

**CITY OF WATERTOWN, NEW YORK
AGENDA**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, December 7, 2009, 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

CITIZEN'S RECOGNITION

Award Presented by Watertown Police Department to Jason Roach

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 1 - Approving Online Auction Contract With Auctions International, Incorporated
- Resolution No. 2 - Establishing County Tax Rate 2010
- Resolution No. 3 - Approving Amendment to the City of Watertown Procurement Policy
- Resolution No. 4 - Approving Agreement for Professional Land Surveying Services, Storino Geomatics
- Resolution No. 5 - Authorizing Sale of Real Property, Known as 45 Pennsylvania Avenue to Benjamin and Katrina Butz, 215 Sterling Street, Watertown, New York 13601
- Resolution No. 6 - Authorizing Sale of Real Property, Known as 46 Pennsylvania Avenue to Benjamin and Katrina Butz, 215 Sterling Street, Watertown, New York 13601

- Resolution No. 7 - 2009-2010 Sidewalk Improvement Special Assessment Program
- Resolution No. 8 - Approving the Special Use Permit Request Submitted by Lou A. Bedford and Ken Bedford to Allow a Tattoo and Body Piercing Studio at 839 State Street Parcel No. 06-09-201.000
- Resolution No. 9 - Approving an Amended Site Plan for the Construction of a 5,793 sq. ft. Addition Located at 595 Main Street West, Parcel Numbers 1-14-121.002, 1-14-121.003, 1-14-126.000

ORDINANCES

- Ordinance No. 1 - Amending City Municipal Code A320, Article V, Miscellaneous Fees, §320-6, Schedule of Fees
- Ordinance No. 2 - Amending City Municipal Code A320, Article V, Miscellaneous Fees, §320-6, Schedule of Fees
- Ordinance No. 3 - Amending City Municipal Code §293, Vehicles and Traffic

LOCAL LAW

PUBLIC HEARING

7:30 p.m. – Public Hearing on Special Use Permit Request Submitted by Mark Bonner to Allow an Auto Sales Lot and Auto Detailing Operation Located at 804 State Street, Parcel No. 12-06-322

OLD BUSINESS

STAFF REPORTS

1. Offer to Purchase 575 Water Street
2. Quarterly Financial Report

NEW BUSINESS

EXECUTIVE SESSION

To discuss collective bargaining.

WORK SESSION

ADJOURNMENT

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY,
DECEMBER 21, 2009.**

November 30, 2009

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Approving Online Auction Contract,
Auctions International Incorporated

The City of Watertown Department of Public Works has a vehicle that has been decommissioned and is surplus to our needs, a 1993 Vactor Sewer Vac. Additionally, with the installation of the new generator for City Hall, the small 1960 vintage natural gas fired Kohler model 30 R82 25 KW generator that at one time provided emergency power for the Police department, has become excess. City Purchasing Agent Robert J. Cleaver is recommending that we use Auctions International, Inc. an on-line auction house to sell this vehicle and equipment. While we weren't successful in selling the Fire Pumper earlier this year, we were successful with Auctions International when we sold the truck scales from the City's landfill and a reserve ladder truck. Mr. Cleaver still believes that this method will yield the best resale price for the City of Watertown.

City Purchasing Agent Robert Cleaver is also recommending that the minimum bids be set at \$25,000 for the Sewer Vac and \$500 for the generator. As Mr. Cleaver's memorandum states, if all bids come in under the minimum bid, they will be referred back to the City Council for approval.

Attached for City Council consideration is a Resolution authorizing the City to enter into the On-line Auction Contract with Auctions International, Inc. to sell this vehicle and equipment.

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Approving Online Auction Contract
With Auctions International, Incorporated

Council Member BURNS, Roxanne M.
Council Member BURTO, Jason R.
Council Member BUTLER, Joseph M. Jr
Council Member SMITH, Jeffrey M.
Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

WHEREAS the City of Watertown has determined that it owns a vehicle that have been decommissioned and is excess to the City’s needs, namely a 1993 Vactor Sewer vac, and

WHEREAS the City also has a 1960 vintage natural gas fired Kohler model 30 R 82 25 KW generator that is no longer in use, and

WHEREAS it is the City’s desire to get the best price possible for this vehicle and equipment, and

WHEREAS the Purchasing Agent, Robert J. Cleaver, has contacted Auctions International, Inc., which conducts online auctions, and

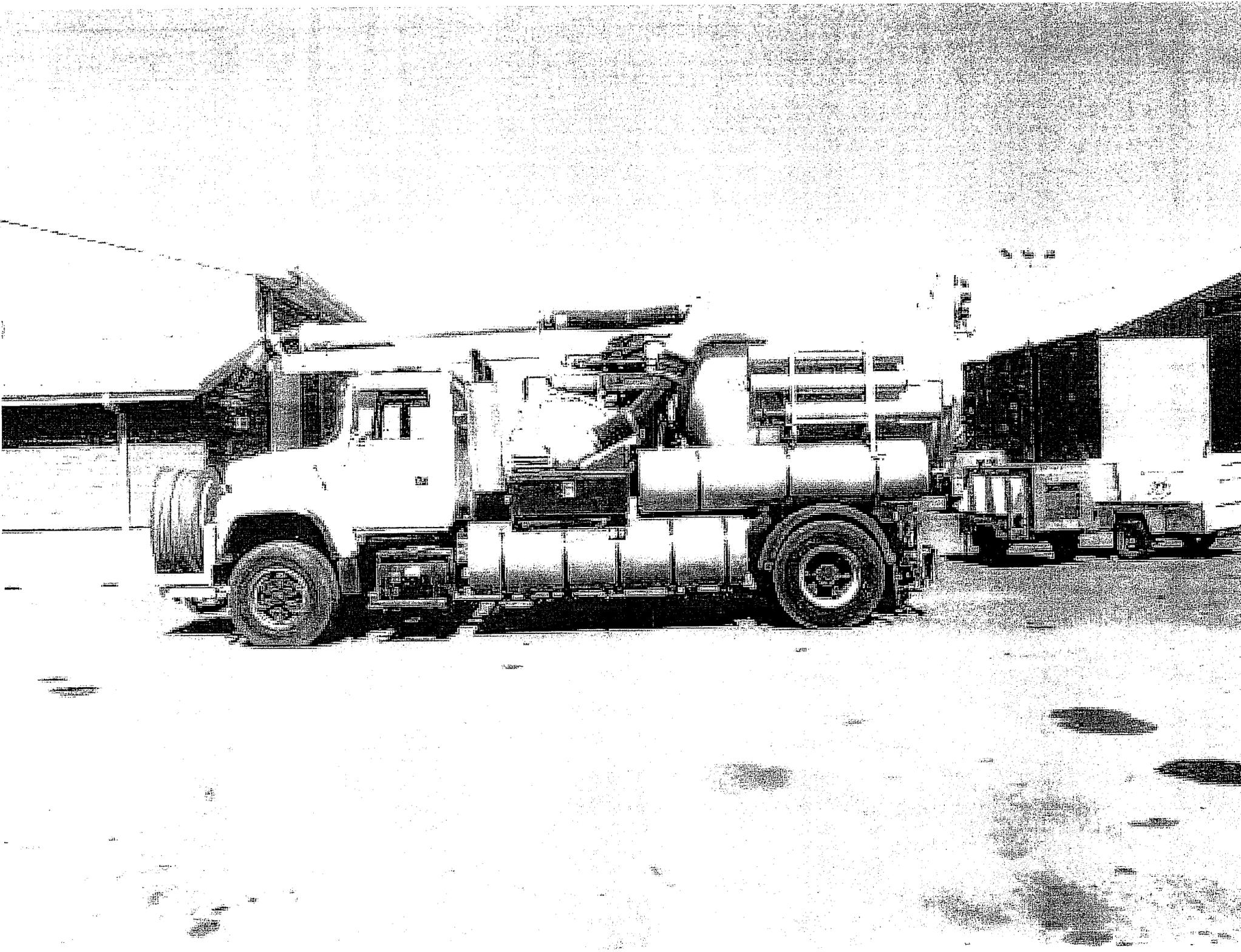
WHEREAS there is no cost to the City, as the fee will be a 10% buyer’s premium,

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 FURHTER RESOLVED that if the highest bid does not meet the City’s minimum asking price, no sale will take place, without prior approval of the City Council, and

BE IT FURTHER RESOLVED that the City Manager, Mary M. Corriveau, is hereby authorized and directed to execute the Contract and accept the highest offer at the time of sale above the City’s minimum bid, on behalf of the City.

Seconded by



Purchasing Department

INTER-OFFICE MEMORANDUM

December 1, 2009

To: Mary Corriveau
From: Robert J. Cleaver
Subject: Surplus Equipment

The City's Department of Public Works has a 1993 Vactor Sewer Vac that has been decommissioned from service, and City Hall has a 1960 vintage natural gas fired Kohler model 30R82 25 KW generator that is no longer in use.

I am requesting that the Purchasing Department be authorized to auction the Sewer Vac and the Kohler Generator through Auctions International, a web based auctioneer, and to accept the highest bid at time of auction provided that the highest bid meets or exceeds our bid minimum for that item. If the highest bid offered is less then our minimum requirement then that bid will be referred to City Council for their approval.

We have utilized Auctions International on 3 previous occasions selling our truck scales that were located at the City's landfill, a reserve aerial ladder truck and most recently a 1977 American LaFrance Fire Pumper that was auctioned but did not sell.

Minimum bid for the Sewer Vac will be set at \$25,000 and \$500 for the Generator.

Auctions International's fee for utilizing their web service is at a 10% buyer's premium; therefore there is no cost to the City. A copy of their contract is attached for your review.

Please advise me if Purchasing is to proceed with the auction of these two items.



Cc: Gene Hayes, Superintendent of Public Works
Peter Monaco, Assistant Superintendent of Public Works
Jim Mills, Comptroller
Shawn McWayne, Code Enforcement Officer
Attach: contract, Auctions International

December 1, 2009

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Proposed County Tax Rate for 2010

By resolution adopted November 10, 2009, the Jefferson County Board of Legislators apportioned the share of the 2010 County tax to be levied on the real property within the City. The City's share of the 2010 County tax is \$7,044,659. A comparison of the amount required for County tax purposes for the years 2006 through 2010 is shown below:

	<u>City Share of County</u>	<u>Increase /</u>		<u>Tax Rate Per \$1,000</u>
	<u>Tax Levy</u>	<u>(Decrease)</u>	<u>Percentage</u>	
2010	\$ 7,044,659	\$ 220,507	3.23%	\$ 7.047448
2009	\$ 6,824,152	\$ 40,257	0.59%	\$ 6.730845
2008	\$ 6,783,895	\$ 228,091	3.48%	\$ 6.987200
2007	\$ 6,555,804	\$ 509,644	8.43%	\$ 7.817484
2006	\$ 6,046,161	\$ 130,021	2.20%	\$ 9.919800

The 2010 County tax rate calculates to \$7.047448 per \$1,000 of assessed valuation which represents a 3.23% increase compared to the 2009 County tax rate of \$6.730845. The 2009 County taxable assessed values total \$994,521,997 compared to \$986,406,545 from the 2008 assessment roll.

A resolution has been prepared for City Council consideration to approve the 2010 County tax rate for properties within the City.

RESOLUTION

Page 1 of 1

Establishing County Tax Rate 2010

Council Member BURNS, Roxanne M.
 Council Member BURTO, Jason R.
 Council Member BUTLER, Joseph M. Jr
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS the Board of Legislators of the County of Jefferson, by resolution dated November 10, 2009, certified to the City that the contribution of the City of Watertown to the taxes of the County of Jefferson for the Fiscal Year beginning January 1, 2010 is \$7,044,658.97,

NOW THEREFORE BE IT RESOLVED that the City Council shall and hereby does levy the said aggregate amount of taxes of \$7,044,658.97, so ascertained and directed and to be certified to the City and to be extended on the Assessment Rolls by the City Assessor, as provided by Section 115 of the City Charter, and

BE IT FURTHER RESOLVED that the City does hereby levy a total fee of \$7,044,658.97 to be collected at a rate of \$7.047448 per \$1,000 of assessed valuation, which total of \$7,044,658.97 includes \$35,817.86 in omitted taxes.

Seconded by

November 30, 2009

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Adoption of Amendment to City of Watertown
Procurement Policy

On Tuesday, November 10, 2009 the New York State Legislature approved a bill, which was signed into Law on November 12, 2009 by Governor David Paterson that raises the public work contract competitive bidding threshold from \$20,000 to \$35,000. As this amendment applies to all municipalities in New York State, the City must amend its Procurement Policy to reflect this change in threshold.

At the request of City Purchasing Agent Robert J. Cleaver, the City's Policy has been amended. Mr. Cleaver has forwarded for your review, a copy of the Legislation and a copy of the Bill Action.

A copy of the amended City of Watertown Procurement Policy is attached for City Council review and consideration, along with a Resolution approving the amendment to the Policy.

Page 1 of 1

Approving Amendment to the
City of Watertown Procurement Policy

WHEREAS the New York State Legislature adopted legislation amending General Municipal Law, Section 103 increasing the public work contract competitive bidding threshold, from \$20,000 to \$35,000, and

WHEREAS in response to this action by the State Legislature, the City's Procurement Policy which was adopted in 1992, and amended by the City Council in February 2009, has been amended to reflect this new public work contract competitive bidding threshold enacted by the State legislature,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Procurement Policy for the City of Watertown, a copy of which has been attached and made a part of this resolution.

Seconded by

CITY OF WATERTOWN, NEW YORK

PROCUREMENT POLICY

Purpose

To ensure the prudent and economical use of the public's money for the purchase of goods and services of maximum quality at the most economical cost, and to guard against favoritism, improvidence, extravagance, fraud, and corruption, the City of Watertown, N.Y. is adopting internal policies and procedures governing all procurements which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, Section 103, or of any other general, special or local law.

Purchasing Ethics

To maintain a high standard of conduct and to protect the reputation of the local government, the following rules of conduct with apply:

1. To consider first the interests of the local government and the betterment of its government.
2. To obtain the greatest value for every dollar spent.
3. To be receptive to advice and suggestions from department heads, insofar as such advice and suggestions are not in conflict with legal or moral restrictions in purchasing procedures.
4. To strive for knowledge of equipment and supplies in order to recommend items that may reduce cost and/or increase efficiency.
5. To insist on and expect honesty in sales representation whether offered verbally or in writing, through the advertising or in a sample of a product submitted.
6. To give all responsible bidders equal consideration and the assurance of unbiased judgment in determining whether their product meets specifications.
7. To discourage the offer of, and to decline, gifts which might influence the purchase of municipal equipment and supplies.
8. To accord a prompt and courteous reception, insofar as conditions permit, to all who call on legitimate business missions.
9. To counsel and assist other purchasing agents in the performance of their duties wherever occasion permits.

10. To cooperate with governmental and trade associations in the promotion and development of sound business methods in the purchasing of equipment and supplies.
11. To seek or dispense no personal favors.

Competitive Bidding

1.) Every purchase to be made must be initially reviewed by each department to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can be reasonably expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. It is unlawful to artificially split or divide a contract or enter into a series of transactions, to avoid a competitive bidding threshold. The source of funds to be spent does not alter the requirements of competitive bidding i.e. Public Grants. No purchase can be made without the appropriate funding to support the purchase in place.

The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$10,000. and public works contracts under \$35,000.; emergency purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions, purchases under State and County contracts; surplus and second-hand purchases from another governmental entity, and Sole Source purchases. Sole Source purchases are done when a product or service is available from one source only, the product/service is uniquely required in public interest, or if there is no substantial equivalent.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the department making the purchase. This documentation may include written or verbal quotes from vendors, price lists, catalogs, a memo from the requisitioner indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the department detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

2.) All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$10,000 and public works contracts over \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance Law, goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal law; purchases under county Contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy.

3.) All procurement and rental/lease of equipment, materials, supplies and nonpersonal services shall be requisitioned through the Purchasing Department,

regardless of dollar amount, with the signed approval of the requisitioning department's supervisor prior to ordering. Use of departmental generated requisition numbers, in lieu of a City Purchasing Department purchase order number is prohibited.

4.) The Purchasing Agent shall have the authority to accept, reject, or modify any request for purchase except for those items authorized by the City Council. The Purchasing Agent shall confirm all changes with the requisitioning department prior to taking any action. The requisitioning department has the right to appeal the Purchasing Agent's action to the City Manager for final ruling.

5.) Purchasing Agent Robert J. Cleaver shall be responsible for all procurement activities on behalf of the City of Watertown, N.Y. that are in accordance with the rules and guidelines as set forth in this policy.

The following method of purchase will be used when required by this policy in order to achieve the highest savings:

<u>Estimated Amount of Purchase</u>	<u>Method required</u>
\$1 - \$250	No quotations
\$250 - \$1,000	2 verbal quotations
\$1001 - \$5,000	2 written/quotations
\$5001 - \$9,999	3 written/quotations

<u>Estimated Amount of Public Works Contract</u>	<u>Method required</u>
\$1 - \$2,500	No quotation
\$2,501 - \$10,000	2 written/quotations
\$10,001 - \$25,000	3 written/quotations
\$25,001 - \$34,999	4 or more written/quotations

<u>Estimated Amount of Rental/Lease Equipment</u>	<u>Method required</u>
\$1 - \$1,000	No quotation
\$1,001 and above	2 written quotations

A good faith effort shall be made to obtain the required number of proposals or quotations. If the department is unable to obtain the required number of proposals or quotations, the department will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement. All

documentation shall be maintained by the requisitioning department for review by the Purchasing Department.

6.) Documentation is required of each action taken in connection with each purchase.

7.) Documentation and written explanation is required whenever a contract is awarded to other than the lowest responsible bidder. This documentation will include an explanation of how the award will achieve savings or how the bidder was not responsible. A determination that the bidder is not responsible shall be made by the purchasing department and may not be challenged under any circumstances.

8.) Pursuant to General Municipal Law Section 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurements which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotation will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the City of Watertown, to solicit quotations or document the basis for not accepting the lowest bid:

- a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be taken based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. The qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category the City shall take into consideration the following guideline: (a) whether the services are subject to State licensing or testing requirements; (b) whether formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/ or services of an insurance broker; services of a certified public accountant; investment management services; services of an actuary; printing services involving extensive writing, editing or art work; management of a municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

- b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.

- c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the City is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.
- d. Goods and services under \$500. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interest of the taxpayer. In addition, it is not likely that such minimal contracts would be based on favoritism.

9.) Positive efforts shall be made by the City to use small, minority owned and women-owned businesses as sources for supplies and services. Such efforts should include developing a bidder's mailing list for these sources, and encouraging these businesses to compete for contracts to be awarded.

10.) Unintentional failure to fully comply with the provisions of Section 104-b or the governing boards policies and procedures shall not be grounds to void action taken or give rise to a cause of action against the political subdivision or district or any officer or employee thereof.

11.) This policy shall go into effect upon approval by the City Council and will be reviewed annually by Staff to determine if updates or changes should be made.

Return of Goods

Whenever the City receives a parcel that is either a duplicate shipment or an item that is to be returned for credit, the City (the department holding the goods) should request from the vendor a "Return Goods Authorization Number" or a letter of authorization to return the goods. This provides the City with the appropriate documentation to obtain the proper credit as well as to inform the vendor of the nature of its return. If no authorization is required then a letter should accompany the shipment advising the vendor as to why it is being returned with the following information: City Purchase Order #, vendor invoice number, and or name of contact at vendor's facility authorizing the return.

Purchase Requisition

A purchase requisition is a request to the purchasing department for the purchase of goods or services. These requests are submitted in written/electronic format. ***All requisitions shall be authorized by the department head prior to submission to the purchasing department*** in order to maintain internal control. In the absence of the Department head, a listing of authorized to approve requisitions on their behalf shall be submitted to the Purchasing Department annually.

Each requisition shall include a brief description of the product or service being ordered, and the appropriate product or part number.

The Purchase Order

A purchase order is an official document that binds the City to procure goods or services as specified on the document. Purchase orders must provide sufficient description of the product being ordered or service to be performed. It should detail order quantity, item description, part number(if available), unit cost, and departmental charge code to ensure billing to the correct department's general ledger.

Blanket Purchase Orders – This is a single purchase order that is issued to cover a specified period of time for repetitive purchases of the same goods or redundant services to be utilized. If a blanket purchase order is to be issued, indicate such on the requisition by typing "BLANKET ORDER".

Requests for Proposal (RFP)

A Request for Proposal (RFP) is a competitive procurement with an award based on price and other criteria which may include negotiation. An RFP is not an alternative to competitive bidding, except when expressly authorized by the State Legislature. An RFP may be used if procurement is within exception to competitive bidding and permitted under the City's procurement policies. They are most commonly used for professional service, true leases and licenses/concessions. Procedures include:

1. Establishment of evaluation criteria (i.e. price; experience; creditworthiness; approach to performance; staff availability; ability to perform; and time estimates).
2. Comprehensive, fair solicitation process.
3. Fair and equitable negotiation process.
4. Fair review/evaluation or rating process.

Credit Card Use

The use of the City's credit card shall be limited to travel expenses, tuitions, educational expenses, professional memberships and subscriptions. Use of the credit card for all other expenses is prohibited, except with the expressed written approval of the City Manager.

END OF POLICY



Friday, November 20, 2009

Text - A40002

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S T A T E O F N E W Y O R K

S. 2

A. 2

Twentieth Extraordinary Session

S E N A T E - A S S E M B L Y

November 10, 2009

IN SENATE -- Introduced by Sen. STEWART-COUSINS -- (at request of the Governor) -- read twice and ordered printed, and when printed to be committed to the Committee on Rules

IN ASSEMBLY -- Introduced by COMMITTEE ON RULES -- (at request of M. of A. Hoyt, Weinstein) -- (at request of the Governor) -- read once and referred to the Committee on Codes

AN ACT to amend the insurance law, in relation to municipal cooperative health benefit plans, a study of community rating and the provision of claims experience to a municipality (Part A); to amend the general municipal law and the highway law, in relation to mutual aid (Part B); to amend the public health law, in relation to the composition of county and part-county boards of health (Part C); to amend the general municipal law, in relation to purchasing requirements (Part D); to amend the public authorities law and the local finance law, in relation to authorizing certain bonds to be issued or purchased by the municipal bond bank agency (Part E); and to amend the civil practice law and rules, in relation to treating public and private defendants equally when considering the impact of collateral source payments in tort claims for personal injury, property damage or wrongful death; to amend the general obligations law, in relation to protecting parties to the settlement of a tort claim from certain unwarranted lien, reimbursement and subrogation claims; and to repeal certain provisions of the civil practice law and rules relating to collateral source payments (Part F)

THE PEOPLE OF THE STATE OF NEW YORK, REPRESENTED IN SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

1 Section 1. Each component of this act is wholly contained within a
 2 Part identified as Parts A through F. The effective date for each
 3 particular provision contained within such Part is set forth in the last
 4 section of such Part. Any provision in any section contained within a

4 TO SERVE AS THE COUNTY COMMISSIONER OF HEALTH OR PUBLIC HEALTH DIRECTOR
 5 OF MORE THAN ONE COUNTY OR PART-COUNTY HEALTH DISTRICT PURSUANT TO
 6 SUBDIVISION ONE OF THIS SECTION, THEN DURING THE CONTINUATION OF SUCH
 7 APPROVAL THE COMMISSIONER MAY ALSO AUTHORIZE THE SAME MEMBERS TO BE
 8 APPOINTED TO THE BOARD OF HEALTH OF EACH RESPECTIVE HEALTH DISTRICT,
 9 NOTWITHSTANDING THEIR RESIDENCY IN THE OTHER COUNTY.

10 3. ANY BOARDS OF HEALTH OR OTHER BODIES HAVING THE POWERS AND DUTIES
 11 OF A BOARD OF HEALTH OF A COUNTY OR PART-COUNTY HEALTH DISTRICT HAVING
 12 THE SAME MEMBERS SHALL ANNUALLY SUBMIT SUCH INFORMATION AND REPORTS
 13 REGARDING THE EFFECT OF SUCH EMPLOYMENT ON ADMINISTRATION OF THE RESPEC-
 14 TIVE HEALTH DISTRICTS AND THE PROVISION OF PUBLIC HEALTH SERVICES AS THE
 15 COMMISSIONER MAY REQUIRE. THE COMMISSIONER SHALL USE SUCH INFORMATION IN
 16 DETERMINING WHETHER SUCH COMMON MEMBERSHIP CONTINUES TO SERVE THE INTER-
 17 EST OF PUBLIC HEALTH.

18 4. The county health commissioner OR PUBLIC HEALTH DIRECTOR shall
 19 possess such qualifications for office as are prescribed in the sanitary
 20 code.

21 [3.] 5. The county health commissioner OR PUBLIC HEALTH DIRECTOR shall
 22 serve for a term of six years and shall not be removed during the term
 23 for which he OR SHE shall have been appointed, except upon written
 24 charges after a hearing and upon notice.

25 [4.] 6. The county health commissioner OR PUBLIC HEALTH DIRECTOR shall
 26 receive such compensation as may be fixed by the board of supervisors
 27 OR, IF THE COMMISSIONER'S APPROVAL HAS BEEN OBTAINED FOR THE EMPLOYMENT
 28 OF THE SAME PERSON AS THE COUNTY HEALTH COMMISSIONER OR PUBLIC HEALTH
 29 DIRECTOR PURSUANT TO SUBDIVISION ONE OF THIS SECTION, BY THE BOARDS OF
 30 SUPERVISORS.

31 S 2. This act shall take effect immediately.

32

PART D

33 Section 1. Subdivision 1 of section 103 of the general municipal law,
 34 as amended by chapter 741 of the laws of 2005, is amended to read as
 35 follows:

36 1. Except as otherwise expressly provided by an act of the legislature
 37 or by a local law adopted prior to September first, nineteen hundred
 38 fifty-three, all contracts for public work involving an expenditure of
 39 more than [twenty] THIRTY-FIVE thousand dollars and all purchase
 40 contracts involving an expenditure of more than ten thousand dollars,
 41 shall be awarded by the appropriate officer, board or agency of a poli-
 42 tical subdivision or of any district therein including but not limited
 43 to a soil conservation district, to the lowest responsible bidder
 44 furnishing the required security after advertisement for sealed bids in
 45 the manner provided by this section. In any case where a responsible
 46 bidder's gross price is reducible by an allowance for the value of used
 47 machinery, equipment, apparatus or tools to be traded in by a political
 48 subdivision, the gross price shall be reduced by the amount of such
 49 allowance, for the purpose of determining the low bid. In cases where
 50 two or more responsible bidders furnishing the required security submit
 51 identical bids as to price, such officer, board or agency may award the
 52 contract to any of such bidders. Such officer, board or agency may, in
 53 his or its discretion, reject all bids and readvertise for new bids in
 54 the manner provided by this section. For purposes of this section,
 S. 2 10 A. 2

1 "sealed bids", as that term applies to purchase contracts, shall include
 2 bids submitted in an electronic format, provided that the governing
 3 board of the political subdivision or district, by resolution, has
 4 authorized the receipt of bids in such format. Submission in electronic



Friday, November 20, 2009

Summary - A40002

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A40002 Summary:

BILL NO A40002
 SAME AS Same as A 9052, S52205, S 6068, S66002
 SPONSOR Rules (Hoyt)
 COSPNSR Weinstein
 MLTSPNSR

Amd SS3231, 4317 & 4704, Ins L; amd SS99-r & 103, Gen Muni L; amd SS10 & 12, Hway L; amd S351, Pub Health L; amd Pub Auth L, generally; rpld S4545 subs (a) & (b), R4111 (e), amd SS4545 & 4213, R4111, CPLR; amd S85.80, Loc Fin L; amd S5-101, add S5-335, Gen Ob L

Enacts into law major components of legislation necessary for the efficient operation of local governments.

A40002 Actions:

BILL NO A40002
 11/10/2009 referred to codes
 11/10/2009 reported referred to ways and means
 11/10/2009 reported referred to rules
 11/10/2009 reported
 11/10/2009 rules report cal.679
 11/10/2009 substituted by s66002
 S66002 AMEND= STEWART-COUSINS
 11/10/2009 REFERRED TO RULES
 11/10/2009 ORDERED TO THIRD READING CAL.1
 11/10/2009 MESSAGE OF NECESSITY - 3 DAY MESSAGE
 11/10/2009 PASSED SENATE
 11/10/2009 DELIVERED TO ASSEMBLY
 11/10/2009 referred to codes
 11/10/2009 substituted for a40002
 11/10/2009 ordered to third reading rules cal.679
 11/10/2009 ruling of chair on point of order
 11/10/2009 message of necessity - 3 day message
 11/10/2009 passed assembly

11/10/2009 returned to senate
11/10/2009 DELIVERED TO GOVERNOR
11/12/2009 SIGNED CHAP.494

A40002 Votes:

A40002 Memo:

Contact Webmaster
Page display time = 0.0239 sec



CITY OF WATERTOWN, NEW YORK

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ROBERT J. CLEAVER
PURCHASING AGENT

November 23, 2009



To: Mary Corriveau
From: Robert J. Cleaver
Subject: GML 103 Revision

On Tuesday, November 10, 2009 The New York State Legislature approved bill No. A4002 that included a revision (part D) that raises the competitive bidding threshold, for Public Works contracts, to \$35,000.00. Governor Patterson signed this bill into law on November 12, 2009. Therefore the City's Purchasing Policy will need to be amended to reflect that increase for Public Works contracts to \$35,000.00.

Attached for your review is a copy of the Assembly Bill A4002 Part D as well as a copy of the Actions for Bill A40002 showing date of the Governor's signature on 11/12/2009.

Attach. Bill A4002 Text (Part D)
A4002 Actions

November 30, 2009

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Approving Agreement For Professional
Land Surveying Services, Storino Geomatics

The City of Watertown in the course of business routinely has a need for land surveying services. Over the years, these services were provided by Mr. Thomas Storino a licensed land surveyor that worked in the City Engineering Department. In June 2009, Mr. Thomas Storino retired and our thought was to have Mr. Storino work on a part time until a replacement Land Surveyor could be found. With the growing budget constraints, filling this position on a permanent basis this year or next is no longer being considered.

Since leaving the City's employ, Mr. Storino has started his own business. With the City's continuing need for surveying services, we approached Mr. Storino about entering into a non-exclusive professional services agreement with the City. As City Engineer Kurt Hauk's memo points out, this Agreement with Mr. Storino allows the Engineering Department to meet the continuing need for land surveying services, utilizes Mr. Storino's extensive years of surveying experience within and for the City, and gives the City flexibility should we have demands that exceed Mr. Storino's capacity to respond. All assignment of work under the terms of this Agreement would be through the City Engineering Department. A copy of the Agreement is attached for your review.

A resolution approving the Agreement for Professional Land Surveying Services between the City of Watertown and Storino Geomatics, 179 Conger Avenue, Watertown NY, has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Approving Agreement For Professional
Land Surveying Services, Storino Geomatics

Council Member BURNS, Roxanne M.
 Council Member BURTO, Jason R.
 Council Member BUTLER, Joseph M. Jr.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS in the course of business the City of Watertown routinely has a need for land surveying services, and

WHEREAS the City does not have a licensed land surveyor on its staff to perform routine survey work as the need arises, and

WHEREAS surveying services are professional services within the meaning of the New York General Municipal Law, and

WHEREAS Storino Geomatics has offered to perform routine surveying services for the City in connection with assigned projects at specified rate for identified services on a non-exclusive basis,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Agreement for Professional Land Surveying Services, between the City of Watertown and Storino Geomatics, 179 Conger Avenue, Watertown NY, a copy of which is attached and made a part of said resolution, and

BE IT FURTHER RESOLVED that City Manager Mary M Corriveau is hereby authorized and directed to execute said agreement on behalf of the City of Watertown.

Seconded by

**AGREEMENT FOR PROFESSIONAL
LAND SURVEYING SERVICES**

This Agreement dated this ____ day of December, 2009 by and between Thomas M. Storino, P.L.S., individually and doing business as Storino Geomatics, 179 Conger Avenue, Watertown, New York 13601 (“Storino”) and the City of Watertown, New York, a municipal corporation with principal offices located at 245 Washington Street, Watertown, New York 13601 (the “City”).

WITNESSETH

WHEREAS, the City routinely has a need for land surveying services in connection with street, sewer, water reconstruction and other projects; and

WHEREAS, the City does not have a licensed land surveyor on its staff to perform routine survey work as the need arises; and

WHEREAS, surveying services are professional services within the meaning of the New York General Municipal Law; and

WHEREAS, Storino has offered to perform routine surveying services for the City in connection with assigned projects at specified rates for identified services on a non-exclusive basis,

Now therefore the parties agree as follows:

AGREEMENT

1. Scope of Services.

The scope of surveying services to be performed by Storino for the City on an as-needed, non-exclusive basis is attached and made a part of this Agreement as Exhibit “A.” Identified routine services are to be performed at the fixed rates described at items .100

through .109 on Exhibit "A." Non-identified, non-routine services are to be performed at the applicable hourly rates described at items .110 through .116 on Exhibit "A."

2. Surveyors.

Storino will provide qualified surveyors to perform the assigned work. At all times relevant to this Agreement, Storino's surveyors shall be Storino employees, and not City employees. Accordingly, Storino shall be responsible for the payment of all wages, withholdings, insurances (including Workers' Compensation and disability insurance) and safety issues, if any, pertaining to his employees.

Storino shall maintain full, open, and cordial communications with any applicable City contractor's representatives, and shall answer the contractor's inquiries when those answers are solely referable to work or documents provided by Storino. Any request by a contractor for additional surveying work must be referred to the City representative.

3. City Representative.

The City Engineer of the City of Watertown shall designate a representative of the Watertown Engineering Department from whom all assignments shall be made and to whom all reports concerning surveying services shall be provided. The City Engineer's designation of its representative shall be in writing.

4. Reimbursable Expenses.

The City will reimburse Storino for expenses directly attributable to performing land surveying services required by this Agreement. It is anticipated that the extent of reimbursable expenses will be detailed in the agreed-to scope for each project.

5. City to Provide File Documents.

Prior to the commencement of any surveying services set forth herein, the City shall provide Storino with complete access to the City's file documents concerning the property in question. It is anticipated that copies of relevant documents will be provided by City staff for each project. When originals are provided, Storino shall return any original documents provided, upon completion of the task for which they were made available.

6. Billing.

Storino shall submit his invoices for surveying services no more than two times per month. Reimbursable expenses should be billed with the invoice for each project in the applicable billing period.

7. City Property.

All documents and reports prepared by Storino and provided to the City, both written and electronic, shall become the property of the City.

8. Term of Agreement.

This Agreement shall commence on signing of this Agreement and shall expire on June 30, 2011. The Agreement is renewable by the City, at its sole option, for a period of two (2) years upon such terms and fees as the parties may then agree. A total of three (3) two-year option periods may be exercised by the City upon notice on or before April 1st of the year in which a contract term expires.

9. Entire Agreement.

This Agreement represents the entire Agreement of the parties, and the parties acknowledge that there are no other agreements, verbal or otherwise, which form a part of the parties' Agreement.

WHEREFORE, the parties have entered into this Agreement this ___ day of
October, 2009.

Thomas M. Storino, P.L.S.,
Individually and d/b/a
Storino Geomatics

City of Watertown
By: Mary M. Corriveau
City Manager

2009 PRICE GUIDE SUBMITTAL – FEE SCHEDULE FOR THE CITY OF WATERTOWN (10/15/09)

STORINO GEOMATICS PROPERTY SURVEY PRICE GUIDE ESTIMATE – EFFECTIVE JULY 1, 2009

.100 - CITY SURVEY	\$800 (CORNERS SET, MAP & DESCRIPTION)
.101 - CITY SURVEY (SET CORNERS ONLY)	\$500 (NO MAP, NO DESCRIPTION)
.102 - CITY SUBDIVISION (2 ACRES AND UNDER)	\$1150 (INCLUDES CORNERS, MAP AND DESC)
.103 - CITY SUBDIVISION (2-5 ACRES)	\$1275 (DITTO ABOVE)
.104 - UPDATES OF UNDER 5 ACRES	\$425-\$500 (MAP, DESC., COR. RESET @\$35)
.105 - UPDATES OF MORE THAN 5 ACRES	\$500-600 (DITTO ABOVE)
.106 - WOODED PARCEL* (CORNERS SET, MAP & DESCRIPTION)	\$0.65/ FOOT OF TOTAL PERIMETER
.107 - WOODED PARCEL (CORNERS SET, MAP, DESCRIPTION, BLAZING & PAINTING)	\$0.90/FOOT OF TOTAL PERIMETER

{10 ACRE WOODED PARCEL X 43560= 435,600/SQ. ROOT OF = 660 X 4 = 2640 x \$0.65 = \$1716}

.108 - MARKERS SET ON LINE (SCHEDULED @ TIME OF SURVEY)	@\$35
.109 - MARKERS SET ON LINE (NOT SCHEDULED @ TIME OF SURVEY)*	@\$50
.110 - 2 MAN FIELD CREW**	\$100/HOUR
.111 - 2 MAN CONSTRUCTION CREW**	\$150/HOUR
.112 - ON SITE OR COURT TESTIMONY/PLS PRINCIPAL**	\$175/HOUR
.113 - ON SITE OR COURT TESTIMONY/PLS**	\$125/HOUR
.114 - PLS WORK NOT LISTED ABOVE**	BILLED @ \$125/HOUR
.115 - INTERMEDIATE WORK NOT LISTED ABOVE**	BILLED @ \$70/HOUR
.116 - ROUTINE WORK NOT LISTED ABOVE**	BILLED @ \$50/HOUR

HOURLY RATES BILLED @ ONE HOUR MINIMUM

BALANCE DUE UPON COMPLETION OF JOB, AT TIME OF DELIVERY OF FINAL DOCUMENTS AND INVOICE

A SERVICE CHARGE OF 2% OF THE UNPAID BALANCE WILL BE ADDED MONTHLY AT THE TIME OF REBILLING

2010 PRICE GUIDE SUBMITTAL – FEE SCHEDULE FOR THE CITY OF WATERTOWN (10/15/09)

STORINO GEOMATICS PROPERTY SURVEY PRICE GUIDE ESTIMATE – EFFECTIVE JULY 1, 2010

.100 - CITY SURVEY	\$875 (CORNERS SET, MAP & DESCRIPTION)
.101 - CITY SURVEY (SET CORNERS ONLY)	\$600 (NO MAP, NO DESCRIPTION)
.102 - CITY SUBDIVISION (2 ACRES AND UNDER)	\$1250 (INCLUDES CORNERS, MAP AND DESC)
.103 - CITY SUBDIVISION (2-5 ACRES)	\$1375 (DITTO ABOVE)
.104 - UPDATES OF UNDER 5 ACRES	\$475-\$550 (MAP, DESC., COR. RESET @\$40)
.105 - UPDATES OF MORE THAN 5 ACRES	\$575-675 (DITTO ABOVE)
.106 - WOODED PARCEL* (CORNERS SET, MAP & DESCRIPTION)	\$0.75/ FOOT OF TOTAL PERIMETER
.107 - WOODED PARCEL (CORNERS SET, MAP, DESCRIPTION, BLAZING & PAINTING)	\$1.00/FOOT OF TOTAL PERIMETER

EX. *{10 ACRE WOODED PARCEL X 43560= 435,600/SQ. ROOT OF = 660 X 4 = 2640 x \$0.75 = \$1980}*

.108 - MARKERS SET ON LINE (SCHEDULED @ TIME OF SURVEY)	@\$40
.109 - MARKERS SET ON LINE (NOT SCHEDULED @ TIME OF SURVEY)*	@\$60
.110 - 2 MAN FIELD CREW**	\$110/HOUR
.111 - 2 MAN CONSTRUCTION CREW**	\$160/HOUR
.112 - ON SITE OR COURT TESTIMONY/PLS PRINCIPAL**	\$180/HOUR
.113 - ON SITE OR COURT TESTIMONY/PLS**	\$130/HOUR
.114 - PLS WORK NOT LISTED ABOVE**	BILLED @ \$145/HOUR
.115 - INTERMEDIATE WORK NOT LISTED ABOVE**	BILLED @ \$80/HOUR
.116 - ROUTINE WORK NOT LISTED ABOVE**	BILLED @ \$60/HOUR

HOURLY RATES BILLED @ ONE HOUR MINIMUM

*** BALANCE DUE UPON COMPLETION OF JOB, AT TIME OF DELIVERY OF FINAL DOCUMENTS AND INVOICE***

A SERVICE CHARGE OF 2% OF THE UNPAID BALANCE WILL BE ADDED MONTHLY AT THE TIME OF REBILLING



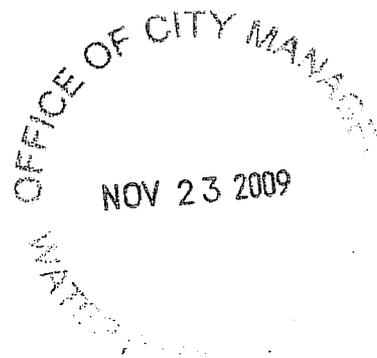
CITY OF WATERTOWN
ENGINEERING DEPARTMENT
MEMORANDUM

DATE: 20 November 2009

TO: Mary Corriveau, City Manager

FROM: Kurt Hauk, City Engineer *kuh*

SUBJECT: Land Surveying Services Agreement



Enclosed is a copy of the Professional Services Agreement for Land Surveying Services. This is a non-exclusive agreement for Land Surveying services that will allow the Engineering Department to meet the requirement for surveying work that arises during project development and daily operations in the City. This will essentially fill the void created when Mr. Storino retired in June 2009.

The 2009-2010 budget had allotted \$20,000 for a Temporary Surveyor. The original intent was for Mr. Storino to work part time under this line in the Engineering Department. At that time, it was envisioned that he would only do essential surveying work until a replacement Land Surveyor could be found. However, as the fiscal situation deteriorated, it became apparent that the arrangement would be for a longer term and more than essential work only. At that point the logical option for both parties was to enter into a professional services agreement with Mr. Storino through his business.

Once the agreement is executed, I will work with the Comptroller to move the \$20,000 from the Temporary line to the Contracted Services line in the Engineering budget.

This agreement allows the Engineering Department to meet the need for land surveying, utilize the extensive years of surveying experience of Mr. Storino with the City, and still gives the City flexibility to meet project demands. It is a non-exclusive agreement so that other agreements can be entered into with other surveying firms for other projects or requirements. The City maintains control of the scope and cost of each project that is taken up under this agreement.

Please prepare a resolution for Council consideration, authorizing the City Manager to execute this agreement.

December 1, 2009

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Sale of City Property – 45 and 46 Pennsylvania Avenue

On October 14th the City Comptroller's Office held a public auction of several City owned properties including 45 Pennsylvania Avenue and 46 Pennsylvania Avenue. On October 19th City Council accepted Jeremiah Murphy's bids on 45 Pennsylvania Avenue in the amount of \$550 and 46 Pennsylvania Avenue in the amount of \$250. Mr. Murphy has since declined to close on the properties due to the additional costs required to file the closing documents at the Jefferson County Clerk's Office. On October 19th City Council also accepted bids by Benjamin Butz on 43 Pennsylvania Avenue in the amount of \$250 and 44 Pennsylvania Avenue in the amount of \$650 for which the closings have occurred. Due to Mr. Murphy's declination of closing on the lots, Benjamin and Katrina Butz have offered \$150 each for 45 Pennsylvania Avenue and 46 Pennsylvania Avenue.

A deposit of 10% has been received for each parcel. Resolutions authorizing the sale of each property are attached for City Council consideration.

RESOLUTION

Page 1 of 2

Authorizing Sale of Real Property,
Known as 45 Pennsylvania Avenue to
Benjamin and Katrina Butz, 215 Sterling Street,
Watertown, New York 13601

Council Member BURNS, Roxanne M.
 Council Member BURTO, Jason R.
 Council Member BUTLER, Joseph M. Jr
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS there has heretofore been bid in by the City of Watertown at a tax sale a certain lot of land known as 45 Pennsylvania Avenue, approximately 50' x 110' in size, and also known and designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York as Parcel No. 5-12-227.000, and

WHEREAS title to said land has since been retained by the City of Watertown as acquired at said tax sale, which title was retained by reason of the failure of anyone to redeem the same, and

WHEREAS said real property has never been assigned by the Council for a public use, and

WHEREAS the City Council desires to ensure that properties such as this property be brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and the Code of the City of Watertown within one (1) year from the date of delivery of the quit claim deed of their sale to subsequent buyers,

NOW THEREFORE BE IT RESOLVED that pursuant to Section 23, Subdivision (b) of the General City Law, Section 247 of the Charter of the City of Watertown as amended by Local Law No. 1, 1985, adopted December 3, 1984, effective January 17, 1985, and the ordinance, Municipal Code, Chapter 16 adopted by the Council on June 6, 1977, that the offer of \$150.00 submitted by Benjamin and Katrina Butz, for the purchase of Parcel No. 5-12-227.000, is a fair and reasonable offer therefore and the same is hereby accepted, and

RESOLUTION

Page 2 of 2

Authorizing Sale of Real Property,
Known as 45 Pennsylvania Avenue to
Benjamin and Katrina Butz, 215 Sterling Street,
Watertown, New York 13601

Council Member BURNS, Roxanne M.
 Council Member BURTO, Jason R.
 Council Member BUTLER, Joseph M. Jr
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

BE IT FURTHER RESOLVED that the Mayor, Jeffrey E. Graham, be and he hereby is authorized, empowered and directed to execute and deliver a Quit Claim Deed of said real property to Jeremiah W. Murphy upon receipt of the above mentioned sum of money in cash only by the City Comptroller, and

BE IT FURTHER RESOLVED that the deed issued by the City contain a provision that if the property sold is not brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and the Code of the City of Watertown within one (1) year from the date of delivery of the quit claim deed of their sale to subsequent buyers, the City shall have the right to seek and be entitled to receive reversion of title to the premises to the City.

Seconded by

RESOLUTION

Page 1 of 2

Authorizing Sale of Real Property,
 Known as 46 Pennsylvania Avenue to
 Benjamin and Katrina Butz, 215 Sterling Street,
 Watertown, New York 13601

Council Member BURNS, Roxanne M.
 Council Member BURTO, Jason R.
 Council Member BUTLER, Joseph M. Jr
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS there has heretofore been bid in by the City of Watertown at a tax sale a certain lot of land known as 46 Pennsylvania Avenue, approximately 50' x 100' in size, and also known and designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York as Parcel No. 5-12-228.000, and

WHEREAS title to said land has since been retained by the City of Watertown as acquired at said tax sale, which title was retained by reason of the failure of anyone to redeem the same, and

WHEREAS said real property has never been assigned by the Council for a public use, and

WHEREAS the City Council desires to ensure that properties such as this property be brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and the Code of the City of Watertown within one (1) year from the date of delivery of the quit claim deed of their sale to subsequent buyers,

NOW THEREFORE BE IT RESOLVED that pursuant to Section 23, Subdivision (b) of the General City Law, Section 247 of the Charter of the City of Watertown as amended by Local Law No. 1, 1985, adopted December 3, 1984, effective January 17, 1985, and the ordinance, Municipal Code, Chapter 16 adopted by the Council on June 6, 1977, that the offer of \$150.00 submitted by Benjamin and Katrina Butz for the purchase of Parcel No. 5-12-228.000, is a fair and reasonable offer therefore and the same is hereby accepted, and

RESOLUTION

Page 2 of 2

Authorizing Sale of Real Property,
Known as 46 Pennsylvania Avenue to
Benjamin and Katrina Butz, 215 Sterling Street,
Watertown, New York 13601

Council Member BURNS, Roxanne M.
 Council Member BURTO, Jason R.
 Council Member BUTLER, Joseph M. Jr
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

BE IT FURTHER RESOLVED that the Mayor, Jeffrey E. Graham, be and he hereby is authorized, empowered and directed to execute and deliver a Quit Claim Deed of said real property to Jeremiah W. Murphy upon receipt of the above mentioned sum of money in cash only by the City Comptroller, and

BE IT FURTHER RESOLVED that the deed issued by the City contain a provision that if the property sold is not brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and the Code of the City of Watertown within one (1) year from the date of delivery of the quit claim deed of their sale to subsequent buyers, the City shall have the right to seek and be entitled to receive reversion of title to the premises to the City.

Seconded by

November 11, 2009

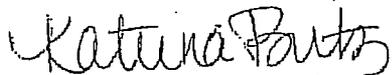
To: Watertown Comptroller's Office
From: Katrina Butz

Re: 45 and 46 Pennsylvania Avenue

To Whom it May Concern:

If 45 and 46 Pennsylvania Avenue in Watertown, New York become available for sale, I offer to purchase the lots for \$150.00 each. Please contact me at 315-771-1882 to let me know if this offer is accepted.

Sincerely,

A handwritten signature in black ink that reads "Katrina Butz". The signature is written in a cursive style with a large initial "K".

Katrina Butz

December 2, 2009

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Spring 2010 Sidewalk Improvement Special Assessment

During the City Council work session held on October 13, 2009 City Engineer Kurt Hauk presented the proposed areas to be included in the Sidewalk Improvement Program for the 2010 construction season, Districts 5 and 6. At this time the City Council can approve only District 5, which will begin in the spring and be completed prior to July 1, 2010. If funding for this program is contained in the adopted Fiscal Year 2010-2011 Budget, the City Council can consider District 6 and work can begin after July 1, 2010.

As in previous years, the work performed will be incorporated in a Special Assessment Program that provides property owners with an opportunity to pay the costs associated with the improvements to the sidewalks 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.

Since the October 13, 2009 work session, Mr. Hauk has learned that the property at 535 Thompson Boulevard was cited by Code Enforcement on August 26, 2009. For that reason we have flip flopped the properties to be addressed in Districts 5 and 6 from those originally presented. This will provide the First Church of the Nazarene with the opportunity to participate in the City's Special Assessment Program. For your convenience I have attached a copy of Mr. Hauk's report from the October 13th work session.

As you will recall, under the Charter, provisions related to Special Assessment programs, the City must send notices to all the property owners telling them that they will be included in this year's program and that there will be a 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. While the City Council can't officially determine what the charge will be to the property owners until after a public hearing, staff will prepare the notices to property owners using the \$5.00 per sq.ft. price, which is the price charged to those who have participated in the program since the inception of the Sidewalk Improvement Special Assessment. The District 5, spring 2010 program will include 535 Thompson Blvd., and 557 Thompson Blvd.

In support of the requirement for a Public Hearing, the attached resolution instructs staff to send notices to all of the property owners and schedule the Public Hearing for Monday, February 1, 2010, at 7:30 p.m., in City Council Chambers.

RESOLUTION

Page 1 of 1

2009-2010 Sidewalk Improvement Special Assessment Program

Council Member BURNS, Roxanne M.
 Council Member BURTO, Jason R.
 Council Member BUTLER, Joseph M. Jr
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

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

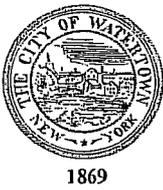
WHEREAS the City Council of the City of Watertown feels it is in the overall public interest to provide property owners within the City of Watertown with an opportunity to pay for said repair/replacement work through a Special Assessment Program,

NOW THEREFORE BE IT RESOLVED that a public hearing will be held on Monday, February 1, 2010, 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 Spring 2010 Sidewalk Special Assessment Program at located at 535 Thompson Blvd., and 557 Thompson Blvd.

Seconded by



CITY OF WATERTOWN
ENGINEERING DEPARTMENT
MEMORANDUM

DATE: 19 November 2009

TO: Mary Corriveau, City Manager

FROM: Kurt Hauk, City Engineer *KWH*

SUBJECT: Proposed 2010 Sidewalk District #5



The Engineering Department has evaluated and recommends the following areas for the Spring 2010 Sidewalk District #5. The properties constituting District #5 are listed below totaling 4268 SF of sidewalk.

#	Street	Owner	Tax Parcel
535	Thompson Blvd	First Church of the Nazarene	12-13-117.009, 12-13-117.010, 1213117
557	Thompson Blvd	Degel Israel	12-13-117.007

These properties were originally presented at the 13 October work session as a potential for Sidewalk District #6 that, if approved, would come into effect after 1 July 2010 and the new budget. However, I am recommending that this section be moved up due to the fact that the sidewalks for 535 Thompson Blvd were cited by the Codes Enforcement Office on 26 August 2009. These walks have been included in the proposed District #5 as a way to lessen the financial burden. If repair of this sidewalk is not completed as part of the Sidewalk Program, it will have to be replaced using the normal procedures.

The breakdowns of costs for the four previous Sidewalk Program construction seasons are shown below.

<u>Season</u>	<u>Labor & Materials</u>	<u>SF Completed</u>	<u>Unit Cost</u>
2009	\$147,024	18,952 SF	\$7.76/SF
2008	\$179,554	18,549 SF	\$9.67/SF
2007	\$208,624	21,449 SF	\$9.72/SF
2006	\$ 99,757	12,510 SF	\$7.97/SF

A public hearing will need to be scheduled for 1 February, 2010. The City Council will set the rate each property owner will be charged at that meeting. The current rate is \$5.00/SF.

After the December 7, 2009 meeting each property owner will be sent a copy of their inspection report and the estimate for repairs based on the current \$5/SF rate. They will also receive paperwork explaining the Sidewalk Program, the Special Assessment District, and a contact number for any questions. Once the actual rate for District #5 is determined, if there is a change, revised estimates will be sent based on the new rate.



CITY OF WATERTOWN
ENGINEERING DEPARTMENT
MEMORANDUM



DATE: 9 October 2009

TO: Mary Corriveau, City Manager

FROM: Kurt Hauk, City Engineer

SUBJECT: Proposed 2009-2010 Sidewalk Program

The Engineering Department has evaluated areas for the 2009-2010 Sidewalk Program. The areas were derived using the recent GIS street evaluation project. The enclosed report shows representative pictures for the various locations, and a chart outlining the amount of work for each possible location.

The recommendations for the 2010 construction season are the following areas and streets:

District #5:

- | | |
|----------------|-----------------|
| 1. Curtis St. | 4. Davidson St. |
| 2. Leray St. | 5. Lynde St. W. |
| 3. Main St. W. | |

District #6:

- | | |
|-------------------|---------------|
| 1. Thompson Blvd. | 2. Wright Dr. |
|-------------------|---------------|

The estimated total square footage for proposed Districts #5 and #6 are 4160 SF and 4268 SF respectively.

The sidewalk program is proceeding with the assumption that there will be funding in the 2010-2011 budget for a similar amount of funding that cover the remaining portion of the construction season from July to September. The largest concern for the operations of the program is that if there were to be no follow on funding, it may be difficult to hire the temporary laborers for only nine weeks of work. This could adversely affect the duration of the district and/or the cost of construction.

PROPOSED SIDEWALK PROJECT WORK AREAS FOR 2010

October 13, 2009

Proposed By: Sean O'Connor

The purpose of this report is to provide information so that the next locations can be chosen for District #5 of the sidewalk program.

As seen by the following pictures most of the problems with the sidewalks are your standard surface problems, i.e. spalling, cracks, and edges and improper material.

PHOTO 1: Lynde St. W District #5



PHOTO 2: Lynde St. W District #5

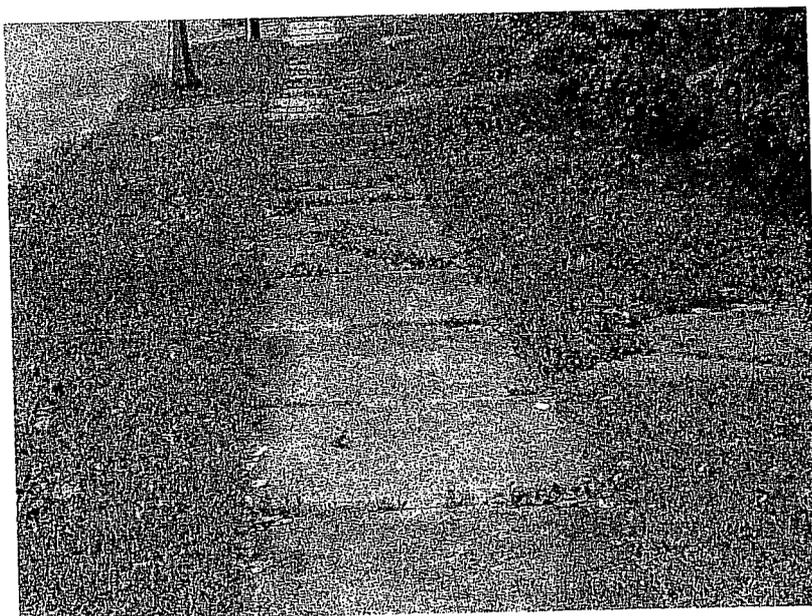


PHOTO 3: Thompson Blvd. District #6

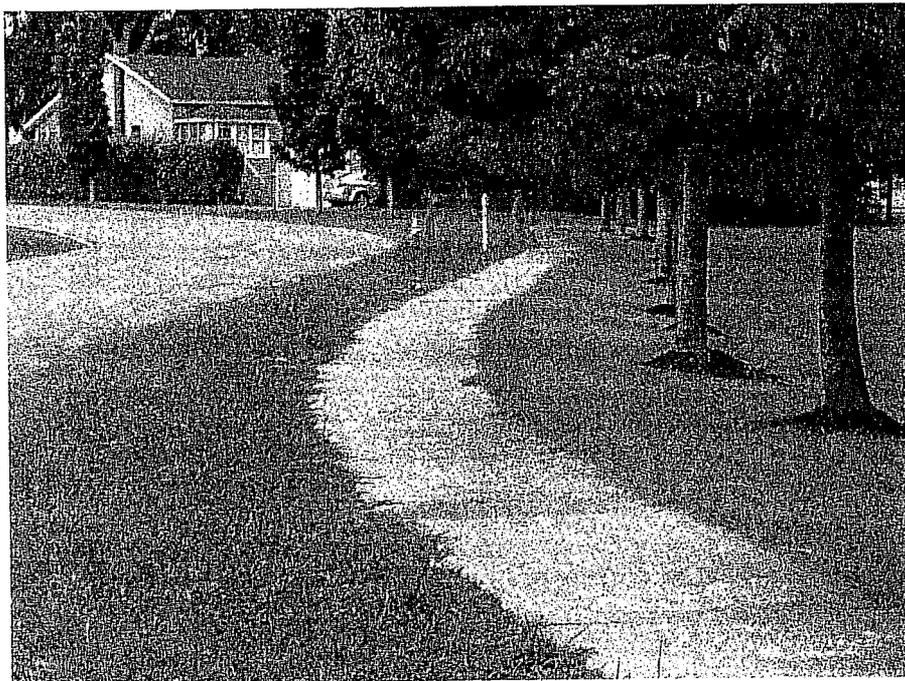
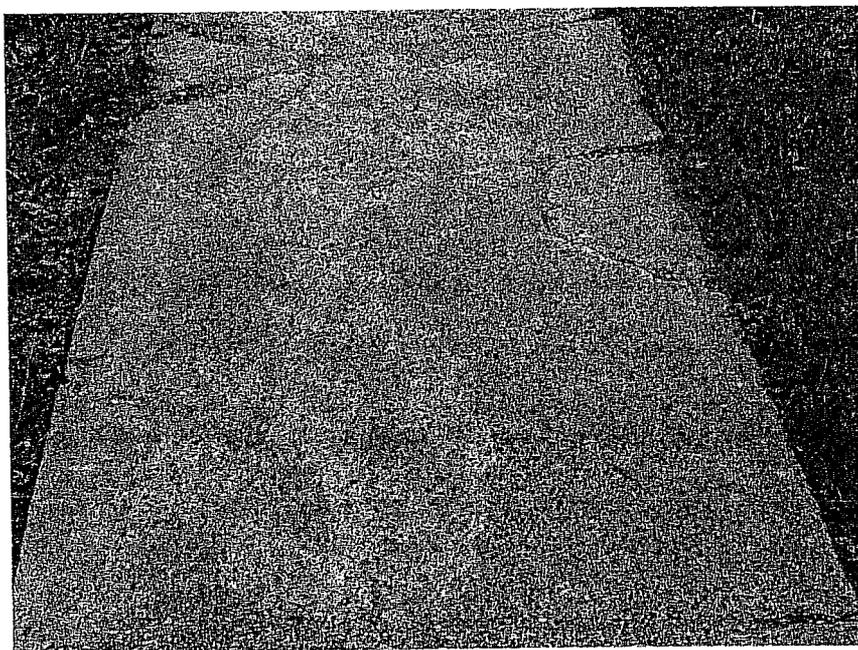


PHOTO 4: Thompson Blvd. District #6



District #4 Review:

The work to be done for District 4 was completed and there will be no carry over work in the beginning of District 5. The sidewalk crew's overall average daily production rate (including lost days) was between 43 Ft/Day to 105 Ft/day for District 3. Their daily production rate (excluding lost days) for District 4 (excluding retaining wall construction) ran around 196 Ft/Day.

For a portion of District 4, the summer of 2009, I did not rent two big ticket items, a bob cat and dump truck, for the summer season. The city purchased one that is shared by DPW and the Sidewalk Program. The savings were \$22,680. Those savings allowed me to hire a two more workers and a mid season worker to increase productivity. The cost of workers and using existing equipment was far less than renting the truck and cat for a season.

District #5 and #6:

As for this years choices of streets, Table A below gives an estimate of the area for each street that needs work. My suggestion for next season's streets is 300 Block of Lynde St. W. and 500 Block of Thompson Blvd. These two areas are located around Churches and the DPAO. The area around Lynde St. W is proposed to be District #5 and Thompson Blvd. is proposed to be District #6. The Side3walk program is anticipating an additional \$50,000 in the 2010-11 budget to cover work for District #6 for the second half of the construction season.

Table A: Estimated Area Of Work Per Street

Street	Approx. Total SF Area	% Non-chargeable SQFT	Est. LF of Work	Est. SF Area Of Work
District #5				
Curtis St.	286	5%	68	272
Davidson St.	420	5%	100	400
Leray St.	252	5%	60	240
Lynde St. W	3192	5%	760	3040
Thompson St.	219	5%	52	208
Total	4368			4160
District # 6				
Wright Dr.	1412	5%	336	1344
Thompson Blvd.	2966	5%	706	2824
Total	4378			4268
Totals	8746		2082	8328

Due to the reduced funding, we will hire less part time workers. A four person crew will suffice for the time frame of the summer with the work that is presented. Based on a 140 SQ/FT per worker per day, a 4 person crew will produce 560 SQFT/week, taking into account bad weather and delays. This would be approximately be 9 weeks per district. We can start working on District #5 on May 3rd 2010. This would lead into July 1st for the second portion of the Sidewalk Program's \$50,000 (District #6). This lets work take place for the entire summer months, while fulfilling the district criteria (Schools, Churches etc.) and some public complaints of Thompson blvd.'s quality of walks.

Addresses in District #5:

#	Street	Owner	Tax Parcell
538	Curtis St	Denner Stephen E	2-03-215.000
539	Curtis St	Gilchrist Phyllis	2-03-313.000
541	Davidson St	Coniglio Joseph M	2-03-223.000
552	Leray St	Lawrence Danza	2-03-311.000
307	Lynde St W	Whitlock David,Kandis	2-03-222.000
311	Lynde St W	Pound Francis A, V	2-03-221.000
317	Lynde St W	Fay John J, Habib Chana N	2-03-220.000
320	Lynde St W	Sacred Heart Church	2-04-102.000
323	Lynde St W	Thomas Christopher S	2-03-219.000
327	Lynde St W	Whelan Terrance J	2-03-218.000
332	Lynde St W	Sacred Heart Church	2-04-104.000
333	Lynde St W	Williams Richard L	2-03-217.000
344	Lynde St W	Detraglia Michael W, P	2-04-215.000
348	Lynde St W	Everett Margery	2-04-216.000
352	Lynde St W	Hartl Lisa A, Adair John P	2-04-217.000
358	Lynde St W	Willard Justin P	2-04-218.000
362	Lynde St W	Brouse Kevin R, Stickel Dorinda	2-04-219.000
365	Lynde St W	Merrill Jack F/Patricia A	2-03-312.000
336	Main St W	Curtis Apatrments Assoc.	2-03-205.000

Addresses in District #6:

#	Street	Owner	Tax Parcell
535	Thompson Blvd	First Church of the Nazarene	12-13-117.009, 12-13-117.010, 1213117
557	Thompson Blvd	Degel Israel	12-13-117.007

December 2, 2009

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning & Community Development Coordinator

Subject: Request for a Special Use Permit to Allow a Tattoo and Body Piercing Studio located at 839 State Street, Parcel No. 06-09-201.000.

The Planning Board reviewed the above subject request submitted by Lou A. Bedford and Ken Bedford at its December 1, 2009 meeting and adopted a motion recommending that the City Council approve the Special Use Permit as submitted. Attached is a copy of the report prepared for the Planning Board and an excerpt from its Minutes.

A public hearing is required before the City Council may vote on this resolution. It is recommended that a public hearing be scheduled for 7:30 p.m. on Monday, December 21, 2009.

RESOLUTION

Page 1 of 1

Approving the Special Use Permit Request
Submitted by Lou A. Bedford and Ken Bedford to
Allow a Tattoo and Body Piercing Studio
at 839 State Street Parcel No. 06-09-201.000.

Council Member BURNS, Roxanne M.
Council Member BURTO, Jason R.
Council Member BUTLER, Joseph M. Jr.
Council Member SMITH, Jeffrey M.
Mayor GRAHAM, Jeffrey E.

YEA	NAY

Total

Introduced by

WHEREAS Lou A. Bedford and Ken Bedford have made application for a Special Use Permit to allow a tattoo and body piercing studio at 839 State Street, Parcel No. 06-09-201.000, and

WHEREAS the Planning Board of the City of Watertown reviewed the request for a Special Use Permit at its meeting held on December 1, 2009 and adopted a motion recommending that the City Council approve the request as submitted, and

WHEREAS a public hearing was held on the proposed Special Use Permit on December 21, 2009, after due public notice, and

WHEREAS the City Council has determined that the project is an Unlisted Action under SEQRA and has reviewed the Short Environmental Assessment Form, including responding to the questions in Part 2,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown declares that the proposed tattoo and body piercing studio at 839 State Street is an Unlisted Action pursuant to SEQRA and that the use will not have a negative environmental impact, and

BE IT FURTHER RESOLVED by the City Council that a Special Use Permit is hereby granted to Lou A. Bedford and Ken Bedford for a tattoo and body piercing studio at 839 State Street, Parcel No. 06-09-201.000.

Seconded by



MEMORANDUM

City of Watertown Planning Office

245 Washington Street, Room 304

Watertown, New York 13601

315-785-7730

Fax: 315-782-9014

TO: Norman J. Wayte II, Chairman, Planning Board

FROM: Kenneth A. Mix, Planning and Community Development Coordinator

SUBJECT: Special Use Permit Approval – 839 State Street HAM

DATE: November 23, 2009

Request: Special Use Permit Approval to allow a Tattoo and Body Piercing Studio located at 839 State Street, Parcel number 06-09-201.000

Applicant: Lou A. Bedford and Ken Bedford

Proposed Use: Tattoo and Body Piercing Studio

Property Owner: Cheney Tire, Inc.

Submitted:

8 1/2" x 11" Copy of Parcel Map: Yes

A Sketch of the Site to Scale: Yes

Completed Part I of an
Environmental Assessment Form: Yes

SEQRA: Unlisted Action

County Planning Board Review Required: No

Comments: The applicant is proposing to open a tattoo and body piercing studio at 839 State Street, parcel number 06-09-201.000. This parcel is in a Neighborhood Business Zoning District. A special use permit is required because this use is not specifically listed in the zoning ordinance and therefore falls under the "other uses" category. As stated in the zoning ordinance "other uses" in a Neighborhood Business require a special use permit. Special Use permits require City Council approval after recommendation from the Planning Board and a Public Hearing. The procedure is outlined in Section 310.67 of the Zoning Ordinance. The standards are in Section 310-52.3.

cc: Planning Board Members
City Council Members
Robert J. Slye, City Attorney
Justin Wood, Engineer
Lou A. Bedford & Ken Bedford, 17532 County Rte. 75, Sackets Harbor, NY 13685
Tom Cheney, 839 State Street, Watertown, NY 13601

PLANNING BOARD MEETING: DEC 1, 2009
SPECIAL USE PERMIT REQUEST – 839 STATE STREET,
PARCEL NO. 06-09-201.000

The Planning Board then considered a Special Use Permit submitted by Lou A. Bedford and Ken Bedford to allow a tattoo and body piercing studio located at 839 State Street, Parcel No. 06-09-201.000. Lou and Ken Bedford were present to represent this project. Ken Bedford said that they were expanding their operations from their Sackets Harbor location and decided to do it on this side of town in order to separate the two locations by distance.

Mrs. Freda inquired about the hours of operation and said that according to the sign on the door, they would be closing at 9:00 p.m. Ken Bedford confirmed that this is correct and that they had concerns with clients coming in after the hours of 9:00 p.m. because it was a high likelihood that the client may be intoxicated. Both Ken and Lou Bedford explained that they would not give someone a tattoo who is in an intoxicated state. Mrs. Freda inquired about patrons hanging out in the studio, and Ken Bedford responded that sometimes people will accompany someone who is getting a tattoo but that people do not generally hang around.

Mrs. Freda inquired where in the building the tattoo procedure would be performed. Ken Bedford responded that there are two rooms in the rear that would offer privacy for the client. Mr. Wayte inquired about any health requirements, and Ken Bedford responded that it is not required in New York State. He also stated that he is a retired EMT and ensures that the whole area is sanitary and sterilized. He stated that he and his wife have been trying to get New York State to adopt more restrictions on the industry; however, there are none at this time.

They also said that they personally have very strict requirements for identification and that they would not tattoo anyone under the age of 18.

Mrs. Freda then asked about the pizza place and the barber shop and whether or not either of those businesses have talked to Mr. Bedford regarding his proposed business. He responded that he had spoken with both and that they are in favor of the tattoo parlor going into this location. Mr. Fipps then inquired about the types of items in the gift shop. Lou Bedford responded that there would be things such as rings, jewelry and dream catchers, etc. Mr. Fipps also asked about their advertising. Ken Bedford responded that they would have a sign, which has already been prepared that meets all of the sign standards regarding size, etc.. He also stated that there would be advertising in the local newspapers. Mr. Fipps inquired what style of sign he had, if it would be neon or blinking. Ken Bedford responded that it would just be a flat sign on the building itself with one neon sign in the window.

Mr. Wayte stated that he had no issue with this site as it is an enclosed mall area and not free standing. He did say that he is concerned that the “landscape” of State Street is slowly changing from what it once was but was okay with this proposal because it is not a freestanding location.

Thomas Cheney was also present at the meeting; he is the owner of the building where the tattoo parlor is proposed to be located. Mr. Cheney said that he has known Ken Bedford for years, and he supports this location for Mr. Bedford’s business. He stated that there is not a lot of parking in that area, making it difficult to rent this space out. Mr. Cheney felt that with this business type, there is not a lot of traffic, and he felt this is a good fit. Mr. Wayte asked if there were any other concerns by the Planning Board Members. Mrs. Freda asked if the hours of operation could be limited and Mr. Mix responded that the Board could, but it is difficult to enforce and he wouldn’t advise it. Mr. Fipps asked if one would be running the shop in Watertown and the other running the shop in Sackets Harbor. They responded that yes, that is the plan.

Hearing no further discussion, Mr. Valianos moved to recommend Special Use Permit Approval to allow a tattoo and body piercing studio located at 839 State Street. The motion was seconded by Mr. Harris. All voted in favor.



CITY OF WATERTOWN, NEW YORK
Special Use Permit Application

I. Applicant Information

Name: LOU A. BEDFORD & KEV BEDFORD

Mailing Address: 17532 COUNTY RTE. 75
SACKETTS HARBOR, N.Y. 13685

II. Property Information

Address: 839 STATE STREET WATERTOWN, N.Y. 13601

Tax Parcel #: 6-009-201.000

Property Owner (if not applicant): CHEVEY TIRE INC.

If applicant is not owner, does applicant have a signed purchase agreement Yes No

Zoning District: NB

Attachments Required:

8 1/2" x 11" parcel map with tax parcel involved in request outlined with a thick black line

A sketch of the site drawn to an engineering scale (e.g. 1"=20', 1"= 30').

Completed Part I of an Environmental Assessment Form (SEQR)

III. Request Information

Proposed Use: TATTOO AND PIECCIING STUDIO / GIRT SHOP

Explain Proposal: WE PROPOSE TO EXPAND OUR CURRENT BUSINESS BY OPENING A 2ND LOCATION AT THE ADDRESS ABOVE. WE WILL BE PROVIDING THE SERVICE OF APPLYING TATTOO AND BODY PIECCIINGS BY USING MODERN, UP-TO-DATE EQUIPMENT AND PROCEDURES IN A HOSPITAL STERILIZED SETTING. WE WILL ALSO OFFER APPROVED AFTERCARE PRODUCTS AND ASSOCIATED GIFTS SUCH AS BODY JEWELRY, BELT BUCKLES, ETC. WE PROVIDE FULL CUSTOM DESIGNS WITH ALL ARTWORK COMPLETED ON PREMISIS. WE WILL HAVE 2 PRIVATE ROOMS TO ENSURE OUR CLIENTS COMFORT. WE ARE AN UPGRADE STUDIO AND WE COMPLY WITH ALL REGULATIONS OF OUR INDUSTRY AND LAWS OF THE STATE.

Use additional 8 1/2" x 11" sheets as needed.

I certify that the information provided above is true to the best of my knowledge.

Signature: _____

[Handwritten Signature]

Date: _____

11/18/09

SPECIAL USE PERMITS

What It Is - A "Special Use Permit" is a special authorization by City Council vote of a particular land use subject to requirements imposed by the Zoning Ordinance. The purpose of the permit is to assure that the proposed use is in harmony with the Zoning Ordinance and regulations and will not adversely affect the neighborhood.

What The Process Is - The procedure for special use permits follows Section 27-b of the General City Law, the City Zoning Ordinance, 6 NYCRR Part 617 (SEQRA Regulations) and General Municipal Law Section 239. Special use permits are Subject to approval by the City Council after a recommendation by the City Planning Board.

What To Submit - One (1) "Special Use Permit Application" form; completely filled in. Be sure all requirements listed under *II. Property Information* on that form are provided. A non-refundable \$100.00 check, made payable to the City of Watertown, New York is also required.

Where To Submit - Special use permit applications, in complete form, shall be submitted to the City Engineer, 245 Washington Street, Watertown, NY 13601, at least two (2) weeks prior to the next scheduled Planning Board Meeting in order to be on that meeting's agenda.

Public Hearing Required - The City Council will conduct a public hearing within sixty-two days from the day an application is received.

Posting Notice on Property - The applicant shall post a sign provided by the Planning Department on the parcel to be affected by the proposal for a period of at least 2 weeks before the public hearing. The applicant shall submit an affidavit to the City Council stating that this requirement has been met.

Decision Deadline - The City Council will decide upon the application within sixty-two days after the hearing. The time may be extended by mutual consent. The decision of the City Council shall be filed in the office of the City Clerk within five days after such decision is rendered, and a copy thereof will be mailed to the applicant.

SEQRA - The City Council will comply with the provisions of the State Environmental Quality Review Act under Article 8 of the Environmental Conservation Law and the regulations contained therein.

County Planning Board Review - Those applications that involve General Municipal Law Section 239, will be referred to the County Planning Board for review. A recommendation from that board is required before the City Council can take action.

Conditions - The City Council may impose such reasonable conditions and restrictions as are directly related to and incidental to the proposed Special Use Permit. Such conditions must be met in connection with the issuance of any permits by the City Engineer, Code Enforcement Bureau or any other officer of the City.

Expiration - A Special Use Permit shall expire one year from the date it was granted by the City Council if the involved property has not been used for the approved use. A special use permit shall also expire immediately upon the cessation of the approved use on the involved property.

SHORT ENVIRONMENTAL ASSESSMENT FORM

For UNLISTED ACTIONS Only

PART 1 - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR <i>KENNETH & LOU BEDFORD</i>		2. PROJECT NAME <i>SPIRIT ART II</i>	
3. PROJECT LOCATION: Municipality <i>WATERTOWN</i> County <i>JEFFERSON</i>			
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map) <i>839 STATE STREET. INSIDE THE CHELEY MALL IN BETWEEN NORTH RUTLAND AND CENTER STREET.</i>			
5. IS PROPOSED ACTION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration			
6. DESCRIBE PROJECT BRIEFLY: <i>OPENING A TATTOO & BODY PIERCING STUDIO</i>			
7. AMOUNT OF LAND AFFECTED: Initially <u>1/4</u> acres Ultimately _____ acres			
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, describe briefly			
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe:			
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, list agency(s) and permit/approvals <i>CITY PLANNING BOARD & CITY COUNCIL - SPECIAL USE PERMIT</i>			
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, list agency(s) and permit/approvals			
12. AS A RESULT OF PROPOSED ACTION, WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE			
Applicant/sponsor name: <i>Kenneth C Bedford</i>		Date: <i>11/18/09</i>	
Signature: <i>Kenneth C Bedford</i>			

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.12? If yes, coordinate the review process and use the FULL EAF.
 Yes No

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If NO, a negative declaration may be superseded by another involved agency.
 Yes No

C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic patterns, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:

C2. Aesthetic agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:

C3. Vegetation or fauna, fish shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:

C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly.

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly.

C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly.

D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CEA?
 Yes No

E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?
 Yes No If yes, explain briefly

PART III – DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed.

- Check this box if you have identified one or more potentially large or significant adverse impacts which **MAY** occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.
- Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action **WILL NOT** result in any significant adverse environmental impacts AND provide on attachments as necessary, the reasons supporting this determination:

Name of Lead Agency

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (If different from responsible officer)

Date

WORK ORDER #: 1290328

PAGE: 1

CUSTOMER: KEN BEDFORD
17532 CO RT 75
1034929
SACKETS HARBOR, NY
13685

SHIP TO: SPIRIT ART II TATTOOS
839 STATE STREET
CHENEY MALL
WATERTOWN NY
13601

WORK: 315/646-2480 @
SALESMAN: TOM CHENEY
WRK ORD DATE: 11/18/09

TERMS: DUE ON DELIVERY

PRODUCT	LCT	DESCRIPTION	QUANTITY	PRICE	EXTENSION
---------	-----	-------------	----------	-------	-----------

TO WHOM IT MAY CONCERN: I HAVE KNOWN KEN BEDFORD FOR OVER 20 YEARS.
I WELCOME HIM AND HIS STAFF TO JOIN US IN CHENEY MALL DBA SPIRIT ART II
TATTOOS. AS YOU KNOW I TAKE PRIDE IN OUR MALL AND OUR REPUTATION AND I
AM VERY SELECTIVE WHO I LEASE OFFICE SPACE TO. CONSIDERING OUR CUSTOMER
BASE I FEEL A PROFESSIONAL TATTOO AND BODY PIERCING BUSINESS IN OUR MALL
WILL BE VERY BENEFICIAL FOR ALL PARTIES INVOLVED.

THANK YOU



TOM CHENEY

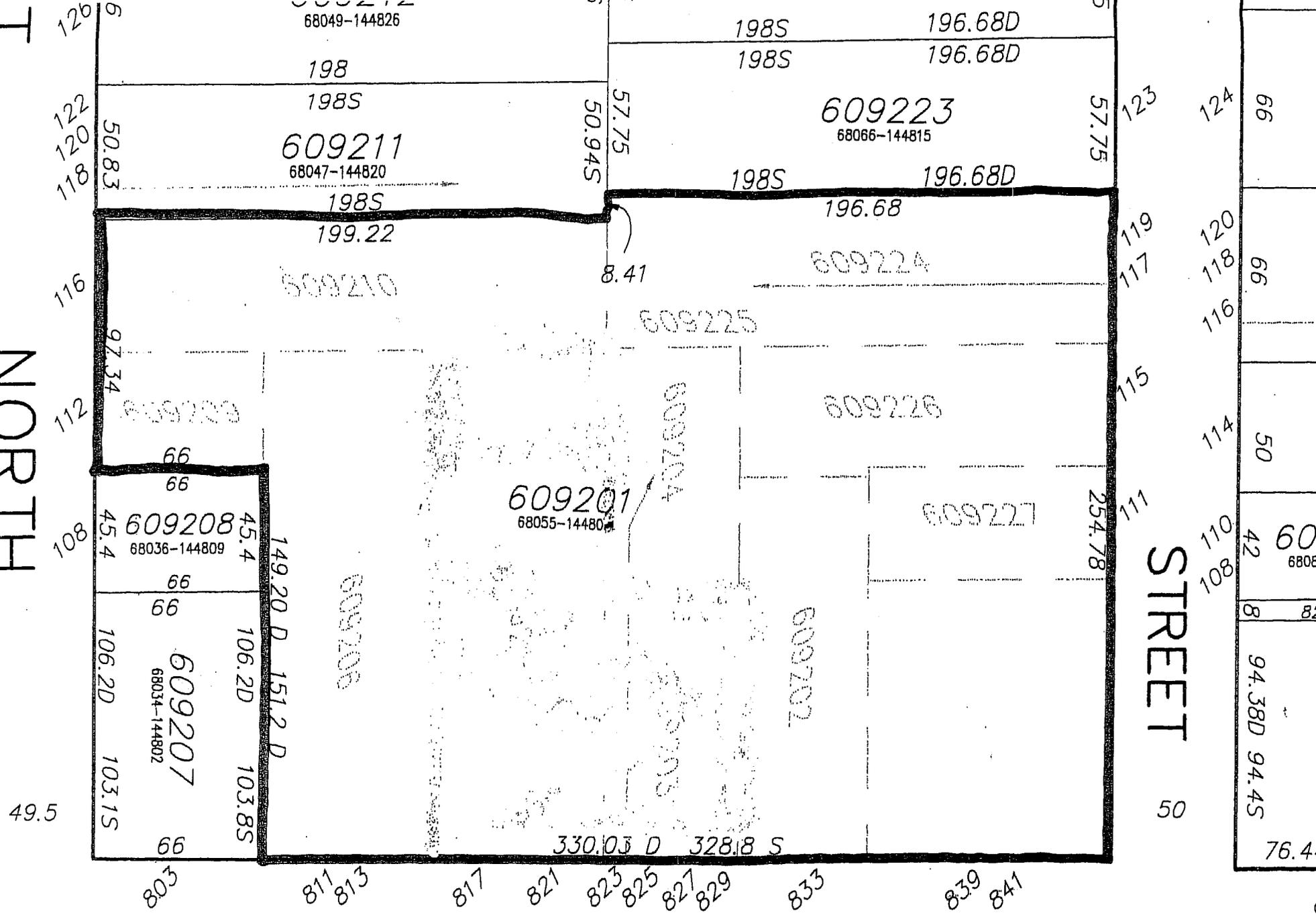
WORK ORDER TOTAL: 0.00

TREAD REMAINING: LF _____	RF _____	LR _____	RR _____
TEST FOR MISSING _____	MONTHLY SPECIAL _____		
THANK YOU NOTE _____	BRAKES _____		
FRONT END _____	SHOCKS _____		
STATE INSPECTION _____	TIRE ROTATION _____		
FALL SEASON PREP _____	MONTHLY SPECIAL _____		

T
NORTH

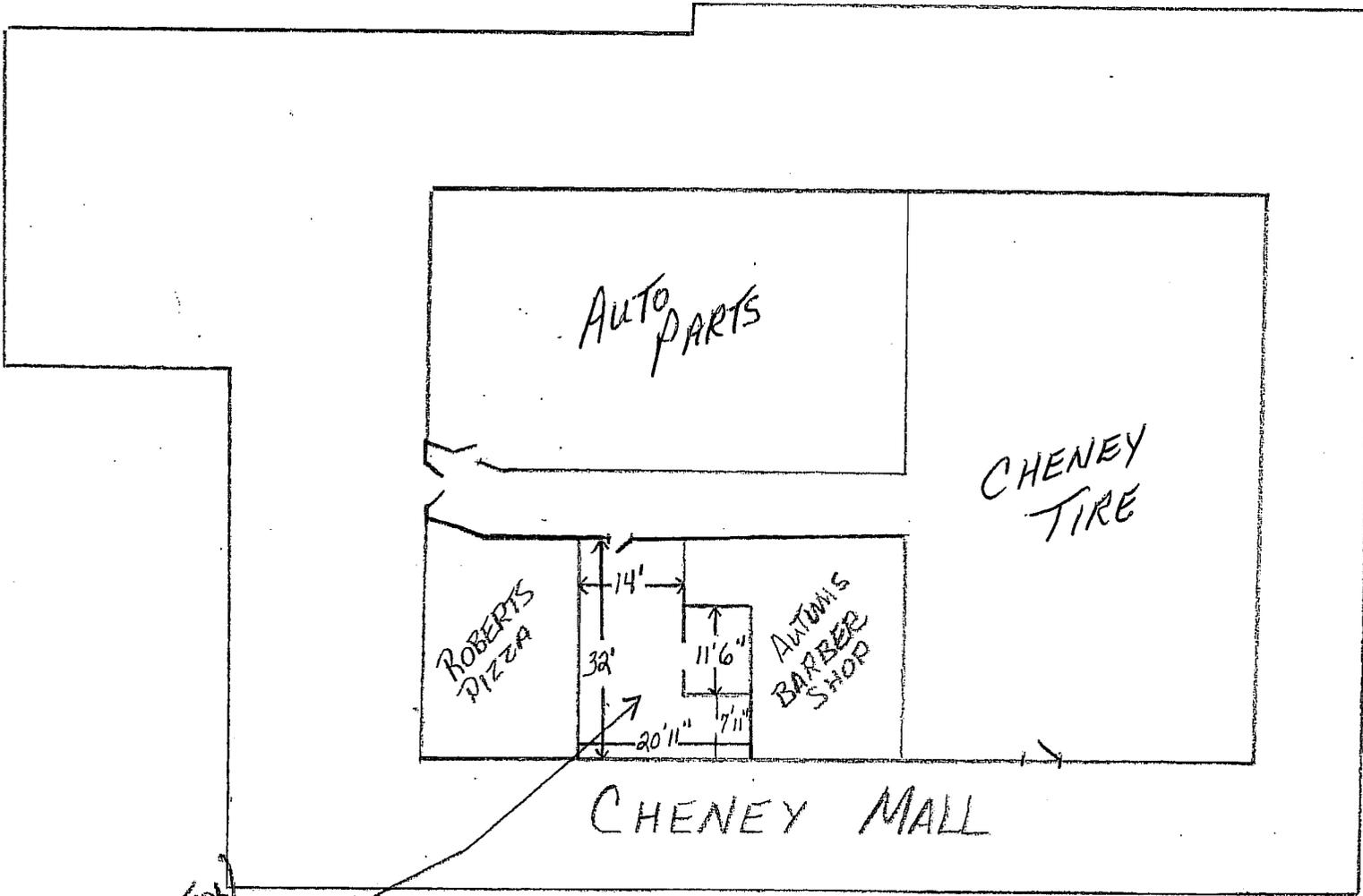
STATE

STREET



N. RUTLAND

CENTRAL ST



CHENEY MALL

STATE STREET

PROPOSED LOCATION
SPIRIT ART II

SCALE: 1" = 20'

December 2, 2009

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning & Community Development Coordinator

Subject: Approving an Amended Site Plan for the Construction of a 5,793 sq. ft. Addition Located at 595 Main Street West, Parcel Numbers 1-14-121.002, 1-14-121.003 and 1-14-126.000.

A request has been submitted by Rick Tague of Bernier Carr & Associates, on behalf of James Scordo of the CREDO Community Center for the above subject site plan approval amendment.

The applicant is seeking approval to amend the site plan because of expansion and changes in the proposed parking layout. Since the original site plan approval in July, the applicant acquired additional property located to the south of their property. The additional property has allowed the applicant to reconfigure the layout of the parking spaces on the site. The new property will also provide for the creation of a small riverfront park like area.

The Planning Board reviewed the revised site plan at its meeting held on December 1, 2009 and adopted a motion recommending that the City Council approve the site plan with the conditions listed in the resolution. Attached are copies of the report prepared for the Planning Board and an excerpt from its Minutes.

The Jefferson County Planning Board reviewed the original site plan pursuant to General Municipal Law Section 239-m on June 30, 2009. It adopted a motion that the project does not have any significant county-wide or intermunicipal issues and is of local concern only. The County Planning Department was contacted regarding the revised site plan and it was determined that this change is small enough that additional review by the County Planning Board is not necessary.

The City Council must respond to the questions in Part 2 and Part 3, if necessary, of the SEQRA Environmental Assessment Form before it may vote on the resolution. The resolution prepared for City Council consideration states that the project will not have a significant negative impact on the environment and approves the site plan submitted to the City Engineering Department on November 17, 2009 with the conditions listed.

RESOLUTION

Page 1 of 2

Approving an Amended Site Plan for the Construction of a 5,793 sq. ft. Addition Located at 595 Main Street West, Parcel Numbers 1-14-121.002, 1-14-121.003 and 1-14-126.000.

Council Member BURNS, Roxanne M.
 Council Member BURTO, Jason R.
 Council Member BUTLER, Joseph M. Jr.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

WHEREAS Rick Tague of Bernier Carr & Associates, on behalf of James Scordo of the CREDO Community Center, has made an application for an amendment to the approved site plan for the construction of a 5,793 sq. ft. addition located at 595 Main Street West, Parcel Numbers 1-14-121.002, 1-14-121.003 and 1-14-126.000, and

WHEREAS the Planning Board of the City of Watertown reviewed the revised site plan at its meeting held on December 1, 2009, and recommended that the City Council of the City of Watertown approve the site plan, contingent upon the following:

1. That a third handicap parking space shall be added to the site plan.
2. That Parcels Nos. 01-14-121.002, 01-14-126.000 and 01-14-121.003 are combined by way of a new metes and bounds description filed with the County Clerk.
3. That a backshield is added on the light pole adjacent Desrosier property and that an updated photometric plan is submitted to the Engineering Department.

And,

WHEREAS the Jefferson County Planning Board reviewed the site plan at its meeting held on June 30, 2009, and adopted a motion that the project does not have any significant County-wide or intermunicipal issues and is of local concern only, and

WHEREAS the City Council has reviewed the Short Environmental Assessment Form, responding to each of the questions contained in Part 2 and has determined that the project, as submitted, is Unlisted and will not have a significant effect on the environment,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York that site plan approval is hereby granted to Rick Tague of Bernier Carr & Associates, on

RESOLUTION

Page 2 of 2

Approving an Amended Site Plan for the Construction of a 5,793 sq. ft. Addition Located at 595 Main Street West, Parcel Numbers 1-14-121.002, 1-14-121.003 and 1-14-126.000.

Council Member BURNS, Roxanne M.
 Council Member BURTO, Jason R.
 Council Member BUTLER, Joseph M. Jr.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

behalf of James Scordo of the CREDO Community Center, for an amended site plan for the construction of a 5,793 sq. ft. addition located at 595 Main Street West, Parcel Numbers 1-14-121.002, 1-14-121.003 and 1-14-126.000 as shown on plans submitted to the City Engineer on November 17, 2009, contingent upon the applicant making the revisions and meeting the requirements listed above in the City Planning Board’s recommendation, and

BE IT FURTHER RESOLVED that it is an express condition of this site plan approval that the applicant provide the City Engineer with sufficient copies of any change in stamped plans forming the basis for this approval at the same time such plans are provided to the contractor. If plans are not provided as required by this condition of site plan approval, the City Codes Enforcement Officer shall direct that work on the project site shall immediately cease until such time as the City Engineer is provided with the revised stamped plans. Additionally, any change in the approved plan which, in the opinion of the City Engineer, would require Amended Site Plan approval, will result in immediate cessation of the affected portion of the project work until such time as the amended site plan is approved. The City Codes Enforcement Officer is requested to periodically review on-site plans to determine whether the City Engineer has been provided with plans as required by this approval.

Seconded by



MEMORANDUM

City of Watertown Planning Office

245 Washington Street, Room 304

Watertown, New York 13601

315-785-7730

Fax: 315-782-9014

TO: Norman J. Wayte II, Chairman, Planning Board

FROM: Kenneth A. Mix, Planning and Community Development Coordinator

SUBJECT: Site Plan Approval – 595 West Main Street KAM

DATE: November 23, 2009

Request: Amended Site Plan Approval for a 5,793 sq ft addition at 595 West Main Street, Parcel Numbers 01-14-121.002, 01-14-121.003, and 01-14-126.

Applicant: Rick Tague, of Bernier, Carr & Associates on behalf of James Scordo of the CREDO Community Center.

Proposed Use: Offices

Property Owner: CREDO Community Center

Submitted:

Property Survey: Yes	Preliminary Architectural Drawings: Yes
Site Plan: Yes	Preliminary Site Engineering Plans: Yes
Vehicle and Pedestrian Circulation Plan: No	Construction Time Schedule: No
Landscaping and Grading Plan: Yes	Description of Uses, Hours & Traffic Volume: No

SEQRA: Unlisted Action

County Planning Board Review Required: Yes

Zoning Information:

District: Light Industry

Maximum Lot Coverage: None

Setback Requirements: None

Buffer Zone Required: 5-15 ft along residential

Project Overview: The site plan that was previously approved is similar to this submission; however CREDO has purchased the Peterson property located to the south of the property to allow for more parking and extra green space as well. It was discovered after the approval that there was a mistake with the size of the parking spaces that were adjacent to the rear of the building and adjustments needed to be made. Therefore, once the Peterson property was purchased the applicant decided to submit a site plan amendment showing the appropriate parking and green space on the newly acquired lot.

Parking: The applicant has addressed the parking issue and has 53 parking spaces shown for the property, which meets the requirements from the Zoning Ordinance. The site plan however shows only 2 handicapped parking spaces and 3 must be provided according to ADA regulations. The applicant should ensure that a third handicapped parking space will be provided with a 5 foot minimum aisle and required signage.

Grading, Drainage and Utilities: The applicant must coordinate with NYS DEC in regard to the stormwater outfall to the Black River and copy the City on all correspondence.

Lighting: The applicant should provide an updated Photometric Plan showing the reduction in lighting levels onto the adjacent Desrosier Residence located at 575 Main Street due to the addition of a back shield on the light pole.

Landscaping: The applicant has added an extensive landscaped area along the southeast edge of the parking lot. The landscaped area provides screening for the rear of the Derosier property, which was the subject of discussion at the previous Planning Board meeting. In addition to trees, the landscaped area includes a walkway, seating area and decorative fencing, creating a park like area along the river. To the southwest of the proposed addition, along the edge of the parking lot, the applicant has also included a lawn area with trees that will enhance the lot and serve to capture some of the stormwater runoff coming from this section of the parking area.

Other Comments: Final approval for this application will be given by the City Council after a recommendation from the Planning Board.

The applicant should file the appropriate paperwork with the County to ensure that all three parcels in question, 01-14-121.002, 01-14-126, and 01-14-121.003, are assembled into one property.

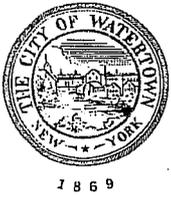
Any proposed signage for the project will not be approved as part of the site plan submission. Any proposed signage will be handled as a separate matter through the Bureau of Code Enforcement.

It is an express condition of this site plan approval that the applicant provide the City Engineer with a copy of any change in stamped plans forming the basis for this approval at the same time such plans are provided to the contractor. If plans are not provided as required by this condition of site plan approval, the City Codes Enforcement Officer shall direct that work on the project site shall immediately cease until such time as the City Engineer is provided with the revised stamped plans. Additionally, any change in the approved plan which, in the opinion of the City Engineer, would require Amended Site Plan approval, will result in immediate cessation of the affected portion of the project work until such time as the amended site plan is approved. The City Codes Enforcement Officer is requested to periodically review on-site plans to determine whether the City Engineer has been provided with plans as required by this approval.

Summary: The following lists several key issues that should be addressed:

- 1.) Add a third handicapped parking space.
- 2.) Ensure that parcels number: 01-14-121.002, 01-14-126, and 01-14-121.003.
- 3.) Add a back shield on the light pole that is adjacent to the Desrosier property and submit an updated photometric plan to the Engineering Department.

cc: Planning Board Members
City Council Members
Robert J. Slye, City Attorney
Justin Wood, Engineer
Rick Tague, Bernier, Carr & Associates, P.C. 327 Mullin Street, Watertown, New York 13601
James Scordo, 595 West Main Street, Watertown, New York 13601



CITY OF WATERTOWN, NEW YORK

CITY PLANNING BOARD

ROOM 302, WATERTOWN CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
(315) 785-7730

Meeting: December 1, 2009

Present:

Norman J. Wayte, II Chairman
Alan Harris
James Valianos
Randy Fipps
Sara Freda

Also:

Kenneth A. Mix, Planning & Community
Development Coordinator
Michael A. Lumbis, Planner
Jacqueline Longton, Planner
Justin Wood, Civil Engineer

Absent:

Lori Gervera
Sarah Warner

The December 1, 2009, Planning Board meeting was called to order at 1:30 p.m. by Chairman Norman Wayte. Mr. Wayte called for a reading of the Minutes of the November 3, 2009, meeting. Mr. Harris moved to accept the Minutes as written and the motion was seconded by Mr. Valianos. All were in favor.

AMENDED SITE PLAN APPROVAL – 595 WEST MAIN STREET, PARCEL NOS. 01-14-121.002, 01-14-121.003, AND 01-14-126.000

The Planning Board considered a request for Site Plan Approval submitted by Rick Tague of Bernier, Carr & Associates, P.C., on behalf of James Scordo of CREDO Community Center for the construction of a 5,793 square foot addition located at 595 West Main Street, Parcel Nos. 01-14-121.002, 01-14-121.003, and 01-14-126.000. Matt Cooper from Bernier Carr and James Scordo from CREDO were present to represent this project.

Mr. Scordo mentioned that they needed to alleviate some parking issues that they had from the previously approved site plan. He said during the original site plan review they were in the process of purchasing the Peterson property located to the rear of their property and have since acquired it. The additional property allowed them to layout the parking configuration differently, thus requiring a revise site plan approval. He said they will combine the three parcels and will add the additional handicapped parking space and a park area. Mr. Scordo said that this new site plan met the satisfaction of the Desrosiers, who own the property adjacent to them, and they are happy with no buffer on that side and the way that it will look in the rear.

Mr. Cooper stated that with the revised site plan they meet the parking requirements. He said that some of the parking spaces on the previous site plan did not meet

typical size standards, were a little small and had a small drive lane width. To alleviate this, they added the third parcel and will achieve wider drive lanes and standard parking lot spaces; they will also be adding a good area of green space. Mr. Cooper stated that they would be using half of the Peterson property for the green space park area. He also mentioned that another handicap spot will be added and a backshield will be added to the one light adjacent to the Desrosier property. They are in the process of getting all three parcels assembled. He said that all of the concerns outlined by the City in the site plan review memorandum have been addressed.

Mr. Harris then asked about the fence between the Desrosier property and CREDO's. Mr. Cooper and Mr. Scordo responded that there is an existing fence that they plan to keep. Mrs. Freda asked where exactly Peterson property is on the plan. Mr. Cooper showed her precisely where the Peterson property is on the plans in relation to the prior approved plans.

Mr. Valianos moved to recommend Amended Site Plan Approval contingent upon the three items stated in the memo to the Planning Board:

1. That a third handicap parking space shall be added to the site plan.
2. That Parcels Nos. 01-14-121.002, 01-14-126.000 and 01-14-121.003 are combined by way of a new metes and bounds description filed with the County Clerk.
3. That a backshield is added on the light pole adjacent Desrosier property and that an updated photometric plan is submitted to the Engineering Department.

The motion was seconded by Mr. Harris, all were in favor.



Department of Planning
175 Arsenal Street
Watertown, NY 13601

Donald R. Canfield
Director of Planning

(315) 785-3144
(315) 785-5092 (Fax)

July 6, 2009

Michael Lumbis, Planner
City of Watertown
245 Washington St., Room 304
Watertown NY 13601

Re: CREDO Community Center, Site Plan Review for expansion,
JCDP File # C 7 - 09

Dear Michael:

On June 30, 2009, the Jefferson County Planning Board reviewed the above referenced project, referred pursuant to General Municipal Law, Section 239m.

The Board adopted a motion that the project does not have any significant County-wide or intermunicipal issues and is of local concern only.

The County Planning Board has the following local advisory comments:

The site plan indicates that the stormwater drainage will flow onto adjacent property. The local board should ensure that drainage from the site does not impact adjacent properties.

The parking calculations indicate that 53 spaces are required, but only 50 spaces are shown. The developer should provide an alternate parking plan that adds the required three additional spaces or request an area variance from the parking regulations.

The proposed addition is built over a property line. The local board should require that the parcels be combined.

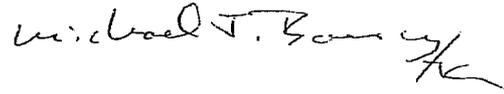
The County Planning Board understands that there have been communications between the developer and the City Planning Board and that there may be revised plans that mitigate some of the above issues.

Please note that the advisory comments are not a condition of the County Planning Board's action. They are listed to assist the local board in its review of the project. The local board is free to make its final decision.



General Municipal Law, Section 239m requires the local board to notify the County of its action on this matter within thirty (30) days after taking a final action.
Thank you.

Sincerely,

A handwritten signature in black ink that reads "Michael J. Bourcy" with a stylized flourish at the end.

Michael J. Bourcy
Senior Planner

MJB

City of Watertown
Site Plan Application for
Credo Community Center Outpatient Facility

Engineering Report

Prepared by
Bernier Carr & Associates, PC

November 17, 2009

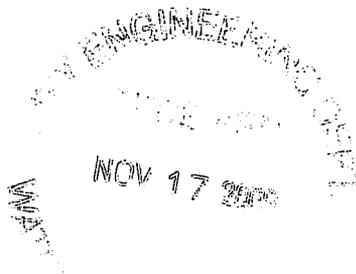


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A. Project Location

The proposed addition and renovation work will be performed at the Credo Community Center Outpatient Facility at 595 West Main Street in the City of Watertown, Jefferson County, New York. This property is located east of the Black River along the western side of West Main Street and is 1.07 acres

Located about 100 feet northeast of the West Main Street and Edmund Street intersection, the property on which the proposed work will be performed is surrounded by land mostly zoned as "light industrial". One property, located directly to the northeast of the Credo property, is zoned as "neighborhood business" and is owned by Jefferson Hostels, Inc.

B. Project Description

Proposed work at the site will include the demolition of an existing garage structure, the completion of an addition to the existing Credo building and an extension of the existing parking lot. This work will be limited to the property currently owned by Credo.

The garage structure located at Credo's more southern parcel will be demolished as part of this work. Having dimensions of approximately 160' x 60', the garage will be removed to create space for the proposed building addition and parking area.

An additional 5,793 square feet of space will be added to the existing Outpatient Facility as a result of this work. The addition will stand two stories tall and have a basement floor, matching the layout of the current building. All plumbing, electrical wiring, water connections and other utility connections to the addition will be made through the existing facility and will not require the use of new connections to the building's exterior. The addition will be used mostly as office, lobby, classroom and storage space and will have three bathrooms.

Additional parking spaces, to accommodate any personnel increases the addition may generate, will be constructed at the area currently used for the garage. This parking area will join with the existing parking lot located southeast of the facility, wrap around the addition and end at a small unnamed access road to the northwest of the facility.

C. Existing and Proposed Sanitary Sewer Flows and Summary

An additional three restrooms will be tied to the City's sanitary system as a result of the proposed construction. However, the number of people contributing to the production of sanitary flows at the site will likely remain the same, or increase only slightly, as the addition will be mainly occupied by people who already use the facility.

Stormwater from the proposed addition's roof will be conveyed to the storm sewer system, but will not contribute to an increase in flow to this system as the land on which the building's construction is proposed currently serves as a parking lot. The City of Watertown maintains a stormwater conveyance system in an area around the Credo Outpatient Clinic and is connected to a catchbasin at the Credo property. This catchbasin intercepts flow from the roof of the existing onsite building and from the parking lot where it is located.

D. Storm Water Pre & Post Construction Calculations and Summary

Due to the limited area of disturbance expected during construction at this site, a notice of intent will not need to be submitted to the DEC for coverage under the SPDES General Permit for Stormwater Discharges. A permit is required for activities that are expected to disturb greater than one acre of land.

Stormwater calculations for the site have been completed and appropriate erosion and sediment control practice will be employed during the proposed construction.

Using the Graphical Peak Discharge Method as defined in the USDA's Technical Release 55, stormwater runoff from the site is calculated to total approximately 4.5 cfs. These calculations were performed for a 0.83 acre site having a composite curve number of 97 and a time of concentration of 0.1 hours. Below is a chart summarizing the anticipated runoff flows from the site during different storm events. Since no significant changes are being made to grade or percent impervious area at the site, no change in runoff flows from the site is anticipated following the proposed construction at the site.

Peak Discharge at Credo Community Center Outpatient Facility						
	Units	1-yr	2-yr	10-yr	100-yr	
Determination of q_u						
Time of Concentration	T_c (hrs)	0.1	0.1	0.1	0.1	0.1
Curve Number	CN	97	97	97	97	97
Initial Abstration	I_a (in)	0.06	0.06	0.06	0.06	0.06
Precipitation	P (in)	2.2	2.6	3.5	4.8	
	I_a/P	0.03	0.02	0.02	0.01	
Potential Maximum Retention	S	0.31	0.31	0.31	0.31	0.31
Coefficients for Unit Discharge	C_o	2.5683	2.5692	2.5704	2.5714	
	C_1	-0.6367	-0.6389	-0.6423	-0.6450	
	C_2	-0.1744	-0.1747	-0.1751	-0.1754	
unit peak discharge (q_u)	q_u (csm/in)	1073	1080	1090	1099	
Determination of Q_p						
$Q_p = q_u * A * Q * F_p$						
unit peak discharge	q_u (cfs)	1073	1080	1090	1099	
drainage area	A (acres)	0.83	0.86	0.83	0.83	
drainage area	A (sq.mi.)	0.0013	0.0013	0.0013	0.0013	
runoff	Q (in)	1.87	2.26	3.15	4.45	
ponding adjustment	F_p	1	1	1	1	
peak discharge	Q_p (cfs)	2.6	3.3	4.5	6.3	

E. Water Flows and Pressure

Field data collected by the City of Watertown's Water Department show that static water pressure from a hydrant nearest the site is about 100 psi and that the maximum flow rate is greater than 1300 gpm, which is the largest flow rate that can be measured by the Department's equipment. A computer model of the system, also maintained by the Water Department, calculates that static pressure in this area should be 101.6 psi and that a maximum flow rate of 4700 gpm should be supplied by the hydrant at 20 psi.

F. Traffic Impacts

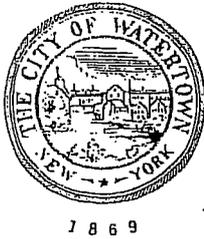
Any increase in the amount of traffic as a result of the proposed construction will be minimal since the main purpose of the addition is to provide greater amounts of space for people who already use and work at the facility. It is estimated that no more than eight cars per day will access West Main Street from the facility due to the proposed expansion. This volume of traffic will not impact traffic patterns near the site.

G. Lighting Summary

The additional parking spaces will be illuminated by three light poles. A photometric plan has been prepared and reveals that there is light spillage of greater than 0.5 ft-candles approximately 7 feet off the property, therefore backshields will be provided to reduce the light spillage.

H. Landscaping Summary

The proposed site development will include lawn and trees areas that will assist in stormwater absorption and provide screening between adjacent parcels. The landscaping will improve viewing access of the Black River and improve the aesthetics of the shoreline area.



CITY OF WATERTOWN SITE PLAN APPLICATION PROCESS

The applicant is responsible for completeness of application and inclusion of all required information.

****INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED****

In order to expedite the Site Plan review process, all applicants are encouraged to have a pre-application meeting with Planning & Engineering staff. Staff can be reached at (315) 785-7740.

In the interest of expediting site plan approvals, the City of Watertown wishes to advise you of the procedures in applying for these referrals:

A. ~~Fill out the Site Plan/Site Plan Waiver - Determination Flow Chart below:~~

1. Is the use a one, two, or three family dwelling?
 YES (Site Plan Review is **not** required. You may apply directly for Building Permit.)
 NO (Go to question 2)
2. Is your building or parking lot construction or expansion less than or equal to 400 sq. ft.?
 YES (Site Plan Review is not required. You may apply directly for Building Permit.)
 NO (Go to question 3)
3. Does your building or parking lot construction or expansion exceed 2500 sq. ft.?
 YES (Site Plan Review required. Submit the Site Plan Application Form.)
 NO (Go to question 4)
4. Is your proposed building the first on the lot?
 YES (Site Plan Review required. Submit the Site Plan Application Form.)
 NO (Go to question 5)
5. Does your project involve a change in the property boundaries?
 YES (Site Plan Review required. Submit the Site Plan Application Form.)
 NO (Go to question 6)
6. Does your building or parking lot construction or expansion change or impair the overall grading, circulation, drainage, utility services, and appearance and visual effect of the property?
 YES (Site Plan Review required. Submit the Site Plan Application Form.)
 NO (*Site Plan Waiver allowed. Submit the Site Plan Waiver Form.)

* The City of Watertown Planning Board reserves the right to require Site Plan Review.

B. When Jefferson County Planning Board review is necessary, one additional set is required. **SUBMISSION MUST CONTAIN COMPLETE COLLATED SETS OF ALL DATA.**
 A complete submittal set at a minimum contains the following:

1. For Site Plan Approval *
 - 15 sets - At least 3 full size, including one original full size.
 - Remaining sets can be 11x17 if legible.
 - Completed Site Plan Application (see attached application form).
 - * City Council Approval is required for Site Plans.

2. For Site Plan Waiver Approval **
 - 10 sets - At least 3 full size, including one original full size.
 - Remaining sets can be 11x17 if legible
 - Completed Site Plan Waiver Application (see attached application form).
 - ** Site Plan approval of City Council would be waived by the City of Watertown Planning Board.

C. Address submittals to:
 Kurt W. Hauk, P.E.
 City Engineer
 Room 305, City Hall
 245 Washington Street
 Watertown, NY 13601

D. A **\$25.00** application fee must accompany the submittal.
 Make checks payable to the City of Watertown.

E. All Site Plan submittals must be received by the City Engineer at least 14 calendar days prior to the next Planning Board Meeting; 21 calendar days if Jefferson County Planning Board action is necessary. Failure to meet the submittal deadline will result in **not** making the agenda for the upcoming Planning Board Meeting. **THERE ARE NO EXCEPTIONS.** The City Planning Board meets on the first Tuesday of each month at 1:30 P.M. in the City Council Chambers on the 3rd Floor of City Hall.

CITY OF WATERTOWN PLANNING BOARD 2009 (1 ST TUES. MONTH)		CITY OF WATERTOWN CITY COUNCIL 2009 (1 ST & 3 RD MONDAY @ 7 PM)		JEFFERSON COUNTY PLANNING BOARD 2009 (LAST TUES. MONTH)	
MEETING DATE	DEADLINE	MEETING DATE		MEETING DATE	DEADLINE
Jan. 6	Dec. 23	Jan. 5, 20★		Jan. 27	Jan. 13
Feb. 3	Jan. 20	Feb. 2, 17★		Feb. 24	Feb. 10
March 3	Feb. 17	March 2, 16		March 31	March 17
April 7	March 24	Apr. 6, 20		April 28	April 14
May 5	April 21	May 4, 18		May 26	May 12
June 2	May 19	Jun. 1, 15		June 30	June 16
July 7	June 23	July 6, 20		July 28	July 14
Aug. 4	July 21	Aug. 3, 17		Aug. 25	Aug. 11
Sept. 1	Aug. 18	Sept. 8★, 21		Sept. 29	Sept. 15
Oct. 6	Sept. 22	Oct. 5, 19		Oct. 27	Oct. 13
Nov. 3	Oct. 20	Nov. 2, 16		Nov. 24	Nov. 10
Dec. 1	Nov. 17	Dec. 7, 21		Dec. 29	Dec. 15

★ Meeting will be held the next day when Monday is a holiday



1869

CITY OF WATERTOWN
SITE PLAN APPLICATION
AND
SHORT ENVIRONMENTAL
ASSESSMENT FORM, PART 1

** Provide responses for all sections. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. Failure to submit required information by the submittal deadline will result in **not** making the agenda for the upcoming Planning Board meeting.

PROPERTY LOCATION

Proposed Project Name: CREDO Community Center Addition

Tax Parcel Number: 114121.002

Property Address: 595 West Main Street Watertown, NY

Existing Zoning Classification: Neighborhood Business

OWNER OF PROPERTY

Name: CREDO Community Center

Address: 595 West Main Street
Watertown, New York 13601

Telephone Number: (315) 788-1530

Fax Number: (315) 788-3794

APPLICANT

Name: James Scordo, Executive Director

Address: 595 West Main Street
Watertown, New York 13601

Telephone Number: (315) 788-1530

Fax Number: (315) 788-3794

Email Address: jim@credocommunitycenter.com

ENGINEER/ARCHITECT/SURVEYOR

Name: Bernier, Carr & Associates, P.C.

Address: 327 Mullin Street
Watertown, New York 13601

Telephone Number: (315) 782-8130

Fax Number: (315) 782-7192

Email Address: rtague@thebcgroup.com Rick W. Tague, A.I.A.

BC&A Project No. 2008-096

PROJECT DESCRIPTION

Describe project and proposed use briefly:

3-story, 5,793 square foot addition to the
existing building

Is proposed Action:

New Expansion Modification/Alteration

Amount of Land Affected:

Initially: 1.07 Acres Ultimately: 1.07 Acres

Will proposed action comply with existing zoning or other existing land use restrictions?

Yes No If no, describe briefly

What is present land use in vicinity of project?

Residential Industrial Commercial Agriculture
 Park/Forest/Open Space Other

Describe: _____

Does project involve a permit approval, or funding, now or ultimately from any other Governmental Agency (Federal, State or Local)?

Yes No If yes, list agency(s) and permit/approval(s)

Building Permit - City of Watertown

Does any aspect of the project have a currently valid permit or approval?

Yes No If yes, list agency(s) and permit/approval(s)

As a result of proposed project, will existing permit/approval require modification?

Yes No

Proposed number of housing units (if applicable): _____

		<u>Existing</u>
Proposed building area:	1 st Floor <u>1,931</u> Sq. Ft.	6,736
	2 nd Floor <u>1,931</u> Sq. Ft.	6,736
	3 rd Floor <u>1,931</u> Sq. Ft.	6,736
	Total _____ Sq. Ft.	20,205

Area of building to be used for the boiler room, heat facilities, utility facilities
and storage: _____ 4,394 _____ Sq. Ft.

Number of parking spaces proposed: _____ 53 _____

Construction Schedule: _____ August 2009 thru May 2010 _____

Hours of Operation: _____ 7 a.m. to 9 p.m. _____

Volume of traffic to be generated: _____ ADT

REQUIRED DRAWINGS:

** The following drawings with the listed information ARE REQUIRED, NOT OPTIONAL. If the required information is not included and/or addressed, the Site Plan Application will **not** be processed.

BOUNDARY & TOPOGRAPHIC SURVEY

(Depict existing features as of the date of the Site Plan Application. This Survey and Map must be performed and created by a Professional Land Surveyor licensed and currently registered to practice in the State of New York. This Survey and Map must be stamped and signed with an original seal and signature on at least one copy, the rest may be copies thereof.

All elevations are National Geodetic Vertical Datum of 1929 (NGVD29).

1' contours are shown & labeled with appropriate spot elevations.

All existing features on and within 50 feet of the subject property are shown and labeled.

All existing utilities on and within 50 feet of the subject property are shown and labeled.

All existing easements and/or right-of-ways are shown and labeled.

Existing property lines (bearings & distances), margins, acreage, zoning, existing land use, reputed owner, adjacent reputed owners & tax parcel numbers are shown and labeled.

The north arrow & graphic scale are shown.

DEMOLITION PLAN (If Applicable)

All existing features on and within 50 feet of the subject property are shown and labeled.

All items to be removed are labeled in darker text.

SITE PLAN

All proposed above ground features are depicted and clearly labeled.

All proposed features are clearly labeled "proposed".

All proposed easements & right-of-ways are shown and labeled.

Land use, zoning, & tax parcel number are shown.

- The Plan is adequately dimensioned including radii.
- The line work & text for all proposed features is shown darker than existing features.
- All vehicular & pedestrian traffic circulation is shown including a delivery or refuse vehicle entering and exiting the property.
- Proposed parking & loading spaces including ADA accessible spaces are shown and labeled.
- Refuse Enclosure Area (Dumpster), if applicable, is shown. Section 161-19.1 of the Zoning Ordinance states, "No refuse vehicle or refuse container shall be parked or placed within 15 feet of a party line without the written consent of the adjoining owner, if the owner occupies any part of the adjoining property".
- The north arrow & graphic scale are shown.

GRADING PLAN

- All proposed below ground features including elevations & inverts are shown and labeled.
- All proposed above ground features are shown and labeled.
- The line work & text for all proposed features is shown darker than existing features.
- All proposed easements & right-of-ways are shown and labeled.
- 1' existing contours are shown dashed & labeled with appropriate spot elevations.
- 1' proposed contours are shown & labeled with appropriate spot elevations.
- All elevations are National Geodetic Vertical Datum of 1929 (NGVD29).
- Sediment & Erosion control are shown & labeled on the grading plan unless separate drawings have been provided as part of a Stormwater Pollution Prevention Plan (SWPPP).

UTILITY PLAN

- All proposed above & below ground features are shown and labeled.
- All existing above & below ground utilities including sanitary, storm water, water, electric, gas, telephone, cable, fiber optic, etc. are shown and labeled.

- All proposed easements & right-of-ways are shown and labeled.
- The Plan is adequately dimensioned including radii.
- The line work & text for all proposed features is shown darker than existing features.
- The following note has been added to the drawings stating, "All water main and service work must be coordinated with the City of Watertown Water Department. The Water Department requirements supercede all other plans and specifications provided."

LANDSCAPING PLAN

- All proposed above ground features are shown and labeled.
- ~~All proposed trees, shrubs, and other plantings are shown and labeled.~~
- All proposed landscaping & text are shown darker than existing features.
- All proposed landscaping is clearly depicted, labeled and keyed to a plant schedule that includes the scientific name, common name, size, quantity, etc.
- For additional landscaping requirements where nonresidential districts and land uses abut land in any residential district, please refer to Section 310-59, Landscaping of the City's Zoning Ordinance.
- Site Plan complies with and meets acceptable guidelines set forth in Appendix A - Landscaping and Buffer Zone Guidelines (August 7, 2007).**

PHOTOMETRIC PLAN (If Applicable)

- All proposed above ground features are shown.
- Photometric spot elevations or labeled photometric contours of the property are clearly depicted. Light spillage across all property lines shall not exceed 0.5 foot-candles.

CONSTRUCTION DETAILS & NOTES

- All details and notes necessary to adequately complete the project including, but not limited to, landscaping, curbing, catch basins, manholes, water line, pavement, sidewalks, trench, lighting, trash enclosure, etc. are provided.
- Maintenance & protection and traffic plans & notes for all required work within City streets including driveways, water laterals, sanitary laterals, storm connections, etc. are provided.

- The following note must be added to the drawings stating:
"All work to be performed within the City of Watertown margin will require sign-off from a Professional Engineer, licensed and currently registered to practice in the State of New York, that the work was built according to the approved site plan and applicable City of Watertown standards. Compaction testing will be required for all work to be performed within the City of Watertown margin and must be submitted to the City of Watertown Codes Department."

PRELIMINARY ARCHITECTURAL PLANS (If Applicable)

- Floor plan drawings, including finished floor elevations, for all buildings to be constructed are provided.
- Exterior elevations including exterior materials and colors for all buildings to be constructed are provided.
- Roof outline depicting shape, slope and direction is provided.

ENGINEERING REPORT

**** The engineering report at a minimum includes the following:**

- Project location
- Project description
- Existing & proposed sanitary sewer flows & summary
- Water flows & pressure
- Storm Water Pre & Post Construction calculations & summary
- Traffic impacts
- Lighting summary
- Landscaping summary

GENERAL INFORMATION

ALL ITEMS ARE STAMPED & SIGNED WITH AN ORIGINAL SIGNATURE BY A PROFESSIONAL ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR SURVEYOR LICENSED AND CURRENTLY REGISTERED TO PRACTICE IN THE STATE OF NEW YORK.

If required, a copy of the Stormwater Pollution Prevention Plan (SWPPP) submitted to the NYSDEC will also be sent to the City of Watertown Engineering Department.

If required, a copy of all submittals sent to the New York State Department of Environmental Conservation (NYSDEC) for the sanitary sewer extension permit will also be sent to the City of Watertown Engineering Department

If required, a copy of all submittals sent to the New York State Department of Health (NYSDOH) will also be sent to the City of Watertown Engineering Department.

Signage will not be approved as part of this submission. It requires a sign permit from the Codes Department. See Section 310-52.2 of the Zoning Ordinance.

Plans have been collated and properly folded.

Explanation for any item not checked in the Site Plan Checklist.

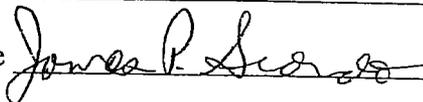
Completed SEQR – Short Environmental Assessment Form – Part I.

*A copy of the SEQR Form can be obtained from the City of Watertown website.

SIGNATURE

I certify that the information provided above is true to the best of my knowledge.

Applicant (please print) James Scordo

Applicant Signature  Date: 11/17/09

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.12?

If yes, coordinate the review process and use the FULL EAF.

Yes No

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If NO, a negative declaration may be superseded by another involved agency.

Yes No

C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic patterns, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:

C2. Aesthetic agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:

C3. Vegetation or fauna, fish shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:

C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly.

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly.

C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly.

D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CEA?

Yes No

E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?

Yes No If yes, explain briefly

PART III – DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed.

Check this box if you have identified one or more potentially large or significant adverse impacts which **MAY** occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.

Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action **WILL NOT** result in any significant adverse environmental impacts AND provide on attachments as necessary, the reasons supporting this determination:

Name of Lead Agency

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (If different from responsible officer)

Date

December 1, 2009

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Amending City Municipal Code A320, Article V,
Miscellaneous Fees, §320-6, Schedule of Fees

The attached Ordinance amending the Snow Dump Permit Fee has been prepared for consideration at the request of the City Council. If approved this will change the fee from \$500 per permit to \$125 per truck, up to three trucks per business; \$500 flat fee for four or more trucks per business.

AS you will recall, during the development of the Fiscal year 2009-2010 Budget the Council discussed establishing a fee for the Permit issued by the City to businesses that use the City's snow dump. Based on the number of Snow Dump Permits issued in FY 2008-2009, a budget of \$15,000 was established for this fee. If this fee is amended as proposed, the anticipated revenue will be closer to \$4,250, creating a \$11,750 shortfall.

ORDINANCE

Page 1 of 1

Amending City Municipal Code A320, Article V, Miscellaneous Fees, §320-6, Schedule of Fees

Council Member BURNS, Roxanne M.
 Council Member BURTO, Jason R.
 Council Member BUTLER, Joseph M. Jr.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

BE IT ORDAINED that Chapter A320, Article V, Miscellaneous Fees, §A320-6, Schedule of Fees of the City Code of the City of Watertown is amended as follows:

§ A320-6. Schedule of Fees.

A. Fees for various business permits and licenses are as set forth below:

Type	Fee
Snow dump permit	\$125 per truck, up to three trucks per business; \$500 flat fee for four or more trucks per business

and,

BE IT FURTHER ORDAINED that this amendment shall take effect as soon as it is published once in the official newspaper of the City of Watertown, or printed as the City Manager directs.

Seconded by

	<h1>MEMORANDUM</h1>	E.P. Hayes Superintendent
	<h2>Dept. Public Works</h2>	Date: 11-20-09 Ref: PW 079-09
To:	Mary Corriveau, City Manager	
Subject:	Snow-Dumping Facility 2008-2009 Permit Record	

In response to the Council's request for additional information I have prepared the following listing detailing the 2008-2009 Snow Dump Permits issued in terms of numbers and vehicles.

No	Permit Holder	Date Issued	Vehicles
1	Cory Gardner	01-28-09	1
2	Desormo Excavation	02-02-09	3
3	Gardner Trucking	01-13-09	1
4	Great Northern Construction	12-01-08	2
5	Joe Converse	12-22-08	1
6	Lennox Homes	01-26-09	1
7	Marcincko	12-16-08	3
8	Marzano Excavating	01-30-09	2
9	Motors N More	01-20-09	1
10	Ontario Earth Works	02-03-09	1
11	Otter Creek Excavating	01-22-09	2
12	P&M Construction	11-14-08	2
13	P. Marzano Special	01-30-09	1
14	Popovici	01-22-09	1
15	Rayex Property	01-28-09	1
16	Ronald Branch	01-20-09	1
17	Shawn Granger	01-26-09	2
18	Steve Converse Developments	12-22-08	2
19	SWBG Wholesale Inc	01-14-09	2
20	SWBG Wholesale Inc	02-10-09	1
21	Watertown Door & Window	12-11-08	2
22	White's Lumber	02-05-09	1

As you will note 22 permits were issued with a total of 34 vehicles listed; 12 holders registered single use vehicles.

To date this year we have issued two Snow Dump Permits with a total of 23 vehicles listed as compared to one permit issued by this time in 2008 and two vehicles listed.

Should you have any additional questions concerning this issue, please do not hesitate to contact me at your convenience.

Gene

cc: Chief Goss, Watertown City Police Department
Peter Monaco, Superintendent of Public Works
. DPW files:
Snow Dump Permits

City of Watertown, NY
CHAPTER 265. STREETS AND SIDEWALKS

§ 265-11.1. Snow or other obstructing substances in streets.

[Added 11-14-1960]

No person shall willfully or knowingly place quantities of snow or any other obstructing substances in such a manner as to interfere with the free, full and proper use of any road, highway, public way or place by pedestrians, motor vehicles and their operators.

§ 265-11.2. Use of City snow-dumping facility.

[Added 11-24-1986]

A. No person shall use the City snow-dumping facility without a duly authorized permit issued by the City of Watertown's Department of Public Works. Each application for a permit, if required, shall be accompanied by a check, or other form of payment acceptable to the City of Watertown in the amount set forth by the City Council in Chapter A320 of the City Code. This fee is nonrefundable.

[Amended 6-1-2009]

B. As a requirement for said permit, the applicant shall provide a certificate of liability insurance for not less than \$500,000, and, further, said policy shall name the City of Watertown as an additional named insured.

C. Penalties shall be as set forth in § 265-12 of the Municipal Code.

§ 265-12. Penalties for offenses.

[Added 12-1-1986 by L.L. No. 1-1986]

Any person, firm or corporation violating any provision of this Article shall, upon conviction, be subject to a fine of not less than \$50 nor more than \$250 or imprisonment for not more than 15 days, or both. Each day of continued violation is a separate and distinct offense.

December 1, 2009

To: The Honorable Mayor and City Council
From: Mary M. Corriveau, City Manager
Subject: City Bus Fares, Fixed Rate, Unlimited Monthly Pass

At the June 1, 2009 City Council meeting, a letter from the Transportation Commission suggesting a monthly unlimited ride pass be offered was read. A copy of their letter is attached for your review. In response to this Commission recommendation, City Comptroller James E. Mills, Superintendent of Public Works Eugene P. Hayes and Transit Supervisor Kathy S. Webster have met and discussed the impact of this option.

As discussed at the November 17, 2009 City Council meeting, at this point in time, Staff is recommending that City Council consider instituting a monthly unlimited ride pass at a price of \$40. While the Transportation Commission discussed offering a discounted pass for seniors, Staff is not recommending this option. We would like an opportunity to monitor the usage of the pass and its impact on ridership and revenues over the next couple of months. This will give us time to evaluate the new pass and if appropriate, propose changes for the Fiscal Year 2010 – 2011 budget.

Since our discussions in November, Superintendent of Public Works Eugene P. Hayes has done some more research on how other operators handle monthly bus passes. Our proposal is that the passes be produced in-house. Each will have the month and year printed in the lower left hand corner and each month will be a different color. The pass will be embossed with the City seal. Each will be numbered. When we sell the pass the person will print and sign their name. We will keep a log of passes sold by name and number. A mockup of the proposed pass is attached for your review.

As we discussed, it is important that we have a way to count all of our riders for funding purposes. So when a monthly pass holder enters the bus, the driver will push a unique number on the Genfare box so that we can track the usage of the monthly passes. We will however not track individual passenger usage. Tickets will be good only for the month indicated. Tickets will become available by the 23rd of the previous month and will be sold throughout the month.

At the request of Council Member Roxanne Burns the attached Ordinance establishing a monthly unlimited ride pass at a price of \$40 has been prepared for City Council consideration. If approved, this new fare would go into effect on January 1, 2010.

ORDINANCE

Page 1 of 1

Amending City Municipal Code A320, Article V, Miscellaneous Fees, §320-6, Schedule of Fees

Council Member BURNS, Roxanne M.
 Council Member BURTO, Jason R.
 Council Member BUTLER, Joseph M. Jr.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

BE IT ORDAINED that Chapter A320, Article V of the City Code of the City of Watertown is amended to add the following:

§ A320-6. Schedule of fees.

B. The Citibus fare schedule and monthly bus pass program fare schedule shall be as follows:

- 9. Monthly unlimited ride pass: \$40 per month

BE IT FURTHER ORDAINED that this amendment shall take effect on January 1, 2010.

Seconded by

CitiBus
Logo



CitiBus

No. 123

Monthly Unlimited Bus Pass
\$40.00 Non-Transferable

Embossed
City Seal

DEC-09

Holder's Name

Signature

Monthly Unlimited Ride Pass

Good only for month indicated on front.

Show your CitiBus Pass to CitiBus driver along with a photo ID if requested.

Only you may use your CitiBus Pass. If presented by anyone other than the person whose name appears on the front, this pass will be confiscated by the driver and a chase fare will be collected. CitiBus is not responsible for lost or stolen pass.

December 3, 2009

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Amending City Code Chapter 293, Vehicles and Traffic,
Winthrop Street Parking

In response to a complaint from a property owner on Winthrop Street, the City Police Department and City Engineering Department have reviewed the parking restrictions on this street. This street is a mix of uses; commercial at the corner of State Street, a school, a church and then a number of residences. Currently, there is no parking allowed on either side of this one block, one-way street, except on Sundays.

After much discussion, the Police Department and the Engineering Department are proposing modifications to the parking to reflect the concerns in the area. The proposed changes are detailed in the attached memorandum from City Engineer Kurt Hauk. The proposed modifications have been reviewed with representatives from Holy Family Church, IHC Primary School and the City Public Works Department. Our objective is to improve the traffic flow and pedestrian safety in this area, as well as provide some on-street parking for the residences.

Attached for City Council consideration is an Ordinance amending the parking restrictions and school zone on Winthrop Street. Staff will be available to discuss the proposed changes at the City Council meeting.

ORDINANCE

Amending City Municipal Code §293, Vehicles and Traffic

Page 1 of 4

Council Member BURNS, Roxanne M.
 Council Member BURTO, Jason R.
 Council Member BUTLER, Joseph M. Jr.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

BE IT ORDAINED that the City Council of the City of Watertown hereby amends the City Municipal Code § 293, Vehicles and Traffic by amending the following Section:

§ 293-21, General Parking Restrictions

B. Schools. No person shall park, stop, or cause the standing of any motor vehicle at or near the curblineline or in the roadway of that side of any street which adjoins property upon which a school is located, from 7:00 a.m. to 4:30 p.m. on a school day. The parking, stopping, and standing of motor vehicles shall be defined by Section 2B.39 of the New York State Supplement to the National Manual on Uniform Traffic Control Devices (2003 Edition). This shall not, however, prohibit passenger loading and unloading within the passenger loading/unloading zones set forth in § 293-76. This provision shall not apply to any street that adjoins the Watertown City School District, Washington Street Campus.

and,

BE IT FURTHER ORDAINED that Chapter 293 of the City Code of the City of Watertown is amended to **add** the following:

§ 293-51. Schedule III. School Speed Limits

<u>Name of Street</u>	<u>Speed Limit (mph)</u>	<u>Location</u>
Winthrop Street	15	From a point 60 feet south of State Street to a point 475 feet south thereof

and,

BE IT FURTHER ORDAINED that Chapter 293 of the City Code of the City of Watertown is amended to **add** the following:

ORDINANCE

Amending City Municipal Code §293, Vehicles and Traffic

Page 2 of 4

Council Member BURNS, Roxanne M.
 Council Member BURTO, Jason R.
 Council Member BUTLER, Joseph M. Jr.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

YEA	NAY

Total

§ 293-61. Schedule XIII. Parking Prohibited at All Times

<u>Name of Street</u>	<u>Side</u>	<u>Location</u>
Winthrop Street	East	From State Street to a point 525 feet south thereof
Winthrop Street	East	From Academy Street to a point 90 feet north thereof
Winthrop Street	West	From State Street to a point 475 feet south thereof
Winthrop Street	West	From Academy Street to a point 80 feet north thereof

and,

BE IT FURTHER ORDAINED that Chapter 293 of the City Code of the City of Watertown is amended to **delete** the following:

§ 293-61. Schedule XIII. Parking Prohibited at All Times

<u>Name of Street</u>	<u>Side</u>	<u>Location</u>
Winthrop Street	Both	Entire length (except Sundays)

and,

BE IT FURTHER ORDAINED that Chapter 293 of the City Code of the City of Watertown is amended to **add** the following:

ORDINANCE

Amending City Municipal Code §293, Vehicles and Traffic

Page 3 of 4

Council Member BURNS, Roxanne M.
 Council Member BURTO, Jason R.
 Council Member BUTLER, Joseph M. Jr.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

YEA	NAY

Total

§ 293-62. Schedule XIV. No Stopping

<u>Name of Street</u>	<u>Side</u>	<u>Location</u>
Winthrop Street	East	From a point 35 feet south of State Street to a point 490 feet south thereof
Winthrop Street	West	From a point 40 feet south of State Street to a point 170 feet south thereof
Winthrop Street	West	From a point 305 feet south of State Street to a point 170 feet south thereof

and,

BE IT FURTHER ORDAINED that Chapter 293 of the City Code of the City of Watertown is amended to **add** the following:

§ 293-63. Schedule XV. No Standing

<u>Name of Street</u>	<u>Side</u>	<u>Location</u>
Winthrop Street	East	From a point 35 feet south of State Street to a point 490 feet south thereof
Winthrop Street	West	From a point 40 feet south of State Street to a point 435 feet south thereof

and,

ORDINANCE

Amending City Municipal Code §293, Vehicles and Traffic

Page 4 of 4

Council Member BURNS, Roxanne M.
 Council Member BURTO, Jason R.
 Council Member BUTLER, Joseph M. Jr.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

BE IT FURTHER ORDAINED that Chapter 293 of the City Code of the City of Watertown is amended to **delete** the following:

§ 293-67. Schedule XIX. Restricted Time Limit Parking

<u>Name of Street</u>	<u>Side</u>	<u>Hours/Days</u>	<u>Location</u>
Winthrop Street	West	2 hrs.; 9:00 a.m. To 8:00 p.m.	Entire Length

and,

BE IT FURTHER ORDAINED that Chapter 293 of the City Code of the City of Watertown is amended to **add** the following:

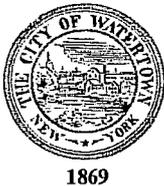
§ 293-76. Schedule XXVIII. School Passenger Loading/Unloading Zones

<u>Name of Street</u>	<u>Side</u>	<u>Hours/Days</u>	<u>Location</u>
Winthrop Street	West	7:00 a.m. to 4:30 p.m./Mon. through Friday	From a point 210 feet south of State Street to a point 95 feet south thereof

and,

BE IT FURTHER ORDAINED that this amendment shall take effect as soon as it is published once in the official newspaper of the City of Watertown, or printed as the City Manager directs.

Seconded by



CITY OF WATERTOWN
ENGINEERING DEPARTMENT
MEMORANDUM



DATE: 2 December 2009

TO: Mary Corriveau, City Manager

FROM: Kurt Hauk, City Engineer *KWH*

SUBJECT: Amending City Municipal code Chapter 293 Vehicles and Traffic: Winthrop St.

Enclosed are recommended changes to the City Municipal Code Chapter 293. The specific paragraphs to be amended are 293-21, 293-51, 293-61, 293-62, 293-63, 293-67 and 293-76.

A review of the parking along Winthrop Street was conducted by the Engineering Department after being contacted by the Police Department which had concerns regarding the parking in this area. These concerns arose after receiving complaints by local residents and observing the congestion, traffic blockage and issues of pedestrian safety that occur along the street at various times.

The current Code:

1. Does not allow parking along the entire length of Winthrop Street except for Sundays (Para. 293-61).
2. It does not designate a school speed zone for this area.
3. It does allow for standing and stopping on the eastern side of the street.
4. It prohibits parking, standing and stopping from 7:00 AM to 4:30 PM on school days along the western side of Winthrop Street (Para. 293-21.B).
5. It allows for 2-hour parking along western side of Winthrop Street from 9:00 AM to 8:00 PM (Para. 293-67).

Obviously, items 4 and 5 conflict. There are also many safety issues that are occurring along this street during school drop-off and pick-up, church services, and school and church functions. These include the inability of emergency vehicles to gain access to the school or church due to congestion, the blocking of or parking on the pedestrian crosswalk, and the visibility of pedestrians and drivers.

The proposed code amendments will allow parking on both sides of the street at the southern end of Winthrop Street in front of the residences. However, it will prohibit parking, standing and stopping along the remainder of Winthrop Street at all times except for a designated zone on the western side where stopping is permitted to load and unload passengers only.

The changes will also create a school speed limit for Winthrop Street. Also, by cleaning up the Code, it will more clearly define what a School Zone is. The definitions of “parking, standing and stopping” will also be tied to the definitions outlined in the Manual of Uniform Traffic Control Devices.

The plan has been reviewed by representatives from the Police Department and Public Works as well as representatives from Holy Family Church and the IHC Primary School.

These proposed changes will improve visibility in the vicinity of the school and church, improve access to both facilities in the event of an emergency, and also provide legal parking in front of the residences south of the school.

Please prepare a resolution for Council consideration. There will be a full size plan available for review at the meeting showing the proposed changes.

Cc Gene Hayes, Superintendent of Public Works
Joe Goss, Chief of Police

Public Hearing - 7:30 p.m.

December 3, 2009

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning and Community Development Coordinator

Subject: Request for a Special Use Permit to Allow an Auto Sales Lot and Auto Detailing Operation Located at 804 State Street, Parcel No. 12-06-322

The City Council has scheduled a Public Hearing on the above subject request for 7:30 p.m. on Monday, December 7, 2009.

The Planning Board reviewed the request at its November 3, 2009, meeting and adopted a motion recommending that the City Council approve this Special Use Permit. Attached is a copy of the report prepared for the Planning Board and an excerpt from its Minutes.

After the Public Hearing, the City Council must respond to the questions in Part II, and Part III if necessary, of the Short Environmental Assessment Form before it may vote on the Resolution. The Resolution finds that the auto sales lot and auto detailing operation will not have a negative environmental impact and approves the Special Use Permit.

RESOLUTION

Page 1 of 1

Approving Special Use Permit Request
Submitted by Mark Bonner to Allow an Auto
Sales Lot and Auto Detailing Operation Located at
804 State Street, Parcel No. 12-06-322

Council Member BURNS, Roxanne M.
 Council Member BURTO, Jason R.
 Council Member BUTLER, Joseph M. Jr
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

Council Member Roxanne M. Burns

WHEREAS Mark Bonner has made an application for a Special Use Permit to allow an auto sales lot and auto detailing operation located at 804 State Street, Parcel No. 12-06-322, and

WHEREAS the Planning Board of the City of Watertown reviewed the request for a Special Use Permit at its meeting held on November 3, 2009, and adopted a motion recommending that the City Council approve the request as submitted, and

WHEREAS a public hearing was held on the proposed Special Use Permit on December 7, 2009, after due public notice, and

WHEREAS the City Council has reviewed the SEQRA short Environmental Assessment Form and responded to each of the questions contained in Part 2,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown declares that the proposed Special Use Permit to allow an auto sales lot and auto detailing operation is an Unlisted Action for the purposes of SEQRA and hereby determines that the project, as proposed, will not have a significant effect on the environment, and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown, New York, that a Special Use Permit is hereby granted to Mark Bonner to allow an auto sales lot and auto detailing operation located at 804 State Street, Parcel No. 12-06-322.

Seconded by Council Member Jeffrey M. Smith



MEMORANDUM

City of Watertown Planning Office

245 Washington Street, Room 304

Watertown, New York 13601

315-785-7730

Fax: 315-782-9014

TO: Norman J. Wayte II, Chairman, Planning Board

FROM: Kenneth A. Mix, Planning and Community Development Coordinator *KAM*

SUBJECT: Special Use Permit Approval – 804 State Street, Parcel Number 12-06-322.000

DATE: October 28, 2009

Request: Special Use Permit Approval to allow an Auto Sales Lot and Auto Detailing Operation.

Applicant: Mark Bonner

Proposed Use: Auto Sales Lot and Auto Detailing

Property Owner: Mark Bonner

Submitted:

8 1/2" x 11" Copy of Parcel Map: Yes

A Sketch of the Site to Scale: No

Completed Part I of an
Environmental Assessment Form: Yes

SEQRA: Unlisted Action

County Planning Board Review Required: No

Comments: The applicant is proposing to lease the property at 804 State Street, parcel number 12-06-322.000 to be used as an auto sales lot. Auto detailing will be offered by this business, but no auto repairs of any kind will be done at this site. The property is zoned Neighborhood Business and according to our zoning ordinance this use requires a special use permit in a Neighborhood Business Zone. Special Use permits require City Council approval after recommendation from the Planning Board and a Public Hearing. The procedure is outlined in Section 310.67 of the Zoning Ordinance. The standards are in Section 310-52.3.

cc: Planning Board Members
City Council Members
Robert J. Slye, City Attorney
Justin Wood, Engineer
Mark Bonner, 261 Franklin Street, Watertown, NY 13601



CITY OF WATERTOWN, NEW YORK
Special Use Permit Application

I. Applicant Information

Name: Mark Bonner

Mailing Address:
261 Franklin St 13601

II. Property Information

Address: 804 State St

Tax Parcel #: 12-06-322.000

Property Owner (if not applicant):

Mark Bonner

If applicant is not owner, does applicant have a signed purchase agreement Yes No

Zoning District: Neighborhood Business

Attachments Required:

8 1/2" x 11" parcel map with tax parcel involved in request outlined with a thick black line

A sketch of the site drawn to an engineering scale (e.g. 1"=20', 1"=30').

Completed Part I of an Environmental Assessment Form (SEQR)

III. Request Information

Proposed Use: Used Car Lot

Explain Proposal:

This parcel will be leased to Gerard Deroshia for the purpose of selling used cars. Auto detailing will be available at this site as well. Auto repair or oil changes will not be offered. Mr Deroshia currently has a license to sell used cars and currently does so at Northern Transmission, also on State St. This site will replace the Northern Transmission location as Mr Deroshia is ~~leaving~~ will no longer be doing business there.

Use additional 8 1/2" x 11" sheets as needed.

I certify that the information provided above is true to the best of my knowledge.

Signature: Mark J Bonner

Date: 10-19-09

ASHLAND HILL BUILDERS

29301 Ashland Rd.
Chaumont, NY 13622
(315) 408-2661

PROPOSAL SUBMITTED TO <i>Gerard</i>		PHONE	DATE
STREET		JOB NAME	
CITY, STATE AND ZIP CODE		JOB LOCATION	
ARCHITECT	DATE OF PLANS	<i>CORNER of State St + S Rutland</i>	JOB PHONE

We hereby submit specifications and estimates for:

- Install Concrete Air 100,000 btu material*
- Gas furnace and Required duct work & gas piping. (8000)*
- Install 3 doors - 1 - Commercial Grade 36" entry door & exterior grade 28" doors. (1900)*
- Stone exterior paint abt. building, prime & repaint. (2900)*
- Repair wooden fence and repaint. (300)*
- 6" of 3/4 crusher run gravel to fence on Rutland St S Rd. (600)*
- Equipment Pickup, delivery and use. (700)*

The above are hereby to furnish material and labor -- complete in accordance with the above specifications, for the sum of *seventeen hundred* dollars @ *7000.00* per hour when complete.

All work to be completed in a workmanlike manner. Any alteration or deviation from above specifications shall be noted only when written orders are given. All agreements contingent upon the contractor's own responsibility, grade and other risks fully covered by Workmen's Compensation.

Authorized Signature: *[Signature]*

Note: This proposal may be withdrawn by us (not accepted) within *30* days.

I have read the above specs, specifications, and hereby accepted. You are authorized to proceed as outlined above.

Signature: _____

804 State St Site Plan

Proposed Use: Used Car Lot and Detail Shop

Building Modifications: No

Building Expansion: No

Building will be renovated to it's original condition.

Cars will be placed on the perimeter of the property on the State Street and Rutland Street intersections. There are access/egress points for vehicles on both the State and Rutland portions of the property.

Repairs will take place but only to the extent that it is needed to sell a vehicle. There will be no repair of cars not sold at the location.

Detailing will be done in either of the bays located in the building.

The location is a corner lot on the Southwest corner of State Street and South Rutland. It is bordered by Ryan's Jet Gas to the west, Catholic Charities to the east, Gray's Insurance to the North. There is a six foot high privacy fence on the south border abutting parcel 1206320. The resident is a relative of the lessee, Gerard Derouchie.

Attachments.

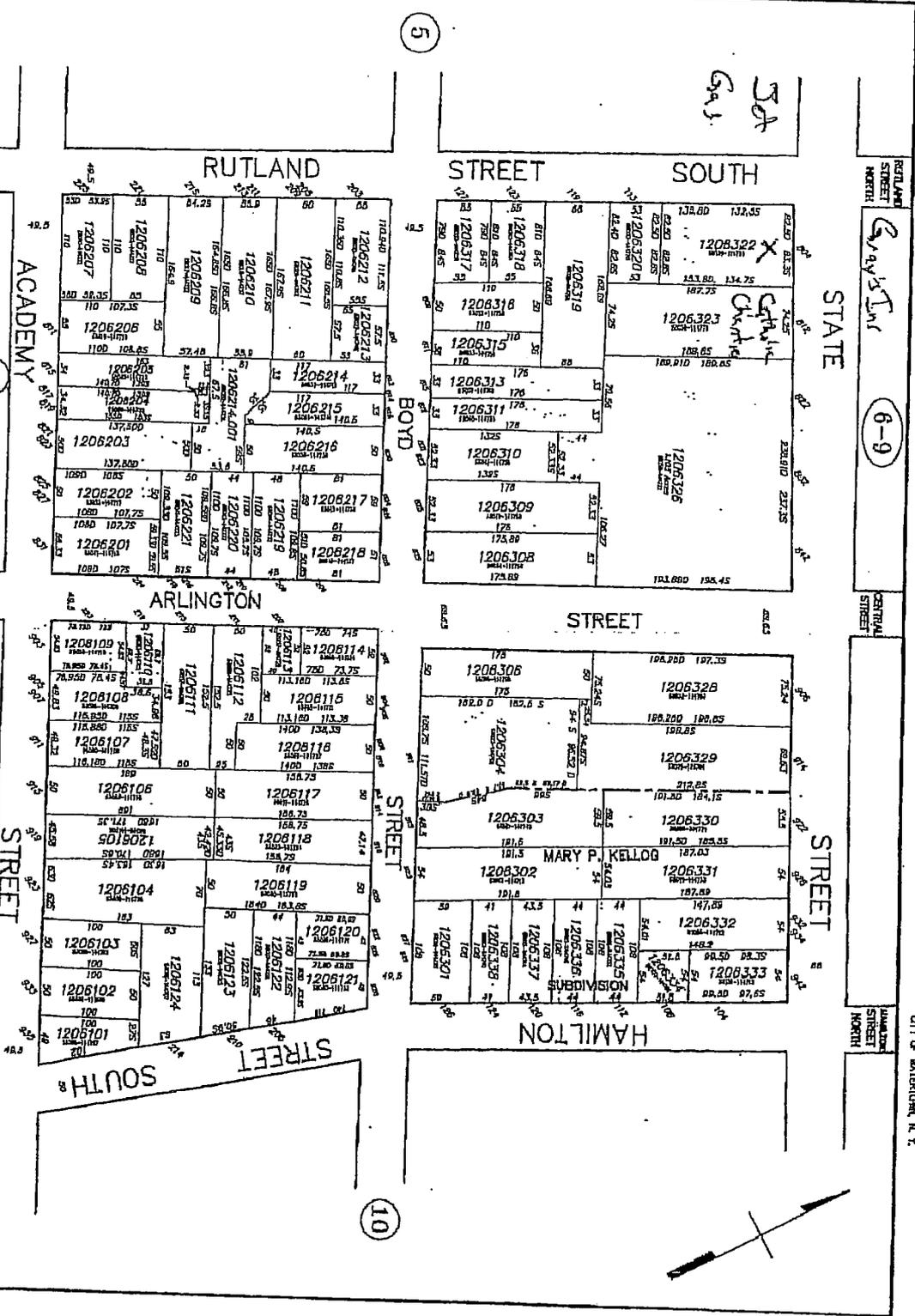
1 Building repair estimate

2 Tax map parcel 1206322

3 Picture of building

Drawn by Design & Drafting, Inc. (212) 407-7778 - Fax (212) 407-3118 - E-MAIL: info@designanddrafting.com

SCALE: 1 inch = 40 feet
FOR TAX PURPOSES ONLY
NOT TO BE USED FOR CONFORMANCE

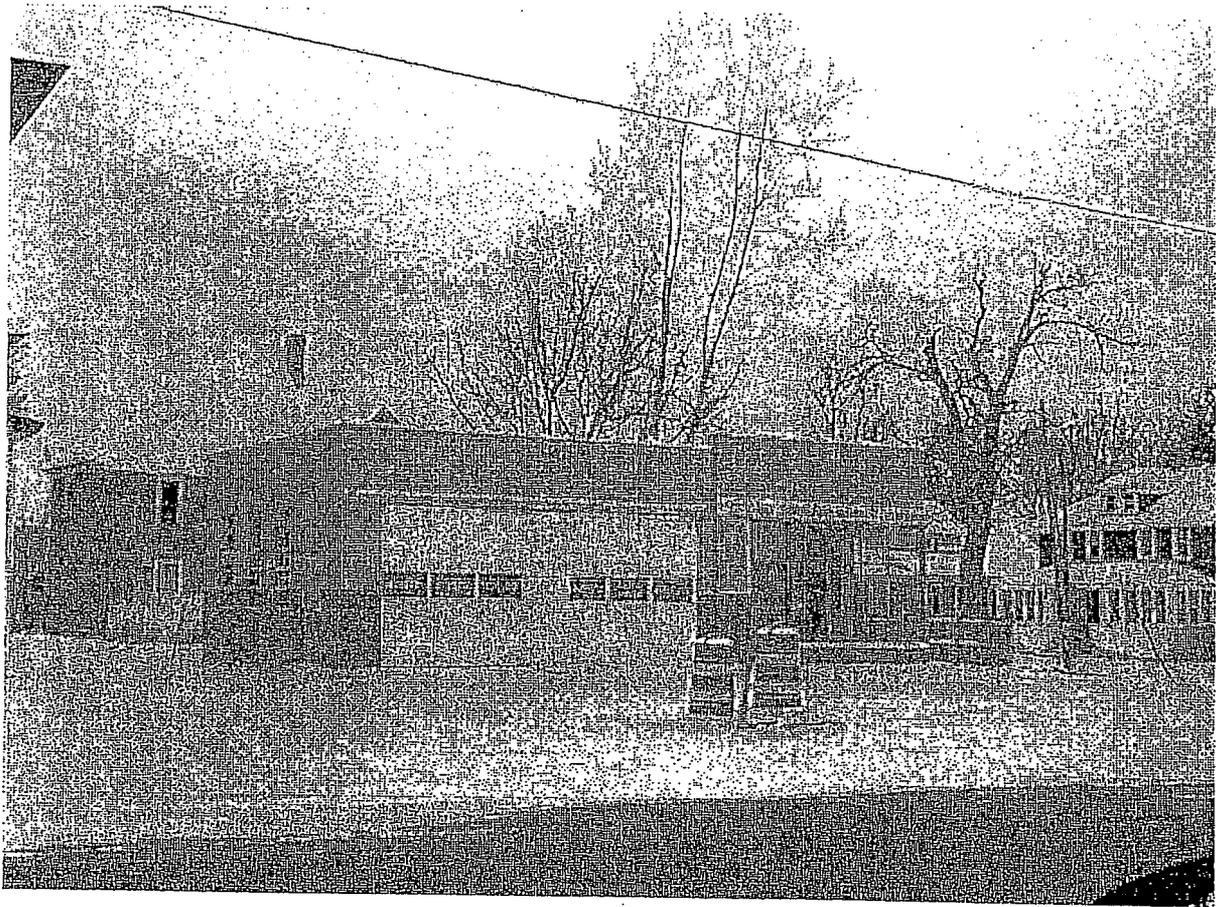


DEPARTMENT OF ASSESSMENT AND TAXATION
CITY OF WATERBURY, N. Y.

DEPARTMENT OF ENGINEERING
CITY OF WATERBURY, N. Y.

DISTRICT 12 MAP 6

Photo for 12-06-322.000 in City of Watertown



Photo

PLANNING BOARD MINUTES: NOV 3, 2009:

**SPECIAL USE PERMIT REQUEST – 804 STATE STREET,
PARCEL NO. 12-06-322.000**

The Planning Board then considered a request submitted by Mark Bonner for a Special Use Permit to allow an auto sales lot and auto detailing operation at 804 State Street, Parcel No. 12-06-322.000. In attendance to represent the proposed request was the property owner, Mark Bonner, Gerard Deroshia, who will be operating the used car sales lot and Brian Sweet who will be operating the auto detailing portion of the business.

Mr. Bonner began by stating that he is applying for a Special Use Permit to operate a used car sales lot at 804 State Street. He said that they are planning no structural changes to the building at this time and that originally the building was designed as a car repair and servicing operation, and the proposed use is in keeping with that previous operation. He stated that they will be selling used cars and providing an auto detailing service at the site. He said that the new operation will not offer auto repair.

Mr. Valianos inquired about the proposed door replacement and wondered if they were overhead doors or the man doors. Mr. Bonner replied that they are replacing the man doors only and that no overhead doors would be modified.

Mr. Harris inquired if the property could be updated and used for something different. Mr. Bonner responded that it could be and that he realizes that there has been some controversy regarding this property, but noted that he was the one who did his homework, stepped up to the plate, and took a chance on purchasing the property to put it back into viable use and back on the tax rolls. He noted the property had sat vacant for 15 years and he now has an opportunity to make viable use of the property that was once forgotten by everyone. He said he thought that the City would want to have someone make an investment in it.

Mr. Harris wondered if there could be something more viable there than what is proposed. Mr. Bonner responded that he had a number of different ideas and leads for the site, but sometimes in business some things do not pan out. He again mentioned to the Planning Board that he was the one who did his homework and checked with the Department of Environmental Conservation to make sure the site was environmentally clean. He said that it was not until after he did all of the leg work and background checking that other people became interested in the property. Mrs. Gervera asked if clearance from DEC had been provided and Mr. Bonner responded that the DEC has cleared the property.

Mrs. Freda asked if there were any improvements on the site that would trigger site plan review. Mr. Mix responded that as far as Staff could tell, there were no improvements that would trigger site plan approval. Mr. Bonner added that they are not planning to modify the structure at all.

Mr. Harris asked what happens to the soap and water runoff after the cars are washed and detailed. Mr. Bonner responded that they would be doing that work inside the building and that there are floor drains that would handle the runoff. He said that runoff would then go into the sanitary sewer. He also noted that there were oil drains to catch any oil and drips from the vehicles.

Mrs. Gervera asked what the hours of operation would be. Mr. Deroshia noted that they plan to operate 9:00-5:00 Monday through Friday, and 10:00-2:00 on Saturday. Mrs. Gervera then asked if they were planning to do any blacktop work at the site. Mr. Sweet noted that they will place crushed stone as needed to start and they hope to someday blacktop the property once their business was up and running. Mr. Lumbis noted that an expansion to the blacktop area would then kick in site plan review. Mrs. Gervera noted that paving would dress up the corner and improve the look of it over the crushed stone.

Mrs. Freda asked the applicant to clarify or define auto detailing. Mr. Sweet replied that it is basically washing and cleaning vehicles. He said that he cleans vehicles for various car dealers throughout the area and that Fort Drum customers are also a large part of his business.

Mrs. Gervera asked about the number of cars that would be on the site available for sale. Mr. Deroshia responded that his current operation has 15 to 20 cars for sale at any given time. Mrs. Gervera asked if there would be room on the site for that many vehicles.

Mr. Deroshia said there was enough room as they were planning to use the property behind the building as well. He also noted that they plan on fixing the fence along the house that is located to the rear as it is in a state of disrepair.

Hearing no further discussion, Mr. Valianos then moved to recommend that the City Council approve the Special Use Permit request submitted by Mark Bonner to allow an auto sales lot and auto detailing operation located at 804 State Street, Parcel No. 12-06-322.000. The motion was seconded by Mr. Fipps.

Prior to voting on the motion, a discussion ensued regarding the possibility of requiring the applicant to pave the parking areas. Mrs. Gervera said she felt paving would improve the look of the property tremendously. Mr. Valianos said that his concern would be that the asphalt plants were not going to be open much longer and it may be difficult to require the applicant to pave at this point in time. Mr. Mix stated that if the Planning Board wanted to make that a condition, they could require the applicant to pave this fall if it is possible or by no later than next spring.

Mr. Deroshia stated that he is already putting \$15,000 to \$20,000 into the building for various cosmetic improvements and that if the Planning Board were to require him to pave the parking area, it would be very difficult financially to do. He said that would cost at least another \$15,000 to pave the parking area. He asked that the Planning Board let him paint and make other cosmetic improvements to the building and then improve the site with paving over time. He asked that he be allowed to take small steps first, get the business up and running, and then improve it with paving. He said he was concerned that if the Planning Board were to require him to pave the parking area, he would be out of business before he even started.

Mrs. Gervera stated that in light of the financial concerns, she is agreeable to allowing the application to proceed "as is." Mrs. Freda concurred by noting that she would not want to add additional costs during the first year the business owner is in business, but would eventually like to see the site improved. Mr. Valianos also agreed and said the Board should recommend approval for the project and take the owner at his word that he would further improve the property when the business is successful enough to allow it.

Hearing no further discussion on the issue, Mrs. Freda called for a vote on the motion that was on the table. The motion was approved with Mrs. Freda, Mrs. Gervera, Mr. Fipps and Mr. Valianos voting Yea; Mr. Harris abstained.

Mr. Sweet then asked if it would be possible to allow the detailing use to commence at the site before the Special Use Permit is granted. He said the lease at his current location is expired, and although he is staying there on a week to week basis, he would like to move to the new location as soon as possible. Mr. Mix responded that the approval authority for the Special Use Permit request is with the City Council and there is no way that Staff or the Planning Board can authorize the operation without their formal approval.

SHORT ENVIRONMENTAL ASSESSMENT FORM

For UNLISTED ACTIONS Only

PART 1 - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR <i>Mark J Bonner</i>	2. PROJECT NAME <i>804 State St</i>
--	--

3. PROJECT LOCATION:

Municipality *City of Watertown* County *Jefferson*

4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)

*804 State St
Watertown, NY 13601*

5. IS PROPOSED ACTION:

New Expansion Modification/alteration

6. DESCRIBE PROJECT BRIEFLY:

This location will be used to sell used cars. Auto detailing will be provided. Auto repair and oil changes will not be offered.

7. AMOUNT OF LAND AFFECTED:

Initially *.5* acres Ultimately _____ acres

8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS?

Yes No If no, describe briefly

9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT?

Residential Industrial Commercial Agriculture Park/Forest/Open Space Other

Describe: *Jet Gas, Catholic Charities, Drenny time*

10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)?

Yes No If yes, list agency(s) and permit/approvals *Used car sales license*

11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL?

Yes No If yes, list agency(s) and permit/approvals *Used car sales license*

12. AS A RESULT OF PROPOSED ACTION, WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION?

Yes No

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE

Applicant/sponsor name: *Mark J Bonner*

Date: *10-19-09*

Signature: *Mark J Bonner*

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment

PART II - IMPACT ASSESSMENT (To be completed by Lead Agency)

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.4? Yes No If yes, coordinate the review process and use the FULL EAF.

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency. Yes No

C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)

- C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:
- C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:
- C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:
- C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:
- C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:
- C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:
- C7. Other impacts (including changes in use of either quantity or type of energy? Explain briefly:

D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)? Yes No If Yes, explain briefly:

E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS? Yes No If Yes, explain briefly:

PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question d of part ii was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

Check this box if you have identified one or more potentially large or significant adverse impacts which MAY occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.

Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action WILL NOT result in any significant adverse environmental impacts AND provide, on attachments as necessary, the reasons supporting this determination.

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (If different from responsible officer)

December 3, 2009

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning and Community Development Coordinator

Subject: Offer to Purchase 575 Water Street

The City Comptroller has received an offer from Gregory J. Mahan to purchase 575 Water Street, Parcel No. 4-16-103.001, for \$600.00. He lives at 585 Water Street and wishes to extend his yard.

This is one of several City-owned properties in the Water Street area that have not been put up for auction. The extent of the City's real estate holdings in this area can be seen on the attached map. Excluding the former City landfill, there is a total of about 50 acres. These parcels have been reserved for future development. With each surge in housing development, it has become more difficult to assemble enough land for projects. It is not needed now, but if there are future expansions at Fort Drum, the City should position itself to have developable sites. In preparation for development, we are currently completing the environmental remediation on Sewall's Island and a Phase I Environmental Assessment has been completed for the larger Water Street property.

575 Water Street is 99'x165' and is zoned Heavy Industrial. It is assessed for \$3,300.00. It is not contiguous to the larger parcels but is adjacent to two other parcels which have a combined area of about 1.5 acres. This could make a commercial site or, if the zoning is changed as proposed in the draft Local Waterfront Revitalization Program and the area is improved, it could be used for five to seven infill houses. However, the topography may make it difficult to develop. There is a significant slope up from Water Street.

The purpose of this memorandum is to inquire whether or not the City Council wishes to consider Mr. Mahan's offer.

585 Water Street
Watertown, NY 13601

November 5, 2009

Mr. James Mills
Watertown City Comptroller
245 Washington Street, Suite 203
Watertown, New York 13601

RE: Parcel 416103.001 (575 Water Street)

Mr. Mills;

I am writing to you about the parcel numbered 416103.001. I am interested in purchasing this parcel and have inquired about it a number of times previously. I was told many times over the past 15 years that I would have to wait for auction, however, it has never been put on the auction block.

I have lived at 585 Water Street (416103) for the past 31 years and since this property cannot be developed, I would like to utilize the lot to extend my yard. I have seen many properties sold in the area without going to auction, some with buildings, and would like to make an offer of \$600.00 on this parcel. Please feel free to contact me with any questions or concerns @ (315) 788-1995 or (315) 486-3989. I look forward to hearing from you soon. Thank you.

Sincerely,



Gregory J. Mahan

CITY-OWNED PARCELS

FORMER
LANDFILL

575

Diamond Island

Sewall's Island

Black River

Legend

 CITY PROPERTY

0 200 400 800 Feet

1 inch = 500 feet

December 2, 2009

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 September 2009.

CITY OF WATERTOWN
FY 2009/10 QUARTERLY FINANCIAL REPORT (UNAUDITED)
THROUGH THE QUARTER ENDED SEPTEMBER 30, 2009

GENERAL FUND SUMMARY

General Fund Summary	2009-10 Adopted Budget	YTD Actual	%	Prior YTD/Actual	2008-09 Actual
Revenues	\$ 34,574,744	\$ 12,506,327	36.17%	\$ 12,716,589	\$ 36,390,196
Expenditures	\$ 36,044,363	\$ 6,609,633	18.34%	\$ 6,443,402	\$ 35,544,536
Net Change in Fund Balance	\$ (1,469,619)	\$ 5,896,694		\$ 6,273,187	\$ 845,660

GENERAL FUND REVENUES

General fund revenues are down \$210,261 or 1.65% compared to last year due mostly to the a decrease in sales tax of (\$102,413), decrease in sale of surplus power (\$279,374) and the increased property tax levy of \$226,124. The 10 largest general fund budgeted revenues account for over 93% of the total general fund revenues. A summary of general fund revenues is as follows:

GENERAL FUND REVENUES	2009-10 Adopted Budget	Current Y-T-D	Y-T-D % of Budget (Sept. = 25%)	Prior Y-T-D	2008-09 Actual
State Admin. Sales & Use Tax	\$ 14,755,000	\$ 3,971,839	26.92%	\$ 4,074,252	\$ 14,466,732
Real Property Taxes(net of reserve)	\$ 7,286,373	\$ 7,351,927	100.90%	\$ 7,126,469	\$ 7,101,270
State Aid, Per Capita	\$ 5,090,177	\$ -	0.00%	\$ -	\$ 5,090,176
Sale of Surplus Power	\$ 2,920,000	\$ 451,841	15.47%	\$ 731,215	\$ 2,805,326
Refuse and Garbage Charges	\$ 695,000	\$ 156,180	22.47%	\$ 148,562	\$ 670,300
Franchises	\$ 423,000	\$ 67,815	16.03%	\$ 66,052	\$ 406,570
Utilities Gross Income Tax	\$ 385,000	\$ 45,643	11.86%	\$ 80,402	\$ 376,670
State Aid, Mortgage Tax	\$ 370,000	\$ -	0.00%	\$ -	\$ 418,469
Interest and Earnings	\$ 130,000	\$ 34,107	26.24%	\$ 62,232	\$ 251,941
Interest/Penalties on Property Taxes	\$ 125,000	\$ 9,181	7.34%	\$ 12,065	\$ 111,184
Subtotal	\$ 32,179,550	\$ 12,088,533	37.57%	\$ 12,301,248	\$ 31,698,640
All Other General Fund Revenues	\$ 2,395,194	\$ 417,794	17.44%	\$ 415,341	\$ 4,691,556
Total	\$ 34,574,744	\$ 12,506,327	36.17%	\$ 12,716,589	\$ 36,390,196

Real Property Tax Collections: Gross property tax revenue for FY 09-10 is \$7,351,927 of which \$365,602 or 5.14% remained uncollected at the end of the month. Last year at this time \$322,237 or 4.53% of the gross property tax revenue of \$7,117,771 remained uncollected.

Interest and Penalties on Property Taxes: Revenue was down compared to last year by \$2,884 or 23.91%. Due to the continued increase in participation of outside investors at the City tax sale certificate auctions the City has realized a decrease in the number of tax sale certificates held by being the default bidder.

Sales Tax Revenue: The City's sales tax collections are performing below last year's actual results by \$102,413 or 2.51%. Compared to the original budget, revenue is down \$183,596 or 4.42%.

Sale of Surplus Power: The City's sale of surplus power is down compared to last year by \$279,374 or 38.21% compared to last year. Compared to FY 2007/08 revenue is up \$322,433 or 249.16%.

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 is down compared to last year by \$ 34,758 or 43.23% due to the disputed method in which National Grid is remitting gross receipt taxes to municipalities across and lower utility costs.

Mortgage Tax Revenue: The City receives 1/2% tax for each mortgage recorded on property located within the City. The City has not yet received the next semi-annual payment from the County.

CITY OF WATERTOWN
FY 2009/10 QUARTERLY FINANCIAL REPORT (UNAUDITED)
THROUGH THE QUARTER ENDED SEPTEMBER 30, 2009

GENERAL FUND EXPENDITURES

The following 10 departments / categories represent nearly 86% of the General Fund budgeted expenditures. General fund expenditures are up by \$166,231 or 2.58% compared to last year at this time.

GENERAL FUND EXPENDITURES	2009-10 Revised Budget	Current Y-T-D	Y-T-D % of Budget (Sept. - 25%)	Prior Y-T-D	2008-09 Actual (Unaudited)
Fire	\$ 7,731,369	\$ 1,436,378	18.58%	\$ 1,514,336	\$ 7,798,761
Police	\$ 6,891,047	\$ 1,184,366	17.19%	\$ 1,251,703	\$ 6,968,205
Department of Public Works	\$ 5,022,731	\$ 813,739	16.20%	\$ 882,150	\$ 4,829,050
Debt Service	\$ 3,792,780	\$ 524,400	13.83%	\$ 279,432	\$ 3,746,047
Health Insurance-Retirees	\$ 3,149,098	\$ 800,860	25.43%	\$ 727,042	\$ 3,183,671
Parks and Recreation	\$ 1,209,391	\$ 353,550	29.23%	\$ 345,601	\$ 1,181,007
Library Transfer	\$ 984,210	\$ 205,000	20.83%	\$ 123,000	\$ 918,880
Traffic Control & Lighting	\$ 836,634	\$ 126,010	15.06%	\$ 186,114	\$ 779,443
Bus	\$ 772,197	\$ 168,466	21.82%	\$ 148,544	\$ 755,667
Transfer to Capital Projects	\$ 516,000	\$ 102,102	19.79%	\$ 40,873	\$ 482,952
SUBTOTAL	\$ 30,905,457	\$ 5,714,872	18.49%	\$ 5,498,796	\$ 30,643,683
All Other Departments/Transfers	\$ 5,138,906	\$ 894,762	17.41%	\$ 944,606	\$ 4,900,853
TOTAL	\$ 36,044,363	\$ 6,609,633	18.34%	\$ 6,443,402	\$ 35,544,536

GENERAL FUND - PERSONAL SERVICES

Personal service expenditures account for over 38% of the general fund budgeted expenditures. The following table presents the 10 largest departmental budgeted personal services. These 10 departments represent nearly 83% of the budgeted general fund personal service expenditures. Fire department overtime was is down compared to last year by \$35,466 or 33.26%. Police department overtime is down \$2,007 or 3.19%.

Department	2009-10 Revised Budget	Current Y-T-D	Y-T-D % of Budget (Sept. - 25%)	Prior Y-T-D	2008-09 Actual (Unaudited)
Fire	\$ 4,910,380	\$ 992,621	20.21%	\$ 1,082,218	\$ 4,621,181
Police	\$ 4,174,121	\$ 849,174	20.34%	\$ 917,338	\$ 3,855,401
DPW Snow Removal	\$ 511,158	\$ 67	0.01%	\$ -	\$ 481,455
Engineering	\$ 505,265	\$ 93,258	18.46%	\$ 103,789	\$ 399,939
Municipal Executive	\$ 392,466	\$ 71,841	18.31%	\$ 85,525	\$ 394,229
DPW Administration	\$ 360,820	\$ 72,802	20.18%	\$ 68,162	\$ 327,456
DPW Refuse & Garbage	\$ 336,293	\$ 57,308	17.04%	\$ 56,341	\$ 271,805
DPW Central Garage	\$ 322,624	\$ 64,653	20.04%	\$ 62,154	\$ 292,474
Bus	\$ 320,509	\$ 63,759	19.89%	\$ 62,291	\$ 284,403
Comptroller	\$ 300,589	\$ 61,064	20.31%	\$ 59,548	\$ 276,722
SUBTOTAL	\$ 12,134,225	\$ 2,326,548	19.17%	\$ 2,497,365	\$ 11,205,064
All Other Departments	\$ 2,558,769	\$ 700,234	27.37%	\$ 663,069	\$ 2,148,132
TOTAL	\$ 14,692,994	\$ 3,026,782	20.60%	\$ 3,160,434	\$ 13,353,196

CITY OF WATERTOWN
FY 2009/10 QUARTERLY FINANCIAL REPORT (UNAUDITED)
THROUGH THE QUARTER ENDED SEPTEMBER 30, 2009

WATER FUND

Revenues were lower compared to last year, down \$140,588 or 13.25%. The quarterly bill for September to DANC was down \$101,535 or 44.80% compared to the same quarter last year. Expenditures are lower by \$43,926 or 5.09% compared to last year.

Water Fund Summary	2009-10 Revised Budget	Y-T-D Actual	Y-T-D % of Budget (Sept. = 25%)	Prior Y-T-D	2008-09 Actual (Unaudited)
Revenues	\$ 4,564,000	\$ 920,249	20.16%	\$ 1,060,837	\$ 4,734,487
Expenditures	\$ 4,750,981	\$ 818,717	17.23%	\$ 862,643	\$ 4,902,517
Net Change in Fund Balance	\$ (186,981)	\$ 101,531		\$ 198,194	\$ (168,030)

SEWER FUND

Revenues have increased from last year, up \$65,774 or 7.89%. The billings to DANC through September were up \$29,375 or 29.17% compared to the same quarter last year. Expenditures have increased by \$107,434 or 13.94% compared to last year.

Sewer Fund Summary	2009-10 Revised Budget	Y-T-D Actual	Y-T-D % of Budget (Sept. = 25%)	Prior Y-T-D	2008-09 Actual (Unaudited)
Revenues	\$ 4,256,650	\$ 899,653	21.14%	\$ 833,879	\$ 4,374,681
Expenditures	\$ 4,317,009	\$ 878,303	20.35%	\$ 770,870	\$ 3,833,307
Net Change in Fund Balance	\$ (60,359)	\$ 21,350		\$ 63,010	\$ 541,374

LIBRARY FUND

Excluding the transfer from the General Fund, revenues are up compared to last year by \$474 or 15.42%. Expenditures are up by \$8,714 or 4.37% compared to last year.

Library Fund Summary	2009-10 Revised Budget	Y-T-D Actual	Y-T-D % of Budget (Sept. = 25%)	Prior Y-T-D	2008-09 Actual (Unaudited)
Revenues	\$ 1,053,135	\$ 208,548	19.80%	\$ 154,322	\$ 1,024,733
Expenditures	\$ 1,101,120	\$ 207,947	18.89%	\$ 199,233	\$ 1,019,941
Net Change in Fund Balance	\$ (47,985)	\$ 601		\$ (44,911)	\$ 4,792

The majority of the Library revenues shown in this fund are a result of the library transfer expense (\$205,000) 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 were up compared to last year by \$113,871 or 6.31%. Expenditures are down by \$438,171 or 27.61% compared to last year.

Self-Insurance Fund Summary	2009-10 Revised Budget	Y-T-D Actual	Y-T-D % of Budget (Sept. = 25%)	Prior Y-T-D	2008-09 Actual (Unaudited)
Revenues	\$ 7,852,120	\$ 1,919,490	24.45%	\$ 1,805,620	\$ 7,666,226
Expenditures	\$ 7,852,120	\$ 1,148,800	14.63%	\$ 1,586,971	\$ 6,422,848
Net Change in Fund Balance	\$ -	\$ 770,691		\$ 218,648	\$ 1,243,378

CITY OF WATERTOWN
FY 2009/10 QUARTERLY FINANCIAL REPORT (UNAUDITED)
THROUGH THE QUARTER ENDED SEPTEMBER 30, 2009

	2009-10	Current Y-T-D	Y-T-D % of Budget (Sept. = 25%)	Prior Y-T-D	2008-09	Current YTD vs. Prior YTD	
	Revised Budget				Actual	Variance	%
General Fund Revenues							
Real Property Taxes	\$ 7,344,073	\$ 7,343,895	100.00%	\$ 7,117,771	\$ 7,114,576	\$ 226,124	3.18%
Special Assessments (sidewalks)	\$ 12,300	\$ 8,032	65.30%	\$ 8,698	\$ 10,883	\$ (665)	-7.65%
Real Property Tax Reserve	\$ (70,000)	\$ -	0.00%	\$ -	\$ (24,189)	\$ -	0.00%
Federal Payments in Lieu of Taxes	\$ 22,500	\$ -	0.00%	\$ -	\$ 22,047	\$ -	0.00%
Other Payments in Lieu of Taxes	\$ 101,810	\$ 124,117	121.91%	\$ 138,699	\$ 2,395,312	\$ (14,582)	-10.51%
Interest/Penalties on Property Taxes	\$ 125,000	\$ 9,181	7.34%	\$ 12,065	\$ 111,184	\$ (2,884)	-23.91%
State Admin. Sales & Use Tax	\$ 14,755,000	\$ 3,971,839	26.92%	\$ 4,074,252	\$ 14,466,732	\$ (102,413)	-2.51%
Utilities Gross Income Tax	\$ 385,000	\$ 45,643	11.86%	\$ 80,402	\$ 376,670	\$ (34,758)	-43.23%
Franchises	\$ 423,000	\$ 67,815	16.03%	\$ 66,052	\$ 406,570	\$ 1,764	2.67%
Tax Sale Advertising	\$ 10,000	\$ -	0.00%	\$ 80	\$ 12,160	\$ (80)	-100.00%
Comptroller's Fees	\$ 7,500	\$ 1,870	24.93%	\$ 1,770	\$ 7,199	\$ 100	5.65%
Assessor's Fees	\$ 900	\$ 9	1.00%	\$ 5	\$ 806	\$ 4	80.00%
Clerk Fees	\$ 110,800	\$ 26,661	24.06%	\$ 28,249	\$ 113,228	\$ (1,588)	-5.62%
Civil Service Fees	\$ 4,125	\$ -	0.00%	\$ -	\$ 2,990	\$ -	0.00%
Police Fees	\$ 5,000	\$ 752	15.04%	\$ 1,002	\$ 5,532	\$ (250)	-24.93%
Demolition Charges	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Public Works Fees	\$ 85,000	\$ 24,565	28.90%	\$ 24,217	\$ 63,751	\$ 347	1.43%
DPW Charges - Fuel	\$ 21,225	\$ 3,671	17.30%	\$ 8,014	\$ 25,786	\$ (4,343)	-54.19%
Bus Fares	\$ 165,000	\$ 41,396	25.09%	\$ 31,041	\$ 112,906	\$ 10,355	33.36%
Bus Advertising	\$ 10,000	\$ 1,030	10.30%	\$ 6,495	\$ 10,195	\$ (5,465)	-84.14%
Parks & Recreation Charges	\$ 11,250	\$ 3,050	27.11%	\$ -	\$ 7,291	\$ 3,050	#DIV/0!
Recreation Concessions	\$ 35,000	\$ 732	2.09%	\$ -	\$ 29,307	\$ 732	#DIV/0!
Special Recreation Facility Charges	\$ 24,000	\$ 12,000	50.00%	\$ 2,500	\$ 7,500	\$ 9,500	380.00%
Pool Fees	\$ 1,000	\$ -	0.00%	\$ -	\$ 1,017	\$ -	0.00%
Arena Fees	\$ 121,600	\$ 7,725	6.35%	\$ -	\$ 94,708	\$ 7,725	#DIV/0!
Skating Rink Charges	\$ 50,000	\$ -	0.00%	\$ -	\$ 49,642	\$ -	0.00%
Zoning Fees	\$ 2,500	\$ 550	22.00%	\$ 525	\$ 3,100	\$ 25	4.76%
Refuse and Garbage Charges	\$ 510,000	\$ 122,188	23.96%	\$ 103,228	\$ 510,508	\$ 18,960	18.37%
Toter Fees	\$ 185,000	\$ 33,992	18.37%	\$ 45,335	\$ 159,793	\$ (11,343)	-25.02%
Sale of Surplus Power	\$ 2,920,000	\$ 451,841	15.47%	\$ 731,215	\$ 2,805,326	\$ (279,374)	-38.21%
Taxes/Assessment Svcs. Other Govt.	\$ 4,500	\$ 4,502	100.03%	\$ -	\$ 2,255	\$ 4,502	#DIV/0!
Civil Service Charges-School District	\$ 25,000	\$ -	0.00%	\$ -	\$ 24,030	\$ -	0.00%
Police Services	\$ 97,750	\$ 14,019	14.34%	\$ 12,500	\$ 127,620	\$ 1,519	12.15%
Transportation Services, Other Govts.	\$ -	\$ -	0.00%	\$ -	\$ 9,320	\$ -	0.00%
Misc. Revenues, Other Govts.	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Interest and Earnings	\$ 130,000	\$ 34,107	26.24%	\$ 62,232	\$ 251,941	\$ (28,125)	-45.19%
Rental of Real Property	\$ 31,850	\$ 4,479	14.06%	\$ 3,579	\$ 28,684	\$ 900	25.15%
Business and Occupational Licenses	\$ 7,000	\$ 2,250	32.14%	\$ 1,803	\$ 6,187	\$ 448	24.83%
Games of Chance Licenses	\$ 200	\$ -	0.00%	\$ 25	\$ 105	\$ (25)	-100.00%
Bingo Licenses	\$ 4,000	\$ 727	18.17%	\$ 1,179	\$ 4,335	\$ (452)	-38.36%
Building & Alterations Permits	\$ 50,000	\$ 8,569	17.14%	\$ 15,405	\$ 114,721	\$ (6,836)	-44.38%
City Permits	\$ 16,000	\$ 825	5.16%	\$ 15	\$ 140	\$ 810	5400.00%
Plumbing Permits	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Sanitary Sewer Permits	\$ 3,000	\$ 160	5.33%	\$ 335	\$ 1,160	\$ (175)	-52.24%
Storm Sewer Permits	\$ 500	\$ 75	15.00%	\$ -	\$ 425	\$ 75	#DIV/0!
Fines & Forfeited Bail	\$ 135,000	\$ 22,100	16.37%	\$ 26,769	\$ 117,660	\$ (4,669)	-17.44%
Scrap & Excess Materials Sale	\$ 4,500	\$ 310	6.89%	\$ 1,851	\$ 4,937	\$ (1,541)	-83.24%
Minor Sales	\$ 100	\$ -	0.00%	\$ -	\$ 3	\$ -	0.00%
Sale of Real Property	\$ 10,000	\$ 13	0.13%	\$ 6	\$ 18,285	\$ 7	112.68%
Sale of Equipment	\$ 2,500	\$ -	0.00%	\$ -	\$ 4,755	\$ -	0.00%
Insurance Recoveries	\$ 25,000	\$ 1,103	4.41%	\$ -	\$ 20,240	\$ 1,103	#DIV/0!
Other Compensation for Loss	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Refund of Prior Year Expense	\$ 7,500	\$ 1,980	26.40%	\$ 2,183	\$ 24,793	\$ (203)	-9.30%
Gifts & Donations	\$ 10,000	\$ -	0.00%	\$ 5,000	\$ 18,649	\$ (5,000)	-100.00%
Other Unclassified Revenues	\$ 1,000	\$ 1	0.10%	\$ 166	\$ 2,504	\$ (165)	-99.39%
Central Printing & Mailing	\$ 6,300	\$ 627	9.96%	\$ 700	\$ 2,296	\$ (73)	-10.37%
Central Garage	\$ 100,000	\$ 24,368	24.37%	\$ 35,977	\$ 96,806	\$ (11,608)	-32.27%
State Aid, Per Capita	\$ 5,090,177	\$ -	0.00%	\$ -	\$ 5,090,176	\$ -	0.00%
State Aid, Real Property Tax Law	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
State Aid, Mortgage Tax	\$ 370,000	\$ -	0.00%	\$ -	\$ 418,469	\$ -	0.00%
State Aid, STAR	\$ -	\$ -	0.00%	\$ 9,653	\$ 10,068	\$ (9,653)	-100.00%
State Aid, Records Management	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
State Aid, Other	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%

CITY OF WATERTOWN
FY 2009/10 QUARTERLY FINANCIAL REPORT (UNAUDITED)
THROUGH THE QUARTER ENDED SEPTEMBER 30, 2009

	2009-10	Current Y-T-D	Y-T-D % of Budget (Sept. = 25%)	Prior Y-T-D	2008-09	Current YTD vs. Prior YTD	
	Revised Budget				Actual	Variance	%
State Reimbursement-Worker's Comp.	\$ 65,000	\$ -	0.00%	\$ -	\$ 46,634	\$ -	0.00%
State Reimbursement-Court Security	\$ 30,325	\$ -	0.00%	\$ -	\$ 38,128	\$ -	0.00%
State Reimbursement-Court Postage	\$ 1,752	\$ 438	25.00%	\$ 438	\$ 1,752	\$ -	0.00%
State Reimbursement-CHIPs	\$ 14,400	\$ -	0.00%	\$ -	\$ 15,070	\$ -	0.00%
State Mass Transportation Assistance	\$ 170,000	\$ 45,318	26.66%	\$ 45,188	\$ 277,483	\$ 130	0.29%
State Aid-Transportation Grants	\$ -	\$ -	0.00%	\$ -	\$ 4,624	\$ -	0.00%
State Aid, Youth Program	\$ 11,500	\$ -	0.00%	\$ -	\$ 12,494	\$ -	0.00%
State Aid, Juvenile Program	\$ 6,700	\$ -	0.00%	\$ -	\$ 7,616	\$ -	0.00%
State Aid, Other Home & Community Service	\$ 69,900	\$ -	0.00%	\$ 7,948	\$ 16,870	\$ (7,948)	-100.00%
State Aid, Codes	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
State Aid - Other (TSA)	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Federal Aid Police Block Grant	\$ 154,957	\$ 22,500	14.52%	\$ 2,025	\$ 197,730	\$ 20,475	1011.11%
Federal Aid Highway Safety	\$ 9,000	\$ -	0.00%	\$ -	\$ 7,341	\$ -	0.00%
Federal Transportation Assistance	\$ 112,000	\$ -	0.00%	\$ -	\$ 108,800	\$ -	0.00%
Federal Aid-Transportation Grants	\$ -	\$ -	0.00%	\$ -	\$ 36,992	\$ -	0.00%
Federal Aid-Other Home & Community Serv.	\$ -	\$ -	0.00%	\$ -	\$ 21,049	\$ -	0.00%
Interfund Transfers	\$ 418,750	\$ 15,302	3.65%	\$ -	\$ 294,520	\$ 15,302	#DIV/0!
Total Revenue	\$ 34,574,744	\$ 12,506,327	36.17%	\$ 12,716,589	\$ 36,390,196	\$ (210,261)	-1.65%
Appropriated Fund Balance	\$ 1,521,000	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Revenue and Fund Balance	\$ 36,095,744	\$ 12,506,327	34.65%	\$ 12,716,589	\$ 36,390,196	\$ (210,261)	-1.65%
General Fund Expenditures							
Legislative Board	\$ 64,286	\$ 14,652	22.79%	\$ 13,996	\$ 60,902	\$ 656	4.69%
Mayor	\$ 26,128	\$ 10,644	40.74%	\$ 10,374	\$ 24,308	\$ 269	2.60%
Municipal Executive	\$ 538,746	\$ 95,068	17.65%	\$ 110,091	\$ 577,228	\$ (15,023)	-13.65%
Comptroller	\$ 492,271	\$ 97,612	19.83%	\$ 88,216	\$ 463,290	\$ 9,396	10.65%
Purchasing	\$ 121,727	\$ 23,980	19.70%	\$ 24,474	\$ 119,268	\$ (495)	-2.02%
Assessment	\$ 258,469	\$ 56,400	21.82%	\$ 49,376	\$ 272,451	\$ 7,025	14.23%
Tax Advertising	\$ 13,000	\$ 160	1.23%	\$ (1,026)	\$ 12,648	\$ 1,186	-115.59%
Property Acquired for Taxes	\$ 52,500	\$ 40	0.08%	\$ -	\$ 19,459	\$ 40	#DIV/0!
Fiscal Agent Fees	\$ 3,100	\$ -	0.00%	\$ -	\$ 3,692	\$ -	0.00%
Clerk	\$ 200,400	\$ 43,259	21.59%	\$ 40,662	\$ 195,879	\$ 2,597	6.39%
Law	\$ 192,600	\$ 38,220	19.84%	\$ 33,333	\$ 186,380	\$ 4,888	14.66%
Civil Service	\$ 82,590	\$ 15,819	19.15%	\$ 15,419	\$ 80,111	\$ 400	2.59%
Engineering	\$ 713,235	\$ 130,854	18.35%	\$ 156,239	\$ 730,880	\$ (25,385)	-16.25%
DPW Administration	\$ 646,646	\$ 119,470	18.48%	\$ 121,036	\$ 636,449	\$ (1,566)	-1.29%
Buildings	\$ 206,329	\$ 41,905	20.31%	\$ 34,086	\$ 240,306	\$ 7,818	22.94%
Central Garage	\$ 657,938	\$ 114,499	17.40%	\$ 124,508	\$ 616,517	\$ (10,009)	-8.04%
Central Printing & Mailing	\$ 82,500	\$ 16,391	19.87%	\$ 19,153	\$ 75,982	\$ (2,763)	-14.42%
Information Technology	\$ 509,955	\$ 124,864	24.49%	\$ 124,826	\$ 454,554	\$ 38	0.03%
Judgements & Claims	\$ 18,685	\$ -	0.00%	\$ -	\$ 19,115	\$ -	0.00%
Land	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Taxes on Property	\$ 32,925	\$ 502	1.52%	\$ 506	\$ 31,027	\$ (4)	-0.77%
Contingency	\$ 377,000	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Police	\$ 6,891,047	\$ 1,184,366	17.19%	\$ 1,251,703	\$ 6,968,205	\$ (67,337)	-5.38%
Fire	\$ 7,731,369	\$ 1,436,378	18.58%	\$ 1,514,336	\$ 7,798,761	\$ (77,958)	-5.15%
Control of Animals	\$ 85,382	\$ -	0.00%	\$ -	\$ 85,382	\$ -	0.00%
Safety Inspection	\$ 343,759	\$ 60,824	17.69%	\$ 89,366	\$ 330,030	\$ (28,542)	-31.94%
DPW Municipal Maintenance	\$ 550,412	\$ 99,488	18.08%	\$ 170,720	\$ 570,398	\$ (71,233)	-41.72%
DPW Road Maintenance	\$ 708,040	\$ 165,817	23.42%	\$ 161,197	\$ 591,869	\$ 4,620	2.87%
DPW Snow Removal	\$ 1,243,526	\$ 70,998	5.71%	\$ 53,852	\$ 1,256,391	\$ 17,146	31.84%
Hydro Electric Production	\$ 354,900	\$ 66,148	18.64%	\$ 52,978	\$ 282,146	\$ 13,169	24.86%
Traffic Control & Lighting	\$ 836,634	\$ 126,010	15.06%	\$ 186,114	\$ 779,443	\$ (60,105)	-32.29%
Bus	\$ 772,197	\$ 168,466	21.82%	\$ 148,544	\$ 755,667	\$ 19,922	13.41%
Off Street Parking	\$ 52,369	\$ 38,048	72.65%	\$ 48,558	\$ 59,195	\$ (10,509)	-21.64%
Community Action	\$ 52,000	\$ -	0.00%	\$ -	\$ 52,000	\$ -	0.00%
Publicity	\$ 5,000	\$ -	0.00%	\$ 1,698	\$ 1,698	\$ (1,698)	-100.00%
IND CTR, LDC, EDZ	\$ -	\$ -	0.00%	\$ -	\$ 5,000	\$ -	0.00%
Recreation Administration	\$ 166,166	\$ 35,640	21.45%	\$ 30,142	\$ 183,403	\$ 5,498	18.24%
Thompson Park	\$ 284,197	\$ 77,461	27.26%	\$ 71,156	\$ 269,349	\$ 6,305	8.86%
Recreation Playgrounds	\$ 65,669	\$ 41,173	62.70%	\$ 41,864	\$ 54,804	\$ (691)	-1.65%
Recreation Fairgrounds	\$ 124,256	\$ 45,929	36.96%	\$ 41,847	\$ 120,003	\$ 4,082	9.75%
Recreation Athletic Programs	\$ 60,490	\$ 26,272	43.43%	\$ 25,293	\$ 69,315	\$ 979	3.87%
Recreation Outdoor Swimming Pool	\$ 163,569	\$ 88,334	54.00%	\$ 100,947	\$ 156,844	\$ (12,613)	-12.49%
Recreation Ice Arena	\$ 345,044	\$ 38,741	11.23%	\$ 34,352	\$ 327,288	\$ 4,389	12.78%

CITY OF WATERTOWN
FY 2009/10 QUARTERLY FINANCIAL REPORT (UNAUDITED)
THROUGH THE QUARTER ENDED SEPTEMBER 30, 2009

	2009-10		Y-T-D % of Budget (Sept. = 25%)	Prior Y-T-D	2008-09		Current YTD vs. Prior YTD	
	Revised Budget	Current Y-T-D			Actual	Variance	%	
Historian	\$ 250	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	0.00%
Monitoring	\$ 3,000	\$ 376	12.53%	\$ 403	\$ 2,974	\$ (27)	\$ -	-6.80%
Planning	\$ 141,800	\$ 6,344	4.47%	\$ 20,996	\$ 68,215	\$ (14,652)	\$ -	-69.78%
PW Storm Sewer	\$ 344,548	\$ 82,110	23.83%	\$ 85,865	\$ 335,578	\$ (3,755)	\$ -	-4.37%
PW Refuse & Garbage	\$ 871,621	\$ 161,357	18.51%	\$ 164,972	\$ 821,849	\$ (3,615)	\$ -	-2.19%
Worker's Compensation	\$ 72,000	\$ 12,654	17.57%	\$ 10,883	\$ 87,750	\$ 1,771	\$ -	16.27%
Unemployment Insurance	\$ 7,000	\$ -	0.00%	\$ -	\$ 9,832	\$ -	\$ -	0.00%
Health Insurance-Retirees	\$ 3,149,098	\$ 800,860	25.43%	\$ 727,042	\$ 3,183,671	\$ 73,819	\$ -	10.15%
Compensated Absences	\$ -	\$ -	0.00%	\$ -	\$ 27,066	\$ -	\$ -	0.00%
General Liability Reserve Transfer	\$ 25,000	\$ -	0.00%	\$ -	\$ 25,000	\$ -	\$ -	0.00%
Library Transfer	\$ 984,210	\$ 205,000	20.83%	\$ 123,000	\$ 918,880	\$ 82,000	\$ -	66.67%
Serial Bonds - Principal	\$ 2,716,719	\$ 325,500	11.98%	\$ 151,000	\$ 2,614,314	\$ 174,500	\$ -	115.56%
Serial Bonds-Interest	\$ 1,045,561	\$ 191,359	18.30%	\$ 120,649	\$ 1,101,085	\$ 70,710	\$ -	58.61%
Bond Anticipation Notes - Principal	\$ -	\$ -	0.00%	\$ -	\$ 224,300	\$ -	\$ -	0.00%
Bond Anticipation Notes-Interest	\$ -	\$ -	0.00%	\$ -	\$ 62,786	\$ -	\$ -	0.00%
NYPA Loan Principal	\$ 29,000	\$ 7,142	24.63%	\$ 6,740	\$ 27,726	\$ 402	\$ -	5.96%
NYPA Loan Interest	\$ 1,500	\$ 399	26.60%	\$ 1,043	\$ 2,923	\$ (644)	\$ -	-61.76%
Capital Reserve Fund	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	0.00%
Capital Fund Transfer	\$ 516,000	\$ 102,102	19.79%	\$ 40,873	\$ 482,952	\$ 61,229	\$ -	149.80%
Black River Trust Fund Transfer	\$ 10,000	\$ -	0.00%	\$ -	\$ 10,000	\$ -	\$ -	0.00%
TOTAL	\$ 36,044,363	\$ 6,609,633	18.34%	\$ 6,443,402	\$ 35,544,536	\$ 166,231	\$ -	2.58%
Water Fund Revenues								
Water Rents	\$ 3,750,000	\$ 724,533	19.32%	\$ 782,249	\$ 3,763,921	\$ (57,716)	\$ -	-7.38%
Unmetered Water	\$ 12,000	\$ 5,746	47.88%	\$ 2,875	\$ 10,123	\$ 2,871	\$ -	99.85%
Outside User Fees	\$ 486,000	\$ 125,129	25.75%	\$ 226,664	\$ 688,420	\$ (101,535)	\$ -	-44.80%
Water Service Charges	\$ 65,000	\$ 11,418	17.57%	\$ 2,098	\$ 69,446	\$ 9,321	\$ -	444.27%
Interest & Penalties on Water Rents	\$ 65,000	\$ 23,151	35.62%	\$ 18,603	\$ 75,523	\$ 4,548	\$ -	24.45%
Interest Earnings	\$ 10,000	\$ 1,834	18.34%	\$ 4,083	\$ 13,299	\$ (2,249)	\$ -	-55.08%
Sale of Scrap	\$ 1,000	\$ 1,324	132.41%	\$ 30	\$ 1,258	\$ 1,294	\$ -	4313.67%
Sale of Equipment	\$ -	\$ -	0.00%	\$ -	\$ 900	\$ -	\$ -	0.00%
Insurance Recoveries	\$ 1,000	\$ 2,305	230.49%	\$ -	\$ -	\$ 2,305	\$ -	#DIV/0!
Refund of Prior Years Expenditure	\$ -	\$ 24	0.00%	\$ -	\$ 60	\$ 24	\$ -	#DIV/0!
Premium on Obligations	\$ -	\$ -	0.00%	\$ -	\$ 2,900	\$ -	\$ -	0.00%
Unclassified Revenues	\$ -	\$ 67	0.00%	\$ 127	\$ 1,747	\$ (60)	\$ -	-46.96%
Metered Water Sales Funds	\$ 98,000	\$ 24,718	25.22%	\$ 24,108	\$ 95,065	\$ 609	\$ -	2.53%
Interfund Transfers	\$ 76,000	\$ -	0.00%	\$ -	\$ 11,825	\$ -	\$ -	0.00%
Total Revenue	\$ 4,564,000	\$ 920,249	20.16%	\$ 1,060,837	\$ 4,734,487	\$ (140,588)	\$ -	-13.25%
Appropriated Fund Balance	\$ 184,843	\$ -	0.00%	\$ -	\$ 168,030	\$ -	\$ -	0.00%
Revenue and Fund Balance	\$ 4,748,843	\$ 920,249	19.38%	\$ 1,060,837	\$ 4,902,517	\$ (140,588)	\$ -	-13.25%
Water Fund Expenditures								
Taxes on Property	\$ 695	\$ 131	18.88%	\$ 132	\$ 668	\$ (1)	\$ -	-0.87%
Contingency	\$ 10,000	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	0.00%
Water Administration	\$ 253,965	\$ 47,043	18.52%	\$ 51,585	\$ 242,427	\$ (4,542)	\$ -	-8.81%
Source of Supply, Power and Pump	\$ 486,770	\$ 88,804	18.24%	\$ 114,379	\$ 445,694	\$ (25,575)	\$ -	-22.36%
Water Purification	\$ 1,457,064	\$ 295,360	20.27%	\$ 331,642	\$ 1,357,822	\$ (36,282)	\$ -	-10.94%
Transmission and Distribution	\$ 1,160,280	\$ 229,773	19.80%	\$ 269,666	\$ 1,171,351	\$ (39,893)	\$ -	-14.79%
Worker's Compensation	\$ 9,000	\$ 252	2.79%	\$ 340	\$ 3,921	\$ (88)	\$ -	-25.94%
Unemployment Insurance	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	0.00%
Health Insurance	\$ 165,466	\$ 36,645	22.15%	\$ 43,344	\$ 146,301	\$ (6,699)	\$ -	-15.46%
Compensated Absences	\$ 2,500	\$ -	0.00%	\$ -	\$ 17,755	\$ -	\$ -	0.00%
General Liability Transfer	\$ 7,500	\$ -	0.00%	\$ -	\$ 7,500	\$ -	\$ -	0.00%
Serial Bonds - Principal	\$ 902,992	\$ 72,000	7.97%	\$ 30,000	\$ 1,107,187	\$ 42,000	\$ -	140.00%
Serial Bonds - Interest	\$ 216,749	\$ 48,710	22.47%	\$ 21,555	\$ 267,533	\$ 27,155	\$ -	125.98%
Bond Anticipation Notes - Principal	\$ -	\$ -	0.00%	\$ -	\$ 27,200	\$ -	\$ -	0.00%
Bond Anticipation Notes-Interest	\$ -	\$ -	0.00%	\$ -	\$ 10,184	\$ -	\$ -	0.00%
Transfer to Coagulation Reserve	\$ 30,000	\$ -	0.00%	\$ -	\$ 40,000	\$ -	\$ -	0.00%
Transfer to Capital	\$ 48,000	\$ -	0.00%	\$ -	\$ 56,974	\$ -	\$ -	0.00%
TOTAL	\$ 4,750,981	\$ 818,717	17.23%	\$ 862,643	\$ 4,902,517	\$ (43,926)	\$ -	-5.09%
Sewer Fund Revenues								
Sewer Rents	\$ 2,730,000	\$ 506,638	18.56%	\$ 512,545	\$ 2,752,341	\$ (5,908)	\$ -	-1.15%
Sewer Charges	\$ 130,000	\$ 70,646	54.34%	\$ 54,289	\$ 249,988	\$ 16,357	\$ -	30.13%
Interest & Penalties on Sewer Rents	\$ 55,000	\$ 16,733	30.42%	\$ 17,295	\$ 68,936	\$ (561)	\$ -	-3.25%
Sewer Rents-Governments	\$ 1,064,000	\$ 216,645	20.36%	\$ 140,021	\$ 1,040,103	\$ 76,624	\$ -	54.72%
Interest Earnings	\$ 1,000	\$ 880	88.04%	\$ -	\$ 968	\$ 880	\$ -	#DIV/0!

CITY OF WATERTOWN
FY 2009/10 QUARTERLY FINANCIAL REPORT (UNAUDITED)
THROUGH THE QUARTER ENDED SEPTEMBER 30, 2009

	2009-10	Current Y-T-D	Y-T-D % of Budget (Sept. = 25%)	Prior Y-T-D	2008-09	Current YTD vs. Prior-YTD	
	Revised Budget				Actual	Variance	%
Permit Fees	\$ 23,000	\$ 21,750	94.57%	\$ 22,000	\$ 23,250	\$ (250)	-1.14%
Sale of Scrap	\$ 1,000	\$ -	0.00%	\$ 230	\$ 230	\$ (230)	-100.00%
Sale of Equipment	\$ -	\$ -	0.00%	\$ -	\$ 1,868	\$ -	0.00%
Insurance Recovery	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Refund of Prior Years Expenditure	\$ -	\$ 115	0.00%	\$ -	\$ -	\$ 115	#DIV/0!
Premium on Obligations	\$ -	\$ -	0.00%	\$ -	\$ 6,323	\$ -	0.00%
Unclassified Revenues	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Interfund Revenues	\$ 177,000	\$ 66,246	37.43%	\$ 87,498	\$ 209,714	\$ (21,252)	-24.29%
State Aid - Workers Compensation	\$ -	\$ -	0.00%	\$ -	\$ 6,447	\$ -	0.00%
State Aid - CHIPSS	\$ -	\$ -	0.00%	\$ -	\$ 2,383	\$ -	0.00%
Interfund Transfer	\$ 75,650	\$ -	0.00%	\$ -	\$ 12,129	\$ -	0.00%
Total Revenue	\$ 4,256,650	\$ 899,653	21.14%	\$ 833,879	\$ 4,374,681	\$ 65,774	7.89%
Appropriated Fund Balance	\$ (57,686)	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Total Revenue	\$ 4,198,964	\$ 899,653	21.43%	\$ 833,879	\$ 4,374,681	\$ 65,774	7.89%

Sewer Fund Expenditures

Sewer Administration	\$ 137,040	\$ 17,241	12.58%	\$ 27,764	\$ 128,024	\$ (10,523)	-37.90%
Sanitary Sewer	\$ 417,749	\$ 105,445	25.24%	\$ 112,331	\$ 378,453	\$ (6,885)	-6.13%
Sewage Treatment and Disposal	\$ 2,877,008	\$ 570,569	19.83%	\$ 561,974	\$ 2,498,564	\$ 8,595	1.53%
Contingency	\$ 20,000	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Worker's Compensation	\$ 6,000	\$ 199	3.32%	\$ 269	\$ 3,105	\$ (70)	-25.94%
Unemployment Insurance	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Health Insurance	\$ 107,420	\$ 30,994	28.85%	\$ 23,709	\$ 120,060	\$ 7,285	30.73%
Compensated Absences	\$ -	\$ -	0.00%	\$ -	\$ 118	\$ -	0.00%
Serial Bonds - Principal	\$ 504,181	\$ 102,500	20.33%	\$ 29,000	\$ 434,391	\$ 73,500	253.45%
Serial Bonds - Interest	\$ 185,411	\$ 50,844	27.42%	\$ 15,296	\$ 179,689	\$ 35,548	232.40%
Bond Anticipation Notes - Principal	\$ -	\$ -	0.00%	\$ -	\$ 78,500	\$ -	0.00%
Bond Anticipation Notes-Interest	\$ -	\$ -	0.00%	\$ -	\$ 10,330	\$ -	0.00%
NYPA Principal	\$ 2,000	\$ 483	24.16%	\$ 456	\$ 1,876	\$ 27	5.96%
NYPA Interest	\$ 200	\$ 27	13.50%	\$ 71	\$ 198	\$ (44)	-61.75%
Transfer to Capital Fund	\$ 60,000	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 4,317,009	\$ 878,303	20.35%	\$ 770,870	\$ 3,833,307	\$ 107,434	13.94%

Library Fund Revenues

Library Fines	\$ 18,500	\$ 3,548	19.18%	\$ 2,991	\$ 15,988	\$ 557	18.60%
Insurance Recovery	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Refund of Prior Years Expenditure	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Library Grant	\$ 49,925	\$ -	0.00%	\$ 28,247	\$ 74,886	\$ (28,247)	-100.00%
Unclassified Revenues	\$ 500	\$ -	0.00%	\$ 83	\$ 1,211	\$ (83)	-100.00%
State Aid, Library Construction Grant	\$ -	\$ -	0.00%	\$ -	\$ 13,767	\$ -	0.00%
Interfund Transfer	\$ 984,210	\$ 205,000	20.83%	\$ 123,000	\$ 918,880	\$ 82,000	66.67%
Total Revenue	\$ 1,053,135	\$ 208,548	19.80%	\$ 154,322	\$ 1,024,733	\$ 54,226	35.14%
Appropriated Fund Balance	\$ 30,000	\$ -	0.00%	\$ 44,911	\$ -	\$ (44,911)	-100.00%
Revenue and Fund Balance	\$ 1,083,135	\$ 208,548	19.25%	\$ 199,233	\$ 1,024,733	\$ 9,315	4.68%

Library Fund Expenditures

Contingency	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Library Fund Expenditures	\$ 871,389	\$ 172,622	19.81%	\$ 162,041	\$ 767,112	\$ 10,581	6.53%
Worker's Compensation	\$ 1,000	\$ 89	8.88%	\$ 120	\$ 1,384	\$ (31)	-25.94%
Unemployment Insurance	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Health Insurance	\$ 137,118	\$ 29,942	21.84%	\$ 32,112	\$ 139,787	\$ (2,171)	-6.76%
Compensated Absences	\$ -	\$ -	0.00%	\$ -	\$ (3,103)	\$ -	0.00%
Serial Bonds - Principal	\$ 51,084	\$ -	0.00%	\$ -	\$ 53,584	\$ -	0.00%
Serial Bonds - Interest	\$ 20,529	\$ -	0.00%	\$ 38	\$ 22,793	\$ (38)	-100.00%
Bond Anticipation Notes - Principal	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Bond Anticipation Notes-Interest	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
NYPA Principal	\$ 18,500	\$ 4,517	24.42%	\$ 4,263	\$ 17,535	\$ 254	5.96%
NYPA Interest	\$ 1,500	\$ 252	16.82%	\$ 660	\$ 1,849	\$ (407)	-61.76%
Transfer to Capital	\$ -	\$ 526	0.00%	\$ -	\$ 19,000	\$ 526	#DIV/0!
TOTAL	\$ 1,101,120	\$ 207,947	18.89%	\$ 199,233	\$ 1,019,941	\$ 8,714	4.37%

Self-Insurance Fund Revenues

Shared Service Charges	\$ 6,998,835	\$ 1,752,994	25.05%	\$ 1,646,757	\$ 6,614,140	\$ 106,237	6.45%
Interest and Earnings	\$ -	\$ 2,620	0.00%	\$ -	\$ 1,838	\$ 2,620	#DIV/0!

**CITY OF WATERTOWN
 FY 2009/10 QUARTERLY FINANCIAL REPORT (UNAUDITED)
 THROUGH THE QUARTER ENDED SEPTEMBER 30, 2009**

	2009-10		Y-T-D % of Budget (Sept. = 25%)	Prior Y-T-D	2008-09		Current YTD vs. Prior YTD	
	Revised Budget	Current Y-T-D			Actual	Variance	%	
Insurance Recoveries	\$ 50,000	\$ -	0.00%	\$ -	\$ 274,680	\$ -	-	0.00%
Medicare Part D reimbursement	\$ 160,000	\$ -	0.00%	\$ -	\$ 181,539	\$ -	-	0.00%
Employee Contributions	\$ 590,285	\$ 163,848	27.76%	\$ 153,338	\$ 543,194	\$ 10,510		6.85%
Unclassified Revenues	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	-	0.00%
Prescription Reimbursements	\$ 53,000	\$ 29	0.05%	\$ 5,526	\$ 50,834	\$ (5,497)		-99.47%
Total Revenue	\$ 7,852,120	\$ 1,919,490	24.45%	\$ 1,805,620	\$ 7,666,226	\$ 113,871		6.31%
Appropriated Fund Balance	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	-	0.00%
Revenue and Fund Balance	\$ 7,852,120	\$ 1,919,490	24.45%	\$ 1,805,620	\$ 7,666,226	\$ 113,871		6.31%
Self-Insurance Fund Expenditures								
Administration	\$ 158,700	\$ 53,845	33.93%	\$ 52,516	\$ 166,202	\$ 1,328		2.53%
City Administration	\$ 33,790	\$ 5,504	16.29%	\$ 6,294	\$ 31,253	\$ (790)		-12.55%
Stop Loss Insurance	\$ 397,610	\$ 127,276	32.01%	\$ 131,896	\$ 361,108	\$ (4,620)		-3.50%
Medical Claims	\$ 4,647,020	\$ 504,716	10.86%	\$ 1,005,540	\$ 3,663,440	\$ (500,824)		-49.81%
Pharmacy Claims	\$ 2,615,000	\$ 457,459	17.49%	\$ 390,725	\$ 2,200,844	\$ 66,734		17.08%
TOTAL	\$ 7,852,120	\$ 1,148,800	14.63%	\$ 1,586,971	\$ 6,422,848	\$ (438,171)		-27.61%