000
Division St E	M219	Williams Barbara	3-13-102.000
Division St E	M218	Hall-Swan Cynthia L	3-13-103.000
Division St E	M217	Sanchez Alfredo M	3-13-104.000
Division St E	235	Sanchez Alfredo M	3-13-106.000
Division St E	M214	Sanchez Alfredo M	3-13-107.000
Division St E	219	Skidmore Matthew W	3-13-110.000
Division St E	215	Dorooha Peter R	3-13-111.000
Division St E	215	Dorooha B. Christina	3-13-111.000
Division St E	207	Hemenway Steven P	3-13-113.100
Division St E	122	Northland Operations, Ltd	4-08-301.000

Division St W	M71	City of Watertown	2-10-125.000
Division St W	123 Rear	City of Watertown	2-10-128.001
Division St W	123	Anderson Douglas J	2-10-129.100
Division St W	123	Anderson Mary M	2-10-129.100
Division St W	121	Larose Karen	2-10-130.000
Division St W	121 Rear	City of Watertown	2-10-130.001
Division St W	M65	Spano Dominic R	2-10-131.000
Division St W	M65	Spano Susan M	2-10-131.000
Division St W	113	Spano Dominic R	2-10-132.000
Division St W	113	Spano Susan M	2-10-132.000
Division St W	109	Schuster Roger W	2-10-133.000
Division St W	109	Schuster Jane A	2-10-133.000
Division St W	114	Horning Robert P	2-11-107.000
Division St W	114	McNulty Mary	2-11-107.000
Division St W	116	Cole Earl W	2-11-108.000
Division St W	118	Murray Scott P	2-11-109.000
Division St W	126	Anderson Douglas/Mary	2-11-110.000
Division St W	M101	Anderson Douglas/Mary	2-11-111.000
Division St W	M102	Anderson Douglas/Mary	2-11-112.000
Division St W	M103	Anderson Douglas/Mary	2-11-113.000
Division St W	M104	Meron Terry M	2-11-114.000
Haven St	150	Carter Thaddeus	3-12-121.000
Haven St	150	Carter Carolyn	3-12-121.000
Haven St	116	Brown Roseanne	3-12-122.000
Haven St	116	Whittier Robert F	3-12-122.000
Haven St	116	Whittier Rose L	3-12-122.000
Haven St	116	Whittier Pam	3-12-122.000
Haven St	116	Whittier Marsha	3-12-122.000
Haven St	116	Whittier Ronald	3-12-122.000
Haven St	120	Plummer James	3-12-123.000
Haven St	120	Plummer Linda	3-12-123.000
Haven St	124	Butler James J	3-12-124.000
Haven St	126	Sloat Charles E III	3-12-125.000
Haven St	126	Sloat Dallas M	3-12-125.000

Haven St	VL-6	Cummings Todd L	3-12-126.000
Haven St	128	Cummings Todd L	3-12-127.000
Haven St	138	Tate Marvin R	3-12-128.000
Haven St	138	Tate Deborah E	3-12-128.000
Haven St	144	Hardy James H	3-12-129.000
Haven St	160	Northland Operations, Ltd	3-12-131.000
Haven St	161	LaJoie Justin	3-12-132.000
Haven St	V162	LaJoie Justin	3-12-133.000
Haven St	163	Hall-Swan Cynthia L	3-12-134.000
Haven St	164	Northland Operations, Ltd	3-12-135.000
Haven St	165	Northland Operations, Ltd	3-12-136.000
Haven St	166	Hall-Swan Cynthia L	3-13-117.000
Haven St	167	Hall-Swan Cynthia L	3-13-118.000
Haven St	168	Hall-Swan Cynthia L	3-13-119.000
Haven St	169	Hall-Swan Cynthia L	3-13-120.000
Haven St	170	Rheaume Voila	3-13-121.000
Haven St	170	Rheaume Glenn W	3-13-121.000
Haven St	171	Northland Operations, Ltd	3-13-122.000
Haven St	172	Northland Operations, Ltd	3-13-123.000
Haven St	173	Northland Operations, Ltd	3-13-124.000
Haven St	174	O'neil Brian Michael	3-13-125.000
Haven St	174	Jacobs Susan	3-13-125.000
Haven St	175	O'neil Brian Michael	3-13-126.000
Haven St	175	Jacobs Susan	3-13-126.000
Haven St	176	Northland Operations, Ltd	3-13-127.000
Haven St	177	Northland Operations, Ltd	3-13-128.000
Haven St	178	Northland Operations, Ltd	3-13-129.000
Haven St	179	Northland Operations, Ltd	3-13-130.000
Haven St	VL-2	Farr Bradley G/Eleanor J	3-14-103.000
Haven St	VL-4	Gilson Amy L	3-14-104.000
Haven St	VL-4	Cummings Todd L	3-14-104.000
Mill St	802	Williamson Nancy L	3-11-134.000
Mill St	803	Taylor Jackson D	2-09-112.000
Mill St	803	Taylor Kaitlynn M	2-09-112.000

Mill St	804	Williamson Nancy L	3-11-135.000
Mill St	806	Northland Operations Ltd	3-11-136.000
Mill St	809	Phillips Patrick K	2-09-110.000
Mill St	809	Phillips Sherie L	2-09-110.000
Mill St	811	Clark Oakley	2-09-109.000
Mill St	811	Clark Colleen A	2-09-109.000
Mill St	819	Pitkin Alberta	2-09-108.000
Mill St	820	Ruperd Daniel J	3-11-138.000
Mill St	823	Barr Joshua L	2-09-106.000
Mill St	823	Barr Heather M	2-09-106.000
Mill St	826	Brockway Linda A	3-11-138.003
Mill St	829	Artz Richard A	2-09-105.000
Mill St	829	Clearo Elizabeth M	2-09-105.000
Mill St	832	Dorr Raymond C	3-11-139.000
Mill St	832	Dorr Richard J	3-11-139.000
Mill St	835	Taylor Cheryl	2-09-104.000
Mill St	841	Cowles Franklyn A	2-09-103.000
Mill St	843	(Cowles) Chartrand Briana L	2-09-102.000
Mill St	844	Secretary of Veterans Affairs	3-11-140.000
Mill St	848	Harrienger Thomas J	3-11-138.001
Mill St	848	Harrienger Kristin A	3-11-138.001
Mill St	851	Oddi Michael A	2-09-101.000
Mill St	859	Smith Trevor M	2-10-101.000
Mill St	859	Smith Shayne M	2-10-101.000
Mill St	862	Farman Delnora	3-11-141.000
Mill St	870	Sykes Albert	3-12-201.000
Mill St	870	Sykes Diane	3-12-201.000
Mill St	874	Shaw Andrew T	3-12-202.000
Mill St	877	Schuster Robert	2-10-134.110
Mill St	877	Schuster Sheri	2-10-134.110
Mill St	878	Kehoe Myron C Jr	3-12-203.000
Mill St	903	Eveleigh Linda L	2-11-106.000
Mill St	904	Casselman Colleen	3-12-117.000
Mill St	909	Rimmer Herbert L	2-11-104.000

Mill St	909	Rimmer Maryellan P	2-11-104.000
Mill St	910	Barben Christian J	3-12-119.000
Mill St	913	Gillette Suzanne C	2-11-103.000
Mill St	914	Carter Thaddeus	3-12-120.000
Mill St	914	Carter Carolyn	3-12-120.000
Mill St	917	Bates Christopher	2-11-102.000
Mill St	921	Galasso Matthew S	2-11-101.000
Mill St	922	Jordan Ruby M	3-14-102.000
Mill St	924	Farr Bradley G	3-14-101.001
Mill St	950 Rear	CreekWood II Housing Dev Fund Company Inc	3-14-101.100

January 26, 2016

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Quarterly Financial Report

Attached for City Council review is the Financial Report for the quarter ended December 2015.

**CITY OF WATERTOWN
FY 2015/16 FINANCIAL REPORT (UNAUDITED)
THROUGH THE QUARTER ENDING DECEMBER 31, 2015**

GENERAL FUND SUMMARY

General Fund Summary	2015-16 Revised Budget	YTD Actual	%	Prior YTD Actual	2014-15 Actual
Revenues	\$ 39,325,329	\$ 21,291,788	54.14%	\$ 21,456,746	\$ 38,298,196
Expenditures	\$ 41,456,376	\$ 20,243,335	48.83%	\$ 20,063,043	\$ 37,913,602
Net Change in Fund Balance	\$ (2,131,047)	\$ 1,048,453		\$ 1,393,702	\$ 384,595

GENERAL FUND REVENUES

General fund revenues are down \$164,958 or 0.77% compared to last year due mostly to the decrease in sales tax of \$457,829 and sale of excess hydro-electric power of \$50,210. A property tax levy increase of \$154,143 or 1.87% and an increase in CHIPs reimbursements of \$215,554 due to a change in drawing down labor for CHIPs projects helped mitigate the sales tax decrease. The 10 largest general fund budgeted revenues account for over 94% of the total general fund revenues. A summary of general fund revenues is as follows:

GENERAL FUND REVENUES	2015-16 Revised Budget	Current Y-T-D	Y-T-D % of Budget	Prior Y-T-D	2014-15 Actual
State Admin. Sales & Use Tax	\$ 17,575,000	\$ 8,754,511	49.81%	\$ 9,212,341	\$ 17,129,685
Real Property Taxes(net of reserve)	\$ 8,406,979	\$ 8,418,702	100.14%	\$ 8,266,375	\$ 8,131,382
State Aid, Per Capita	\$ 4,703,208	\$ 83,452	1.77%	\$ 83,452	\$ 4,703,208
Sale of Surplus Power	\$ 3,790,000	\$ 1,781,805	47.01%	\$ 1,831,915	\$ 3,799,350
Refuse and Garbage Charges	\$ 885,000	\$ 483,923	54.68%	\$ 489,049	\$ 847,616
State Aid, Mortgage Tax	\$ 350,000	\$ 170,301	48.66%	\$ 135,210	\$ 254,595
Utilities Gross Income Tax	\$ 330,000	\$ 108,952	33.02%	\$ 148,678	\$ 304,468
Interfund Transfers	\$ 364,000	\$ 72,321	19.87%	\$ 32,633	\$ 371,987
State Mass Transportation Assistance	\$ 246,000	\$ 129,627	52.69%	\$ 90,013	\$ 247,742
Bus Fares	\$ 166,000	\$ 70,120	42.24%	\$ 79,009	\$ 151,198
Subtotal	\$ 36,816,187	\$ 20,073,713	54.52%	\$ 20,368,674	\$ 35,941,231
All Other General Fund Revenues	\$ 2,509,142	\$ 1,218,075	48.55%	\$ 1,088,071	\$ 2,356,965
Total	\$ 39,325,329	\$ 21,291,788	54.14%	\$ 21,456,746	\$ 38,298,196

Real Property Tax Collections: Gross property tax revenue for FY 15-16 is \$8,413,728 which represented an increase of \$154,143 representing an increase of 1.87% over FY 14-15. Property tax receivables at the end of the quarter were \$198,669 or 2.29% of the gross City tax receivable amount as compared to last year's \$265,901 or 3.11% uncollected.

Interest and Penalties on Property Taxes: Revenue was down compared to last year by \$9,519 or 19.90%.

Sales Tax Revenue: The City's sales tax collections were down compared to last year by \$457,829 or 4.97%. Compared to the adopted budget revenue is down by \$360,316 or 2.06%.

Sale of Surplus Power: The City's sale of surplus power was down \$50,210 or 2.74% compared to last year even though the contractual rate paid by National Grid increased 4.36%.

Utilities Gross Income Tax Revenue: Under General Municipal Law, the City imposes a 1% tax on the gross income from every utility doing business in the City. Revenue was down compared to last year by \$39,726 or 26.72%.

Mortgage Tax Revenue: The City receives 1/2% tax for each mortgage recorded on property located within the City. Revenue for the year was up \$35,090 or 25.95% compared to last year.

NYS Unrestricted Aid and AIM funding: The City's revenue from the NYS Aid and Incentives to Municipalities (AIM) program is the same as last year.

**CITY OF WATERTOWN
FY 2015/16 FINANCIAL REPORT (UNAUDITED)
THROUGH THE QUARTER ENDING DECEMBER 31, 2015**

GENERAL FUND EXPENDITURES

The following 10 departments / categories represent over 85% of the General Fund budgeted expenditures. General fund expenditures are up by \$180,292 or 0.90% compared to last year.

GENERAL FUND EXPENDITURES	2015-16 Revised Budget	Current Y-T-D	Y-T-D % of Budget	Prior Y-T-D	2014-15 Actual (Unaudited)
Fire	\$ 8,858,278	\$ 4,991,680	56.35%	\$ 4,809,323	\$ 8,754,242
Police	\$ 8,105,040	\$ 4,367,964	53.89%	\$ 4,149,713	\$ 7,802,721
Department of Public Works	\$ 5,669,752	\$ 2,377,690	41.94%	\$ 2,354,580	\$ 4,999,531
Health Insurance-Retirees	\$ 3,606,340	\$ 1,756,167	48.70%	\$ 1,703,183	\$ 3,399,764
Debt Service	\$ 3,086,348	\$ 1,582,161	51.26%	\$ 1,744,516	\$ 2,588,778
Parks and Recreation	\$ 1,680,365	\$ 855,805	50.93%	\$ 900,949	\$ 1,602,932
Library Transfer	\$ 1,204,698	\$ 683,723	56.75%	\$ 758,188	\$ 1,298,665
Bus	\$ 1,143,105	\$ 425,893	37.26%	\$ 388,354	\$ 766,736
Traffic Control & Lighting	\$ 983,714	\$ 413,493	42.03%	\$ 365,787	\$ 808,500
Transfer to Capital Projects	\$ 758,125	\$ 123,636	16.31%	\$ 239,836	\$ 436,490
SUBTOTAL	\$ 35,095,765	\$ 17,578,212	50.09%	\$ 17,414,429	\$ 32,458,358
All Other Departments/Transfers	\$ 6,360,611	\$ 2,665,123	41.90%	\$ 2,648,614	\$ 5,455,243
TOTAL	\$ 41,456,376	\$ 20,243,335	48.83%	\$ 20,063,043	\$ 37,913,602

GENERAL FUND - PERSONAL SERVICES

Personal service expenditures account for over 39% of the general fund budgeted expenditures. The following table presents the 10 largest departmental budgeted personal services. These 10 departments represent over 81% of the budgeted general fund personal service expenditures. Fire department overtime is up compared to last year by \$21,228 or 9.33%. Police department overtime is down by \$27,600 or 13.54%.

Department	2015-16 Revised Budget	Current Y-T-D	Y-T-D % of Budget	Prior Y-T-D	2014-15 Actual (Unaudited)
Fire	\$ 5,247,181	\$ 2,675,908	51.00%	\$ 2,448,981	\$ 5,353,346
Police	\$ 4,830,484	\$ 2,442,492	50.56%	\$ 2,158,643	\$ 4,717,896
DPW Snow Removal	\$ 573,048	\$ 100,587	17.55%	\$ 73,979	\$ 588,197
Engineering	\$ 455,168	\$ 205,880	45.23%	\$ 202,473	\$ 419,158
Municipal Executive	\$ 388,876	\$ 205,512	52.85%	\$ 189,053	\$ 406,724
DPW Central Garage	\$ 355,826	\$ 172,649	48.52%	\$ 156,796	\$ 358,444
Comptroller	\$ 337,426	\$ 164,344	48.71%	\$ 157,458	\$ 344,816
DPW Refuse & Garbage	\$ 352,335	\$ 133,660	37.94%	\$ 129,885	\$ 270,835
Bus	\$ 421,200	\$ 160,260	38.05%	\$ 128,479	\$ 292,204
DPW Administration	\$ 244,400	\$ 124,357	50.88%	\$ 112,013	\$ 251,183
SUBTOTAL	\$ 13,205,944	\$ 6,385,647	48.35%	\$ 5,757,760	\$ 13,002,803
All Other Departments	\$ 3,073,840	\$ 1,562,104	50.82%	\$ 1,507,846	\$ 2,879,651
TOTAL	\$ 16,279,784	\$ 7,947,751	48.82%	\$ 7,265,605	\$ 15,882,453

**CITY OF WATERTOWN
FY 2015/16 FINANCIAL REPORT (UNAUDITED)
THROUGH THE QUARTER ENDING DECEMBER 31, 2015**

WATER FUND

Revenues are down compared to last year by \$91,154 or 3.91%. Revenues from outside City users decreased by \$113,982 or 14.71% while inside City user revenue decreased \$6,110 or 0.18%. Expenditures were down \$69,886 or 2.87% compared to last year.

	2015-16				2014-15
Water Fund Summary	Revised Budget	Y-T-D Actual	Y-T-D % of Budget	Prior Y-T-D	Actual (Unaudited)
Revenues	\$ 5,072,500	\$ 2,242,089	44.20%	\$ 2,333,243	\$ 5,097,659
Expenditures	\$ 5,340,828	\$ 2,365,286	44.29%	\$ 2,435,172	\$ 4,826,758
Net Change in Fund Balance	\$ (268,328)	\$ (123,197)		\$ (101,929)	\$ 270,902

SEWER FUND

Revenues are down compared to last year by \$77,145 or 2.97%. Revenues from City customers are down \$13,174, sludge and leachate customers' revenues are down by \$43,008 and other governments' revenues decreased by \$31,395. Expenditures are up by \$80,352 or 3.09%.

	2015-16				2014-15
Sewer Fund Summary	Revised Budget	Y-T-D Actual	Y-T-D % of Budget	Prior Y-T-D	Actual (Unaudited)
Revenues	\$ 6,042,500	\$ 2,516,572	41.65%	\$ 2,593,717	\$ 5,862,597
Expenditures	\$ 6,339,190	\$ 2,683,072	42.33%	\$ 2,602,720	\$ 5,318,912
Net Change in Fund Balance	\$ (296,690)	\$ (166,500)		\$ (9,003)	\$ 543,685

LIBRARY FUND

Excluding the transfer from the General Fund, revenues are down compared to last year by \$4,888 or 13.66%. Expenditures are up compared to last year by \$23,211 or 3.36%.

	2015-16				2014-15
Library Fund Summary	Revised Budget	Y-T-D Actual	Y-T-D % of Budget	Prior Y-T-D	Actual (Unaudited)
Revenues	\$ 1,270,803	\$ 714,632	56.23%	\$ 793,984	\$ 1,367,800
Expenditures	\$ 1,320,811	\$ 714,919	54.13%	\$ 806,708	\$ 1,371,092
Net Change in Fund Balance	\$ (50,008)	\$ (287)		\$ (12,724)	\$ (3,291)

The majority of the Library revenues shown in this fund are a result of the library transfer expense (\$683,723) shown up above in the General Fund Expenditures section. All available library revenues such as fines and grants are utilized prior to any transfer from the General Fund.

SELF-INSURANCE FUND

Revenues are up compared to last year by \$129,656 or 3.20% due to the increase in premiums. Expenditures are up by \$192,996 or 4.74% compared to last year.

	2015-16				2014-15
Self-Insurance Fund Summary	Revised Budget	Y-T-D Actual	Y-T-D % of Budget	Prior Y-T-D	Actual (Unaudited)
Revenues	\$ 8,622,405	\$ 4,183,972	48.52%	\$ 4,054,316	\$ 8,172,779
Expenditures	\$ 8,847,405	\$ 4,265,349	48.21%	\$ 4,072,353	\$ 8,835,054
Net Change in Fund Balance	\$ (225,000)	\$ (81,377)		\$ (18,037)	\$ (662,275)

CITY OF WATERTOWN
FY 2015/16 FINANCIAL REPORT (UNAUDITED)
THROUGH THE QUARTER ENDING DECEMBER 31, 2015

	2015-16	Current Y-T-D	Y-T-D % of Budget	Prior Y-T-D	2014-15	Current YTD vs. Prior YTD	
	Revised Budget				Actual	Variance	%
General Fund Revenues							
Real Property Taxes	\$ 8,414,664	\$ 8,413,728	99.99%	\$ 8,259,585	\$ 8,259,585	\$ 154,143	1.87%
Special Assessments (sidewalks)	\$ 5,815	\$ 4,974	85.54%	\$ 6,790	\$ 7,888	\$ (1,816)	-26.75%
Real Property Tax Reserve	\$ (13,500)	\$ -	0.00%	\$ -	\$ (136,091)	\$ -	0.00%
Federal Payments in Lieu of Taxes	\$ 42,000	\$ -	0.00%	\$ -	\$ 41,193	\$ -	0.00%
Other Payments in Lieu of Taxes	\$ 110,000	\$ 110,417	100.38%	\$ 109,048	\$ 109,219	\$ 1,369	1.26%
Interest/Penalties on Property Taxes	\$ 175,000	\$ 38,319	21.90%	\$ 47,838	\$ 148,494	\$ (9,519)	-19.90%
State Admin. Sales & Use Tax	\$ 17,575,000	\$ 8,754,511	49.81%	\$ 9,212,341	\$ 17,129,685	\$ (457,829)	-4.97%
Utilities Gross Income Tax	\$ 330,000	\$ 108,952	33.02%	\$ 148,678	\$ 304,468	\$ (39,726)	-26.72%
Franchises	\$ 385,000	\$ 152,706	39.66%	\$ 162,293	\$ 383,828	\$ (9,587)	-5.91%
Tax Sale Advertising	\$ 17,000	\$ (15)	-0.09%	\$ -	\$ 14,330	\$ (15)	#DIV/0!
Comptroller's Fees	\$ 8,000	\$ 3,403	42.54%	\$ 3,363	\$ 8,054	\$ 40	1.18%
Assessor's Fees	\$ 500	\$ 613	122.61%	\$ 141	\$ 507	\$ 472	334.77%
Clerk Fees	\$ 115,000	\$ 57,462	49.97%	\$ 58,370	\$ 116,219	\$ (907)	-1.55%
Civil Service Fees	\$ 5,000	\$ -	0.00%	\$ -	\$ 2,035	\$ -	0.00%
Police Fees	\$ 2,000	\$ 441	22.04%	\$ 957	\$ 6,795	\$ (517)	-53.96%
Demolition Charges	\$ -	\$ 55,863	0.00%	\$ 22,249	\$ -	\$ 33,614	151.08%
Public Works Fees	\$ 90,000	\$ 83,385	92.65%	\$ 53,993	\$ 108,545	\$ 29,392	54.44%
DPW Charges - Fuel	\$ 23,000	\$ 8,441	36.70%	\$ 12,074	\$ 24,887	\$ (3,633)	-30.09%
Bus Fares	\$ 166,000	\$ 70,120	42.24%	\$ 79,009	\$ 151,198	\$ (8,889)	-11.25%
Bus Advertising	\$ 13,000	\$ 13,830	106.38%	\$ 10,125	\$ 14,825	\$ 3,705	36.59%
Parks & Recreation Charges	\$ 7,700	\$ 3,755	48.77%	\$ 4,086	\$ 16,739	\$ (331)	-8.11%
Field Use Charges	\$ 31,300	\$ 9,880	31.56%	\$ 6,429	\$ 26,244	\$ 3,450	53.67%
Recreation Concessions	\$ 7,500	\$ 142	1.89%	\$ 47,051	\$ 96,589	\$ (46,908)	-99.70%
Stadium Charges	\$ 10,600	\$ 2,575	24.29%	\$ 11,144	\$ 29,059	\$ (8,569)	-76.90%
Arena Fees	\$ 11,475	\$ 3,619	31.54%	\$ 3,375	\$ 4,440	\$ 244	7.22%
Skating Rink Charges	\$ -	\$ (286)	0.00%	\$ 100,566	\$ 162,945	\$ (100,852)	-100.28%
Zoning Fees	\$ 3,500	\$ 1,200	34.29%	\$ 1,050	\$ 2,600	\$ 150	14.29%
Refuse and Garbage Charges	\$ 495,000	\$ 235,307	47.54%	\$ 241,125	\$ 473,288	\$ (5,819)	-2.41%
Toter Fees	\$ 390,000	\$ 248,616	63.75%	\$ 247,924	\$ 374,328	\$ 692	0.28%
Sale of Surplus Power	\$ 3,790,000	\$ 1,781,805	47.01%	\$ 1,831,915	\$ 3,799,350	\$ (50,110)	-2.74%
Taxes/Assessment Svcs. Other Govt.	\$ 4,930	\$ 5,199	105.45%	\$ 4,929	\$ 4,929	\$ 269	5.47%
Civil Service Charges-School District	\$ 28,500	\$ 25,934	91.00%	\$ 31,193	\$ 31,193	\$ (5,259)	-16.86%
Police Services	\$ 101,000	\$ 30,673	30.37%	\$ 33,622	\$ 102,811	\$ (2,949)	-8.77%
Transportation Services, Other Govts.	\$ 5,600	\$ -	0.00%	\$ -	\$ 5,600	\$ -	0.00%
Interest and Earnings	\$ 13,000	\$ 6,213	47.79%	\$ 5,684	\$ 10,651	\$ 529	9.30%
Rental of Real Property	\$ 76,035	\$ 56,436	74.22%	\$ 41,858	\$ 60,884	\$ 14,578	34.83%
Business and Occupational Licenses	\$ 5,000	\$ 2,380	47.60%	\$ 1,477	\$ 4,447	\$ 903	61.11%
Games of Chance Licenses	\$ 100	\$ 76	75.97%	\$ 91	\$ 91	\$ (15)	-16.85%
Bingo Licenses	\$ 2,000	\$ 1,657	82.87%	\$ 1,289	\$ 2,173	\$ 369	28.62%
Building & Alterations Permits	\$ 75,000	\$ 29,711	39.62%	\$ 20,582	\$ 50,696	\$ 9,130	44.36%
City Permits	\$ 5,000	\$ 225	4.50%	\$ 1,285	\$ 2,357	\$ (1,060)	-82.49%
Plumbing Permits	\$ -	\$ -	0.00%	\$ 250	\$ -	\$ (250)	-100.00%
Sanitary Sewer Permits	\$ 5,000	\$ 10	0.20%	\$ 2,635	\$ 4,645	\$ (2,625)	-99.62%
Storm Sewer Permits	\$ 500	\$ 620	124.00%	\$ 550	\$ 2,410	\$ 70	12.73%
Fines & Forfeited Bail	\$ 135,000	\$ 40,016	29.64%	\$ 46,417	\$ 117,475	\$ (6,401)	-13.79%
Scrap & Excess Materials Sale	\$ 10,000	\$ 7,753	77.53%	\$ 9,959	\$ 15,387	\$ (2,206)	-22.15%
Minor Sales	\$ 100	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Sale of Real Property	\$ 50,000	\$ 26,474	52.95%	\$ 40,279	\$ 40,779	\$ (13,805)	-34.27%
Sale of Equipment	\$ 15,000	\$ 9,095	60.63%	\$ 6,050	\$ 7,050	\$ 3,045	50.32%
Insurance Recoveries	\$ 20,000	\$ 10,306	51.53%	\$ 13,494	\$ 18,521	\$ (3,188)	-23.62%
Refund of Prior Year Expense	\$ 5,000	\$ 4,139	82.79%	\$ 3,758	\$ 4,367	\$ 382	10.16%
Gifts & Donations	\$ 6,000	\$ 57,424	957.07%	\$ 4,300	\$ 19,776	\$ 53,124	1235.45%
Premium on Obligations	\$ -	\$ -	0.00%	\$ -	\$ 1,427	\$ -	0.00%
Other Unclassified Revenues	\$ 1,000	\$ 247	24.69%	\$ 1,769	\$ 1,075	\$ (1,523)	-86.05%
Payment Processing Fees	\$ 6,000	\$ 2,446	40.77%	\$ 2,558	\$ 5,745	\$ (112)	-4.37%
Central Printing & Mailing	\$ 5,000	\$ 3,025	60.50%	\$ 2,289	\$ 4,974	\$ 736	32.16%
Central Garage	\$ 115,000	\$ 38,729	33.68%	\$ 53,977	\$ 96,947	\$ (15,248)	-28.25%
State Aid, Per Capita	\$ 4,703,208	\$ 83,452	1.77%	\$ 83,452	\$ 4,703,208	\$ -	0.00%
State Aid, Mortgage Tax	\$ 350,000	\$ 170,301	48.66%	\$ 135,210	\$ 254,595	\$ 35,090	25.95%
State Reimbursement-Worker's Comp.	\$ 65,000	\$ -	0.00%	\$ 14,439	\$ 94,616	\$ (14,439)	-100.00%
State Reimbursement-Court Security	\$ 38,500	\$ -	0.00%	\$ -	\$ 36,960	\$ -	0.00%
State Reimbursement-Court Postage	\$ 1,752	\$ 876	50.00%	\$ 876	\$ 1,752	\$ -	0.00%

CITY OF WATERTOWN
FY 2015/16 FINANCIAL REPORT (UNAUDITED)
THROUGH THE QUARTER ENDING DECEMBER 31, 2015

	2015-16		Y-T-D % of Budget	Prior Y-T-D	2014-15		Current YTD vs. Prior YTD	
	Revised Budget	Current Y-T-D			Actual	Variance	%	
State Reimbursement-CHIPs	\$ 141,000	\$ 222,025	157.46%	\$ 6,471	\$ 100,738	\$ 215,554	3330.97%	
State Mass Transportation Assistance	\$ 246,000	\$ 129,627	52.69%	\$ 90,013	\$ 247,742	\$ 39,615	44.01%	
State Aid-Bus Projects	\$ 9,750	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	
State Aid, Youth Program	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	
State Aid, Juvenile Program	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	
State Aid, Disaster	\$ -	\$ 9,487	0.00%	\$ -	\$ -	\$ -	0.00%	
State Aid, Other Home & Community Service	\$ 25,000	\$ -	0.00%	\$ 1,080	\$ 1,080	\$ (1,080)	-100.00%	
State Aid, Codes	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	
Fed Aid - Other (TSA)	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	
Federal Aid Police Block Grant	\$ 24,000	\$ 77,019	320.91%	\$ 72,078	\$ 143,047	\$ 4,941	6.86%	
Federal Aid Highway Safety	\$ 6,800	\$ 4,129	60.72%	\$ 8,679	\$ 8,679	\$ (4,550)	-52.42%	
Federal Transportation Assistance	\$ 450,000	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	
Federal Aid-Transportation Grants	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	
Federal Aid - Snowstorm	\$ -	\$ -	0.00%	\$ -	\$ 28,462	\$ -	0.00%	
Federal Aid-Other Home & Community Serv.	\$ -	\$ -	0.00%	\$ -	\$ 7,675	\$ -	0.00%	
Interfund Transfers	\$ 364,000	\$ 72,321	19.87%	\$ 32,633	\$ 371,987	\$ 39,688	121.62%	
Total Revenue	\$ 39,325,329	\$ 21,291,788	54.14%	\$ 21,456,746	\$ 38,298,196	\$ (164,958)	-0.77%	
Appropriated Fund Balance	\$ 2,131,047	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	
Revenue and Fund Balance	\$ 41,456,376	\$ 21,291,788	51.36%	\$ 21,456,746	\$ 38,298,196	\$ (164,958)	-0.77%	

General Fund Expenditures

Legislative Board	\$ 78,806	\$ 40,745	51.70%	\$ 93,921	\$ 131,200	\$ (53,177)	-56.62%
Mayor	\$ 35,046	\$ 18,709	53.39%	\$ 18,813	\$ 28,064	\$ (103)	-0.55%
Municipal Executive	\$ 583,074	\$ 342,569	58.75%	\$ 326,152	\$ 607,062	\$ 16,417	5.03%
Comptroller	\$ 586,413	\$ 290,845	49.60%	\$ 293,520	\$ 555,028	\$ (2,675)	-0.91%
Purchasing	\$ 136,754	\$ 76,710	56.09%	\$ 72,228	\$ 134,310	\$ 4,482	6.21%
Assessment	\$ 267,984	\$ 147,026	54.86%	\$ 129,184	\$ 277,796	\$ 17,842	13.81%
Tax Advertising	\$ 21,000	\$ -	0.00%	\$ 170	\$ 16,084	\$ (170)	-100.00%
Property Acquired for Taxes	\$ 52,000	\$ 10,595	20.37%	\$ 678	\$ 6,668	\$ 9,917	1462.14%
Fiscal Agent Fees	\$ 800	\$ -	0.00%	\$ -	\$ 800	\$ -	0.00%
Clerk	\$ 212,714	\$ 113,530	53.37%	\$ 110,159	\$ 201,407	\$ 3,371	3.06%
Law	\$ 471,500	\$ 137,215	29.10%	\$ 127,363	\$ 287,378	\$ 9,853	7.74%
Civil Service	\$ 63,563	\$ 37,020	58.24%	\$ 40,914	\$ 68,193	\$ (3,894)	-9.52%
Engineering	\$ 726,248	\$ 336,729	46.37%	\$ 390,033	\$ 680,347	\$ (53,304)	-13.67%
DPW Administration	\$ 509,088	\$ 246,560	48.43%	\$ 230,238	\$ 488,872	\$ 16,322	7.09%
Buildings	\$ 206,638	\$ 92,380	44.71%	\$ 90,490	\$ 178,450	\$ 1,890	2.09%
Central Garage	\$ 786,548	\$ 338,873	43.08%	\$ 319,492	\$ 668,001	\$ 19,381	6.07%
Central Printing & Mailing	\$ 84,246	\$ 38,245	45.40%	\$ 28,484	\$ 63,418	\$ 9,762	34.27%
Information Technology	\$ 603,748	\$ 250,802	41.54%	\$ 230,136	\$ 492,179	\$ 20,666	8.98%
Judgements & Claims	\$ 30,000	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Land	\$ -	\$ -	0.00%	\$ -	\$ 20,000	\$ -	0.00%
Taxes on Property	\$ 39,600	\$ 40,734	102.86%	\$ 39,106	\$ 40,188	\$ 1,628	4.16%
Contingency	\$ 407,394	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Police	\$ 8,105,040	\$ 4,367,964	53.89%	\$ 4,149,713	\$ 7,802,721	\$ 218,251	5.26%
Fire	\$ 8,858,278	\$ 4,991,680	56.35%	\$ 4,809,323	\$ 8,754,242	\$ 182,357	3.79%
Control of Animals	\$ 98,719	\$ -	0.00%	\$ -	\$ 275,542	\$ -	0.00%
Safety Inspection	\$ 503,239	\$ 243,319	48.35%	\$ 205,040	\$ 379,893	\$ 38,279	18.67%
DPW Municipal Maintenance	\$ 598,070	\$ 259,488	43.39%	\$ 324,860	\$ 562,901	\$ (65,373)	-20.12%
DPW Road Maintenance	\$ 924,404	\$ 460,453	49.81%	\$ 422,714	\$ 858,377	\$ 37,739	8.93%
DPW Snow Removal	\$ 1,465,929	\$ 469,239	32.01%	\$ 406,573	\$ 1,274,042	\$ 62,666	15.41%
Hydro Electric Production	\$ 388,265	\$ 128,613	33.13%	\$ 212,196	\$ 417,171	\$ (83,583)	-39.39%
Traffic Control & Lighting	\$ 983,714	\$ 413,493	42.03%	\$ 365,787	\$ 808,500	\$ 47,705	13.04%
Bus	\$ 1,143,105	\$ 425,893	37.26%	\$ 388,354	\$ 766,736	\$ 37,539	9.67%
Off Street Parking	\$ 79,500	\$ 32,274	40.60%	\$ 31,556	\$ 41,635	\$ 717	2.27%
Community Action	\$ 47,500	\$ 23,750	50.00%	\$ -	\$ 47,500	\$ 23,750	#DIV/0!
Publicity	\$ 5,000	\$ 1,218	24.35%	\$ -	\$ 100	\$ 1,218	#DIV/0!
Private Social Services Agency	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Recreation Administration	\$ 243,991	\$ 137,392	56.31%	\$ 194,317	\$ 260,029	\$ (56,925)	-29.30%
Thompson Park	\$ 501,838	\$ 172,910	34.46%	\$ 173,329	\$ 361,534	\$ (419)	-0.24%
Recreation Playgrounds	\$ 66,247	\$ 57,348	86.57%	\$ 35,560	\$ 64,791	\$ 21,787	61.27%
Recreation Fairgrounds	\$ 203,581	\$ 127,748	62.75%	\$ 64,788	\$ 150,370	\$ 62,960	97.18%
Recreation Outdoor Winter Activities	\$ 15,165	\$ 1,151	7.59%	\$ 868	\$ 12,127	\$ 284	32.67%

CITY OF WATERTOWN
FY 2015/16 FINANCIAL REPORT (UNAUDITED)
THROUGH THE QUARTER ENDING DECEMBER 31, 2015

	2015-16		Y-T-D % of Budget	Prior Y-T-D	2014-15		Current YTD vs. Prior YTD	
	Revised Budget	Current Y-T-D			Actual	Variance	%	
Recreation Athletic Programs	\$ 146,699	\$ 151,799	103.48%	\$ 39,046	\$ 125,240	\$ 112,753	288.77%	
Recreation - Dog Park	\$ 4,200	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	
Recreation Swimming Pools	\$ 166,212	\$ 124,949	75.17%	\$ 82,996	\$ 141,771	\$ 41,953	50.55%	
Recreation Ice Arena	\$ 351,797	\$ 83,658	23.78%	\$ 310,912	\$ 499,197	\$ (227,253)	-73.09%	
Historian	\$ 250	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	
Zoning	\$ 3,000	\$ 865	28.83%	\$ 334	\$ 1,376	\$ 531	159.07%	
Planning	\$ 78,880	\$ 5,354	6.79%	\$ 3,226	\$ 6,833	\$ 2,128	65.97%	
DPW Storm Sewer	\$ 391,989	\$ 214,144	54.63%	\$ 242,008	\$ 370,835	\$ (27,863)	-11.51%	
DPW Refuse & Garbage	\$ 993,725	\$ 388,932	39.14%	\$ 408,695	\$ 776,502	\$ (19,763)	-4.84%	
Worker's Compensation	\$ 59,000	\$ 38,771	65.71%	\$ 32,207	\$ 70,394	\$ 6,564	20.38%	
Unemployment Insurance	\$ 7,500	\$ 4,554	60.72%	\$ 21	\$ 1,771	\$ 4,533	21411.57%	
Health Insurance-Retirees	\$ 3,606,340	\$ 1,756,167	48.70%	\$ 1,703,183	\$ 3,399,764	\$ 52,983	3.11%	
Medicare Reimbursements	\$ 358,116	\$ 172,036	48.04%	\$ 169,833	\$ 339,142	\$ 2,203	1.30%	
Compensated Absences	\$ 15,000	\$ -	0.00%	\$ -	\$ (16,721)	\$ -	0.00%	
Other Employee Benefits	\$ 4,750	\$ 1,864	39.24%	\$ 1,984	\$ 4,907	\$ (120)	-6.05%	
General Liability Reserve Transfer	\$ 75,000	\$ 37,500	50.00%	\$ -	\$ 75,000	\$ 37,500	#DIV/0!	
Library Transfer	\$ 1,204,698	\$ 683,723	56.75%	\$ 758,188	\$ 1,298,665	\$ (74,464)	-9.82%	
Serial Bonds - Principal	\$ 2,334,843	\$ 1,373,918	58.84%	\$ 1,479,686	\$ 2,099,611	\$ (105,768)	-7.15%	
Serial Bonds-Interest	\$ 751,505	\$ 208,243	27.71%	\$ 264,830	\$ 489,167	\$ (56,587)	-21.37%	
Capital Reserve Fund	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	
Capital Fund Transfer	\$ 758,125	\$ 123,636	16.31%	\$ 239,836	\$ 436,490	\$ (116,200)	-48.45%	
Black River Trust Fund Transfer	\$ 10,000	\$ -	0.00%	\$ -	\$ 10,000	\$ -	0.00%	
TOTAL	\$ 41,456,376	\$ 20,243,335	48.83%	\$ 20,063,043	\$ 37,913,602	\$ 180,292	0.90%	

Water Fund Revenues

Water Rents	\$ 3,320,000	\$ 1,443,287	43.47%	\$ 1,408,411	\$ 3,322,459	\$ 34,877	2.48%
Unmetered Water	\$ 10,000	\$ 4,914	49.14%	\$ 3,088	\$ 6,471	\$ 1,827	59.16%
Outside User Fees	\$ 1,440,000	\$ 660,678	45.88%	\$ 774,660	\$ 1,485,689	\$ (113,982)	-14.71%
Water Service Charges	\$ 75,000	\$ 44,343	59.12%	\$ 35,907	\$ 62,305	\$ 8,436	23.49%
Interest & Penalties on Water Rents	\$ 60,000	\$ 33,942	56.57%	\$ 32,228	\$ 64,318	\$ 1,714	5.32%
Interest Earnings	\$ 1,000	\$ 840	84.04%	\$ 652	\$ 1,244	\$ 188	28.82%
Sale of Scrap	\$ 8,000	\$ -	0.00%	\$ 8,548	\$ 8,548	\$ (8,548)	-100.00%
Sale of Equipment	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Insurance Recoveries	\$ -	\$ -	0.00%	\$ 2,822	\$ 2,822	\$ (2,822)	-100.00%
Refund of Prior Years Expenditure	\$ -	\$ -	0.00%	\$ 1,750	\$ 1,750	\$ (1,750)	-100.00%
Unclassified Revenues	\$ 1,000	\$ 74	7.40%	\$ 1,979	\$ 1,707	\$ (1,905)	-96.26%
Payment Processing Fees	\$ 2,500	\$ 2,215	88.59%	\$ 1,494	\$ 3,487	\$ 721	48.25%
Metered Water Sales Funds	\$ 154,000	\$ 51,795	33.63%	\$ 61,704	\$ 115,750	\$ (9,909)	-16.06%
Interfund Transfers	\$ 1,000	\$ -	0.00%	\$ -	\$ 15,681	\$ -	0.00%
Total Revenue	\$ 5,072,500	\$ 2,242,089	44.20%	\$ 2,333,243	\$ 5,097,659	\$ (91,154)	-3.91%
Appropriated Fund Balance	\$ 174,290	\$ 123,197	70.68%	\$ 101,929	\$ -	\$ 21,268	20.87%
Revenue and Fund Balance	\$ 5,246,790	\$ 2,365,286	45.08%	\$ 2,435,172	\$ 5,097,659	\$ (69,886)	-2.87%

Water Fund Expenditures

Taxes on Property	\$ 825	\$ 362	43.88%	\$ 373	\$ 765	\$ (11)	-3.03%
Contingency	\$ 40,000	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Water Administration	\$ 260,627	\$ 135,971	52.17%	\$ 140,020	\$ 256,082	\$ (4,049)	-2.89%
Source of Supply, Power and Pump	\$ 633,737	\$ 295,402	46.61%	\$ 287,404	\$ 584,292	\$ 7,998	2.78%
Water Purification	\$ 1,997,505	\$ 922,272	46.17%	\$ 844,782	\$ 1,694,652	\$ 77,490	9.17%
Transmission and Distribution	\$ 1,297,171	\$ 648,025	49.96%	\$ 560,938	\$ 1,197,730	\$ 87,087	15.53%
Worker's Compensation	\$ 3,500	\$ 909	25.96%	\$ 1,680	\$ 3,250	\$ (772)	-45.92%
Unemployment Insurance	\$ -	\$ 938	0.00%	\$ -	\$ 5,808	\$ 938	#DIV/0!
Health Insurance	\$ 142,917	\$ 74,768	52.32%	\$ 65,941	\$ 137,059	\$ 8,827	13.39%
Medicare Reimbursements	\$ 14,692	\$ 5,770	39.27%	\$ 5,035	\$ 10,333	\$ 734	14.58%
Compensated Absences	\$ 2,000	\$ -	0.00%	\$ -	\$ (5,629)	\$ -	0.00%
Other Employee Benefits	\$ 300	\$ 178	59.33%	\$ 73	\$ 293	\$ 105	143.84%
General Liability Transfer	\$ 15,000	\$ 7,500	50.00%	\$ -	\$ 15,000	\$ 7,500	#DIV/0!
Serial Bonds - Principal	\$ 673,610	\$ 224,410	33.31%	\$ 223,834	\$ 488,034	\$ 576	0.26%
Serial Bonds - Interest	\$ 178,944	\$ 48,781	27.26%	\$ 53,091	\$ 108,423	\$ (4,310)	-8.12%
Transfer to Coagulation Reserve	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Transfer to Capital	\$ 80,000	\$ -	0.00%	\$ 252,000	\$ 330,667	\$ (252,000)	-100.00%
TOTAL	\$ 5,340,828	\$ 2,365,286	44.29%	\$ 2,435,172	\$ 4,826,758	\$ (69,886)	-2.87%

CITY OF WATERTOWN
FY 2015/16 FINANCIAL REPORT (UNAUDITED)
THROUGH THE QUARTER ENDING DECEMBER 31, 2015

	2015-16			2014-15		Current YTD vs. Prior YTD	
	Revised Budget	Current Y-T-D	Y-T-D % of Budget	Prior Y-T-D	Actual	Variance	%
Sewer Fund Revenues							
Sewer Rents	\$ 2,585,000	\$ 1,101,167	42.60%	\$ 1,114,341	\$ 2,562,847	\$ (13,174)	-1.18%
Sewer Charges	\$ 651,000	\$ 305,863	46.98%	\$ 348,871	\$ 735,577	\$ (43,008)	-12.33%
Interest & Penalties on Sewer Rents	\$ 55,000	\$ 31,874	57.95%	\$ 30,309	\$ 60,259	\$ 1,564	5.16%
Sewer Rents-Governments	\$ 2,350,000	\$ 813,064	34.60%	\$ 844,459	\$ 2,038,975	\$ (31,395)	-3.72%
Interest Earnings	\$ 1,000	\$ 384	38.45%	\$ 197	\$ 328	\$ 188	95.28%
Permit Fees	\$ 20,000	\$ 17,750	88.75%	\$ 17,500	\$ 17,500	\$ 250	1.43%
Sale of Scrap	\$ 2,000	\$ -	0.00%	\$ -	\$ 2,000	\$ -	0.00%
Sale of Equipment	\$ 1,000	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Insurance Recovery	\$ -	\$ 1,418	0.00%	\$ 31,968	\$ 31,968	\$ (30,550)	-95.57%
Refund of Prior Years Expenditure	\$ -	\$ 174	0.00%	\$ 1,755	\$ 1,755	\$ (1,581)	-90.08%
Unclassified Revenues	\$ -	\$ -	0.00%	\$ 413	\$ -	\$ (413)	-100.00%
Payment Processing Fees	\$ 2,500	\$ 2,217	88.69%	\$ 1,494	\$ 3,487	\$ 723	48.41%
Interfund Revenues	\$ 374,000	\$ 222,495	59.49%	\$ 200,917	\$ 371,122	\$ 21,578	10.74%
State Aid - Workers Compensation	\$ -	\$ -	0.00%	\$ 615	\$ 615	\$ (615)	-100.00%
State Aid - CHIPSS	\$ -	\$ 20,167	0.00%	\$ 880	\$ 4,942	\$ 19,287	2190.67%
State Aid - Home & Community	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Federal Aid, Community Services	\$ -	\$ -	0.00%	\$ -	\$ 9,032	\$ -	0.00%
Interfund Transfer	\$ 1,000	\$ -	0.00%	\$ -	\$ 17,367	\$ -	0.00%
Total Revenue	\$ 6,042,500	\$ 2,516,572	41.65%	\$ 2,593,717	\$ 5,862,597	\$ (77,145)	-2.97%
Appropriated Fund Balance	\$ 75,393	\$ 166,500	220.84%	\$ 9,003	\$ -	\$ 157,497	1749.34%
Total Revenue	\$ 6,117,893	\$ 2,683,072	43.86%	\$ 2,602,720	\$ 5,862,597	\$ 80,352	3.09%

Sewer Fund Expenditures							
Sewer Administration	\$ 243,405	\$ 124,042	50.96%	\$ 130,498	\$ 242,833	\$ (6,456)	-4.95%
Sanitary Sewer	\$ 456,889	\$ 237,189	51.91%	\$ 235,665	\$ 421,489	\$ 1,524	0.65%
Sewage Treatment and Disposal	\$ 4,158,996	\$ 1,816,170	43.67%	\$ 1,769,645	\$ 3,477,520	\$ 46,525	2.63%
Contingency	\$ 35,000	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Worker's Compensation	\$ 3,200	\$ 856	26.75%	\$ 1,495	\$ 2,893	\$ (640)	-42.76%
Unemployment Insurance	\$ -	\$ -	0.00%	\$ -	\$ 2,299	\$ -	0.00%
Health Insurance- Retirees	\$ 151,255	\$ 77,952	51.54%	\$ 69,711	\$ 143,320	\$ 8,241	11.82%
Medicare Reimbursements	\$ 10,887	\$ 5,350	49.14%	\$ 5,035	\$ 10,542	\$ 315	6.25%
Compensated Absences	\$ 2,000	\$ -	0.00%	\$ -	\$ 11,270	\$ -	0.00%
Other Employee Benefits	\$ 200	\$ 58	29.00%	\$ 85	\$ 164	\$ (27)	-31.76%
General Liability Transfer	\$ 15,000	\$ 7,500	50.00%	\$ -	\$ 15,000	\$ 7,500	#DIV/0!
Serial Bonds - Principal	\$ 903,396	\$ 311,021	34.43%	\$ 314,509	\$ 724,884	\$ (3,488)	-1.11%
Serial Bonds - Interest	\$ 283,961	\$ 102,934	36.25%	\$ 48,077	\$ 221,697	\$ 54,858	114.10%
Transfer to Capital Reserve Fund	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Transfer to Capital Fund	\$ 75,000	\$ -	0.00%	\$ 28,000	\$ 45,000	\$ (28,000)	-100.00%
TOTAL	\$ 6,339,190	\$ 2,683,072	42.33%	\$ 2,602,720	\$ 5,318,912	\$ 80,352	3.09%

Library Fund Revenues							
Library Fines	\$ 20,000	\$ 7,856	39.28%	\$ 8,795	\$ 18,669	\$ (939)	-10.68%
Library Grant	\$ 46,105	\$ 23,052	50.00%	\$ 23,052	\$ 46,105	\$ -	0.00%
Unclassified Revenues	\$ -	\$ -	0.00%	\$ 110	\$ -	\$ (110)	-100.00%
Interfund Transfer	\$ 1,204,698	\$ 683,723	56.75%	\$ 758,188	\$ 1,299,188	\$ (74,464)	-9.82%
Total Revenue	\$ 1,270,803	\$ 714,632	56.23%	\$ 793,984	\$ 1,367,800	\$ (79,352)	-9.99%
Appropriated Fund Balance	\$ 50,000	\$ 287	0.57%	\$ 12,724	\$ 3,291	\$ (12,437)	-97.75%
Revenue and Fund Balance	\$ 1,320,803	\$ 714,919	54.13%	\$ 806,708	\$ 1,371,092	\$ (91,789)	-11.38%

Library Fund Expenditures							
Contingency	\$ 10,000	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Library Fund Expenditures	\$ 1,114,281	\$ 600,626	53.90%	\$ 571,538	\$ 1,066,087	\$ 29,088	5.09%
Worker's Compensation	\$ 1,600	\$ 421	26.34%	\$ 749	\$ 1,449	\$ (328)	-43.75%
Health Insurance	\$ 117,756	\$ 55,162	46.84%	\$ 61,499	\$ 115,626	\$ (6,337)	-10.30%
Medicare Reimbursements	\$ 19,026	\$ 6,923	36.39%	\$ 8,182	\$ 14,791	\$ (1,259)	-15.38%
Compensated Absences	\$ 1,000	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Other Employee Benefits	\$ 100	\$ 54	54.00%	\$ 36	\$ 97	\$ 18	50.00%
Serial Bonds - Principal	\$ 45,651	\$ 45,651	100.00%	\$ 46,971	\$ 46,971	\$ (1,320)	-2.81%
Serial Bonds - Interest	\$ 4,147	\$ 2,301	55.49%	\$ 2,733	\$ 5,034	\$ (432)	-15.79%
Transfer to Capital	\$ -	\$ -	0.00%	\$ 115,000	\$ 114,316	\$ (115,000)	-100.00%
TOTAL	\$ 1,320,811	\$ 714,919	54.13%	\$ 806,708	\$ 1,371,092	\$ (91,789)	-11.38%

**CITY OF WATERTOWN
 FY 2015/16 FINANCIAL REPORT (UNAUDITED)
 THROUGH THE QUARTER ENDING DECEMBER 31, 2015**

	2015-16	Current Y-T-D	Y-T-D % of Budget	Prior Y-T-D	2014-15	Current YTD vs. Prior YTD	
	Revised Budget				Actual	Variance	%
Self-Insurance Fund Revenues							
Shared Service Charges	\$ 7,495,270	\$ 3,631,439	48.45%	\$ 3,491,607	\$ 6,985,703	\$ 139,832	4.00%
Interest and Earnings	\$ 2,500	\$ 746	29.84%	\$ 1,459	\$ 2,865	\$ (713)	-48.87%
Insurance Recoveries	\$ 100,000	\$ -	0.00%	\$ -	\$ 33,181	\$ -	0.00%
Medicare Part D reimbursement	\$ 200,000	\$ 28,715	14.36%	\$ 55,159	\$ 213,900	\$ (26,444)	-47.94%
Refund of Prior Years Expenditure	\$ -	\$ 30,075	0.00%	\$ 71,107	\$ 97,687	\$ (41,032)	-57.70%
Employee Contributions	\$ 664,635	\$ 348,634	52.45%	\$ 341,362	\$ 612,866	\$ 7,272	2.13%
Unclassified Revenues	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Prescription Reimbursements	\$ 160,000	\$ 144,363	90.23%	\$ 93,621	\$ 226,577	\$ 50,742	54.20%
Federal Early Retiree Reinsurance Program	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Total Revenue	\$ 8,622,405	\$ 4,183,972	48.52%	\$ 4,054,316	\$ 8,172,779	\$ 129,656	3.20%
Appropriated Fund Balance	\$ 225,000	\$ 81,377	36.17%	\$ 18,037	\$ 662,275	\$ 63,340	351.16%
Revenue and Fund Balance	\$ 8,847,405	\$ 4,183,972	47.29%	\$ 4,072,353	\$ 8,835,054	\$ 111,619	2.74%

Self-Insurance Fund Expenditures

Administration	\$ 435,405	\$ 285,949	65.67%	\$ 304,828	\$ 526,095	\$ (18,878)	-6.19%
Medical Claims	\$ 5,756,000	\$ 2,725,164	47.34%	\$ 2,441,903	\$ 5,512,762	\$ 283,260	11.60%
Pharmacy Claims	\$ 2,656,000	\$ 1,254,237	47.22%	\$ 1,325,622	\$ 2,796,198	\$ (71,386)	-5.39%
TOTAL	\$ 8,847,405	\$ 4,265,349	48.21%	\$ 4,072,353	\$ 8,835,054	\$ 192,996	4.74%

January 22, 2016

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: FY 2016-17 Property Tax Cap

The projected FY 2016-17 allowable tax levy increase pursuant to General Municipal Law §3-c (the Property Tax Cap) will allow the property tax levy to be increased by 0.95% or \$80,665.

Any increase over that amount will require the adoption of a local law to override the limit prior to the adoption of the FY 2016-17 General Fund budget.

City of Watertown
Projected Fiscal Year 2016-17 Budget
Property Tax Cap Calculation

		Projected <u>FY 2016-17</u>
	Prior Year Adopted Tax Levy	\$ 8,465,927
Multiply By	Tax Base Growth Factor (provided by NYS Dept. of Taxation and Finance)	<u>1.0077</u>
	Subtotal	\$ 8,531,114
Plus	PILOTS Receivable from Prior Year	<u>150,412</u>
Equals	Subtotal	8,681,526
Multiply By	Allowable Levy Growth Factor (provided by NYS Office of the State Comptroller)	<u>0.12%</u>
Equals	Subtotal	8,691,944
Less	PILOTS Receivable for Current Year	(159,500)
Plus	Available Carryover from Prior Year	<u>14,148</u>
Equals	Tax Levy Limit Before Adjustments / Exclusions	\$ 8,546,592
Less	Costs Incurred from Transfer of Local Government Functions	-
Plus	Savings Realized from Transfer of Local Government Functions	<u>-</u>
Equals	Tax Levy Limit (Adjusted for Transfer of Local Government Functions)	\$ 8,546,592
Plus	Tax Levy Necessary for Pension Contribution Expenditures Caused by Growth in the Employees Retirement System Average Actuarial Contribution Rate in Excess of 2 Percentage Points	-
Plus	Tax Levy Necessary for Pension Contribution Expenditures Caused by Growth in the Police and Fire Retirement System Average Actuarial Contribution Rate in Excess of 2 Percentage Points	-
Plus	Available Carryover (if any, up to a maximum of 1.5%)	<u>-</u>
Equals	Tax Levy Limit (Adjusted for Transfers and Exclusions)	<u>\$ 8,546,592</u>
	Tax Levy Increase Allowable per Tax Cap Calculation	\$ 80,665
	Percent Tax Levy Increase Allowable per Tax Cap Calculation	0.95%

Office of the New York State Comptroller

Thomas P. DiNapoli • State Comptroller



Property Tax Cap

Inflation and Allowable Levy Growth Factors

Inflation Factors and Allowable Levy Growth Factors by Fiscal Year										
Fiscal Year	Fiscal Years Beginning									
	2012		2013		2014		2015		2016	
	Inflation Factor	Allowable Levy Growth Factor	Inflation Factor	Allowable Levy Growth Factor	Inflation Factor	Allowable Levy Growth Factor	Inflation Factor	Allowable Levy Growth Factor	Inflation Factor	Allowable Levy Growth Factor
Jan 1 - Dec 31	2.01%	1.0200	2.93%	1.0200	1.66%	1.0166	1.56%	1.0156	0.73%	1.0073
Mar 1 - Feb 28	2.43%	1.0200	2.57%	1.0200	1.70%	1.0170	1.58%	1.0158	0.45%	1.0045
Apr 1 - Mar 31	2.65%	1.0200	2.42%	1.0200	1.63%	1.0163	1.62%	1.0162	0.31%	1.0031
Jun 1 - May 31	3.04%	1.0200	2.17%	1.0200	1.48%	1.0148	1.68%	1.0168	0.12%	1.0012
Jul 1 - Jun 30	3.16%	1.0200	2.07%	1.0200	1.46%	1.0146	1.62%	1.0162	0.12%	1.0012
Aug 1 - Jul 31	3.26%	1.0200	1.96%	1.0196	1.46%	1.0146	1.48%	1.0148		
Oct 1 - Sep 30	3.32%	1.0200	1.79%	1.0179	1.40%	1.0140	1.25%	1.0125		

As defined in law, the allowable levy growth factor is the lesser of one plus the inflation factor or one and two-one-hundredths of a percent. Since July 31, 2013 the inflation factor has been less than 2 percent, therefore the allowable levy growth factor has been equal to one plus the inflation factor.



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January 21, 2016

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Arena Concession Fee

Parks and Recreation Superintendent Erin Gardner is recommending in the attached report that a fee be added to the Fee Schedule for the Arena usage to include the Arena concession until a vendor is determined.

If City Council approves the City resident and non-City resident fees as suggested, a Resolution will be included in the next City Council meeting to adopt the fees.

January 26, 2016

To: The Honorable Mayor and City Council
From: Erin E. Gardner, Superintendent of Parks and Recreation
Subject: Arena Concession Fee

Superintendent Gardner is proposing that City Council add the arena concession fee back into the fee schedule, until a determination is made on a vendor for the concession stand. It is important that the City capture the fees in the meantime. Superintendent Gardner is proposing that the City resident fee be \$250 per vendor/per day or \$1000 per day for an unlimited number of concession stands. The non-City resident fee is proposed to be \$312.50 per vendor/per day or \$1250 per day to have an unlimited number of concession stands. Superintendent Gardner will be in attendance at the meeting to answer any questions.

January 26, 2016

To: The Honorable Mayor and City Council
From: Erin E. Gardner, Superintendent of Parks and Recreation
Subject: Arena Concession Stand

Superintendent Gardner recommends that the City re-bid the rights to the concession stand from the opening day of the Arena through August 31, 2016. The City will re-bid the rights from September 1, 2016 – August 31, 2017, once we receive direction from Council on the concession renovation.

It is Staff's recommendation that we post this re-bid without a minimum bid. This bid will include the existing equipment only. Superintendent Gardner has received feedback from a few concessionaires of their interest in running the concession stand without the grill and fryers for this period of time. Superintendent Gardner will be attendance at the meeting to answer any questions.

January 26, 2016

To: The Honorable Mayor and City Council
From: Erin E. Gardner, Superintendent of Parks and Recreation
Subject: Naming Rights to the Municipal Arena

Superintendent Gardner is proposing that the City bid out the naming rights to the Municipal Ice Arena, as discussed with City Council in the past. With the renovations near completion, this is the time to send out an RFP for that purpose. Selling the naming rights could be a source of additional revenue for the City of Watertown. With the Council's approval, staff will craft an RFP to be advertised and released to interested parties. Superintendent Gardner will be in attendance to answer any questions.

January 26, 2016

To: The Honorable Mayor and City Council
From: Erin E. Gardner, Superintendent of Parks and Recreation
Subject: Empire Baseball League

As Superintendent of the City of Watertown Parks and Recreation Department, I recommend that we enter into a Franchise Agreement with the Empire Baseball League for the 2016 baseball season. To date, the Empire Baseball League has been the only league who has expressed interest in playing at the Fairgrounds for the 2016 season. The term of this Franchise Agreement would be for the 2016 season only, and this has been communicated several times to the Empire Baseball League. City Manager Addison and Superintendent Gardner met with the owner of the league, Eddie Gonzalez and two of his staff members, on January 12. Mr. Gonzalez expressed his intentions with the league and provided references. All references came back very positive. Mr. Gonzalez intends on keeping the Watertown Bucks name. Superintendent Gardner will be in attendance at the meeting to answer any questions.



Eddie Gonzalez

306 15th Ave NW
Ruskin, FL 33570
(727) 992-5205

Birthplace: San Juan, Puerto Rico
Year of Birth: November 16, 1983 (Age 31)
High School: Armwood High School - 01'
College: Weber International University - 05'

Objective:

Seeking a position in professional baseball as hitting or fielding instructor / field manager / assistant coach or scout of an organization that could benefit from my qualifications as a highly knowledgeable and experienced individual in this industry.

Summary of Qualifications:

6 years as Player in professional baseball (River City Rascals - Frontier, Chillicothe Paints - Frontier, Florence Freedom - Frontier, Evansville Otters - Frontier)
2 years as Manager in professional baseball (Whitesands Pupfish - Pecos, Road City Explorers - NCBL)
2 years as Collegiate assistant manager (Florida Christian College - Orlando, FL)
1 year as High School Head Coach (Plant City High School 2012)
3 years as personal instructor to major league baseball players (Matt Joyce, Andrew Romine)
3 years as professional independent baseball scout (Atlantic League, NCBL, AA, Pecos, Frontier)

Recent Professional Achievements:

2015 North Country Professional Baseball League Manager of the Year
2015 NCBL Director of Player Operations Achievement Award for promoting almost 50% of NCBL players to the Atlantic League or American Association.

Reference:

Chip Lawrence - International Crosschecker San Diego Padres (619) 851-5870
Bruce Zicari - Founder of North Country Professional Baseball League (585) 953-6682
Matt Joyce – Current MLB All Star and Los Angeles Angels Outfielder (813) 956-2040
Andrew Romine- Current MLB athlete for the Detroit Tigers (949) 436-1832
Jed Carrier- Coach at Sullivan College in New York (845) 866-2218
Dave Fago - President of Intelligent Products Marketing (813) 376-6581

The Empire League is a player development and player personnel resource to the world of independent and affiliated baseball. The primary focus is to provide either undrafted or free agent players the opportunity and resources to develop their skills in a tangible, practical way, so as to attract the right opportunities for career advancement. The Empire League is first and foremost a player's league.

The Empire Professional Baseball League will be a developmental league designed to give graduated college players as well as available lower level professional players the opportunity to build a professional baseball resume.

Pro Talent Baseball LLC is a corporation owned by former professional baseball Players who will be the league operating managers and personnel which includes Eddie Gonzalez as the leading Operating Staff member.

Our Organization will be funding the league, and will also focus on our business operations finances for the leagues additional funding. The League generated revenue will go directly towards the league for the great cause of helping the youngmen attempting to achieve their baseball goals of pursuing a career in High level professional baseball.

The League will operate a 60 game season starting in June 1st and ending on August 5th 2016. The primary league representative is Eddie Gonzalez, who is the Director of Baseball Business Operations for the League.

The league will be a low overhead league that will focus on player development. It is primarily an opportunity with great resources for a great cause of keeping young men on a positive path.

1. What is the Empire Professional Baseball League

The Empire Professional Baseball League, formerly The North Country Baseball League, is a player development focused league, seeking to assist young players in their efforts to move on to higher levels of independent baseball and affiliated clubs.

2. What is the level of play in The Empire League?

The level of play is between Rookie- High A.

3. How many teams are playing in 2016 and where are located?

In 2016, The Empire League will field four teams based in Old Orchard Beach Maine, Watertown, New York, New York State and Rome, New York.

4. How many games will the teams play.

The Empire League will play a sixty (60) game season in 2016. Opening Day will be on June 2 with the regular season ending on August 4. A five game championship series between the league's first half and second half champions to determine The Empire League's champion

5. What is the average salary?

Players will be paid between \$350-\$450 per month.

6. How many players will be on each team?

Each team will carry between 20-24 players on its roster.

7. Will there be tryouts for The Empire League?

Tryout dates and locations will be announced shortly.

8. How does a player become a part of the Empire League's database?

Players should log on to www.empireproleague.com and fill out the player information form on the league homepage.

9. When is the league spring training?

The league will hold its spring training from May 22-28, 2016 at Sports on the Beach in Georgetown, DE

10. Will there be an Empire League All-Star Game

The Empire League All-Star Festival will be held on July 9-10, 2016 at The Ballpark at Old Orchard Beach.

Business Operations:

The Empire League's business operations will be focused on the following:

Creating memories for our guests and results for our marketing partners worth repeating

-Providing affordable family friendly entertainment, tangible value for our partners and contributing to the health, welfare and spirit of the communities we are a part of. We are to build relationships with the community and all stakeholders

The Empire League seeks to achieve the vision established above by casting a wide net in the Tri-City area in developing strategic corporate partnerships, providing affordable guest friendly pricing and entertainment and serving as a philanthropic member of the community.

Listed below are a series of references for the principal parties involved in the ownership and day to day management of the Empire League of Professional Baseball.

The persons listed as references are individuals who we have in that past at some point or other dealt with or negotiated with in a similar matter as we are doing with the City of Old Orchard Beach. From Business contracts, or Baseball operation agreements that had expenses from our organization. Feel free to contact them at any time.

References

Bruce Zicari - 585-943-6682 bzicari@twcny.rr.com

Bruce was the owner of the NCBL North Country League before it became the Empire League. He was also the previous owner of the Watertown Bucks. We did a great deal of affiliation with Mr Zicari, as we paid for detailed website registrations and transactions, and Baseball operations cost for Mr. Bruce Zicari worth approximately \$11,000 dollars.

Alan Zeff- 561-704-1043 Alanzeff@aol.com

Alan is the president of Blue Staffing an umpire union. Blue Staffing has been hired many times by Director of Baseball Operations Eddie Gonzalez for many baseball events and National Showcase camps. In 2015 Eddie paid Blue Staffing \$12,810 for staffing umpires for a 5 day World baseball Championship event.

Brian Domenico - 561-271-7247 powershowcase@att.net

Brian is the President of the Worlds Larges High School Baseball Showcase called the Power-Showcase. Eddie and his staff have paid near \$20,000 dollars annually in player registration payments.

Dave Fago - 813-376-6581 Dfago21@aol.com

Dave is President and Owner of Intelligent Products Marketing. Eddie and Empire League personnel currently pay Dave Fago \$24,000 dollars annually for baseball facility rental space, and \$10,000 for Financial Secretarial services.

my personal email is Eddieg9@yahoo.com
cell 727-992-5205

Eddie Gonzalez
Director of Baseball- Empire League

Matthew L Snyder

35 W. Berwin Way
Mount Laurel, NJ 08086
matts@empireproleague.com

Work Experience:

Camden Riversharks, Camden, New Jersey: Corporate Partnerships Account Executive, March 2015- Present:

- Responsible for new business development and renewal of partnership agreements
- Oversaw partnership fulfillment and activation
- Oversaw relationships with media properties and partners
- Participated in budgeting and pre-season planning
- Solicited new business for premium seating and Executive Suites
- Led development and activation selected of team theme nights
- Created new partnership driven outside events and programs
- Developed \$30,000 in new corporate partnership and premium seating business.

Austin Bruins, Austin, Minnesota, North American Hockey League: Director of Business Operations, May 2014- August 2014

- Spearheaded development of team marketing plans including season slogan "The Hunt is On"
- Increased sponsorship revenue by 35% through the creation of new accounts and renewal upgrades
- Oversaw sponsorship fulfillment efforts
- Developed and executed team social media strategy
- Served as team spokesman before community groups
- Created team season ticket database
- Oversaw creation and development of team promotional nights
- Managed full-time staff and served as primary point of contact for team internship program
- Served as team liason with municipal and arena staff on all building related matters
- Managed team accounts receivable and payable

Equity Sports Group, Saint Petersburg, Florida: Director of Business Development, January 2011- February 2013

- Consulted on development efforts of start-up professional box-lacrosse league including league by-laws and structure
- Responsible for budget development and financial forecasting
- Solicited commitments from team investors and negotiated terms and conditions of franchise ownership
- Managed initial lease negotiations with proposed league arenas
- Served as ESG's primary media and governmental affairs contact

Realization Management, Saint Petersburg Florida: Partner, January 2008- December 2010

- Managed the day to day operations of a political consulting firm
- Responsible for client development and servicing
- Oversaw candidate fundraising, volunteer recruitment and messaging
- Participated in management of campaigns ranging from Federal to Municipal levels

Tampa Bay Rays, Saint Petersburg, Florida: Marketing Assistant, Summer 2006

- Responsible for season ticket sales and FSE business development
- Managed servicing and fulfillment of team sponsorships
- Participated in game night operations, customer service and box office management
- Assisted community relations department with community appearances and charitable giving

Tampa Bay Lightning, National Hockey League, Tampa, Florida: General Counsel and Human Resource Assistant, Summer 2005

- Drafted memorandum on the parol evidence rule related to team sponsorship agreements and suite sales agreements
- Responsible for fulfillment of Uniform Commercial Code documents for organizational equipment purchases.
- Participated in research and document review preparing for purchase of Johnstown Chiefs and Tampa Bay Storm
- Assisted human resource department with ongoing resume review and initial telephone screens
- Participated in planning, development and execution of Tampa Bay Lightning Job Fair

San Antonio Rampage, American Hockey League, San Antonio, Texas: Hockey Operations Assistant, Winter 2004

- Assisted in roster management and served as team liason with American Hockey League Office
- Responsible for travel logistics and planning
- Reviewed and interpreted league collective bargaining agreements and standard player contracts

Atlantic City Boardwalk Bullies, ECHL, Atlantic City, New Jersey: Public Relations and Marketing Assistant, December 2001- October 2003

- Managed all team community relations efforts including mascot appearances and team donations
- Developed content for team collateral material and other publications
- Responsible for selected sponsorship and business development projects including the sponsorship of community programs
- Served as game day press box manager and secondary media relations contact
- Oversaw team statistical compilation and management

Atlantic City Surf, Atlantic League, Atlantic City, New Jersey: Assistant Director of Special Events Promotions and Client Services, Summer 2000

- Responsible for assisting in the fulfillment and execution of team sponsorships
- Managed game day promotional scripting and execution
- Oversaw creation and development of selected team related special events
- Participated in fulfillment of sponsor ticket and special requests

Education:

2007: Juris Doctorate- Stetson University College of Law, Gulfport, Florida

Graduated with Honors

2002: Bachelor's of Science- Sports Management: York College of Pennsylvania, York, Pennsylvania

Graduated Magna Cum Laude

REFERENCES:

Joe Klein, Executive Director: Atlantic League, (610) 357-7822

Michael Desmond, Former Account Executive, Atlantic City Boardwalk Bullies, (732) 233-1444

Matthew Loughran, Former General Manager, Atlantic City Boardwalk Bullies (864) 326-7319