

**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, August 19, 2013, 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

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 1 - Approving Agreement for Bulk Rental of Ice Time at the Watertown Municipal Arena, Watertown Minor Hockey Association
- Resolution No. 2 - Approving Agreement for Bulk Rental of Ice Time at the Watertown Municipal Arena, Figure Skating Club of Watertown
- Resolution No. 3 - Readopting Fiscal Year 2013-14 General and Library Fund Budgets
- Resolution No. 4 - Approving Construction Phase Service Invoice for Professional Services Agreement with CRA Infrastructure and Engineering, Inc. for Water Treatment Plant Filter Media Rehabilitation
- Resolution No. 5 - Approving the Site Plan For Construction of a 28-Space Parking Lot to Serve a 50-Unit Multi-Family Residential Renovation Project at 29-41 Public Square, Parcels 7-01-116, 7-01-114, 7-01-113, and 7-01-112.001

Resolution No. 6 - Approving the Site Plan For Construction of a 3,624 Square Foot Oral Surgeon's Office, Plus Parking Lot and Landscaping, at 163 Bellew Avenue South, Parcel 9-11-117

Resolution No. 7 - Authorizing Application for NYS Division of Homeland Security and Emergency Services Grant, Fire Department

ORDINANCES

Ordinance No. 1 - Amending City Municipal Code § A320-4

LOCAL LAW

PUBLIC HEARING

OLD BUSINESS

STAFF REPORTS

1. Thompson Park Pavilion and Restroom Roof Replacement
2. Fiscal Year 2012-2013 GASB 45 Other Post-employment Benefits Actuarial Valuation
3. Tax Cap for the Fiscal Year 2014-15 General Fund Budget
4. Events Policy and Events Coordinator
5. Arsenal Street Cemetery
6. Discussion of Section 485-a

NEW BUSINESS

EXECUTIVE SESSION

WORK SESSION

ADJOURNMENT

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS TUESDAY,
SEPTEMBER 3, 2013.**

August 13, 2013

To: The Honorable Mayor and City Council

From: Elliott B. Nelson, Confidential Assistant to the City Manager

Subject: Watertown Minor Hockey Association Bulk Ice Agreement

For the past four years, the City of Watertown and the Watertown Minor Hockey Association have entered into an Agreement that allows their organization to rent ice time in bulk at the City-owned Municipal Arena. Under the terms of this Agreement, the City will be paid \$45,500 for the use of ice time during the timeslots detailed in the document. Time slots include early Saturday mornings as well as holidays and breaks when local public schools are closed. Many of the timeslots used by the Association are considered non-prime hours and would otherwise go unused. The actual cash value of this ice time, based on the fee schedule contained in Section A320 of the City Code, is in excess of \$50,000.

Attached for City Council review and consideration is a resolution authorizing the approval of the Agreement for Bulk Ice Rental at the Watertown Municipal Arena. A copy of the proposed Agreement is also attached for your review. The appropriate City staff will be in attendance at the meeting to answer any questions Council Members may have.

RESOLUTION

Page 1 of 1

Approving Agreement for Bulk Rental of Ice Time at the Watertown Municipal Arena, Watertown Minor Hockey Association

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

Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown owns and operates an Arena at the Alex T. Duffy Fairgrounds, and

WHEREAS the Watertown Minor Hockey Association expressed their desire to enter into an Agreement for bulk rental of ice time at the Fairgrounds Arena to support their programs, and

WHEREAS City Council of the City of Watertown desires to promote recreational activities at this community recreational facility,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that it hereby approves the Agreement for Bulk Rental of Ice Time at the Watertown Municipal Arena between the City of Watertown and the Watertown Hockey Association, a copy of which is attached and made a part of this resolution, and

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

Seconded by

**AGREEMENT FOR BULK RENTAL OF ICE TIME
AT THE WATERTOWN MUNICIPAL ARENA
FAIRGROUNDS WATERTOWN, NEW YORK**

This Agreement is being made and is intended to be effective as of October 1, 2013 for a period of one (1) ice season between the City of Watertown, New York with its principal offices located at 245 Washington Street; Watertown, New York 13601 (the "CITY") and the Watertown Minor Hockey Association ("Hockey Association"), P. O. Box 371, Watertown, NY 13601.

INTRODUCTION

WHEREAS the City is a municipal corporation organized under the laws of the State of New York and, as such, owns a facility known as the Watertown Municipal Arena within the City of Watertown, and the ice arena is a community recreational facility, and

WHEREAS the City desires to promote future recreational activities at the ice arena for the valid public purpose of the benefit, recreation, entertainment, amusement, convenience and welfare of the people of the City, and

WHEREAS in pursuit of that public purpose, the City desires to grant "bulk" ice time for the 2013-14 ice season to the Hockey Association for the operation, management and maintenance of a skating program for the use of the people in the community wanting to learn and improve ice skating skills, and

WHEREAS in pursuit of the public purpose the City desires to enter into an Agreement for the bulk rental of ice time provided by § A320-4 of the City Code,

NOW, THEREFORE, in consideration of mutual covenants and agreements as stated herein, the City and the Watertown Hockey Association agree as follows:

AGREEMENT

SECTION I – TERM

The term of this agreement shall be from October 1, 2013 (the anticipated first day of ice in the Arena) through March 31, 2014.

SECTION II – PROPERTY

The City agrees to permit the Hockey Association to use a part of the City of Watertown Municipal Arena generally consisting of the ice surface, player boxes, penalty boxes, scorer's booth, changing rooms and hockey goals. The City grants the Hockey Association the right of ingress and egress over municipal property to the extent necessary to operate the hockey program on the City's ice sheet.

SECTION III – NONASSIGNABILITY

The City and Watertown Hockey agree that it is the purpose of this agreement to permit the use, operation, management and maintenance of the Hockey Program at the property by the Hockey Association, and that this agreement may not be assigned by Watertown Hockey to any other person or entity.

SECTION IV – COMPENSATION

A. The one time annual fee for “bulk ice time” as detailed in Section V of this Agreement and scheduled minor hockey tournaments is \$45,500 as offered by the Hockey Association to the City for the 2013-2014 ice season. Payment of the annual fee shall be made as follows

One-half (1/2) to be paid upon the effective date of the agreement; and

The balance due will be paid on or before January 1, 2014. Payment of the fees shall be made by the Hockey Association to the City Comptroller.

B. Any time used by the Association outside of the bulk ice time slots set forth in Section V of this contract will be billed within one week of usage and due within 30 days of the invoice.

C. The Association will be permitted to continue to utilize space within the Arena for storage of hockey-related equipment. It is understood by the Association that storage space at the Arena is limited, and the Association may be asked to remove their belongings should the need for space arise.

SECTION V – ICE TIME

A. The City will provide the Hockey Association annual ice time slots that are set aside for the organization each season. These times, with some minor adjustment, are based on previous years and include:

Day of the Week	Time of Day
Sunday	7:30 a.m. to 1:05 p.m.; 3:10 p.m. to 6:10 p.m.
Monday*	6:00 p.m. to 8:30 p.m.
Tuesday	4:40 p.m. to 7:25 p.m.; 9:00 p.m. to 10:00 p.m.
Thursday	5:05 p.m. to 7:05 p.m.
Saturday	7:30 a.m. to 1:05 p.m. 4:30 p.m. to 7:30 p.m.** 4:30 p.m. to 7:15 p.m.***

*Normal Monday scheduled will be observed every week except for Monday, February 18 when this time slot will be used by the 1000 Island Privateers.

- **Saturday ice will extend to 7:30 p.m. when no 1000 Islands Privateers home game is scheduled.
- *** Saturday ice time will end at 7:15 p.m. when the 1000 Island Privateers have a scheduled home game.

B. In addition to the time listed above the City will set aside the additional times requested by the Association that include:

Day of the Week	Time of Day
Saturday	6:30 a.m. to 7:30 a.m.
Columbus Day	6:35 a.m. to 10:35 a.m.
Veterans' Day	6:35 a.m. to 10:35 a.m.
Wednesday before Thanksgiving	6:35 a.m. to 10:35 a.m.
Friday after Thanksgiving	6:35 a.m. to 10:35 a.m.
Christmas School vacation	6:35 a.m. to 10:35 a.m.
Martin Luther King Day	6:35 a.m. to 10:35 a.m.
Winter School vacation	6:35 a.m. to 10:35 a.m.

It is understood by the parties that the 6:30 a.m. to 7:30 a.m. time slots on Saturdays and 6:35 to 7:30 time slots on the other specified days are set aside for the use of the Association, as listed above. However because of low utilization during that time slot, the Association will notify the City, one week in advance when they will use the ice between 6:30 a.m. and 7:30 a.m. on Saturdays or 6:35 a.m. and 7:30 a.m. on the other specified days.

- C. In the event ice time is not used, a courtesy call shall be made within a reasonable time frame. The City at that point shall have the option to resell the ice time without affecting this contract.
- D. The Hockey Association recognizes that the Arena will be closed Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day and therefore no ice time will be available and time missed will not be reimbursed.
- E. The Hockey Association agrees to give up ice time and allow for annual events such as all local High School Hockey Games and for Watertown Figure Skating Club's annual testing session, exhibition and show.
- F. Ice time for any Hockey Association tournaments will be negotiated with the rental groups that are affected. In any event Hockey Association will use their own scheduled ice time first before canceling another group's time.
- G. The Hockey Association agrees to hold the City harmless should the Arena be closed for any unforeseen circumstance such as weather, emergencies or other items the City has no control over.

H. Any additional time requested by the Hockey Association above and beyond the ice time slots listed in Section V of this Agreement, will be billed in accordance with the rates established in the City Code Section A320-4, Schedule of Fees.

SECTION VI – MAINTENANCE

A. The City agrees that it will keep the premises, including any structural or capital repairs and improvements, in good repair during the term of this agreement at its own expense. The City further agrees that it shall provide reasonable and normal ice surface for skating purposes.

SECTION VII – INSURANCE

A. The Hockey Association agrees to furnish and maintain during the term of this Agreement general liability insurance in the amount of \$500,000/\$1,000,000 combined single limit per occurrence, and property damage insurance in the sum of \$50,000 per occurrence. Hockey Association's policy of liability insurance shall name the City as a certificate holder and as an additional named insured without restriction to vicarious liability issues only. Hockey Association shall provide the City with copies of its declaration pages for the policy or policies during the duration of this Agreement, and those declaration pages must be delivered to the City prior to Hockey Association's commencement of any activities on the premises.

B. The Hockey Association shall procure and maintain Worker's Compensation Insurance and Disability Insurance in accordance with the laws of the State of New York. This insurance shall cover all persons who are employees of the Franchisee under the laws of the State of New York.

SECTION VIII – HOLD HARMLESS

The Hockey Association shall indemnify and hold the City harmless including reimbursement for reasonable attorney's fees from any and all loss, claims, costs or expenses arising out of any claim of liability for injuries or damages to persons or to property sustained by any person or entity by reason of the Hockey Association's operation, use or occupation of the premises, or by or resulting from any act or omission of the Hockey Association, or any of its officers, agents, employees, guests, patrons or invitees. Coverage under the liability insurance in the type and amounts identified in Section IX naming the City as an additional named insured shall be sufficient for purposes of meeting Hockey Association's obligations under this paragraph.

SECTION IX – TERMINATION

This franchise may be terminated by the City, for cause, upon any of the following:

- A. Violation of the Hockey Association of any of the applicable laws and regulations of the State of New York including regulations promulgated by the New York State Department of Health.
- B. This Agreement may also be terminated by the City for the Hockey Association's failure to comply with any of the provisions of the agreement.

SECTION X – NO RECOURSE

A. The Hockey Association acknowledges and agrees that the premises may be subject to being shut down for any number of reasons including down time for structural repairs, and the Hockey Association agrees that it shall have no recourse against the City for damages in the event the premises are unavailable for use.

SECTION XI – VENUE AND APPLICABLE LAW

- A. The City and the Hockey Association agree that the venue of any legal action arising from a claimed breach of this Agreement is in the Supreme Court, in and for the County of Jefferson.
- B. This agreement shall be construed in accordance with the laws of the State of New York.

SECTION XII – SAVINGS CLAUSE

The parties acknowledge that it is important to the parties to have a valid agreement in connection with the subject matter. Therefore, the parties agree that, to the extent any term, condition, or provision of this agreement is found to be invalid, for any reason, the remainder of this agreement shall, to the extent possible, remain in full force and effect for the contract term or for any extension thereof.

SECTION XIII ENTIRE AGREEMENT

This agreement represents the entire agreement between the parties in connection with the referenced subject matter, and each party acknowledges that there are no promises, agreements, conditions or understandings, either oral or written, express or implied, which are not set forth in this agreement. Each party further agrees that no change to the terms of this agreement shall be binding unless such change is in writing and signed by both parties.

SECTION XIV – NOTICE

All notices required to be given under this agreement shall be in writing and shall be deemed to have been duly given on the date mailed. If sent by certified mail, return receipt requested to:

City:

Association:

City Manager
245 Washington Street
Watertown, New York 13601

Watertown Minor Hockey Association
P.O. Box 371
Watertown, New York 13601

IN WITNESS WHEREOF, the City and Watertown Minor Hockey Association have caused this agreement to be executed by the parties and is to be effective as of October 1, 2012.

THE CITY OF WATERTOWN, NEW YORK

By: _____
Sharon Addison, City Manager

WATERTOWN MINOR HOCKEY ASSOCIATION

By: _____
Tricia Bannister, General Manager

August 13, 2013

To: The Honorable Mayor and City Council

From: Elliott B. Nelson, Confidential Assistant to the City Manager

Subject: Figure Skating Club of Watertown Bulk Ice Agreement

For the first time, the City of Watertown has negotiated a Bulk Ice Agreement with the Figure Skating Club of Watertown. Under the terms of this Agreement, the City will be paid \$18,000 for the use of ice time during the timeslots detailed in the document. The actual cash value of this ice time, based on the fee schedule contained in Section A320 of the City Code, is in excess of \$22,000.

Attached for City Council review and consideration is a resolution authorizing the Agreement for Bulk Ice Rental at the Watertown Municipal Arena. A copy of the proposed Agreement is also attached for your review.

City staff will be available at the meeting to answer any questions Council may have on this legislation.

RESOLUTION

Page 1 of 1

Approving Agreement for Bulk Rental of Ice Time at the Watertown Municipal Arena, Figure Skating Club of Watertown

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

YEA	NAY

Total

Introduced by

WHEREAS the City of Watertown owns and operates an Arena at the Alex T. Duffy Fairgrounds, and

WHEREAS the Figure Skating Club of Watertown expressed their desire to enter into an Agreement for bulk rental of ice time at the Fairgrounds Arena to support their programs, and

WHEREAS City Council of the City of Watertown desires to promote recreational activities at this community recreational facility,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that it hereby approves the Agreement for Bulk Rental of Ice Time at the Watertown Municipal Arena between the City of Watertown and the Figure Skating Club of Watertown, a copy of which is attached and made a part of this resolution, and

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

Seconded by

**AGREEMENT FOR BULK RENTAL OF ICE TIME
AT THE WATERTOWN MUNICIPAL ARENA
FAIRGROUNDS WATERTOWN, NEW YORK**

This Agreement is being made and is intended to be effective as of October 1, 2013 for a period of one (1) ice season between the City of Watertown, New York with its principal offices located at 245 Washington Street; Watertown, New York 13601 (the "City") and the Figure Skating Club of Watertown (the "Club"), P. O. Box 101; Watertown, NY 13601.

INTRODUCTION

WHEREAS the City of Watertown is a municipal corporation organized under the laws of the State of New York and, as such, owns a facility known as the Watertown Municipal Arena within the City of Watertown, and the Municipal Arena is a community recreational facility, and

WHEREAS the City of Watertown desires to promote recreational activities at the Municipal Arena for the valid public purpose of the benefit, recreation, entertainment, amusement, convenience and welfare of the people of the City of Watertown, and

WHEREAS in pursuit of that public purpose, the City of Watertown desires to grant "bulk" ice time for the 2013-14 ice season to the Figure Skating Club of Watertown for the operation, management and maintenance of a figure skating program for the use of the people in the community wanting to learn and improve figure skating skills, and

WHEREAS in pursuit of this valid public purpose, the City of Watertown desires to enter into an Agreement for the bulk rental of ice time provided by §A320-4 of the City Code,

NOW, THEREFORE, in consideration of mutual covenants and agreements as stated herein, the City of Watertown and the Figure Skating Club of Watertown agree as follows:

AGREEMENT

SECTION I – TERM

The term of this agreement shall be from October 1, 2013 (the anticipated first day of ice in the Arena) through March 31, 2014.

SECTION II – PROPERTY

The City agrees to permit the Club to use a part of the City of Watertown Municipal Arena generally consisting of the ice surface, player boxes, penalty boxes, scorer's booth, and changing rooms. The City grants the Club the right of ingress and egress over municipal property to the extent necessary to operate the figure skating program on the City's ice sheet.

SECTION III – NONASSIGNABILITY

The City and the Club agree that it is the purpose of this agreement to permit the use, operation, management and maintenance of the Figure Skating Program at the property by the Club, and that this agreement may not be assigned by the Club to any other person or entity.

SECTION IV – COMPENSATION

A. The one time annual fee for “bulk ice time” as detailed in Section V of this Agreement is \$18,000 as offered by the Club to the City for the 2013-2014 ice season. Payment of the annual fee shall be made as follows:

One-half (1/2) to be paid upon the effective date of the agreement; and

The balance due will be paid on or before January 1, 2014. Payment of the fees shall be made by the Club to the City Comptroller.

B. It is understood that the Club will hold a figure skating competition on January 24-26, 2014 and will hold a figure skating show March 8, 2014. These dates have been reserved for the Club at the Municipal Arena, the cost of which is included in this agreement as described in Section IV(A).

C. The City will allow the Club to provide food during the competition and show during the dates described in Section IV(B) of this Agreement, for coaches and judges only. However, the City-owned concession stand shall be the sole source of food and drink within the Municipal Arena at all other times. Additionally, the Club will be permitted to engage in fundraising activities at the competition and show during the dates described in Section IV(B) of this Agreement.

SECTION V – ICE TIME

A. The City will provide the Club annual ice time slots that are set aside for the organization each season. These times include:

Day of the Week	Time of Day
Monday	3:00 p.m. to 5:50 p.m.
Wednesday	4:40 p.m. to 8:15 p.m.
Friday	2:45 p.m. to 6:50 p.m.
Saturday	3:10 p.m. to 4:40 p.m.

B. In the event ice time is not needed, an advance courtesy call shall be made within a reasonable time frame. The City at that point shall have the option to resell the ice time without affecting this contract. Scheduled time missed will not be reimbursed.

C. The Club recognizes that the Arena will be closed Thanksgiving Day, Christmas Eve, Christmas Day, New Year’s Eve, and New Year’s Day and therefore no ice time will be available and time missed will not be reimbursed.

D. The Figure Skating Association agrees to hold the City harmless should the Arena be closed for any unforeseen circumstance such as weather, emergencies or other items the City has no control over.

E. Any additional time requested by the Figure Skating Association above and beyond the ice time slots listed in Section V of this Agreement, will be billed in accordance with the rates established in the City Code Section §A320-4, Parks and Recreation Fees.

F. The Club agrees to give up ice time and allow for annual events such as all local high school hockey games, Minor Hockey tournaments, and 1000 Island Privateer hockey games. The City will make every effort to schedule these events outside the times reserved for the Club. In the event that the Club is directed to give up ice time for a scheduled event, the City will work with the Club to schedule alternative ice time.

SECTION VI – MAINTENANCE

A. The City agrees that it will keep the premises, including any structural or capital repairs and improvements, in good repair during the term of this agreement at its own expense. The City further agrees that it shall provide reasonable and normal ice surface for skating purposes.

SECTION VII – INSURANCE

A. The Club agrees to furnish and maintain during the term of this Agreement general liability insurance in the amount of \$500,000/\$1,000,000 combined single limit per occurrence, and property damage insurance in the sum of \$50,000 per occurrence. The Club's policy of liability insurance shall name the City as a certificate holder and as an additional named insured without restriction to vicarious liability issues only. The Club shall provide the City with copies of its declaration pages for the policy or policies during the duration of this Agreement, and those declaration pages must be delivered to the City prior to the Club's commencement of any activities on the premises.

B. The Club shall procure and maintain Worker's Compensation Insurance and Disability Insurance in accordance with the laws of the State of New York. This insurance shall cover all persons who are employees of the Club under the laws of the State of New York.

SECTION VIII – HOLD HARMLESS

The Club shall indemnify and hold the City harmless including reimbursement for reasonable attorney's fees from any and all loss, claims, costs or expenses arising out of any claim of liability for injuries or damages to persons or to property sustained by any person or entity by reason of the Club's operation, use or occupation of the premises, or by or resulting from any act or omission of the Club, or any of its officers, agents, employees, guests, patrons or invitees. Coverage under the liability insurance in the type and amounts identified in Section IX naming the City as an additional named insured shall be sufficient for purposes of meeting the Club's obligations under this paragraph.

SECTION IX – TERMINATION

This Agreement may be terminated by the City, for cause, upon any of the following:

- A. Violation by the Club of any of the applicable laws and regulations of the State of New York including regulations promulgated by the New York State Department of Health.
- B. This Agreement may also be terminated by the City for the Club's failure to comply with any of the provisions of the agreement.

SECTION X – NO RECOURSE

- A. The Club acknowledges and agrees that the premises may be subject to being shut down for any number of reasons including down time for structural repairs, and the Club agrees that it shall have no recourse against the City for damages in the event the premises are unavailable for use.

SECTION XI – VENUE AND APPLICABLE LAW

- A. The City and the Club agree that the venue of any legal action arising from a claimed breach of this Agreement is in the Supreme Court, in and for the County of Jefferson.
- B. This agreement shall be construed in accordance with the laws of the State of New York.

SECTION XII – SAVINGS CLAUSE

The parties acknowledge that it is important to the parties to have a valid agreement in connection with the subject matter. Therefore, the parties agree that, to the extent any term, condition, or provision of this agreement is found to be invalid, for any reason, the remainder of this agreement shall, to the extent possible, remain in full force and effect for the contract term or for any extension thereof.

SECTION XIII – ENTIRE AGREEMENT

This agreement represents the entire agreement between the parties in connection with the referenced subject matter, and each party acknowledges that there are no promises, agreements, conditions or understandings, either oral or written, express or implied, which are not set forth in this agreement. Each party further agrees that no change to the terms of this agreement shall be binding unless such change is in writing and signed by both parties.

SECTION XIV – NOTICE

All notices required to be given under this agreement shall be in writing and shall be deemed to have been duly given on the date mailed to the following addresses:.

The City:

Sharon Addison, City Manager
245 Washington Street
Watertown, New York 13601

The Club:

Stacy Faunce, Board President
P.O. Box 101
Watertown, New York 13601

IN WITNESS WHEREOF, the City of Watertown and the Figure Skating Club of Watertown have caused this agreement to be executed by the parties and is to be effective as of October 1, 2013.

THE CITY OF WATERTOWN, NEW YORK

By: _____
Sharon Addison, City Manager

FIGURE SKATING CLUB OF WATERTOWN

By: _____
Stacy Faunce, Board President

August 13, 2013

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Authorizing Re-adoption of the FY 2013-14 General and Library Fund Budgets

On August 5th City Council approved a change order with Raymond E. Kelley, Inc. in the amount of \$17,700 for the Flower Memorial library masonry restoration and fountain construction project. As this project is being funded with current financial resources and not from the issuance of debt, City Council needs to consider re-adopting the Fiscal Year 2013-14 General and Library Fund Budgets to appropriate the additional funds necessary to cover the change order.

FY 2012-13 Capital Budget – Masonry restoration	\$200,000
FY 2012-13 Capital Budget – Fountains restoration	50,000
FY 2012-13 General and Library Funds Re-adoption (approved 6/3/13)	<u>31,350</u>
Total	<u>\$281,350</u>
Crawford & Stearns – Architects	\$ 25,850
Archers Contracting – Attic debris removal	2,100
Raymond E. Kelley Building Restoration and Specialty Contractors	
- Base contract	253,400
- Change order No. 1	<u>17,700</u>
Total	<u>\$299,050</u>
Funding shortfall	<u>(\$17,700)</u>

RESOLUTION

Page 1 of 2

Readopting Fiscal Year 2013-14
General and Library Fund Budgets

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

YEA	NAY

Introduced by

WHEREAS on May 20, 2013 the City Council passed a resolution adopting the Budget for Fiscal Year 2013-14, of which \$41,021,635 was appropriated for the General Fund and \$1,301,973 was appropriated for the Library Fund, and

WHEREAS on August 5, 2013 the City Council approved change order number one with Raymond E. Kelley, Inc. in the amount of \$17,700 for the Flower Memorial library masonry restoration and fountain construction project creating a project funding shortfall of \$17,700, and

WHEREAS the Flower Memorial library masonry restoration and fountain construction project is being funded with current financial resources and not through the issuance of debt, and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York that it hereby re-adopts the General Fund Budget for Fiscal Year 2013-14 in the total amount of \$ 41,039,335 and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that the following adjustments be included in the re-adopted General Fund Budget:

Revenues

A.0000.0909	Fund Balance	\$ 31,350
Total		<u>\$ 31,350</u>

Expenditures

A 9512.0900	Transfer to Library Fund	\$ 17,700
Total		<u>\$ 17,700</u>

And,

RESOLUTION

Page 2 of 2

Readopting Fiscal Year 2013-14
General and Library Fund Budgets

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

YEA	NAY

BE IT FURTHER RESOLVED by the City Council of the City of Watertown, New York that it hereby re-adopts the Library Fund Budget for Fiscal Year 2013-14 in the total amount of \$1,319,673 and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that the following adjustments be included in the re-adopted Library Fund Budget:

Revenues

L.0000.5031	Inter-fund Transfer	\$ 17,700
	Total	<u>\$ 17,700</u>

Expenditures

L 9950.0900	Transfer to Capital Projects Fund	\$ 17,700
	Total	<u>\$ 17,700</u>

Seconded by

August 14, 2013

To: The Honorable Mayor and City Council

From: Elliott B. Nelson, Confidential Assistant to the City Manager

Subject: Media Filter Rehabilitation Project – Construction Phase Services Invoice

On November 7, 2011, City Council approved a professional services agreement with CRA Infrastructure and Engineering, Inc. to design and oversee the construction of the Filter Media Rehabilitation project at the Water Treatment Plant in the amount not to exceed \$24,700. On June 28, 2013, CRA Infrastructure and Engineering, Inc. submitted its final invoice for out of scope construction phase services in the amount of \$14,211.56. As Civil Engineer II Wood points out in the attached memo, these additional services included additional inspection work, change order review, and coordination with NYS DOH and the contractor selected to perform the construction. The total cost of this professional services agreement now stands at \$38,911.56.

A bond ordinance in the amount of \$600,000 was approved by City Council on November 7, 2011 for this project. Based on the total cost of the project, which stands at approximately \$355,000, a bond ordinance amendment does not need to be considered to fund this invoice, as the project's costs have not surpassed \$600,000.

Attached for Council's review and consideration is a resolution authorizing payment for the additional \$14,211.56, as detailed above. City staff will be available at the meeting to answer any questions Council may have on this legislation.

RESOLUTION

Page 1 of 1

Approving Construction Phase Service Invoice for Professional Services Agreement with CRA Infrastructure and Engineering, Inc. for Water Treatment Plant Filter Media Rehabilitation

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

YEA	NAY

Introduced by

WHEREAS On November 7, 2011, the City Council of the City of Watertown approved a professional service agreement with CRA Infrastructure and Engineering, Inc. to design and oversee the construction of the Filter Media Rehabilitation project at the Water Treatment Plant in an amount not to exceed \$24,700, and

WHEREAS CRA Infrastructure and Engineering, Inc. has submitted a final invoice for out of scope work performed during the construction phase of the project in the amount of \$14,211.56, bring the total cost of the professional services agreement to \$38,911.56;

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the construction phase service invoice for the Professional Services Agreement between the City of Watertown, New York and CRA Infrastructure and Engineering, Inc., bringing the total amount of this professional services agreement to \$38,911.56, a copy of which is attached and made a part of this resolution, and

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

Seconded by



**CONESTOGA-ROVERS
& ASSOCIATES**

285 Delaware Avenue, Suite 500, Buffalo, NY 14202
 Telephone: (716) 856 -2142 Fax: (716) 856 -2160
 www.CRAworld.com

City of Watertown
 245 Washington Street
 Watertown, NY. 13601

Invoice # : 10348
 Project : 630885
 Project Name : Watertown - WTP Filter Rehab
 Invoice Group : **
 Invoice Date : 6/28/2013
 Purchase Order :

Attention: Kurt Hauk, P.E.

TERMS: Net 30 Days. Service Charge of 1½% per month payable on overdue accounts.

For Professional Services Rendered through: 5/26/2013

Professional Fees

Professional Fees 14,029.00

Total Professional Fees 14,029.00

Expenses

Regular Expenses 182.56

Total Expenses 182.56

Amount Due This Invoice ** 14,211.56 US \$

Eric Haslam



Phase : 02 -- Construction

Professional Fees

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT ind</u>	<u>Amount</u>
Administrative Support					
Allison Burns	12/20/2012	0.50	56.00		28.00
	01/09/2013	0.50	56.00		28.00
	01/25/2013	1.00	56.00		56.00
	01/28/2013	0.50	56.00		28.00
	02/13/2013	0.50	56.00		28.00
	02/14/2013	0.50	56.00		28.00
	03/05/2013	0.50	56.00		28.00
	04/02/2013	0.50	56.00		28.00
Associate E1					
Michael Marino	12/21/2012	0.50	158.00		79.00
	12/24/2012	0.50	158.00		79.00
	01/04/2013	0.50	158.00		79.00
	01/08/2013	0.50	158.00		79.00
	01/18/2013	1.00	158.00		158.00
	01/25/2013	0.50	158.00		79.00
	01/29/2013	0.50	158.00		79.00
	01/31/2013	0.50	158.00		79.00
	02/05/2013	0.50	158.00		79.00
	02/08/2013	0.50	158.00		79.00
	02/15/2013	0.50	158.00		79.00
	02/19/2013	0.50	158.00		79.00
	02/28/2013	0.50	158.00		79.00
Engineer E3					
Eric Haslam	12/18/2012	1.00	167.00		167.00
	12/19/2012	0.50	167.00		83.50
	12/20/2012	1.00	167.00		167.00
	12/21/2012	1.00	167.00		167.00
	12/28/2012	1.00	167.00		167.00
	01/03/2013	1.00	167.00		167.00
	01/07/2013	1.00	167.00		167.00
	01/09/2013	1.00	167.00		167.00
	01/28/2013	1.00	167.00		167.00
	01/30/2013	2.50	167.00		417.50
	02/04/2013	1.00	167.00		167.00
	02/06/2013	0.50	167.00		83.50
	02/11/2013	0.50	167.00		83.50
	02/13/2013	1.00	167.00		167.00
	02/15/2013	0.50	167.00		83.50
	02/18/2013	0.50	167.00		83.50
	02/19/2013	1.00	167.00		167.00
	02/27/2013	2.00	167.00		334.00
	02/28/2013	3.00	167.00		501.00
	03/04/2013	0.50	167.00		83.50
	03/05/2013	1.00	167.00		167.00
	03/25/2013	0.50	167.00		83.50
	03/28/2013	2.00	167.00		334.00
	04/01/2013	0.50	167.00		83.50
	04/02/2013	1.00	167.00		167.00

Phase: 02 -- Construction

Professional Fees

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT ind</u>	<u>Amount</u>
Technician/Technologist A3					
Terry Blodgett	12/14/2012	4.00	69.00		276.00
	12/18/2012	0.50	69.00		34.50
	01/02/2013	1.50	69.00		103.50
	01/03/2013	2.00	69.00		138.00
	01/04/2013	1.00	69.00		69.00
	01/05/2013	2.50	69.00		172.50
	01/07/2013	1.00	69.00		69.00
	01/08/2013	6.00	69.00		414.00
	01/09/2013	9.00	69.00		621.00
	01/10/2013	10.00	69.00		690.00
	01/11/2013	8.00	69.00		552.00
	01/14/2013	1.00	69.00		69.00
	01/22/2013	1.00	69.00		69.00
	01/23/2013	1.00	69.00		69.00
	01/24/2013	3.50	69.00		241.50
	01/25/2013	6.00	69.00		414.00
	01/28/2013	6.00	69.00		414.00
	01/29/2013	2.00	69.00		138.00
	01/30/2013	8.00	69.00		552.00
	01/31/2013	8.50	69.00		586.50
	02/01/2013	0.50	69.00		34.50
	02/11/2013	0.50	69.00		34.50
	02/12/2013	1.00	69.00		69.00
	02/13/2013	4.50	69.00		310.50
	02/14/2013	6.50	69.00		448.50
	02/15/2013	4.00	69.00		276.00
	02/18/2013	1.00	69.00		69.00
	02/19/2013	8.50	69.00		586.50
	02/20/2013	8.00	69.00		552.00
	02/21/2013	1.00	69.00		69.00
	02/28/2013	1.50	69.00		103.50
Total Professional Fees					14,029.00

Regular Expenses

<u>Vendor Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Equip/Supplies for Job					
Terry Blodgett	600019723	01/03/2013	14.44	1.00	14.44
		Total: Equip/Supplies for Job			14.44
Field Supplies/Services					
Terry Blodgett	600019723	01/03/2013	8.28	1.00	8.28
		Supplies			
	600019723	01/03/2013	18.32	1.00	18.32
		Supplies			
		Total: Field Supplies/Services			26.60
Expenses					
Delivery					
Federal Express ERS	600019730	01/02/2013	22.93	1.00	22.93
		Express Mail			
	600020021	02/14/2013	10.23	1.00	10.23
		Express Mail			

Phase : 02 -- Construction

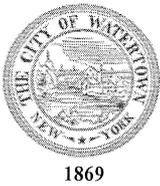
Regular Expenses

<u>Vendor Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Expenses					
Delivery					
	600020021	02/14/2013 Express Mail	10.23	1.00	10.23
	600020021	02/14/2013 Express Mail	10.23	1.00	10.23
	600020021	02/07/2013 Express Mail	10.23	1.00	10.23
	600020021	02/07/2013 Express Mail	10.23	1.00	10.23
	600020021	02/07/2013 Express Mail	10.23	1.00	10.23
	600020021	01/28/2013 Express Mail	10.23	1.00	10.23
	600020021	01/28/2013 Express Mail	10.23	1.00	10.23
	600020086	03/05/2013 Express Mail	12.25	1.00	12.25
	600020086	03/05/2013 Express Mail	12.25	1.00	12.25
	600020086	03/05/2013 Express Mail	12.25	1.00	12.25
		Total: Delivery			141.52
		Total Regular Expenses			182.56

Total Phase : 02 -- Construction

Labor :	14,029.00
Expense :	182.56
Total :	14,211.56

Total Project: 630885 -- Watertown - WTP Filter Rehab 14,211.56



CITY OF WATERTOWN
ENGINEERING DEPARTMENT
MEMORANDUM

DATE: August 13, 2013

TO: Sharon Addison, City Manager

FROM: Justin L. Wood, Civil Engineer II

SUBJECT: Filter Media Rehabilitation – Construction Phase Services Invoice

Enclosed is a copy of the supplemental construction phase services invoice with CRA Infrastructure and Engineering, Inc. for City Council review and approval. The final invoice captures out of scope construction phase services performed by CRA, during the rehabilitation of the filter media at the water treatment plant, which were not included in the original professional services agreement. The final invoice is for an amount of \$14,211.56 to cover additional inspection work, change order review, and coordination with NYS DOH and the contractor.

On November 7, 2011, City Council approved a professional services agreement with CRA to design and oversee construction of the Filter Media Rehabilitation project, for the not to exceed amount of \$24,700. This final invoice will bring the total cost of professional services with CRA for this project to \$38,911.56.

Anthrafilter, US, Inc. was awarded the \$312,750.41 contract on September 4, 2012 to complete the rehabilitation of five filter cells at the City of Watertown Water Treatment Plant. The project was completed in March 2013, with a small change order, for a total of \$315,830.41. The project was not officially closed out until May 2013, when the contractor provided the City with necessary maintenance bond documents. The Adopted 2011-2012 Capital Project budget for the Filter Media Rehabilitation project was \$600,000, however, the project was successfully completed at a cost of approximately \$355,000.

A bond ordinance in the amount of \$600,000 was approved by City Council on November 7, 2011 for this project. Based on the total cost of the project, a bond ordinance amendment does not need to be considered to fund this change order as the project's costs have not surpassed \$600,000.

Please prepare a resolution for City Council consideration.

cc: Kurt Hauk, City Engineer
Amy Pastuf, Purchasing Manager
Michael Sligar, Water Superintendent
Jim Mills, City Comptroller
File



**CONESTOGA-ROVERS
& ASSOCIATES**

State Tower Building, Suite 220
109 South Warren Street
Syracuse, NY 13202
Telephone: (315) 233-4270 Fax: (315) 425-4050
<http://www.craworld.com>

June 28, 2013

Reference No. 630885

Kurt W. Hauk, P.E., City Engineer
City of Watertown
245 Washington Street, Room 305
Watertown, New York 13601



Dear Mr. Hauk:

Re: City of Watertown
Filter Media Rehabilitation
Contract No. 2012-17

The Filter Media Replacement Project is complete and operating properly. During the construction phase of the project CRA was asked to perform inspection and construction administration services beyond the original project budget. The additional inspection and construction administration services were requested by the City of Watertown in response to contract changes and to address unforeseen conditions encountered during the construction phase of the project.

The additional inspection and construction administration services were associated with the following items:

- Extension of the project completion date
- Additional inspection frequency
- Change Order coordination, processing, inspection and testing of underdrain repair
- Non-Change Order underdrain repairs, inspection and testing
- Meeting with County DOH and preparation of checklists for Contractor's use
- Additional coordination with the Contractor throughout the project and during project close out

The total fee for these construction phase services is \$14,211.56. Enclosed is a copy of the final invoice for your review and payment.

We have enjoyed working with you on this project. If you have any questions or need any additional information, please advise.

Equal
Employment Opportunity
Employer



**CONESTOGA-ROVERS
& ASSOCIATES**

June 28, 2013

2

Reference No. 630885

Yours truly,

CRA INFRASTRUCTURE
& ENGINEERING, INC.

Eric Haslam, P.E.
Project Engineer

EH/aab/630885-Hauk 004
Encl.

cc: Brian Gaffney, Chief Water Treatment Plant Operator
File: 630885

Res No. 5

August 13, 2013

To: The Honorable Mayor and City Council

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

Subject: Approving the Site Plan For Construction of a 28-Space Parking Lot to Serve a 50-Unit Multi-Family Residential Renovation Project at 29-41 Public Square, Parcels 7-01-116, 7-01-114, 7-01-113, and 7-01-112.001

A request has been submitted by Ryan Churchill of GYMO, on behalf of White Birch Enterprises, for the above subject site plan approval.

The Jefferson County Planning Board reviewed the application at their July 30, 2013 meeting, and determined that the proposal is of local concern only.

The City Planning Board reviewed the request on August 6, 2013 and voted to recommend that City Council approve the site plan subject to the conditions listed in the resolution.

Attached are copies of the report on the request prepared for the Planning Board and an excerpt from their meeting minutes.

The City Council determined that the project will not have a negative impact on the environment, pursuant to the State Environmental Quality Review Act, on July 1, 2013. The resolution prepared for City Council consideration approves the site plan submitted to the City Engineering Department on July 17, 2013, subject to the conditions recommended by the Planning Board.

RESOLUTION

Page 1 of 2

Approving the Site Plan For Construction of a 28-Space Parking Lot to Serve a 50-Unit Multi-Family Residential Renovation Project at 29-41 Public Square, Parcels 7-01-116, 7-01-114, 7-01-113, and 7-01-112.001

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

Total

YEA	NAY

Introduced by

WHEREAS Ryan Churchill of GYMO, on behalf of White Birch Enterprises, has submitted a request for site plan approval for construction of a 28-space parking lot to serve a multi-family residential renovation project at 29-41 Public Square, parcels 7-01-116, 7-01-114, 7-01-113, and 7-01-112.001, and

WHEREAS the Planning Board of the City of Watertown reviewed the site plan amendment at its meeting held on August 6, 2013, and voted to recommend that the City Council of the City of Watertown approve the site plan with the following conditions:

1. The applicant shall provide a handicap parking space for the project that includes an accessible route to the subject building.
2. The applicant shall add a label Sheet C-101 noting the removal of the existing curb and a transition to the existing curb to remain.
3. The applicant shall provide a detail of the curb transition.
4. The applicant shall remove the southernmost light pole from the plan and instead install lights on the west and east sides of the parking lot.
5. The applicant shall provide a junction box on the retaining wall in the event that an additional wall mounted light is needed to illuminate the parking area.
6. The applicant shall provide pre- and post-development drainage calculations and drainage area maps.
7. The applicant shall shift the retaining wall to provide five feet clear distance to the sanitary sewer line. Test holes shall be performed on the sewer line to confirm adequate depth.
8. The applicant shall depict the proposed subdivisions of 29 and 41 Public Square on the Site Plan, and label them with "proposed subdivision by the City of Watertown."

RESOLUTION

Page 2 of 2

Approving the Site Plan For Construction of a 28-Space Parking Lot to Serve a 50-Unit Multi-Family Residential Renovation Project at 29-41 Public Square, Parcels 7-01-116, 7-01-114, 7-01-113, and 7-01-112.001

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

Total

YEA	NAY

And

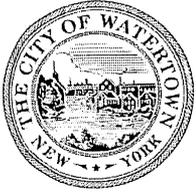
WHEREAS the Jefferson County Planning Board reviewed the request at its July 30, 2013 meeting, and determined that the project does not have any significant County-wide or inter-municipal issues and is of local concern only, and

WHEREAS the City Council determined that the project will not have a significant effect on the environment, pursuant to the State Environmental Quality Review Act, on July 1, 2013,

NOW THEREFORE BE IT RESOLVED that 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 Code 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 Code 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, and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that site plan approval is hereby granted to Ryan Churchill of GYMO, on behalf of White Birch Enterprises, for construction of a 28-space parking lot to serve a multi-family residential renovation project at 29-41 Public Square, parcels 7-01-116, 7-01-114, 7-01-113, and 7-01-112.001, as shown on the site plan submitted to the City Engineer on July 17, 2013, contingent on the applicant making the revisions and meeting the conditions recommended by the Planning Board as listed above.

Seconded by



MEMORANDUM

CITY OF WATERTOWN PLANNING OFFICE

245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601

PHONE: (315) 785-7730 – FAX: (315) 782-9014

TO: Planning Board Members

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

SUBJECT: Site Plan Approval – Parking Lot, Woolworth Building

DATE: July 30, 2013

Request: Site Plan Approval for the construction of a 28-space parking lot to serve a 50-unit multi-family residential renovation project at 29-41 Public Square, parcels 7-01-116, 7-01-114, 7-01-113, and 7-01-112.001

Applicant: White Birch Enterprises

Proposed Use: Parking lot

Property Owner: City of Watertown

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

SEQRA: Unlisted

County Review: Yes, July 30th

Zoning Information:	
District: Commercial	Maximum Lot Coverage: N/A
Setback Requirements: F: 20', S: 5', R: 25'	Buffer Zone Required: 5-15' northeast corner

Project Overview: The applicant proposes to construct 28 parking spaces on a vacant lot near the J. B. Wise municipal lot. 25 of these spaces would be behind a gate, but the whole lot is meant for the exclusive use of future Woolworth Building tenants.

Parking: No parking is required by code for the Woolworth Building, this lot is being constructed voluntarily as an amenity. However, since parking is provided, Code requires that an accessible space be provided. The path between the proposed lot and the building entrance is not direct and exceeds the maximum allowable slope. The applicant has proposed locating an accessible space behind the building on a sliver of land between the Paddock Arcade and the bus transfer station.

After investigating the deeds for the Woolworth Building, the City Bus Transfer Station, and the Paddock Arcade, it appears that all three of these properties share the right to use in common the area between the Transfer Station and a line 6' from the Paddock Arcade north wall. This means that the handicap space cannot be established here, as it would be for the exclusive use of one property. The applicant must solve the deed issue or relocate the parking space.

The applicant must add a label to C101 noting the removal of the existing curb and a transition to the existing curb to remain. A detail of the curb transition must be added.

Sidewalks: The applicant provides a walkway and stairs near the southwest corner of the lot, providing access from Public Square.

Lighting: Three light poles are proposed, and have been specified to match the existing fixtures in J. B. Wise and on Public Square. As proposed, a light pole will be located approximately 1 foot from the retaining wall on the south end of the lot. At this location, the wall is 8 feet tall and the luminaire would be 16 feet from the ground. This puts the luminaire less than 8 feet above the nearby sidewalk grade. Staff recommends that this fixture be removed from the plan. If the applicant requires greater illumination, a wall-pack or sconce type light should be attached directly to the retaining wall.

Drainage & Grading: A substantial amount of material will be cut from the site to match the grade with J. B. Wise. An 8 to 10 foot retaining wall will be constructed along the southern side of the lot. Drainage will run from southwest to northeast, and will be collected by two catch basins, connected to the J. B. Wise system. The applicant must provide pre- and post-construction stormwater calculations and drainage area maps.

Sewer: A sewer line runs across the northeast corner of the property. The proposed grading would reduce the line's cover, and the proximity of the retaining wall would put the pipe within 2 horizontal feet of air, exposing it to frost action. The applicant must dig test holes to determine the sewer pipe's cover. The applicant shall shift the retaining wall to provide 5 feet of clear distance to the sewer pipe.

Landscaping: Trees and planting beds are proposed along the Public Square frontage. Trees will also be planted along the northern and eastern edges of the lot. In total, 12 trees of four different species are proposed. One 4" crabapple will be removed.

Miscellaneous: The applicant must show the proposed subdivision of 29 Public Square (the Cam's building), and label both subdivision lines with "Proposed Subdivision by City of Watertown".

The applicant must obtain the following permits prior to construction: Sewer Permit, General City Permit for work in the right-of-way or on City property, and a Building Permit for the associated residential renovation.

Summary:

1. The applicant shall relocate the handicap parking space and provide an accessible route subject to approval by the City Engineer.
2. The applicant shall add a label to C101 noting the removal of the existing curb and a transition to the existing curb to remain.
3. The applicant shall provide a detail of the curb transition.

4. The applicant shall remove the southernmost light pole from the plan. Any lights installed along the high portion of the retaining wall should be wall packs or sconces mounted directly to the wall.
5. The applicant shall provide pre- and post-development drainage calculation and drainage area maps.
6. The applicant shall shift the retaining wall to provide 5 feet clear distance to the sanitary sewer line. Test holes shall be performed on the sewer line to confirm adequate depth.
7. The applicant shall depict the proposed subdivisions of 29 and 41 Public Square on the site plan, and label them with "Proposed Subdivision by City of Watertown."

cc: City Council Members
Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Ryan Churchill, 220 Sterling St

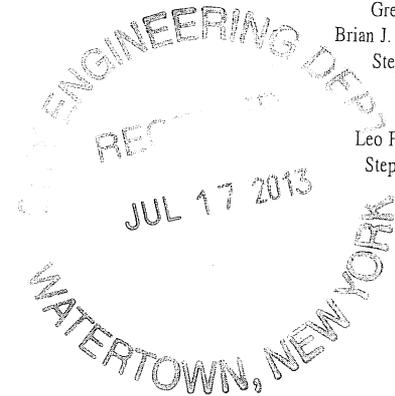
17 July 2013

Edward G. Olley, Jr., AIA
 William P. Plante, PLS
 Patrick J. Scordo, PE
 Thomas S.M. Compo, PE
 Ryan Churchill, PE

Mr. Kurt Hauk, P.E.
 City Engineer
 Room 305 – City Hall
 245 Washington St
 Watertown, NY 13601

Gregory F. Ashley, PLS
 Brian J. Drake, PE, Leed AP
 Stephen J. Gracey, PLS

In Consultation
 Leo F. Gozalkowski, PLS
 Stephen W. Yaussi, AIA



Re: Site Plan Submission
 White Birch Enterprise, LLC Proposed Parking Facility
 File: 2013-133

Dear Mr. Hauk:

On behalf of White Birch Enterprise, LLC, GYMO, P.C. is submitting the following materials for Site Plan review at the 6 August 2013 City of Watertown Planning Board meeting and the 30 July 2013 Jefferson County Planning Board meeting:

- 3 full size sets of Site Plans for Departmental Review, including a wet stamped original (Cover, C001, C101, PH101 and C501-C503);
- 3 – 18" x 24" sets of "Survey and Topographic Map" (by Storino Geomatics, PLLC);
- 13 – 11"x17" sets of Site Plans and Survey;
- 16 – 11"x17" sets of Handicap Parking Area Sketch – Woolworth Building;
- 16 Engineering Reports (included as part of this cover letter);
- City of Watertown Site Plan Application, and
- \$50 Application Fee.

Project Location and Description

The project is located on tax parcels 7-1-113.000, 7-1-114.000, 7-1-116.000, and a portion of 7-1-112.001 (being subdivided) in the City of Watertown. The City of Watertown is currently the owner of the abovementioned parcels. It is understood that a subdivision of lot 7-1-112.001 and assemblage of the above mentioned parcels is being completed and the City of Watertown will ultimately convey the parcel to the owner of the Woolworth Building. The proposed development consists of a 28 parking space parking area, retaining walls with railings, a storm water collection and conveyance system, landscaping, and lighting. The parking facility will be used for auxiliary parking for the proposed Woolworth Building apartments. GYMO, P.C. understands that the City of Watertown will complete the SEQR form and associated documentation for this project.

Existing grades of the project area are generally between 10 and 15 percent. In order to keep the proposed parking area slope reasonable (between 4 and 7 percent), segmental retaining walls were utilized as shown on the Site Development Plans. Pedestrian access to Public Square is provided by a stairway at the southwest corner of the proposed parking lot.

Handicapped parking is proposed for the Woolworth Building apartments, which this parking facility will serve. Section 1106 of the NYS Building Code requires R-2 and R-3 (architect/owner designation) structures to have two percent of the number of proposed units to be designated as handicapped spaces. In this case, with 50 apartment units proposed, it would equate to one space. This handicapped space is proposed to be adjacent to the Woolworth Building, as this location has more direct access to the apartments, without long ramps and without the need to cross busy streets. This handicap parking being separate from the proposed parking facility is also allowed by section 1106 of the NYS Building Code. A sketch of the proposed handicap parking space and access area is included in this submission.

Utilities and Landscaping

Storm water runoff will be directed to two proposed catch basins and discharged to an existing catch basin adjacent to the site, located on the existing asphalt driveway between Public Square and the JB Wise Parking Lot. For location of proposed storm sewer facilities, see the Site Development Plans.

Landscaping has been designed to meet City of Watertown Standards. The area between the proposed parking facility retaining wall and Public Square is to consist of a mixture of trees and planting beds with shrubs. The remainder of the green space will have trees planted throughout. Refer to Site Development Plans for proposed tree species and locations.

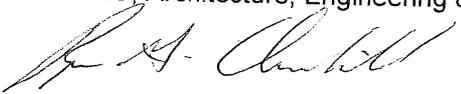
Lighting

There are three light poles proposed on the site. A photometric plan has been prepared to show proposed lighting brightness levels for the parking area. The City of Watertown's standard light pole and fixture typically utilized within the general area of the City (Public Square) are proposed for the project. Please see attached lighting cut sheets and the Site Development Plans for photometric and lighting information.

The developer plans on beginning construction as soon as possible.

If there are any questions or you require additional information, please feel free to contact our office.

Sincerely,
GYMO, Architecture, Engineering & Land Surveying, PC



Ryan G. Churchill, P.E.
Senior Project Engineer, Associate

Attachments

RGC/thr

pc: Thomas H. Ross - GYMO, PC
Erich Seber - White Birch Enterprise, LLC



1869

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 **\$50.00** application fee must accompany the submittal.
 A **\$50.00** application fee must accompany each resubmittal. You will be notified by the Engineering Department if an application requires a resubmittal.
 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 2010 (1 ST TUES. MONTH @ 1:30 PM)		CITY OF WATERTOWN CITY COUNCIL 2010 (1 ST & 3 RD MONDAY @ 7 PM)		JEFFERSON COUNTY PLANNING BOARD 2010 (LAST TUES. MONTH)	
MEETING DATE	DEADLINE	MEETING DATE		MEETING DATE	DEADLINE
Jan. 5	Dec. 22	Jan. 4, 19		Jan. 26	Jan. 12
Feb. 2	Jan. 19	Feb. 1, 16		Feb. 23	Feb. 9
March 2	Feb. 16	March 1, 15		March 30	March 16
April 6	March 23	Apr. 5, 19		April 27	April 13
May 4	April 20	May 3, 17		May 25	May 11
June 1	May 18	Jun. 7, 21		June 29	June 15
July 6	June 22	July 5, 19		July 27	July 13
Aug. 3	July 20	Aug. 2, 16		Aug. 24	Aug. 10
Sept. 7	Aug. 24	Sept. 7, 20		Sept. 28	Sept. 14
Oct. 5	Sept. 21	Oct. 4, 18		Oct. 26	Oct. 12
Nov. 2	Oct. 19	Nov. 1, 15		Nov. 23	Nov. 9
Dec. 7	Nov. 23	Dec. 6, 20		Dec. 28	Dec. 14



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: White Birch Enterprise, LLC Parking Facility
Tax Parcel Number: 7-1-112.001, 7-1-113.000, 7-1-114.000, 7-1-116.000
Property Address: Public Square
Existing Zoning Classification: Commercial and Downtown Core Overlay District

OWNER OF PROPERTY

Name: City of Watertown
Address: 245 Washington Street
Watertown, NY 13601
Telephone Number: (315) 785-7740
Fax Number: (315) 785-7829

APPLICANT

Name: White Birch Enterprise, LLC
Address: 850 Still Creek Lane
Gaithersburg, MD 20878
Telephone Number: (301) 355-4624
Fax Number: _____
Email Address: eseber@whitebirchllc.com

ENGINEER/ARCHITECT/SURVEYOR

Name: Ryan G. Churchill, P.E. - GYMO, P.C.
Address: 220 Sterling Street, Watertown, NY 13601
Watertown, NY 13601
Telephone Number: (315) 788-3900
Fax Number: (315) 788-0668
Email Address: ryan@gymopc.com

PROJECT DESCRIPTION

Describe project and proposed use briefly:

Construction of a 28 space parking facility, storm water collection facilities, retaining walls, landscaping, and lighting to serve the proposed Woolworth Building Apartments project.

Is proposed Action:

- New Expansion Modification/Alteration

Amount of Land Affected:

Initially: ±0.35 Acres Ultimately: ± 0.35 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: Restaurants, Professional Buildings, Apartments

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)

NYS HCR

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): N/A

Proposed building area: 1st Floor _____ Sq. Ft.
1st Floor _____ Sq. Ft.
3rd Floor _____ Sq. Ft.
Total _____ Sq. Ft.

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

Number of parking spaces proposed: 28 spaces

Construction Schedule: Summer 2013

Hours of Operation: N/A

Volume of traffic to be generated: N/A _____ 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. Unless restricted
- 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

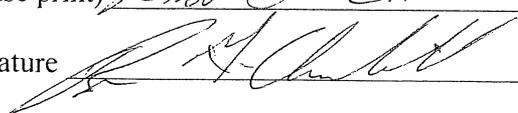
GENERAL INFORMATION

- 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.
Demolition Plan, SWPPP (disturbance under 1 acre), and preliminary
Architectural Drawings are not applicable to this submission. City of Watertown to
complete SEQR. Several sections of the Engineering Report are not applicable
to this project and Regulatory Approvals (DEC/DOH) are not anticipated.

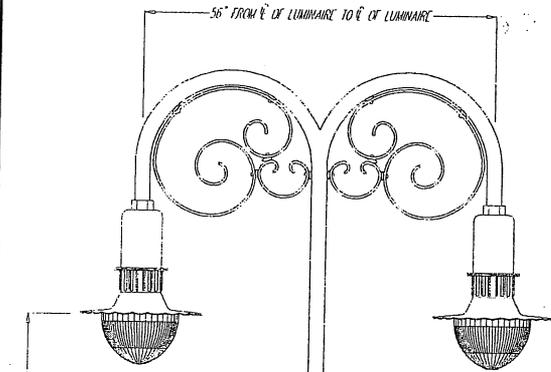
- Completed SEQR – Short Environmental Assessment Form – Part I.
*A copy of the SEQR Form can be obtained from the City of Watertown website.

SIGNATURE

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

Applicant (please print) RYAN G. CHURCHILL, P.E. [FOR APPLICANT.]
Applicant Signature  Date: 7/17/13

This drawing is property of Spring City Elec. Mfg. and is issued to the recipient with the understanding that it shall not be copied, duplicated, passed on to unauthorized parties, nor used for any purpose other than that for which it is specifically furnished except with Spring City's written permission.



LUMINAIRE SPECIFICATIONS

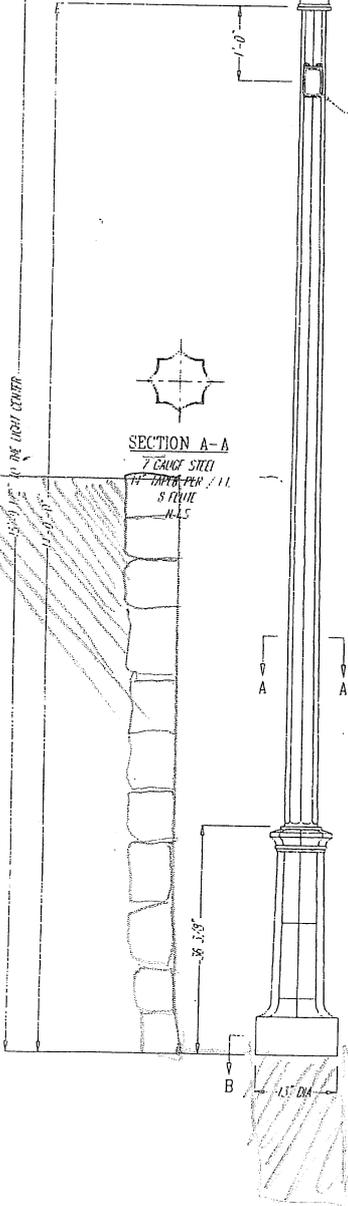
STYLE: DORCHESTER
 HEIGHT: 26 1/4"
 WIDTH: 19" DIA.
 MATERIAL: CAST ALUMINUM AND SPUN ALUMINUM
 GLOBE: RETRACTIVE POLYCARBONATE
 FINISH: PRIME PAINT THEN FINISH PAINT, SHERWIN WILLIAMS
 ACROLOY - DARK BRONZE
 LAMPING: 175 WATT METAL HALIDE PULSE START (LAMP BY OTHERS)
 VOLTAGE: GRID WIRE AT 120 VOLT
 SOCKET: MOXON-BASE
 CATALOG NO.: ALUMC-AMH25-FS/0V1/SH-DB

CROOK SPECIFICATIONS

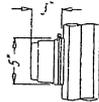
STYLE: LECHMERE, THIN
 HEIGHT: 5'-5/8"
 WIDTH: 24" FROM FACE POST TO E OF LUMINAIRE
 MATERIAL: ALUMINUM PIPE WITH CAST ALUMINUM ORNAMENTATION AND ALUMINUM FITTINGS
 FINISH: PRIME PAINT THEN FINISH PAINT, SHERWIN WILLIAMS
 ACROLOY - DARK BRONZE
 CATALOG NO.: AMRCH-25-28/36-TH-DB

LAMP POST SPECIFICATIONS

STYLE: NEWBURYPORST STEEL
 HEIGHT: 14'-0"
 LIGHT CENTER: 15'-9 1/2"
 BASE: 13" DIAMETER
 MATERIAL: SHAFT: 2 GAUGE, 8 FLUTE STEEL MONOTUBE CONSTRUCTION PER A.S.T.M. A-505 GRADE A
 BASE: 1 PIECE, (SLIP OVER) HEAVY WALL CAST IRON PER A.S.T.M. A-48-B3 CLASS 30
 FINISH: PRIME PAINT THEN FINISH PAINT, SHERWIN WILLIAMS
 ACROLOY - DARK BRONZE
 GROUND STUPE PROVISION: 1/4" - 20 SQUARE NUT WELDED TO INSIDE WALL OF POLE (OPPOSITE HAND HOLE FOR GROUND STUPE PROVIDED BY OTHERS)
 ACCESS DOOR: ANCHOR BOLTS (4) 3/4" x 3/4" x 3" HOOK (FULLY GALVANIZED WITH 2 GALVANIZED NUTS AND 2 GALVANIZED WASHERS PER BOLT)
 BOLT PROJECTION: 5" REQUIRED
 TENSION: 2 7/8" DIA. x 5" HIGH (10 ACCEPT CROSS AREA)
 BASE CATALOG NO.: LSRBP-15-DB
 SHAFT CATALOG NO.: SSSH5-G17-5.68-TN2.88/5.00-01W-323/2HW-DB



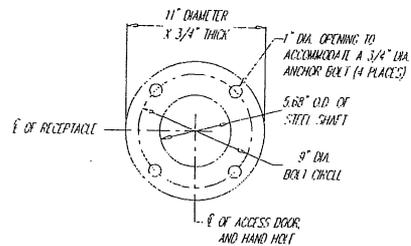
CROOK RECEPTACLE WITH WEATHER PROOF COVER (WEATHER PROOF ONLY IN US) SET SECTION B-B FOR ORIENTATION



DETAIL "A"
 SIDE VIEW OF RECEPTACLE
 N.T.S.

SECTION A-A

7 GAUGE STEEL
 1/4" DIA. PER 1/4"
 8 FLUTE
 N.T.S.



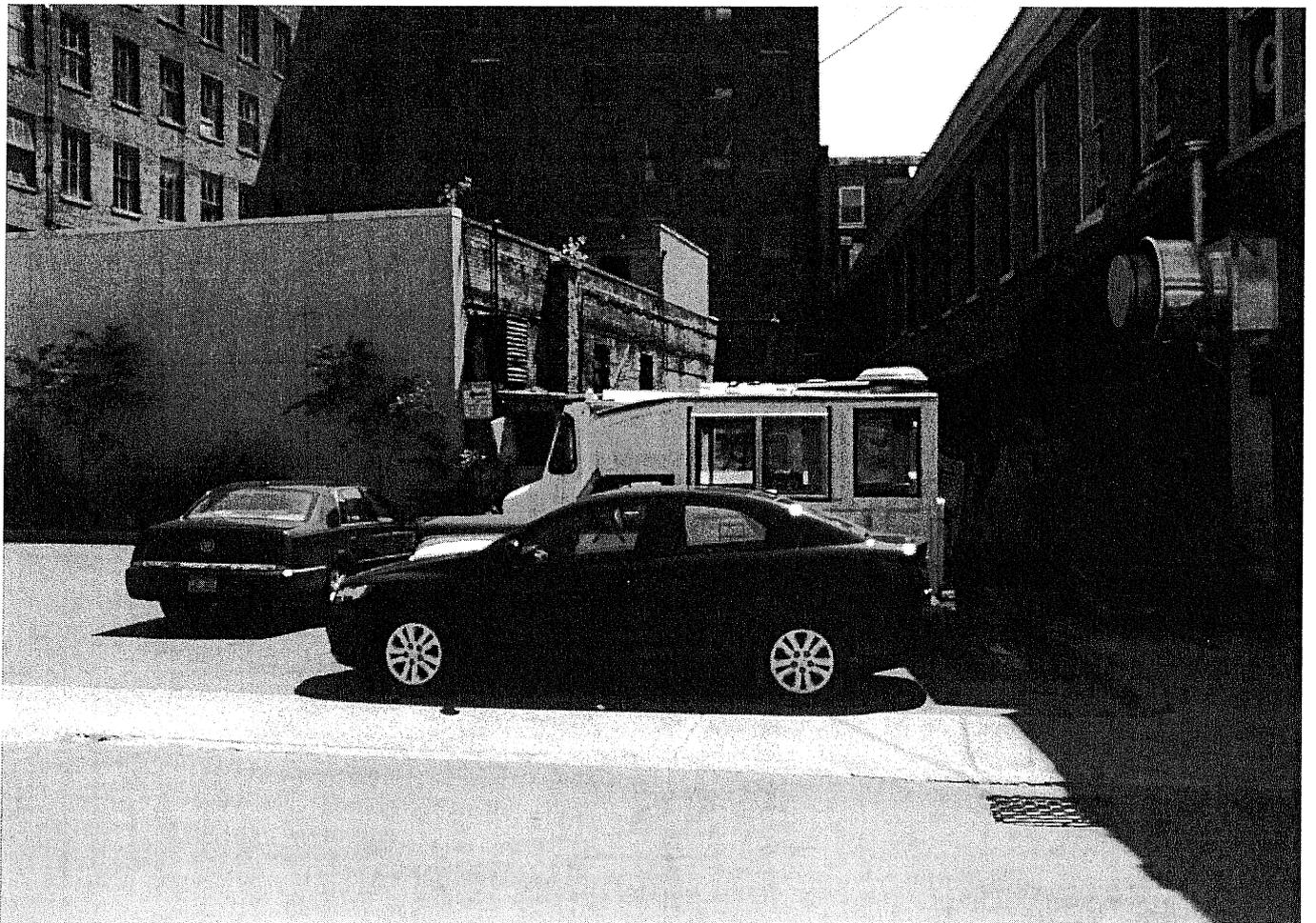
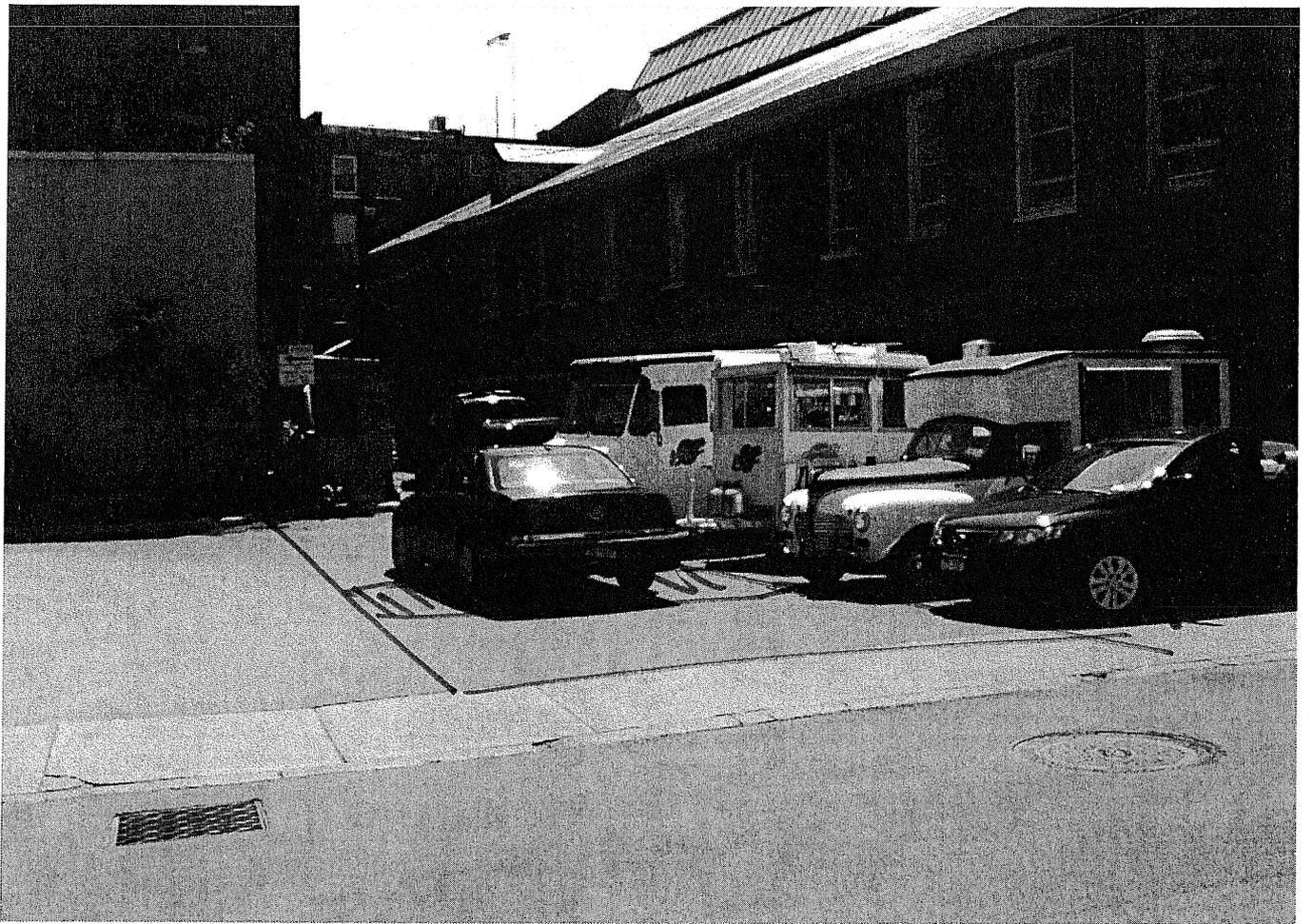
SECTION B-B

N.T.S.

QUANTITY 21 REQUIRED
 PER S.O. #: 010590

Spring City Electrical Mfg Co
 1141 AND MAIN STREETS - P.O. DRAWER 19 - SPRING CITY, PA. 19225 - PHONE (610) 945-0100
 SINCE 1841 FAX (610) 945-5522

DESCRIPTION	THE NEWBURYPORST 14'-0" STEEL POST WITH THE LECHMERE THIN CROOK AND THE DORCHESTER LUMINAIRE		
CUSTOMER	CITY ELECTRIC		
JOB	18 WISE PARK (WATERLOO, NY)		
SCALE	DRAWN BY:	DATE	DRAWING NO.
N.T.S.	B.K.R.	11-02-10	LP-27976



Excerpt from Planning Board 8/6/13 Meeting Minutes

SITE PLAN PPROVAL – 29-41 PUBLIC SQUARE PARCELS NOS. 7-01-112.001, 7-01-113, 7-01-114 AND 7-01-116

The Planning Board then considered a request for Site Plan Approval submitted by Ryan Churchill of GYMO P.C. on behalf of White Birch Enterprises, for the construction of a 28 space parking lot to serve a 50 unit multi-family residential renovation project at 29-41 Public Square, Parcels Nos. 7-01-112.001, 7-01-113, 7-01-114 and 7-01-116.

In attendance to present the proposed project to the Planning Board was Ryan Churchill of GYMO P.C. Also in attendance was Erich Seber of White Birch Enterprises. Mr. Churchill began by providing the Planning Board with an overview of the proposed project. He stated that they are proposing to construct a 28 space parking lot to serve the renovated Woolworth Building. Mr. Churchill noted that they are not proposing a handicapped parking space in the parking lot but that they are trying to locate a space somewhere on the Woolworth property. The parking lot would be a gated lot and would be for the exclusive use of the tenants of the Woolworth Building. He said that they had revised the plans based on the comments provided by City staff.

Further describing the project, Mr. Churchill noted that the existing site has a 10-15% grade which is too steep for a parking lot. In order to accommodate the lot, they are adding a retaining wall. They are also adding stairs in the southwest corner to provide access to Public Square. The proposed lighting plan consists of several light fixtures, all of which will match the style of the fixtures located in Public Square and in the J.B. Wise Parking Lot.

Mr. Katzman asked if there would be a fence along the top of the retaining wall. Mr. Churchill responded that there would be. Mr. Davis asked if that fence would be decorative. Mr. Churchill responded that it would be.

A discussion followed regarding the height of the proposed fence and whether or not it was tall enough to meet code. Mr. Seber noted that the proposed fence was 48” tall while code requires it to be 42”.

Mr. Katzman asked if it would be possible to use some type of non-flammable mulch such as stone. Mr. Seber said that he would be fine with doing that.

A discussion then followed regarding the proposed handicap parking space. Mr. Churchill stated that the parking lot is not required by the zoning code for the building and that they are proposing it as a convenience for their tenants. He said however, that since they decided to build the parking lot, they are required to have a handicap parking space. As he noted previously, they are trying to locate that space on the Woolworth property itself, but the location proposed is in the area of a common right-of-way which limits the placement of it in that location. He said they are still trying to work out a solution to have the space on the Woolworth Building property as that makes the most sense.

Mr. Seber noted that if they are unable to find a solution for the handicap parking space on site, they may have to consider putting the handicap parking space within the proposed parking lot. Doing so would require the construction of a handicap ramp. He noted that the best location for the ramp would be along the south side of the property or the side of the property that faces Public Square. The ramp in this area would in essence eliminate the proposed green space. Mr. Churchill asked if the Planning Board would be willing to approve the existing plan and include wording that there may be a slight modification if the ramp had to be added at this site.

Mr. Katzman wondered if the existing sidewalk from Public Square to the J.B. Wise Parking Lot could be converted to an accessible ramp. Mr. Mix and others pointed out that the grade was too steep.

Mr. Davis then asked about the proposed lighting plan. Mr. Churchill noted that the light fixture located in the middle of the property along the retaining wall had been eliminated. He said that instead of this double crook light, two single crook lights will be added, one on the west and one on the east side of the lot. Mr. Davis was concerned that there might be a dead space in terms of light coverage with the revised plan. Mr. Churchill noted that the light fixture could be provided with a different type of refractor that would change the throw pattern of the light. He also noted that a revised photometric plan could be provided as well.

Mr. Davis noted that there were two different styles of period lighting shown in the submittal package. He said he was concerned that the different fixtures would have different light patterns, and he wanted to ensure that adequate lighting was provided. Mr. Lumbis noted that the light fixture shown on the plans did not match the Public Square and J.B. Wise Parking Lot light fixtures while the light fixture shown in the Engineering Report did. He noted that the plan should be modified to show the correct lighting detail.

Mr. Churchill was then asked to discuss the list of comments found in the City staff report. Mr. Churchill began by stating that the handicap parking space had been discussed quite a bit and that they were still working on a solution to that issue. Regarding Item No. 2, he said that the curb transition detail is shown on the revised plans. He also noted that the pre- and post-development drainage calculation and drainage area maps have also been provided. He noted that the southernmost light pole has been shifted as discussed previously and that a revised photometric plan would be provided. Finally, Mr. Churchill noted that the retaining wall was shifted slightly to provide five feet of clear distance to the sanitary sewer line located on the northwest corner of the property.

Further discussion then followed regarding the proposed handicap parking space. Mr. Davis questioned whether one handicap parking space would even be enough for a 50-unit building. Mr. Seber said he was not sure how many handicap parking spaces would be needed but that there were other options for handicap parking available in the downtown area.

Discussion also occurred about the proposed ramp which would need to be constructed if an alternative solution to the handicap parking space was not found. Mr. Mix asked the Planning Board whether or not they would like to see revised plans if the ramp has to

be constructed on site. He wanted to know whether or not the Planning Board wanted to review the project again or whether that is something that would be a minor enough change that could be handled by staff. Mr. Churchill asked the Planning Board to consider approving the Site Plan with a condition that the issue of the handicap parking space is worked out. Mrs. Freda noted that she is most comfortable approving the plan as submitted and that if there are any changes such as the addition of a ramp, she would like to have the applicant come back with a revised plan.

Mr. Seber asked if they could approve an alternate plan just in case. Additional discussion followed regarding the ramp and the layout of the proposed parking lot. Mr. Lumbis suggested that the entire parking lot be shifted back in order to accommodate both a ramp and a buffer along the front of the property. He said that some of the green space at the rear might be lost and that possibly a parking space outside of the gated area would also be eliminated, but it would provide additional spaces in the front. Mr. Churchill noted that the decrease in space would limit their snow storage capabilities. Mr. Davis said that it is his feeling that the applicant could accomplish both objectives if they were creative in their design.

Mrs. Freda again noted that she felt it was not appropriate to approve some type of alternate plan. The recommendation needed to be made on the plan that was before them. She said that if any changes were to occur, such as the addition of the ramp, the applicant would need to come back to the Planning Board. The Board agreed with her.

After further discussion regarding the ramp, Mr. Katzman moved to recommend that the City Council approve the site plan for the request submitted by Ryan Churchill of GYMO P.C. on behalf of White Birch Enterprises for the construction of a 28 space parking lot to serve a 50-unit multi-family residential renovation project at 29-41 Public Square, Parcels Nos. 7-01-112.001, 7-01-113, 7-01-114 and 7-01-116, contingent upon the following:

1. The applicant shall provide a handicap parking space for the project that includes an accessible route to the subject building.
2. The applicant shall add a label Sheet C-101 noting the removal of the existing curb and a transition to the existing curb to remain.
3. The applicant shall provide a detail of the curb transition.
4. The applicant shall remove the southernmost light pole from the plan and instead install lights on the west and east sides of the parking lot.
5. The applicant shall provide a junction box on the retaining wall in the event that an additional wall mounted light is needed to illuminate the parking area.
6. The applicant shall provide pre- and post-development drainage calculations and drainage area maps.
7. The applicant shall shift the retaining wall to provide five feet clear distance to the sanitary sewer line. Test holes shall be performed on the sewer line to confirm adequate depth.
8. The applicant shall depict the proposed subdivisions of 29 and 41 Public Square on the Site Plan, and label them with "proposed subdivision by the City of Watertown."

The motion was seconded by Mrs. Fields and all voted in favor.

Res No. 6

August 13, 2013

To: The Honorable Mayor and City Council

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

Subject: Approving the Site Plan For Construction of a 3,624 Square Foot Oral Surgeon's Office, Plus Parking Lot and Landscaping, at 163 Bellew Avenue South, Parcel 9-11-117

A request has been submitted by Christopher Todd of Aubertine & Currier for the above subject site plan approval.

The Jefferson County Planning Board reviewed the application at their July 30, 2013 meeting, and determined that the proposal is of local concern only.

The City Planning Board reviewed the request on August 6, 2013 and voted to recommend that City Council approve the site plan subject to the conditions listed in the resolution.

Attached are copies of the report on the request prepared for the Planning Board and an excerpt from their meeting minutes.

The City Council must respond to the questions in Part 2 of the Short 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 July 17, 2013, subject to the conditions recommended by the Planning Board.

RESOLUTION

Page 1 of 2

Approving the Site Plan For Construction of a 3,624 Square Foot Oral Surgeon's Office, Plus Parking Lot and Landscaping, at 163 Bellew Avenue South, Parcel 9-11-117

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

Total

YEA	NAY

Introduced by

WHEREAS Christopher Todd of Aubertine and Currier has submitted a request for site plan approval for construction of a 3,624 square foot oral surgeon's office, plus parking lot and landscaping, at 163 Bellew Avenue South, parcel 9-11-117, and

WHEREAS the Planning Board of the City of Watertown reviewed the site plan at its meeting held on August 6, 2013, and voted to recommend that the City Council of the City of Watertown approve the site plan with the following conditions:

1. The applicant shall depict and provide photometric information for any lights installed on the rear (east) side of the building.
2. The applicant shall delete the dashed border from the topographic layer on the Site Plan.
3. The applicant shall provide a detail of the connection between the proposed HDPE storm sewer line and the existing PVC stub.
4. The applicant shall provide a revised landscaping plan that includes trees along the entire length of the front property line spaced approximately 60' on center and trees along the east side of the parking lot.
5. The proposed landscaping shall be installed prior to the issuance of a Certificate of Occupancy.
6. The applicant shall provide a wet-stamped copy of the property survey. The survey must depict existing topography.

And

WHEREAS the Jefferson County Planning Board reviewed the request at its July 30, 2013 meeting, and determined that the project does not have any significant County-wide or inter-municipal 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

RESOLUTION

Page 2 of 2

Approving the Site Plan For Construction of a 3,624 Square Foot Oral Surgeon’s Office, Plus Parking Lot and Landscaping, at 163 Bellew Avenue South, Parcel 9-11-117

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

YEA	NAY

Total

project, as submitted, is an Unlisted Action and will not have a significant effect on the environment,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown declares that the proposed construction and site plan constitute 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 that 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 Code 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 Code 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, and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that site plan approval is hereby granted to Christopher Todd of Aubertine and Currier for construction of a 3,624 square foot oral surgeon’s office, plus parking lot and landscaping, at 163 Bellew Avenue South, parcel 9-11-117, as shown on the site plans submitted to the City Engineer on July 17, 2013, contingent on the applicant making the revisions and meeting the conditions recommended by the Planning Board as listed above.

Seconded by

Drainage & Grading: The drawing should be revised to remove the dashed line surrounding the perimeter of the topographic layer. Existing grades must be depicted on the survey.

The stormwater stub is believed to be 12" PVC. The applicant must provide a detail of the connection between the existing PVC and the proposed HDPE.

Landscaping: Nine spruce trees are proposed as a landscaped buffer between the office and the residential properties to the east. No other plantings are depicted. Three small trees will presumably be removed.

In order to comply with the Landscaping and Buffer Zone Guidelines, the applicant must install large maturing deciduous trees at 40' spacing along the street frontage, or smaller trees at tighter spacing. Landscaped beds should also be installed and maintained in between the trees. Trees should also be installed around the perimeter of the parking lot.

The Landscaping and Buffer Zone Guidelines call for a 6' opaque fence between Neighborhood Business and residential districts. The existing wire fence along the eastern property line should be removed and replaced with a wooden or vinyl stockade fence. A separate fence permit is required prior to installation.

The applicant must submit a revised landscaping plan to be approved by the City Engineer, and must install the proposed landscaping prior to the issuance of a Certificate of Occupancy.

Miscellaneous: The applicant must provide a wet-stamped copy of the boundary and topographic survey.

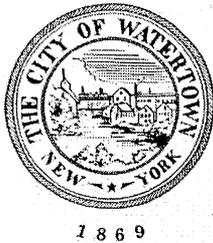
Any signage permit for the property will be handled by Code Enforcement as a separate matter.

The applicant must obtain the following permits prior to construction: Sanitary Sewer Permit, Water Supply Permit, General City Permit, and Building Permit.

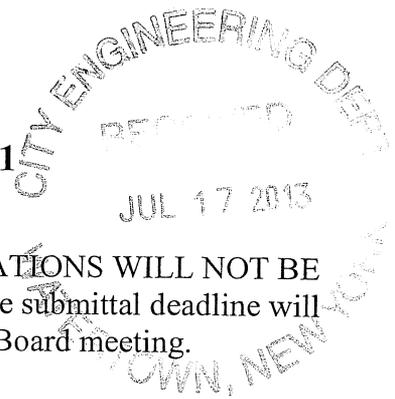
Summary:

1. The applicant shall depict and provide photometric information for any lights installed on the rear (east) side of the building.
2. The applicant shall delete the dashed border from the topographic layer on the site plan.
3. The applicant shall provide a detail of the connection between the proposed HDPE storm sewer line and the existing PVC stub.
4. The applicant shall provide a landscaping plan in substantial compliance with the Landscaping and Buffer Zone Guidelines, and shall install the landscaping prior to issuance of a Certificate of Occupancy.
5. The applicant shall remove the existing wire fence along the eastern property line and install a new wooden or vinyl stockade fence.
6. The applicant shall provide a wet-stamped copy of the property survey. The survey must depict existing topography.

cc: City Council Members
Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Christopher Todd, 522 Bradley St
Gerald Schneeberger, 545 Merrick St, Clayton 13624



**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: Oral Surgeon's Office

Tax Parcel Number: 9-11-117.000

Property Address: 163 Bellew Ave. S.

Existing Zoning Classification: Neighborhood Business

OWNER OF PROPERTY

Name: Patrick J. Marzano

Address: 29219 Old Town Springs Road
Chaumont, NY 13622

Telephone Number: _____

Fax Number: _____

APPLICANT

Name: Gerald Schneeberger, DDS

Address: 545 Merrick Street
Clayton, NY 13624

Telephone Number: 315-771-5833

Fax Number: 315-265-1768

Email Address: gschneeb@twcny.rr.com

ENGINEER/ARCHITECT/SURVEYOR

Name: Aubertine and Currier Architects, Engineers & Land Surveyors, PLLC

Address: 522 Bradley Street
Watertown, NY 13601

Telephone Number: 315-782-2005

Fax Number: 315-782-1472

Email Address: mrm@aubertinecurrier.com

PROJECT DESCRIPTION

Describe project and proposed use briefly:

The project consists of a proposed 3,624 SF oral surgeon's office. The building will contain two offices, six examination rooms, two restrooms, a reception area, a break room, multiple storage rooms, and a basement. The building will be serviced by public sewer and water.

Is proposed Action:

New Expansion Modification/Alteration

Amount of Land Affected:

Initially: 0.76 Acres Ultimately: 0.76 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: Neighborhood Business

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)

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

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

Proposed number of housing units (if applicable): N/A

Proposed building area: 1st Floor 3,624 Sq. Ft.
2nd Floor _____ Sq. Ft.
3rd Floor _____ Sq. Ft.
Total 3,624 Sq. Ft.

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

Number of parking spaces proposed: 21

Construction Schedule: Fall 2013

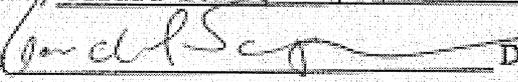
Hours of Operation: Regular Hours Monday - Friday 8:00am-5:00pm

Volume of traffic to be generated: 16.13 Peak Hour ADT

SIGNATURE

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

Applicant (please print) Gerald Schneeberger, DDS

Applicant Signature  Date: 7/16/2013

OPTIONAL DRAWINGS:

- PROVIDE AN ELECTRONIC (.DWG) COPY OF THE SITE PLAN WITH AS-BUILT REVISIONS. This will assist the City in keeping our GIS mapping up-to-date.

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.

- ELECTRONIC COPY OF ENTIRE SUBMISSION (PDF preferred)
- 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) N/A
- 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".

N/A 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.

N/A 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.

N/A 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).

N/A 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.

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

N/A 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 supersede 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.
- N/A 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
- N/A 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.

N/A 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.

N/A ** 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.

N/A ** 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.

** When NYSDEC or NYSDOH permitting is required, the property owner/applicant shall retain a licensed Professional Engineer to perform inspections of the proposed utility work and to certify the completed works were constructed in substantial conformance with the approved plans and specifications.

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.

N/A If an applicant proposes a site plan with multiple buildings and any of those buildings front on a private drive, the City Council will name the private drive by resolution and the building(s) will be given an address number on that private drive by City staff. The applicant may propose a name for the private drive for the City Council's consideration.

Proposed Street Name: _____

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

Due to the small project size the Site Plan, Grading Plan, Utility Plan, Landscape Plan and Lighting Plan elements have been combined and all provided on one "Site Development Plan".

Excerpt from Planning Board 8/6/13 Meeting Minutes

SITE PLAN APPROVAL – 163 BELLEW AVENUE SOUTH PARCEL NO. 9-11-117, DR. GERALD SCHNEEBERGER

The Planning Board then considered a request for Site Plan Approval submitted by Christopher Todd of Aubertine and Currier for the construction of a 3,624 square foot oral surgeon's office plus a parking lot and landscaping at 163 Bellew Avenue South, Parcel No. 9-11-117.

In attendance to present the proposed project to the Planning Board was Matthew R. Morgia of Aubertine and Currier. Mr. Morgia began by stating that they are proposing the new dental office and parking lot on Bellew Avenue South across from the Social Security Administration Building. He noted that Water and Sewer had been stubbed out to the site during the construction of the road back in the early 1990's. He said that a test hole performed earlier this week had verified the location of the water and sewer connections. Mr. Morgia reviewed some of the items that had been listed in the Planning Office review memo. He said that the parking lot lighting consists of three lights and that there was also a light over the rear door located in the soffit. He said that a photometric plan has now been provided showing that there is no light spillage off of the property. He said that the update to the topographic plan would be made and that a wet-stamped copy of the boundary map would be provided as soon as they could obtain it from the surveyor who performed the work.

Mr. Morgia then discussed the proposed landscaping plan. He said that they had initially proposed landscaping in two existing gaps in the rear property line consisting of several spruce trees. He said that after receiving the City's comments on the proposed landscaping plan, they have also added additional plantings along the sidewalk and the parking lot. He said this consists of trees planted approximately 60' on center along the entire length of the front of the property. He said that when coupled with the existing City-owned street trees on Bellew Avenue South, the front tree line will consist of trees approximately 30' on center.

Mr. Morgia then addressed the comment about providing a new stockade fence. He said that their revised plan showed a new stockade fence in the area of the new landscaped plantings, but he noted that his client wished to utilize the existing vegetation along the rear of the property line to provide a buffer and screen for the neighboring residential properties. He said that they would rather leave the existing vegetation than rip all of that out only to put in a new fence and additional landscaping.

Mr. Katzman asked Board Members if they felt a fence was really needed given the fact that the open areas would be planted with new trees. He said he felt that the trees would be sufficient to provide a buffer to the residential properties. Mr. Morgia noted that the homes are a few hundred feet back from the property line and much of the area on those properties is also covered with brush and small trees.

Mr. Katzman noted that he would rather see the trees in the front of the property than requiring an additional fencing and trees in the rear. Mr. Morgia clarified that additional trees have been added along the front of the property as well as on the east side of the proposed parking lot. He further noted that they had originally proposed nine trees and now they are proposing to plant seventeen. Mr. Davis agreed that a stockade fence was not needed at the rear of the property and that the landscaping would provide an adequate buffer.

Mrs. Freda asked whether or not Aubertine and Currier or Dr. Schneeberger had contacted any of the neighbors regarding the proposed project. She specifically wondered whether or not a proposed fence at the rear property line had been discussed with the neighbors. Mr. Morgia stated that his office had not contacted the neighbors, and he did not think the dentist had either. Mrs. Freda noted that she was in favor of providing a fence along the rear property line to ensure an adequate buffer between the new commercial use and the residential homes.

A general discussion then followed the proposed landscaping, fence and buffer zone. Mrs. Fields noted that she was okay with having the applicant just plant the trees. Mrs. Gervera noted that the fence is not an absolute requirement and that the suggestion for it came from the guidelines. She felt that because of the existing vegetation and the rather large distance between the proposed building and the neighboring homes that front Smith Street, it was not needed and that the trees would be an adequate buffer. Mrs. Freda noted that the consensus of the Board was that a fence along the rear property line was not needed and that the existing and proposed landscaping would provide an adequate buffer.

Mr. Katzman then moved to recommend that the City Council grant Site Plan Approval for the request submitted by Christopher Todd of Aubertine and Currier for the construction of a 3,624 square foot oral surgeon's office plus a parking lot and landscaping at 163 Bellew Avenue South, Parcel No. 9-11-117, contingent upon the following:

1. The applicant shall depict and provide photometric information for any lights installed on the rear (east) side of the building.
2. The applicant shall delete the dashed border from the topographic layer on the Site Plan.
3. The applicant shall provide a detail of the connection between the proposed HDPE storm sewer line and the existing PVC stub.
4. The applicant shall provide a revised landscaping plan that includes trees along the entire length of the front property line spaced approximately 60' on center and trees along the east side of the parking lot.
5. The proposed landscaping shall be installed prior to the issuance of a Certificate of Occupancy.
6. The applicant shall provide a wet-stamped copy of the property survey. The survey must depict existing topography.

The motion was seconded by Mr. Davis and all voted in favor.

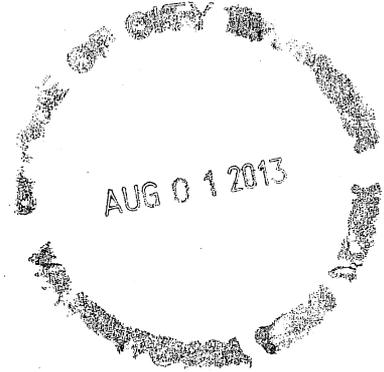


Department of Planning
175 Arsenal Street
Watertown, NY 13601

Donald R. Canfield
Director of Planning

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

July 31, 2013



Andrew Nichols, Planner
City of Watertown
245 Washington Street
Watertown, NY 13601

Re: Christopher Todd, obo Dr. Gerald Schneeberger, Site Plan Review for a dental office building, JCDP File # C 6 - 13

Dear Andrew:

On July 30, 2013, 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.

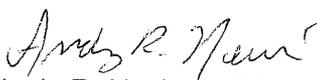
The County Planning Board has the local advisory comment that the local board should ensure the proposed landscaping meets the City's landscaping requirements for nonresidential uses abutting residential districts, pursuant to Article IX, Section 310-59 of the City's Zoning Law.

Please note that the advisory comment is not a condition of the County Planning Board's action. It is 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,


Andy R. Nevin, AICP
Senior Planner

ARN

PROJECT ID Number 2013-099

Appendix G
State Environmental Quality Review

SEQR

SHORT ENVIRONMENTAL ASSESSMENT FORM

For UNLISTED ACTIONS Only

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

1. APPLICANT/SPONSOR Gerald Schneebarger	2. PROJECT NAME Oral Surgeon's Office
3. PROJECT LOCATION: Municipality City of Watertown County Jefferson	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc. or provide map) 163 Bellow Avenue South Just North of the Bellow Avenue South Railroad Crossing	
5. IS PROPOSED ACTION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Modification/Alteration	
6. DESCRIBE PROJECT BRIEFLY: The project consists of a proposed 46' x 75.5', 3,624 SF, oral surgeon's office and associated site amenities. The building will contain two offices, six examination rooms, two restrooms, a reception area, a break room, multiple storage rooms, and a basement. Site amenities include the construction of a 8,600 SF, 21 space parking lot, concrete sidewalks, site lighting, and landscape buffers. The building will be serviced by public sewer and water, and private electric, gas and telephone utilities.	
7. AMOUNT OF LAND AFFECTED: Initially 0.76 acres Ultimately 0.76 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 checked="" type="checkbox"/> Residential <input checked="" type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input checked="" type="checkbox"/> Other Describe: Neighborhood Business	
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(ies) and permit/approvals City of Watertown Planning Board - Building Permit	
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(ies) 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: Gerald Schneebarger, DDS Date: 07/16/2013 Signature: <i>Gerald Schneebarger</i>	

ENGINEERING DEPT.
RECEIVED
JUL 17 2013
WATERTOWN NEW YORK

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

August 15, 2013

To: The Honorable Mayor and City Council

From: Elliott B. Nelson, Confidential Assistant to the City Manager

Subject: Authorizing Application for New York State Division of Homeland Security Grant, Fire Department

The City Fire Department is seeking Council approval to apply for a grant from the New York State Division of Homeland Security. This funding opportunity is in the amount of \$69,905 and does not require any matching funds from the City. If approved, this grant will allow the Fire Department to purchase a vehicle with the capability of supporting four passengers and a towing capacity of greater than eight ton. The specifics of this grant are detailed in the attached report from Fire Chief Dale C. Herman.

A resolution is attached for Council consideration authorizing Chief Herman to sign and submit the grant application on behalf of the City of Watertown by September 4, 2013.

RESOLUTION

Page 1 of 1

Authorizing Application for NYS Division of Homeland Security and Emergency Services Grant, Fire Department

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

Total

YEA	NAY

Introduced by

WHEREAS the New York State Division of Homeland Security and Emergency Services (DHSES) is accepting applications for funding through September 4, 2013, and

WHEREAS the City of Watertown Fire Department has prepared an application that meets the intended purpose of this grant, which will allow the department to purchase a vehicle with the capability of supporting four passengers and a towing capability of greater than eight ton, and

WHEREAS the application, in the amount of \$69,905, does not require any matching funds from the City,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby authorizes the Fire Department to submit a grant application in the amount of \$69,905 to the New York State Division of Homeland Security and Emergency Services, and

BE IT FURTHER RESOLVED that Fire Chief Dale C. Herman is hereby authorized and directed to execute the grant application on behalf of the City of Watertown.

Seconded by



CITY OF WATERTOWN, NEW YORK

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



August 14, 2013

Ms. Sharon Addison
City Manager
City of Watertown
245 Washington Street
Watertown, New York 13601

Dear Sharon:

The New York State Division of Homeland Security and Emergency Services announced the Grant Application period for the FY 2013 Technical Rescue and USAR Program. This year there is 2 million dollars being made available to local emergency response teams that provide technical rescue services, such as our fire department.

In reviewing our department's current inventories and needs, we are asking for Council approval to make application for this no match funding opportunity to purchase a vehicle with the capability of four riding positions and towing capability greater than 16,000 lbs. A vehicle meeting these needs has an approximate cost of \$ 69,905. This type of acquisition meets the parameters of the grant guidelines. The deadline for application is September 4.

We have the necessary technical rescue equipment to be able to handle most incidents stored and transported in various trailer units. We also have the responsibility of housing and responding trailer units with hazardous materials response equipment as well. This vehicle would fill a need by providing a unit that has a towing capacity to transport the necessary equipment and personnel to the scene of an emergency as a local, county and regional asset. We presently do not have the capability to respond multiple trailer units to an incident. This funding opportunity would allow for the acquisition of a vehicle, with a life expectancy of 10-12 years, to be utilized in a manner that meets our local needs as an emergency response vehicle. There is a grant requirement that this vehicle have equipment that can be utilized to detect the presence of CBRN devices. We currently have such equipment available to outfit this vehicle.

The fire department would be tasked with providing routine maintenance and repairs of this vehicle beyond the dealer and manufacturer's warranty period. These expected costs

would be dependent upon the usage and reliability of the vehicle and how the vehicle is stored.

If you have any questions, please do not hesitate to contact me.

Truly yours,

CITY OF WATERTOWN FIRE DEPARTMENT

A handwritten signature in black ink that reads "Dale C. Herman". The signature is written in a cursive style with a large initial "D" and a distinct "C" before the last name.

Dale C. Herman
Fire Chief

DCH:cdb

August 13, 2013

To: The Honorable Mayor and City Council

From: Elliott B. Nelson, Confidential Assistant to the City Manager

Subject: Vending Fees

Parks and Recreation Superintendent Gardner has proposed extending the vending fee to several City park locations. Currently, any person wishing to sell goods at Thompson Park, Kostyk Fields, Marble Fields, or the North Side Athletic Fields must apply for a no-cost, one-year permit through the City Clerk's office. Superintendent Gardner has proposed implementing the same vending fees currently in place for the Municipal Arena and the Fairgrounds. As such, vendors wishing to sell items in these locations would now also be subject to a \$50 daily fee.

As is indicated in the attached report from Superintendent Gardner, centralizing the vending permit process for all public parks in the City will create additional administrative control as well as universalize the process.

Staff will be available at the meeting to answer any questions Council may have regarding this ordinance.

ORDINANCE

Page 1 of 1

Amending City Municipal Code
§ A320-4

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

Total

YEA	NAY

Introduced by

BE IT ORDAINED that Section A320-4, Schedule of Fees, of the City Code of the City of Watertown is hereby amended by adding the following paragraph:

§ A320-4. Schedule of fees.

- C. Miscellaneous Parks and Recreation Fees: Various Parks and Recreation fees shall be established and enforced as follows. Nothing in this section shall prohibit the City from entering into an agreement for the use of the Municipal Arena, at rates other than the rates described below. However, any such agreement shall require the approval of the City Council.
 - (22) Event promoters of concerts or performances shall be charged a fee of \$250, per vendor, per day for the right to allow concessions at their event. All other user groups shall be charged \$50 per vendor, per day for the right to allow concessions at their event. This provision applies to the following locations: Thompson Park, Marble Fields, Kostyk Fields, and North Side Athletic Fields.

Seconded by

August 8, 2013

To: Ms. Sharon Addison, City Manager

From: Erin E. Gardner, Superintendent of Parks and Recreation

Subject: Vending at Thompson Park, North Side Athletic Fields, Marble Fields and Kostyk Fields

The Parks and Recreation Department wishes to add a vending fee for Thompson Park, Marble Fields, Kostyk Fields and the North Side Athletic Fields to A320-4(c) of the City Code. Currently, if a vendor wishes to sell concessions at an event at the above locations, they must apply for a permit at no cost through the City Clerk's Office. The Department wishes to add language to the City Code that would allow us to collect \$50 per day for vending at regular events. The proposed language is similar to other vending language within the City Code for vending at the Municipal Arena and the Fairgrounds. Implementing a fee and centralizing this process through the Parks and Recreation Department will allow for greater administrative control as well as make the vending process more universal.



CITY OF WATERTOWN
ENGINEERING DEPARTMENT
MEMORANDUM

DATE: 14 August 2013

TO: Sharon Addison, City Manager

FROM: Kurt Hauk, City Engineer

SUBJECT: Thompson Park Pavilion and Restroom Roof Replacement

Enclosed is the product information for the faux cedar shake roof system proposed for the Thompson Park Pavilion. It includes the product literature and the MSDS sheet.

The roof system will have the appearance of cedar shake but will not have the maintenance requirements of pressure wash and re-sealing that an actual shake roof system does. It also requires much less labor time to install compared to the actual shake system.

The shingle itself is fiber composite made from recycled plastics. Samples of the product are located at the City Manager's Office for review.

Concerning the discussions of Council at the last meeting regarding the restrooms at Thompson Park, prior to approving the bid a determination needs to be made for the disposition of that structure. If it is to be retained and rehabilitated, we should proceed with the roof replacement as part of this project. If it is to be replaced as part of a future project, then the restroom portion of the roof installation should be removed from this bid approval.

Cc Erin Gardner, Superintendent of Parks and Recreation
Amy Pastuf, Purchasing Manager

MSDS – *Enviroshake*[®] Roofing Material

MATERIAL SAFETY DATA SHEET

Enviroshake
650 Riverview Drive Unit #1
P.O. Box 1462 Chatham, Ontario
N7M 5W8 Canada

Emergency Assistance: (519) 380-9265 Ext.221
General Assistance: (866) 423-3302
Primary Contact: Jim Nash (Ext.221)
Prepared by: Jim Nash (Ext.221)
Revision # 01
Revision Date: January 27th, 2009
Visit our Website at www.enviroshake.com

This product has been classified according to the hazard criteria of the Controlled Products Regulations (CPR) and the Material Safety Data Sheet (MSDS) contains all of the information required by the CPR.

I. PRODUCT IDENTIFICATION

Product Name: *Enviroshake*[®]
Chemical Family: Natural fibres – plastics composites
General Use: Building and Construction, Roofing
Product Description: Brownish grey tiles, 12” (0.3 m) wide by 20” (0.5 m) long.

II. COMPOSITION INFORMATION

Chemical Name	CAS Number	Conc, %	TWA, mg/m ³	STEL, mg/m ³
Reclaimed Thermoplastics		25-50	N/E	N/E
Natural Fibres	9004-34—6 (Cellulose)	25-50	N/E	N/E
Rubber Crumb		<10	N/E	N/E
Proprietary Additives*		<5	N/E	N/E

* Includes minor quantities of WHMIS regulated ingredients. These are encapsulated in the polymer matrix and are thus not “available”, even from finely divided particles such as sawing dusts.

This is a commercial product whose exact ratio of components may vary slightly. Minor quantities of other non hazardous ingredients are also possible.

The **TWA** (Time-Weighted Average) exposure value is the average airborne concentration of a particular substance when calculated over a normal 8 hour working day for a 5 day working week. The **STEL** (Short Term Exposure Limit) is an exposure value that should not be exceeded for more than 15 minutes and should not be repeated for more than 4 times per day. There should be at least 60 minutes between successive exposures at the STEL.

N/E = Not Established N/A = Not Applicable

III. HAZARDS IDENTIFICATION

Enviroshake[®] products are not expected to create any unusual hazards when using according to good manufacturing and industrial hygiene practices.

Human Health Hazards (short term exposure): Available data indicates that this product is not harmful. In addition, the product is unlikely to cause any discomfort or irritation except for dusts due to sawing or similar processes. Dust can irritate nose, throat and respiratory tract and may cause mechanical irritation in the eyes. PEL (OSHA) for nuisance dust is 5 mg/m³. TLV (ACGIH) for total dust exposure is 10 mg/m³.

Safety Hazards: No specific hazards.

Environmental Hazards: No specific hazards.

Other Hazards: Not classified as dangerous for supply or conveyance.

PEL – Permissible Exposure Limit
TLV – Threshold Limit Value

OSHA – Occupational Safety and Health Administration (US)
ACGIH – American Conference of Governmental Industrial Hygienists

IV. FIRST AID MEASURES

General Information:

From the available evidence, this product would appear to offer no significant health hazard by any exposure route. Consequently, First Aid is not generally required. If in doubt, contact a Poison Information Centre or a physician. In Canada call one of the Provincial Poison Information Centre (Alberta 1-800-3321414, British Columbia 1-800-567-8911, Ontario 1-800-268-9017, Quebec 1-800-463-5060), and in US call the National Poison Hotline (1-800-222-1222).

Eye Contact: Flush thoroughly with water. If irritation occurs, call a physician.

Skin Contact: Wash with soap and water.

Inhalation: If respiratory irritation, cough, shortness of breath, wheezing or chest tightness occurs after exposure to dust, remove from further exposure, seek immediate medical assistance and call for a physician.

V. ACCIDENTAL RELEASE MEASURES

From the available evidence, this product would appear to offer no significant health hazard. Consequently, Accidental Release Measures (spills) are not necessary. Where dusty condition are created as a result of cutting or sawing, wet dust down then sweep or vacuum for disposal. Personnel performing cleanup must use protective equipment.

VI. HANDLING AND STORAGE

Handling: Good personal hygiene practices should always be followed. Installers should mix the content of several bundles of the product as it specified in the Installation Guide and the Installation Video. As a safety precaution we recommend this mixing be performed on the ground. Do not burn in fireplace or use as firewood.

Storage: This product is chemically and physically stable and has no special storage requirements. Make sure that the product does not come into contact with substances listed under "Incompatibility – Materials to Avoid". Do not stack more than two skids high. Check packaging – there may be further storage instructions.

VII. PHYSICAL DATA

PHYSICAL STATE:	Solid	MELT POINT:	120-150°C
COLOR:	Brownish grey	SOLUBILITY:	Insoluble in water
ODOR:	Essentially odorless	VOLATILES:	Expected to be low at 100°C.
SPECIFIC GRAVITY:	1.100 – 1.300	VAPOUR PRESSURE:	Negligible at normal ambient temperatures

VIII. FIRE OR EXPLOSION HAZARD

Not classified as flammable but will burn. This product will ignite when exposed to heat or flame. Hazardous combustion products may include carbon monoxide, carbon dioxide. *Enviroshake*[®] materials complied the acceptance criteria for an external fire resistance rating of Class "C" for roofing application in accordance with ASTM E108 (UL-790 or UBC 15-2), tests adopted by National Fire Protection Association (NFPA 256).

FLASH POINT & METHOD	AUTOIGNITION TEMPERATURE	FLAMMABLE LIMITS	
		LOWER	UPPER
N/A	N/A	N/E	N/E

FIRE EXTINGUISHING AGENTS AND SPECIAL PROCEDURES

Any of the following extinguishing agents may be used to combat fires of this material: foam, water spray or fog. Water, dispersed with fog nozzles, may be used to cool fire exposed material and to prevent pressure build-up.

Evacuate unnecessary and unprotected personnel. DO NOT enter confined area without helmet, face-shield, bunker coat, gloves, rubber boots and a Workplace Hazardous Materials Information System (WHMIS) approved self-contained breathing apparatus with a full facepiece operated in a pressure-demand or other positive pressure mode. Fight fire from a safe distance or a protected location.

UNUSUAL EXPLOSIVE HAZARDS: None known.

PRODUCTS EVOLVED WHEN SUBJECTED TO HEAT OR COMBUSTION

Carbon oxides (carbon monoxide and carbon dioxide), acrid fumes, and flammable hydrocarbons may be liberated as a result of thermal decomposition or combustion. Avoid the smoke and fumes that result from thermal decomposition or combustion.

IX. REACTIVITY DATA

CONDITIONS CAUSING INSTABILITY

Stable under ambient conditions.

INCOMPATIBILITY (MATERIALS TO AVOID)

Avoid contact with strong oxidizing agents. Strong acids, strong oxidizers like peroxides may react with this product and create spontaneous combustion.

HAZARDOUS POLYMERIZATION

Will not occur. Conditions to avoid: none.

HAZARDOUS DECOMPOSITION PRODUCTS

Hazardous vapors from heated products are not expected to be generated under normal roofing installation temperatures and conditions. Decomposition will not occur if handled and stored properly.

Carbon oxides (carbon monoxide and carbon dioxide), acrid fumes, and flammable hydrocarbons may be liberated as a result of thermal decomposition or combustion. Avoid the smoke and fumes that result from thermal decomposition or combustion.

X. TOXICOLOGICAL PROPERTIES

LD50 ORAL (INGESTION)

N/E

THRESHOLD LIMIT VALUE (TLV)

N/E

**LD50 DERMAL
(SKIN CONTACT)**

N/E

PRIMARY ROUTES OF EXPOSURE

Skin (dermal) contact

**LC50
(INHALATION)**

N/E

EFFECT OF ACUTE (SHORT TERM) EXPOSURE:

Practically non-toxic. Toxicological data have not been determined specifically for this product. Information given is based on knowledge of the toxicology of components.

EFFECT OF CHRONIC (REPEATED) EXPOSURE:

Practically non-toxic. Toxicological data have not been determined specifically for this product. Information given is based on knowledge of the toxicology of components.

Acute Oral Toxicity:

Expected to be of low toxicity, LD50 > 2000 mg/kg

Acute Dermal Toxicity:

Expected to be of low toxicity, LD50 > 2000 mg/kg

Acute Inhalation Toxicity:

Data not available.

Skin Irritation:

Not expected to be irritating.

**Enviroshake
Chatham, ON**

Tel: (519) 380-9265

**MSDS for *Enviroshake*[®]
Fax: (519) 380-0689**

Eye Irritation:

Not expected to be irritating.

Skin Sensitization:

Not expected to be a skin sensitizer.

Repeated Dose Toxicity:

Repeated exposure does not cause significant toxic effects.

Mutagenicity:

Not considered to be a mutagenic hazard.

XI. ECOLOGICAL INFORMATION

Basis for assessment:

Ecotoxicological data have not been determined specifically for this product. The information given below is based on knowledge of the ecotoxicology of components.

Mobility:

Sinks in water. Remains on surface of soil.

Persistence/Degradability:

Expected to be not inherently biodegradable. Persists under anaerobic conditions.

Bioaccumulation:

Not expected to bioaccumulate.

Acute Toxicity - Fish:

Expected to be practically non toxic, LC/EC/IC 50> 1000 mg/l

Acute Toxicity - Invertebrates:

Expected to be practically non toxic, LC/EC/IC 50> 1000 mg/l

Acute Toxicity - Algae:

Expected to be practically non toxic, LC/EC/IC 50> 1000 mg/l

Acute Toxicity - Bacteria:

Expected to be practically non toxic, LC/EC/IC 50> 1000 mg/l

Sewage Treatment:

Expected to be practically non toxic, LC/EC/IC 50> 1000 mg/l

Other Information:

Enviroshake[®] products are composite materials which by all accounts are non-toxic and biologically inactive.

XII. DISPOSAL CONSIDERATION

Waste Disposal:

Recover or recycle if possible, otherwise licensed landfill.

Product Disposal:

Same as for waste disposal.

Packing Disposal:

Remove all packaging for recover or waste disposal.

Local Legislation:

The recommendations given are considered appropriate for safe disposal. However, local, provincial, federal, international or country specific regulations take precedents. They may vary, and they may be more stringent but they must be strictly enforced and compiled with.

If this material becomes a waste and has not been chemically altered, it is not considered a hazardous waste as defined by National Pollutant Release Inventory NPRI, in Canada or by Resource Conservation and Recovery Act RCRA (40CFR 261) in US.

XIII. TRANSPORT INFORMATION

Canadian Transportation of Dangerous Goods Regulations:

This material is not subject to TDG Act 1992

US Department of Transportation Classification:

This material is not subject to DOT regulations under 49 CFR Parts 171-180

International Air Transportation Association Classification:

This material is not classified as hazardous under IATA regulations

International maritime Organization - IMDG

This material is not classified as hazardous under IMDG regulations

UN, IMO, ADR/RID, ICAO Code

This material is not dangerous for conveyance under these codes.

XIV. REGULATORY INFORMATION

The regulatory information provided is not intended to be comprehensive. Other local, provincial, state, federal, international or country specific regulations may apply to this material

Canada Workplace Hazardous Materials Information System (WHMIS):

This material is not regulated under WHMIS.

Canada National Pollutant Release Inventory (NPRI):

Components of this material are not listed on the NPRI substances.

US Federal - Superfund Amendment & Reauthorization Act (SARA) Title III:

This material is not regulated under SARA Title III.

US Federal – Toxic Substances Control Act (TSCA) Inventory Status:

Components of this material are not listed on the TSCA substances.

US State – California Safe Drinking Water:

This material is not regulated by the California Safe Drinking Water Act.

US State – Toxic Enforcement Act (Proposition 65):

This material is not regulated by the Toxic Enforcement Act (Proposition 65).

US State – New Jersey Right-To-Know List:

This material is not regulated by the New Jersey Right-To-Know List.

US State – Pennsylvania Right-To-Know List:

This material is not regulated by the Pennsylvania Right-To-Know List.

EUROPE – EC Classification:

Not classified as dangerous under EC criteria.

XV. OTHER INFORMATION

Uses and Restrictions:

Enviroshake[®] materials are high engineered composites for a wide spectrum of roofing applications. Each customer, user or installer of *Enviroshake*[®] roofing materials is solely responsible for determining the suitability of the materials they select for the intended purpose.

Other Information:

Enviroshake and *Enviroshake*[®] are registered trademarks of 2068052 Ontario Inc., carrying on business as Enviroshake, Chatham, Ontario, CANADA

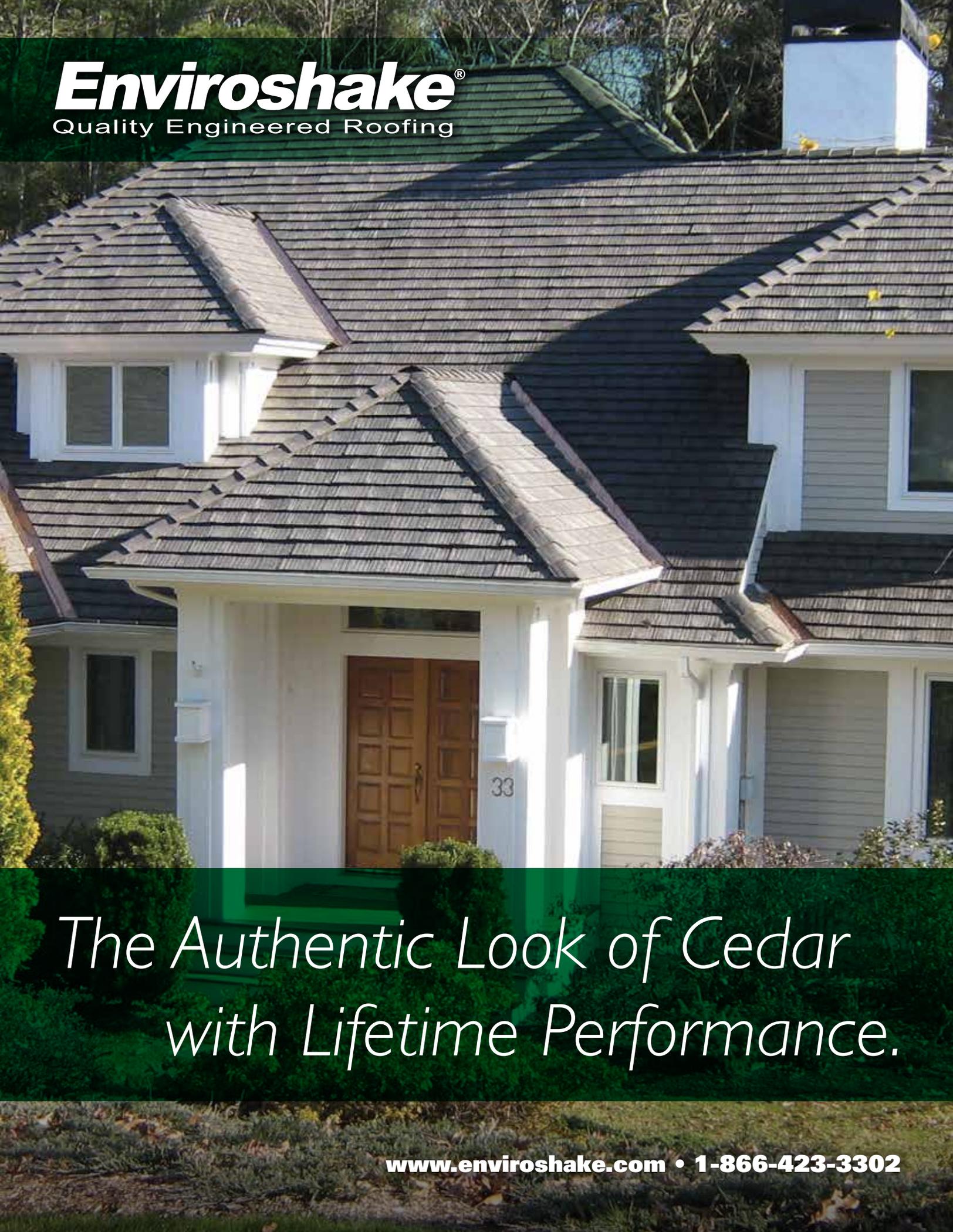
Disclaimer:

This information is based on our current knowledge and is intended to describe the product for the purpose of Health, Safety and Environmental requirements only. It should not therefore be construed as guaranteeing any specific property of the product. Advice in this document relates only to the product originally supplied. Where other materials specified in the Installation Guide are used in the installation of this product, advice should be sought on their safe handling and use.

**Enviroshake
Chatham, ON**

Tel: (519) 380-9265

**MSDS for *Enviroshake*[®]
Fax: (519) 380-0689**



Enviroshake[®]
Quality Engineered Roofing

*The Authentic Look of Cedar
with Lifetime Performance.*

www.enviroshake.com • 1-866-423-3302

The Authentic Look of Cedar with Lifetime Performance.



LEED and NGBS Performance Assessment 57 Relevant Points & 16.5 Direct Cert. Points

- CCMC Registration #13105-R
- CCMC (Canadian Construction Materials Centre) Technical Guide available on request
- CCMC Evaluation Report (Re-evaluated June 2009) available on request.
- The NAHB has assessed Enviroshake as contributing 16.5 direct NGBS points.
- Enviroshake® has been assessed by the USGBC as contributing between 1 and 2 points to LEED for homes, <4 for LEED 2009 NC, and <5 for LEED Canada NC, out of 9 available points.
- **Roof Classification Test UBC 15.2** - Class "C" Fire Rated as per ASTM E 108 (Class A system with a Class A underlayment)
- **Wind Uplift Test** - Roof passed as per ASTM D 3161-99a passed Miami Dade at 180 MPH
- **Wind Driven Rain Test** -Modified Dade County PA 100-100-95 –meets performance requirements for Dynamic Pressure Water Infiltration Resistance
- **Weatherometer Test** - Meets test requirements in accordance with ASTM G155 and ASTM D 638 - when viewed by 5x magnification there was no delaminating, cracking, erosion, or chalking that would affect the performance of the shake.
- **Impact Test UL2218 Level 4** - Passed (State Farm Insurance approved for homeowner discounts where applicable)
- **Heat Transfer** - An Enviroshake® by itself when installed on a 1/2" wood deck will only have transfer 31.66% of the solar heat flow. Compared to a natural cedar shake that will transfer 39.03% of the heat imposed on it, Enviroshake® permits significantly less heat transfer.



2001 Canadian Award of
Excellence for Innovation

Enviroshake®
Quality Engineered Roofing

1-866-423-3302 • www.enviroshake.com





TESTIMONIALS

"We love our roof and are so very pleased that we made the decision to purchase the Enviroshake roof. Just recently we had an appraiser come to our home for an appraisal and this person could not believe our roof was not the cedar shake shingles. They finally said they would accept our word after we offered to show them our purchase agreement. Guess, if we can fool an appraiser, that would be considered a true testament that the Enviroshake definitely does have the look of the cedar shakes."

-Bill & Betsy Buchanan

"I was the 1st one in my neighborhood to consider a substitute for red cedar shingles, but now my neighbors have often stop by and comment on how great the Enviroshake roof looks even though it is not the traditional wood roof to which the neighbors have been used to seeing. I have had several local contractors stop by and inquire about the roof since it looks so great. Overall, I am very satisfied with the Enviroshake roof and strongly recommend it as a cost efficient, long lasting substitute for a traditional cedar wood roof."

-Peter Minior

DURABILITY

- Authentic cedar shakes and shingles are susceptible to problems such as decay, insect infestation, moss, fungus and mildew.
- **Enviroshake**® and **Enviroshingle**® are Fire Retardant and meet Class C (Class A system with a Class A underlayment.)
- Modern cedar shakes and shingles are less durable than they used to be as newer growth cedar is used instead of more dense old growth trees. They may also be cut to thinner thicknesses than that used years ago. Old growth cedar shake roofs used to last 40 years if installed properly. Current roofs may last 15-20 years depending on conditions and installation. Cedar roofs require regular maintenance or a topical treatment in an attempt to extend their lives. No maintenance is required for an **Enviroshake**® or **Enviroshingle**® roof.
- Cedar roofs may be damaged by walking on them, which may be required to repair damage from falling branches or to do maintenance of the chimney or other features external to the roof covering. Both **Enviroshake**® and **Enviroshingle**® roofs tolerate being walked on with no damage.
- Both **Enviroshake**® and **Enviroshingle**® are backed by a lifetime, fully transferable warranty.
- The products were designed and tested to be one of the most durable roofing products in the market. It has been test to -40 and +40 degrees Celsius as required by the National Building Code of Canada Authorization CCMC 13105-R. The material does not absorb moisture in excess of 3% and therefore is not susceptible to the freeze/thaw problems associate with cedar. It is also resistant to moss, mold and mildew.
- **Enviroshake Inc.** products have been installed on over 5000 residential commercial, historical, resort, and religious properties for over 15 years with 100% customer satisfaction.

Enviroshake®



Enviroshake® offers a hand split shake look at a 9" reveal

Enviroshingle®



Enviroshingle® offers a perfection taper sawn shingle look at a 5" reveal

Enviroshake® and **Enviroshingle®** enhance your homes resale! Unlike a cedar roof which depreciates over time, **Enviroshake®** and **Enviroshingle®** retain their original look and value for the life of the roof and the **Enviroshake® Inc.** lifetime warranty is transferable to the new home buyer. That's added resale value!



Classic Silvered Cedar

Enviroshake® Inc. is pleased to offer various color options to emulate a natural cedar roof. Both **Enviroshake®** and **Enviroshingle®** are available in classic silvered cedar, aged cedar, or multi tone. All **Enviroshake® Inc.** products will weather, and as with cedar, there will be slight variations in shading and thickness of the shakes, giving the product a natural look on the roof.

New Age...Old Look!

- The **Enviroshake®** and **Enviroshingle®** are green products, made from over 95% recycled or reclaimed post-industrial plastics renewable and sustainable cellulosic fibres. Additives are included for UV stabilization, fungicide, insect and mould resistance.
- The formulation is unique.
- Suitable for new construction or re-roofing applications.
- Classic Cedar look with shake and shingle profiles available.
- Does not mark (ie. nails or branches will not mark)



Multi-Tone

- No annual maintenance
- Hail resistant
- High wind ratings
- Won't rot or crack
- Mildew, moss and insect resistant
- Lifetime warranty
- **INSTALLED FOR THE SAME PRICE AS CEDAR**



Aged Cedar

ENVIROSHAKE® INC. VS CEDAR COST COMPARISON

	ENVIROSHAKE® INC.	Fire Retardant Treated Cedar	Non-Treated Cedar
Products	Enviroshake	#1 Blue Label Cedar	#1 Blue Label Cedar
Size of Roof	Typical Roof	Typical Roof	Typical Roof
Material Cost (2012)/Sq. Ft.*	\$5	\$4	\$3
Cedar Breather or Strapping/Sq. Ft.**	NA	\$1	\$1
Interweaving/Sq. Ft.	NA	\$1	\$1
Waste factor %	5%	15%	15%
Comparable Material Costs Sq. Ft.	\$5.25	\$6.9	\$5.75
Comparable Installation Cost at Year 1	\$32,000	\$42,057	\$33,600
Year 5	No Roof Maintenance	Maintenance \$3400	Maintenance \$3400
Year 10	No Roof Maintenance	Maintenance \$3400	Maintenance \$3400
Year 15	No Roof Maintenance	Maintenance \$3400	Maintenance \$3400
Year 20	No Roof Maintenance	Maintenance \$3400	Maintenance \$3400
Year 25	No Roof Maintenance	\$42,057	\$33,600
Year 30	No Roof Maintenance	Maintenance \$3400	Maintenance \$3400
Year 35	No Roof Maintenance	Maintenance \$3400	Maintenance \$3400
Year 40	No Roof Maintenance	Maintenance \$3400	Maintenance \$3400
Year 45	No Roof Maintenance	Maintenance \$3400	Maintenance \$3400
Total Spent after 50 years	\$32,000	\$111,314	\$94,400

Lifetime Savings gained by choosing Enviroshake over Fire Retardant Treated Cedar: \$79,314
Lifetime Savings gained by choosing Enviroshake over non-treated cedar: \$62,400

*Values Used for Material and Labour costs are averages based on 2012 market trends

** As recommended by the Cedar Bureau Installation Guide

*** Taxes (PST & GST) have not been figured into costs as both are constants

**** This represents an average roof of a 4/12 pitch, and does not include tearoff of existing shakes or dump fees, nor hardware and additional materials required (underlay, drip edge, valleys, nails, vents, ridgecaps, and flashing)

***** Roofs with steeper pitch, gables, dormers etc. will have a higher installation cost that would be representative for both cedar and Enviroshake cost models

FULLY TRANSFERABLE LIFETIME WARRANTY

August 14, 2013

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Fiscal Year 2012-13 GASB 45 Other Post-employment Benefits Actuarial Valuation

In accordance with Governmental Accounting Standards Board (GASB) Statement No. 45 *“Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions”* the City has had Armory Associates, LLC value the City’s retirement health plan obligations. The City is required to obtain a full valuation on a biennial basis and prepare an interim valuation for the years in between the full valuation.

The following report calculates the City’s total actuarial accrued liability at \$130,841,681. The City continues to meet its retirement healthcare obligations on a pay-as-you-go basis and is not required to fund the outstanding actuarially calculated liability. Currently New York State does not have a statute that authorizes governments to create trusts to set aside assets for OPEB purposes.

	<u>FY 2008-09</u> <u>(Full Valuation)</u>	<u>FY 2010-11</u> <u>(Full Valuation)</u>	<u>FY 2012-13</u> <u>(Full Valuation)</u>
Funded Status and Funding Progress			
Actuarial Accrued Liability	\$106,599,921	\$112,726,495	\$130,841,681
Plan Participant Counts			
Active	306	283	321 (1)
Retired employees and beneficiaries	280	294	295
Spouses covered	195	200	200
Total Participants	781	777	816

(1) The increase in the number of active plan participants is due to the fact that employees receiving buy-outs for not electing to join the City’s health plan were not included in previous analyses. However since they are eligible to enroll in the plan at a future date and incur medical expenses they need to be a component of this report going forward.

City of Watertown

GASB 45 Other Post-employment Benefits
Actuarial Valuation for the Fiscal Year
Ending June 30, 2013

Prepared by:



Ph: 315-752-0060
Fax: 315-752-0057
120 Walton Street, Suite 601
Syracuse, NY 13202

July 16, 2013

Mr. James Mills
City Comptroller
City of Watertown
245 Washington Street
Suite 203
Watertown, NY 13601

Dear Mr. Mills:

Armory Associates, LLC have been retained by the City of Watertown for the purpose of determining the obligation and cost in accordance with the Governmental Accounting Standard No. 45 (GASB), **Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions**.

We have examined the assumptions and methods used in determining the liabilities and cost associated with the actuarial valuation of the postretirement benefit plan in accordance with the GASB #45 standard, including but not limited to the following:

- Present Value of Future Benefits (PVFB)
- Actuarial Accrued Liability (AAL)
- Annual Required Contribution (ARC)
- Annual OPEB Cost (AOC)
- Projected Net OPEB Obligation (NOO)
- 20-Year Cash Flow Projections

We relied upon underlying records and/or summaries prepared by the responsible officer or employees of the organization. In other respects, our examination included such review of the assumptions and methods used and such tests of the calculations as we considered necessary.

In our opinion, the amounts carried in the balance sheet on account of the items identified above:

- Are in accordance with accepted actuarial standards consistently applied and are fairly stated in accordance with sound actuarial principles.
- Are based on actuarial assumptions relevant to contract provisions and appropriate to the purpose for which the Statement was prepared.

I, the undersigned, am a Consulting Actuary for Armory Associates, LLC, am a member of the American Academy of Actuaries and meet the Qualification Standards of the Academy to render the actuarial opinion contained herein. To the best of my knowledge and belief, this report is complete and accurate and has been prepared in accordance with generally recognized and accepted actuarial principals which are consistent with the principles prescribed by the Actuarial Standards Board and the Code of Professional Conduct and Qualification Standards for Public Statements of Actuarial Opinion of the American Academy of Actuaries.

Respectfully submitted,



Damon R. Hacker, ASA, MAAA
Executive Vice President
Armory Associates, LLC

Ph: 315-752-0060
Fax: 315-752-0057

120 Walton Street, Suite 601
Syracuse, NY 13202

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SECTION 1: EXECUTIVE SUMMARY

City of Watertown provides medical and prescription drug insurance benefits for retirees, spouses, and their covered dependents while contributing a portion of the expenses. Such postemployment benefits are an included value in the exchange of salaries and benefits for employee services rendered. An employee's total compensation package includes not only the salaries and benefits received during active service, but all compensation and benefits received for their services during postemployment. Nevertheless, both types of benefits constitute compensation for employee services.

The summary below identifies the value of postemployment health care benefits for the fiscal year ending June 30, 2013. Results on this page are separated by Government units. View the Addendum at the end of this report for the results of this valuation divided into the City's five labor unions.

City of Watertown
Postretirement Health Care Benefits Program
For Fiscal Year Ending June 30, 2013
Actuarial Accrued Liability and Annual OPEB Cost by Employee Fund

Actuarial Accrued Liability (AAL)	Government	Sewer	Water	Total
Retirees & Dependents	\$75,170,849	\$2,372,431	\$2,058,714	\$79,601,994
Actives	42,382,083	3,454,581	5,403,023	51,239,687
Total Actuarial Accrued Liability	\$117,552,932	\$5,827,012	\$7,461,737	\$130,841,681
Additional Obligation attributable to future service	24,196,138	831,090	1,357,953	26,385,181
Present Value of Total Future Liability	\$141,749,070	\$6,658,102	\$8,819,690	\$157,226,862

Annual Required Contribution (ARC)				
Normal Cost for Fiscal Year	\$1,974,063	\$93,770	\$148,223	\$2,216,056
Amortization of Unfunded Actuarial Accrued Liability	4,640,146	230,008	294,536	5,164,690
Annual Required Contribution (ARC)	\$6,614,209	\$323,778	\$442,759	\$7,380,746

Annual OPEB Cost				
Annual Required Contribution (ARC)	\$6,614,209	\$323,778	\$442,759	\$7,380,746
Interest on Net OPEB Obligation	214,478	17,432	25,625	257,535
Adjustment to Annual Required Contribution	(204,893)	(16,653)	(24,480)	(246,026)
Annual OPEB Cost	\$6,623,794	\$324,557	\$443,904	\$7,392,255

Net OPEB Obligation				
Net OPEB Obligation - beginning of year	\$5,361,969	\$435,796	\$640,620	\$6,438,385
Annual OPEB Cost	6,623,794	324,557	443,904	7,392,255
Expected Employer Contributions	(3,533,220)	(136,710)	(105,659)	(3,775,589)
Expected Net OPEB Obligation - end of year	\$8,452,543	\$623,643	\$978,865	\$10,055,051

* These projections are based on the results of the September 01, 2012 valuation using a discount rate of 4%.

SECTION 2: INTRODUCTION

Armory Associates, LLC is very pleased to be working with City of Watertown. City of Watertown contracted with Armory Associates, LLC to assist in the determination of the present liability for postemployment medical insurance costs for the entire medical plan membership of City of Watertown. This analysis has been completed in accordance with GASB Statement No. 45; Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions.

One of the most important foundational concepts to keep in mind throughout this analysis is that postemployment liabilities are being impacted by the fact that people are retiring earlier in life and living longer lives. With the average retirement age being approximately fifty-five (55) years old in the public sector and with people routinely living into their nineties (90's), employers are having to utilize a greater portion of their operating budget each year to account for the extending periods of time in which benefit expenses are incurred.

The motives behind such identification and funding of this liability is threefold:

- It is prudent that your business' annual budget recognizes the future financial obligations and/or liabilities associated with all benefits promised to both employees and retirees;
- Awareness of the expected liabilities prevents future budgets from being overburdened with the financial obligations associated with the cost of retiree benefits; and
- A sufficient system for funding postemployment benefits safeguards retirees in the unlikely event that the employer becomes no longer a viable entity.

The goal of this process is not necessarily to fund the liability today, but rather to accurately identify the liability and establish a plan to effectively and efficiently manage the liability over time. This process will prepare City of Watertown for the financial impact associated with the pressures of providing sufficient postemployment benefits to the employees and retirees.

Armory Associates, LLC will be available to answer all questions regarding this report or any other issues concerning City of Watertown. Should you have any additional questions regarding the information contained herein, please feel free to contact us at our offices by phone at (315) 752-0060.

We would like to thank City of Watertown for this opportunity to serve as your consultant and we look forward to continuing a mutually beneficial relationship for many years to come.

SECTION 3: COMPARISON TO PREVIOUS FULL VALUATION

Actuarial gains and losses result from differences between the expectations of the prior valuation and the re-measurement of the current valuation. Please keep in mind that future actuarial valuation results may differ significantly from the current measurements presented due to changes in factors such as: demographic gains/losses, assumption changes, trend rate adjustments, accrued plan experience, health care legislation, and benefit plan changes. The following is a summary of the differences and their associated factors between the September 1, 2010 valuation and the current September 1, 2012 valuation:

Demographic Changes

- Demographic (gain)/loss comes from many sources, such as rates of termination, retirement, and election of health care benefits. Some demographic shifts occurred between 2010 and 2012. The City has 38 more active employees and 1 more retiree. Of the 38 additional actives, 30 are currently not enrolled in medical coverage. They were not included in the previous valuation, but are included in this year's valuation as they remain eligible to enroll in medical coverage in the future.
- The active population is older and slightly more experienced, which will make these members more likely to retire with the City. The prior valuation made assumptions about future withdrawals, retirements and deaths but did not make assumptions about future new hires. The liability will increase due to the additional number of active members, whose costs were not previously recognized.

Assumption Changes

- Changed the actuarial mortality tables to include generational mortality which accounts for future advances in medical technology and procedures. This resulted in longer expected lifetimes and thus an increased liability.
- Decreased the discount rate used in the valuation from 4.5% to 4%. This change will increase the liability.
- Changes in withdrawal & retirement assumptions. For this valuation, withdrawal and retirement tables were developed by the New York State Dept. of Civil Service based on the overall experience of members in the New York State Retirement Systems. Separate tables are used for members in ERS (employees) and PFRS (Police & Fire) and rates are determined through a combination of both age and years of service provided. Previously, valuations for the City of Watertown used tables which varied rates solely by age and was not necessarily indicative of New York State Retirement System experience. The changes to these tables resulted in a decrease of the City's liability.

Plan Provision Changes

- Small changes were made to the City's contract with the Police Benevolent Association. The City will now pay 87% of premiums to members hired between June 30, 1983 and June 9, 1998. The City will also contribute 87% of premiums to all members hired after June 9, 1998 until they reach 65 years of age. Previously, the City's contribution to these members was set at 88% of premiums. This change will slightly decrease the City's liability.

Changes Due to Implementation of Affordable Care Act

- As part of the Patient Protection & Affordable Care Act (PPACA), the addition of an excise tax in 2018 on health plans that exceed predetermined thresholds will cause an increase in the City's liability. More information can be found on pages 12 & 22-23.

Health Cost Trend Changes

- Health cost (gain)/loss estimates the effect of actual 2010-2012 health cost trend compared with projections in the June 1, 2010 valuation. Health plan premiums in 2012 were about 2% lower than assumed 2010-2012 premiums. However, post-65 per capita claims costs are about 17% greater than assumed 2010-2012 claims costs, and this will result in an increased liability. For post-2012 trends, the long-term healthcare trend model used is the Society of Actuaries (SOA) Long-Run Medical Cost Trend Model. The SOA Long-Run Medical Cost Trend Model and its baseline projection are based on an econometric analysis of historical US medical expenditures and the judgments of experts in the field. The long-run baseline projection and input variables have been developed under the guidance of an SOA Project Oversight Group. We believe this represents a reasonable medical trend projection and is recommended over the previous long-term trend table.

Comparison Summary

This exhibit compares the results from the previous September 1, 2010 valuation with the results of the current September 1, 2012 valuation. The September 1, 2011 AAL and Normal Cost are rolled-forward in time with interest and reduced by benefits expected to have been received in order to reconcile the expected September 1, 2012 AAL with the actual September 1, 2012 AAL:

Expected September 1, 2012 Actuarial Accrued Liability (AAL)	
September 1, 2011 Actuarial Accrued Liability (roll-forward of Sep. 1, 2010 AAL)	98,650,932
September 1, 2011 Normal Cost	706,247
Interest Cost on above (4%)	3,974,287
2011 Expected Employer Contributions	(3,803,340)
Expected September 1, 2012 Actuarial Accrued Liability	99,528,126

Reconciled (Gain)/Loss of Plan Changes	
Impact of Changes to Trend, Premiums, and Claims	11,525,725
Impact of Changes to PPACA Excise Tax	6,840,015
Impact of Changes to Mortality Tables	13,781,067
Impact of Changes to Withdrawal & Retirement Tables	(14,190,172)
Impact of Changes to the Discount Rate	8,918,466
Impact of Changes to Plan Provisions	(223,665)
Demographics (Gain)/Loss	4,662,119
Plan Changes (Gain)/Loss	31,313,555

Actual September 1, 2012 Actuarial Accrued Liability	
Expected September 1, 2012 Actuarial Accrued Liability	99,528,126
Plan Changes (Gain)/Loss	31,313,555
Actual September 1, 2012 Actuarial Accrued Liability	130,841,681

SECTION 4: 20-YEAR PAYOUT PROJECTION

The table below is a 20-year pay-as-you-go cash flow projection for the OPEB plan and does not include the cost of benefits for currently employed members. The projections are broken down into current retiree cost projections and future retiree cost projections.

20-Year Pay-As-You-Go Projection

Fiscal Year Ending	Total
2013	\$3,775,589
2014	\$4,025,882
2015	\$4,251,309
2016	\$4,479,402
2017	\$4,734,869
2018	\$4,988,152
2019	\$5,275,104
2020	\$5,535,919
2021	\$5,890,019
2022	\$6,157,571
2023	\$6,472,121
2024	\$6,804,421
2025	\$7,109,822
2026	\$7,407,495
2027	\$7,738,187
2028	\$8,149,884
2029	\$8,468,889
2030	\$8,674,896
2031	\$9,083,473
2032	\$9,526,677

SECTION 5: DEMOGRAPHIC INFORMATION

The following tables summarize active and retiree demographic information. The active service report includes 30 members who are not enrolled in the City’s medical benefits plan and were not included in the previous valuation. Since these members remain eligible to enroll in medical benefits in the future, they have been included in this valuation.

Age Group	Active Service Report									Total
	Years of Service									
	0-4	5-9	10-14	15-19	20-25	26-30	31-35	36-40	40+	
0-19	0	0	0	0	0	0	0	0	0	0
20-24	5	1	0	0	0	0	0	0	0	6
25-29	21	2	0	0	0	0	0	0	0	23
30-34	18	25	4	0	0	0	0	0	0	47
35-39	8	14	10	5	0	0	0	0	0	37
40-44	12	12	6	15	5	0	0	0	0	50
45-49	7	12	5	11	6	5	0	0	0	46
50-54	3	8	4	5	8	16	4	0	0	48
55-59	0	10	4	5	4	12	4	2	0	41
60-64	1	4	2	0	3	6	4	2	0	22
65-69	0	0	0	0	0	0	1	0	0	1
70-74	0	0	0	0	0	0	0	0	0	0
75-79	0	0	0	0	0	0	0	0	0	0
80-84	0	0	0	0	0	0	0	0	0	0
85+	0	0	0	0	0	0	0	0	0	0
Total	75	88	35	41	26	39	13	4	0	321

Actives Not Fully Eligible:	243
Actives Fully Eligible:	78

Actives Average Age:	44.1
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Age Group	Retiree Count
0-19	0
20-24	0
25-29	0
30-34	0
35-39	0
40-44	1
45-49	9
50-54	15
55-59	25
60-64	74
65-69	57
70-74	45
75-79	26
80-84	21
85+	22
Total	295

	Male	Female	Total
Active	268	53	321
Retirees & Beneficiaries	252	43	295
Covered Spouses	15	185	200

SECTION 6: METHODS AND ASSUMPTIONS

Actuarial Cost Method	Entry Age Normal Cost Method - Level Percent of Pay
Discount Rate	4%
Salary/Payroll Growth Rate	3%
Plan Type	Single Employer Defined Benefit Plan
Mortality - Actives	The RP-2000 Mortality Table for employees, sex distinct, with generational mortality using scale AA.
Mortality – Retirees	The RP-2000 Mortality Table for Health Annuitants, sex distinct, with generational mortality using scale AA.
Turnover	Rates of decrement due to turnover based on the experience under the New York State & Local Retirement System as prepared by the Department of Civil Service’s actuarial consultant in the report titled, <u>Development of Recommended Actuarial Assumptions for New York State/SUNY GASB 45 Valuation</u> . Please refer to Exhibits 6-1 and 6-2 for the complete turnover tables.
Retirement Incidence	Rates of decrement due to retirement based on the experience under the New York State & Local Retirement System as prepared by the Department of Civil Service’s actuarial consultant in the report titled, <u>Development of Recommended Actuarial Assumptions for New York State/SUNY GASB 45 Valuation</u> . Please refer to Exhibits 6-3 and 6-4 for the complete retirement incidence tables.

Medical Trend

To Fiscal Year Ending	Medical/Rx Blended Trend Rates
2014	7.50%
2015	7.25%
2016	7.00%
2017	6.50%
2018	6.10%
2023	5.90%
2028	6.10%
2033	5.90%
2043	5.30%
2053	5.00%
2063	4.90%
2073	4.70%
2083	4.40%

The above trend rates were developed using the baseline projection of the SOA Long-Run Medical Cost Trend Model. The short term (first 4 years) trend rates were based on the recent premium rate history for City of Watertown. The long-term (after 4 years) trend rates were based on the following assumptions:

Rate of Inflation: 2.9%

Rate of Growth in Real Income / GDP per capita: 1.7%

Income Multiplier for Health Spending: 1.40

Extra Trend due to Technology and other factors: 1.2%

Health Share of GDP Resistance Point: 25%

The SOA Long-Run Medical Cost Trend Model and its baseline projection are based on an econometric analysis of historical US medical expenditures and the judgments of experts in the field. The long-run baseline projection and input variables have been developed under the guidance of an SOA Project Oversight Group. The above schedule represents a reasonable medical trend projection for the current plan provisions and demographics of the Retiree Welfare Benefits Plan, and no changes to these baseline assumptions are necessary.

Election Percentage

Upon retirement it is assumed that eligible employees will elect for post-retirement health care benefits at the following rates:

Participant Group	% Electing Coverage
Retiree	100%
Retiree's Spouse	100%
Surviving Spouse	25%

Marriage Rate

It is assumed that 70% of retirees will be married at the time of their retirement, with the male spouse assumed to be approximately 3 years older than the female.

Length of Coverage

It has been assumed for this valuation that all current and future retirees who will be required to contribute more than 80% of premiums upon turning 65 years of age will terminate their coverage upon turning 65 years of age. All other members are assumed to remain enrolled in coverage for life.

Morbidity

To reflect the differences in covered health care expenses due to aging, the expected health care claims are assumed to increase relative to the participant's age as follows:

Age	Annual Increase
45-49	3.00%
50-54	3.30%
55-59	3.60%
60-64	4.20%
65-69	3.00%
70-74	2.50%
75-79	2.00%
80-84	1.00%
85-89	0.50%
90+	0.00%

The aforementioned age related morbidity rates are based on results from Table 4 of "Aging Curves for Health Care Costs in Retirement," by Jeffrey Petertil, published in the **North American Actuarial Journal**, July 2005.

Per Capita Costs

The City of Watertown medical plan is a self-funded plan that is available to all actives and retirees. The following table presents per capita costs of the plan, including administrative fees, which were used to calculate the actuarial accrued liability:

Age	Self-Funded Plan
45-49	\$6,761
50-54	\$7,811
55-59	\$9,161
60-64	\$10,971
65-69	\$4,720
70-74	\$5,352
75-79	\$5,943
80-84	\$5,946
85-89	\$6,636
90+	\$6,729

Amortization Period

The period used to determine amortization costs for the Unfunded Actuarial Accrued Liability is a level period of thirty (30) years.

Amortization Method

Level percent of pay open.

Patient Protection and Affordable Health Care Act (PPACA) Assumptions**Threshold Increase**

It was assumed that there would be no initial increase to the 2018 threshold amounts. The following are the 2018 thresholds:

Coverage	2018 Threshold	Amount Added to Thresholds for ages 55-64
Individual	\$10,200	\$1,650
Family & All Other Tiers	\$27,500	\$3,450

Threshold Trend

After 2018 the cost thresholds are indexed by CPI (CPI +1% in 2019 only). A CPI of 3% was used for this valuation.

Cost Attribution

It was assumed that the plan administrator would pass additional excess costs to the plan sponsors via increased premium rates.

Assumed Gross-Up Tax Rate

No gross-up tax rate was used in this valuation.

Retiree Contributions

It was assumed for this valuation that the City would pass on costs related to the excise tax onto retirees at the average contribution rate for retirees.

Additional Requirements

For purposes of this valuation, the following aspects of the PPACA have been incorporated into the underlying premium costs:

- Extended coverage for children
- 100% coverage of preventive care.

The following aspects of the PPACA result in no additional employer liability:

- Elimination of lifetime maximum benefits.
- Removal of the limits on essential healthcare.

Exhibit 6-1: NYSERS Turnover Table

Age	Years of Service					
	<2	2-2.99	3-3.99	4-4.99	5-9.99	>=10
15	16.960%	10.868%	8.421%	7.517%	7.088%	3.252%
16	16.960%	10.868%	8.421%	7.517%	7.088%	3.252%
17	16.960%	10.868%	8.421%	7.517%	7.088%	3.252%
18	16.960%	10.868%	8.421%	7.517%	7.088%	3.252%
19	16.960%	10.868%	8.421%	7.517%	7.088%	3.252%
20	16.960%	10.868%	8.421%	7.517%	7.088%	3.252%
21	16.960%	10.868%	8.421%	7.517%	7.088%	3.252%
22	16.851%	11.972%	8.817%	7.528%	7.088%	3.252%
23	16.765%	12.601%	9.098%	7.547%	7.049%	3.252%
24	16.656%	12.930%	9.262%	7.575%	6.965%	3.252%
25	16.510%	13.088%	9.330%	7.614%	6.826%	3.252%
26	16.323%	13.127%	9.334%	7.672%	6.636%	3.252%
27	16.087%	13.048%	9.303%	7.763%	6.407%	3.252%
28	15.798%	12.840%	9.249%	7.888%	6.167%	3.220%
29	15.457%	12.503%	9.172%	8.025%	5.950%	3.175%
30	15.074%	12.067%	9.056%	8.130%	5.776%	3.113%
31	14.666%	11.577%	8.879%	8.147%	5.654%	3.036%
32	14.252%	11.085%	8.626%	8.030%	5.572%	2.949%
33	13.849%	10.624%	8.293%	7.762%	5.514%	2.860%
34	13.471%	10.207%	7.898%	7.367%	5.457%	2.774%
35	13.128%	9.823%	7.479%	6.909%	5.382%	2.692%
36	12.820%	9.452%	7.084%	6.466%	5.270%	2.609%
37	12.548%	9.081%	6.752%	6.108%	5.107%	2.517%
38	12.312%	8.710%	6.506%	5.870%	4.896%	2.414%
39	12.110%	8.356%	6.340%	5.741%	4.653%	2.306%
40	11.937%	8.036%	6.227%	5.675%	4.406%	2.198%
41	11.790%	7.770%	6.130%	5.620%	4.183%	2.098%
42	11.663%	7.568%	6.023%	5.534%	4.004%	2.010%
43	11.552%	7.430%	5.892%	5.401%	3.878%	1.935%
44	11.451%	7.344%	5.740%	5.231%	3.796%	1.869%
45	11.360%	7.289%	5.583%	5.050%	3.741%	1.805%
46	11.282%	7.244%	5.440%	4.884%	3.695%	1.732%
47	11.220%	7.190%	5.329%	4.757%	3.647%	1.644%
48	11.181%	7.118%	5.260%	4.680%	3.591%	1.547%
49	11.162%	7.030%	5.231%	4.646%	3.531%	1.448%
50	11.155%	6.936%	5.231%	4.640%	3.473%	1.360%
51	11.145%	6.851%	5.246%	4.639%	3.421%	1.291%
52	11.113%	6.793%	5.263%	4.622%	3.382%	1.243%
53	11.046%	6.774%	5.275%	4.575%	3.355%	1.214%
54	10.943%	6.794%	5.286%	4.501%	3.336%	1.197%
55	10.819%	6.852%	5.307%	4.418%	3.326%	1.188%
56	10.710%	6.940%	5.366%	4.358%	3.322%	1.185%
57	10.660%	7.056%	5.490%	4.358%	3.322%	1.187%
58	10.712%	7.200%	5.706%	4.450%	3.327%	1.193%
59	10.897%	7.379%	6.035%	4.650%	3.334%	1.201%
60	11.210%	7.596%	6.476%	4.961%	3.343%	1.211%
61	11.605%	7.841%	7.008%	5.358%	3.354%	1.221%
62	11.985%	8.087%	7.578%	5.798%	3.363%	1.229%
63	12.209%	8.284%	8.101%	6.211%	3.372%	1.236%
64	12.209%	8.284%	8.101%	6.211%	3.377%	1.240%
65	12.209%	8.284%	8.101%	6.211%	3.378%	1.241%
66	12.209%	8.284%	8.101%	6.211%	3.378%	1.241%
67	12.209%	8.284%	8.101%	6.211%	3.378%	1.241%
68	12.209%	8.284%	8.101%	6.211%	3.378%	1.241%
69	12.209%	8.284%	8.101%	6.211%	3.378%	1.241%
70	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%

Exhibit 6-2: PFRS Turnover Table

Years of Service	Turnover Rates
0	7.955%
1	5.009%
2	3.084%
3	2.050%
4	1.555%
5	1.295%
6	1.135%
7	1.047%
8	0.987%
9	0.875%
10	0.726%
11	0.590%
12	0.509%
13	0.451%
14	0.386%
15	0.327%
16	0.268%
17	0.223%
18	0.223%
19	0.223%
20	0.223%
21	0.223%
22	0.223%
23	0.223%
24	0.223%
25	0.223%
26	0.223%
27	0.223%
28	0.223%
29	0.223%
30	0.223%
31	0.223%
32	0.223%
33	0.223%
34	0.223%
35	0.223%
36	0.223%
37	0.223%
38	0.223%
39	0.223%

Exhibit 6-3: NYSERS & NH Retirement Incidence Table

Age	Years of Service		
	< 20	20-29.99	>= 30
55	5.368%	8.827%	28.216%
56	4.518%	7.174%	20.938%
57	4.626%	7.307%	18.393%
58	4.870%	8.150%	21.279%
59	5.683%	9.622%	24.370%
60	6.412%	11.768%	23.707%
61	11.522%	20.838%	32.988%
62	20.910%	39.194%	43.710%
63	14.090%	25.830%	31.095%
64	14.543%	23.372%	24.977%
65	19.902%	31.101%	27.759%
66	15.511%	24.229%	22.960%
67	14.727%	21.717%	21.737%
68	14.148%	21.250%	20.472%
69	15.790%	21.035%	21.862%
70	100.000%	100.000%	100.000%

Exhibit 6-4: NYSPFRS Retirement Incidence Table

Years of Service	Retirement Rates
20	7.322%
21	7.073%
22	8.349%
23	5.671%
24	5.058%
25	8.781%
26	8.084%
27	10.850%
28	13.515%
29	15.451%
30+	18.469%

SECTION 7: PLAN PROVISIONS**Health Plans:**

City of Watertown provides healthcare coverage to its retiree's through its own self-funded plan, administered by POMCO. A summary of health benefits under this plan is as follows:

City of Watertown Health Plan Benefit Summary		
	In-Network	Out-of-Network
Deductible	\$120 Individual \$360 Family	
Coinsurance	100% after copay/deductible	80% UCR for first \$500, 100% UCR thereafter (\$100/\$300 limit)
Inpatient Hospitalization	Covered in Full	
Outpatient Services		
Office Visits		
Emergency Room	Covered in Full	
Maximum Benefit	Unlimited (Organ Transplant Exception)	
Prescription Drugs		
30 Day Supply	\$5/\$10/\$30	
90 Day Supply	\$2.50/\$7.50	

Premium Rates:

The following are the monthly premium equivalent rates for both medical and prescription drug effective July 1, 2012. The premium equivalent rates are calculated based on the experience and demographic of the City.

2012-2013 Monthly Medical Plan Premium Equivalent Rates	
Individual	\$560.00
Family	\$1,253.00
IBEW	\$1,125.00

Monthly Administration & Stop Loss fees for 2012 are as follows:

Administration Fees

Pomco: \$24.68 per member per month

ProAct: \$.29 per claim

Stop Loss Fees

Single: \$37.78

Family: \$76.05

Aggregate: \$4.85 per member per month

Retiree Eligibility & Contribution Requirements

All active employees and retirees are subject to the following eligibility and contribution requirements:

Watertown Police Benevolent Association

Total Active Members: 58

Total Retired Members: 77

Eligibility: Members must be eligible to retire under the New York State Police & Fire Retirement System (PFRS) to be eligible for postemployment benefits from the City. A minimum of twenty (20) years of service is required for eligibility in PFRS.

Contributions: Retiree contributions to medical coverage are based on the retiree's hire date as follows:

- Hired before June 30, 1983: Retirees receive 100% paid coverage from the City for individual or family coverage.
- Hired between July 1, 1983 & June 9, 1998: 13% of the premium for individual or family coverage.
- Hired after June 9, 1998: 13% of the premium for pre-65 individual or family coverage, 100% of the premium for post-65 individual or family coverage.

Surviving spouses may continue coverage at 100% of the individual premium cost.

Medicare Part B: The City of Watertown reimburses the full Medicare Part B premium rates to retirees, spouses, and surviving spouses.

Length of Coverage: Lifetime. It has been assumed for this valuation that members would terminate coverage at 65 years of age if required to contribute greater than 80% of premiums for post-65 coverage.

Management Employees**Total Active Members: 39****Total Retired Members: 26**

Eligibility: Members must be eligible to retire under the New York State Employees Retirement System (ERS) to be eligible for postemployment benefits from the City. A minimum age of fifty-five (55) with a minimum of five (5) years of service for Tier 1-4 members or ten (10) years of service for Tier 5 members is required for eligibility in ERS.

Contributions: Retiree contributions to medical coverage are based on the retiree's hire date and Management level as follows:

- Hired before July 1, 1983: Retirees receive 100% paid coverage from the City for individual or family coverage.
- Hired between July 1, 1983 & January 1, 1996: For single coverage, retiree pays \$25 less than the contribution for family coverage on a bi-weekly basis. For family coverage, retiree pays 25% of the difference in premiums between individual and family coverage on a bi-weekly basis.
- Hired on/after January 1, 1996: For pre-65 single coverage, retiree pays \$25 less than the contribution for family coverage on a bi-weekly basis. Post-65 single coverage requires retirees to pay 100% of the premium. For pre-65 family coverage, retiree pays 25% of the difference in premiums between individual and family coverage on a bi-weekly basis. Post-65 family coverage requires retirees to pay 100% of the premium.
- Management promoted to Upper-Level on/after August 12, 2000: For pre-65 single coverage, retiree pays \$25 less than the contribution for family coverage on a bi-weekly basis. Post-65 single coverage requires retirees to pay 20% of the premium. For pre-65 family coverage, retiree pays 25% of the difference in premiums between individual and family coverage on a bi-weekly basis. Post-65 family coverage requires retirees to pay 20% of the premium.

Surviving spouses may continue coverage at 100% of the individual premium cost.

Medicare Part B: The City of Watertown reimburses the full Medicare Part B premium rates to retirees, spouses, and surviving spouses.

Length of Coverage: Lifetime. It has been assumed for this valuation that members would terminate coverage at 65 years of age if required to contribute greater than 80% of premiums for post-65 coverage.

Watertown Professional Fire Fighters' Association (Local 191)

Total Active Members: 80

Total Retired Members: 87

Eligibility: Members must be eligible to retire under the New York State Police & Fire Retirement System (PFRS) to be eligible for postemployment benefits from the City. A minimum of twenty (20) years of service is required for eligibility in PFRS.

Contributions: Retiree contributions to medical coverage are based on the retiree's hire date as follows:

- Hired before June 30, 1983: Retirees receive 100% paid coverage from the City for individual or family coverage.
- Hired between July 1, 1983 & October 9, 1997: 12% of the premium for individual or family coverage.
- Hired after October 9, 1997: 12% of the premium for pre-65 individual or family coverage, 100% of the premium for post-65 individual or family coverage.

Surviving spouses may continue coverage at 100% of the individual premium cost.

Medicare Part B: The City of Watertown reimburses the full Medicare Part B premium rates to retirees, spouses, and surviving spouses.

Length of Coverage: Lifetime. It has been assumed for this valuation that members would terminate coverage at 65 years of age if required to contribute greater than 80% of premiums for post-65 coverage.

Civil Service Employees Association (Local 1000)**Total Active Members: 141****Total Retired Members: 104**

Eligibility: Members must be eligible to retire under the New York State Employees Retirement System (ERS) to be eligible for postemployment benefits from the City. A minimum age of fifty-five (55) with a minimum of five (5) years of service for Tier 1-4 members or ten (10) years of service for Tier 5 members is required for eligibility in ERS.

Contributions: Retiree contributions to medical coverage are based on the retiree's hire date and Management level as follows:

- Hired before July 1, 1983: Retirees receive 100% paid coverage from the City for individual or family coverage.
- Hired between July 1, 1983 & December 23, 1993: Retirees receive 100% paid coverage from the City for individual coverage. Retirees who wish to receive family coverage must contribute 12% of the difference in premiums between individual and family coverage.
- Hired between December 23, 1993 & March 1, 1999: Retirees contribute 12% of the premium for individual or family coverage.
- Hired on/after March 1, 1999: For pre-65 coverage, retirees contribute 12% of the premium for individual or family coverage. Upon turning 65 years of age, retirees must contribute 100% of the premium for individual or family coverage.

Surviving spouses may continue coverage at 100% of the individual premium cost.

Medicare Part B: The City of Watertown reimburses the full Medicare Part B premium rates to retirees, spouses, and surviving spouses.

Length of Coverage: Lifetime. It has been assumed for this valuation that members would terminate coverage at 65 years of age if required to contribute greater than 80% of premiums for post-65 coverage.

IBEW (Local 1249)**Total Active Members: 3****Total Retired Members: 1**

Eligibility: Members must be eligible to retire under the New York State Employees Retirement System (ERS) to be eligible for postemployment benefits from the City. A minimum age of fifty-five (55) with a minimum of five (5) years of service for Tier 1-4 members or ten (10) years of service for Tier 5 members is required for eligibility in ERS.

Contributions: Retiree contributions to medical coverage are based on the retiree's hire date and Management level as follows:

- Hired before July 1, 2003: Retirees contribute 85% of the premium for individual or family coverage.
- Hired between July 1, 2003 & June 30, 2007: For pre-65 coverage, retirees contribute 15% of the premium for individual or family coverage. Upon turning 65 years of age, retirees must contribute 100% of the premium for individual or family coverage.
- Hired on/after July 1, 2007: For pre-65 coverage, retirees contribute 20% of the premium for individual or family coverage. Upon turning 65 years of age, retirees must contribute 100% of the premium for individual or family coverage.

Surviving spouses may continue coverage at 100% of the individual premium cost.

Medicare Part B: The City of Watertown reimburses the full Medicare Part B premium rates to retirees, spouses, and surviving spouses.

Length of Coverage: Lifetime. It has been assumed for this valuation that members would terminate coverage at 65 years of age if required to contribute greater than 80% of premiums for post-65 coverage.

SECTION 8: HEALTH CARE REFORM INFORMATION

Excise “Cadillac” Tax

Beginning in 2018, the Patient Protection and Affordable Care Act (PPACA) imposes a non-deductible excise tax of 40% on plans exceeding specified dollar thresholds. The excise tax only applies to the portion of the premium that exceeds the thresholds. The 2018 thresholds are as follows:

Coverage	2018 Threshold	Amount Added to Thresholds for ages 55-64
Individual	\$10,200	\$1,650
Family & All Other Tiers	\$27,500	\$3,450

It is expected that the medical plan premiums will exceed the thresholds in the following years:

Individual Plan Ages 0-55, 65+:	2021
Family Plan Ages 0-55, 65+:	2032
Individual Plan Ages 55-64:	2026
Family Plan Ages 55-64:	2035

Thresholds change over time and can be different for each employer

- Thresholds are indexed at general inflation (CPI-U) with an additional 1% trend from 2018 to 2019. CPI-U of 3% was used for this valuation.
- Multi-employer plans can use ‘All Other Tier Coverage’ thresholds for all members.
- The 2018 thresholds are adjusted upwards if Federal Employees Health Benefit Plan (FEHBP) Blue Cross/Blue Shield Standard Benefit rates in 2018 are more than 55% higher than 2010 rates. Since 2012 rates were available at the time of this valuation, we trended these rates to 2018 using our healthcare trend table and compared this trended rate to the FEHBP 2010 rate. We found the trended 2018 rate to be approximately 54.9% higher than the 2010 FEHBP rate and therefor applied no increase to the 2018 thresholds.
- Thresholds can be adjusted upwards if the age/gender characteristics of all employees of that employer would result in a higher cost relative to the national workforce. For example, this may apply to employers with higher than usual populations of police/fire employees; however regulations do not specify whether a different demographic adjustment can be determined for each employer subgroup.
- Regulations do not address retiree-only plans.

Excise Tax Attribution

- The excise tax is paid by the plan administrator and is not tax deductible.
- A gross-up factor is also applied to any additional taxable income generated by the administrator by passing costs to plan sponsors.
- No gross-up costs are assumed for this valuation as the plan is self-funded.
- It is assumed that the administrator will pass additional costs to the plan sponsor in the form of higher premium rates.
- It is unclear whether these additional costs will be passed on to retirees through contribution requirements. However, for purposes of this valuation, it was assumed that retirees would contribute a portion of the excess costs at the same rate as the average retiree premium contribution rate.
- It was calculated that the excise “Cadillac” tax after retiree contributions would increase the City’s Accrued Liability by approximately **5.52%**.
- Should excise tax liabilities not be passed on to retirees through contributions, the calculated impact of the excise tax on the Accrued Liability would increase to approximately **5.84%**.

SECTION 9: GASB OPEB SUMMARY

The Governmental Accounting Standards Board (GASB) issued Statement No. 45 for the recognition and disclosure of municipal employers' (Counties, Cities, Towns, Villages, School Districts, etc.) postemployment benefit plans other than pensions. Postemployment benefits include health care benefits, life insurance benefits, dental insurance benefits, and in some cases unused sick day credits. These benefits arise from an exchange of salaries and benefits for employee services rendered and constitute part of the compensation for those services.

Every Municipal employer will be required to conduct an actuarial analysis and provide a financial disclosure relative to the accrued liabilities of the postemployment benefit plans and the funded status of those liabilities. It is important to note that Statement No. 45 *does not* require the funding of this liability.

Implementation Dates

Phase 1:

- Employers with annual revenues which exceed \$100,000,000
- Fiscal years beginning after December 15, 2006

Phase 2:

- Employers with annual revenues which exceed \$10,000,000, but whose revenues are less than \$100,000,000.00
- Fiscal years beginning after December 15, 2007

Phase 3:

- Employers with annual revenues which are less than \$10,000,000
- Fiscal years beginning after December 15, 2008

Valuation Frequency

For financial reporting purposes, a full actuarial valuation should be performed at the following minimum frequency:

- a) Biennially for plans with a total membership of 200 or more
- b) Triennially for plans with a total membership of fewer than 200

GASB 45 Terminology

Actuarial Present Value of Total Projected Benefits: Total projected benefits include all benefits estimated to be payable to plan members (retirees and beneficiaries, terminated employees entitled to benefits but not yet receiving them, and current active members) as a result of their service through the valuation date and their expected future service. The actuarial present value of total projected benefits as of the valuation date is the present value of the cost to finance benefits payable in the future, discounted to reflect the expected effects of the time value (present value) of money and the probabilities of payment. Expressed another way, it is the amount that would have to be invested on the valuation date so that the amount invested in addition to investment earnings will provide sufficient assets to pay total projected benefits when due.

Actuarial Accrued Liability (AAL): The AAL is the portion, as determined by a particular Actuarial Cost Method, of the actuarial present value of the total future benefits based on the employees' service rendered to the measurement date.

Annual Required Contributions (ARC): The employer's periodic required contributions to a defined benefit OPEB Plan, calculated in accordance with the parameters.

Annual OPEB Cost: An accrual-base measure of the periodic cost of an employer's participation in a defined benefit OPEB plan.

Net OPEB Obligation: The cumulative difference since the effective date of this Statement annual OPEB cost and the employer's contributions to the plan, including the OPEB liability (assets) at transition, if any, and excluding (a) short-term differences and (b) unpaid contributions that have been converted to OPEB-related debt.

Unfunded Actuarial Accrued Liability (UAAL): The excess of the Actuarial Accrued Liability over the Actuarial Value of Assets. For an unfunded plan the UAAL is equal to the AAL.

SECTION 10: YEAR-END DISCLOSURE ACCOUNTING INFORMATION

City of Watertown - Total
Year-End Disclosures under GASB #45
For the Post-retirement Health Care Benefits Program

Required Information	FY 2013	FY 2012	FY 2011
Annual required contribution	\$7,380,746	\$4,723,827	\$5,474,639
Interest on net OPEB obligation	257,535	247,410	176,277
Adjustment to annual required contribution	(246,026)	(227,517)	(162,104)
Annual OPEB cost (expense)	<u>7,392,255</u>	<u>4,743,720</u>	<u>5,488,812</u>
Contributions made (expected)	<u>(3,775,589)</u>	<u>(3,803,340)</u>	<u>(3,908,073)</u>
Increase in net OPEB obligation	3,616,666	940,380	1,580,739
Net OPEB obligation - beginning of year	<u>6,438,385</u>	<u>5,498,005</u>	<u>3,917,266</u>
Net OPEB obligation - end of year	<u>\$10,055,051</u>	<u>\$6,438,385</u>	<u>\$5,498,005</u>
Annual OPEB Cost	7,392,255	4,743,720	5,488,812
Percentage of Annual OPEB Cost Contributed	51.1%	80.2%	71.2%
Net OPEB Obligation at end of year	10,055,051	6,438,385	5,498,005
Required Supplementary Information			
Actuarial Value of Assets	0	0	0
Actuarial Accrued Liability (AAL)	130,841,681	98,650,932	112,726,495
Unfunded AAL	130,841,681	98,650,932	112,726,495
Funded Ratio	0%	0%	0%
Covered Payroll*	N/A	18,022,256	17,329,092
UAAL as a Percentage of Covered Payroll*	N/A	547%	651%
Discount rate at end of year	4.00%	4.00%	4.00%
Expected Return on plan assets	N/A	N/A	N/A
Rate of compensation increase	N/A	N/A	N/A

* Required disclosure at adoption of standard.

City of Watertown - Government
Year-End Disclosures under GASB #45
For the Post-retirement Health Care Benefits Program

Required Information	FY 2013	FY 2012	FY 2011
Annual required contribution	\$6,614,209	\$4,192,476	\$4,861,797
Interest on net OPEB obligation	214,478	210,830	155,109
Adjustment to annual required contribution	<u>(204,893)</u>	<u>(193,878)</u>	<u>(142,638)</u>
Annual OPEB cost (expense)	6,623,794	4,209,426	4,874,268
Contributions made (expected)	<u>(3,533,220)</u>	<u>(3,532,590)</u>	<u>(3,635,988)</u>
Increase in net OPEB obligation	3,090,574	676,836	1,238,280
Net OPEB obligation - beginning of year	<u>5,361,969</u>	<u>4,685,133</u>	<u>3,446,853</u>
Net OPEB obligation - end of year	<u><u>\$8,452,543</u></u>	<u><u>\$5,361,969</u></u>	<u><u>\$4,685,133</u></u>
Annual OPEB Cost	6,623,794	4,209,426	4,874,268
Percentage of Annual OPEB Cost Contributed	53.3%	83.9%	74.6%
Net OPEB Obligation at end of year	8,452,543	5,361,969	4,685,133
Required Supplementary Information			
Actuarial Value of Assets	0	0	0
Actuarial Accrued Liability (AAL)	117,552,932	87,940,106	100,581,408
Unfunded AAL	117,552,932	87,940,106	100,581,408
Funded Ratio	0%	0%	0%
Covered Payroll	N/A	N/A	N/A
UAAL as a Percentage of Covered Payroll	N/A	N/A	N/A
Discount rate at end of year	4.00%	4.00%	4.00%
Expected Return on plan assets	N/A	N/A	N/A
Rate of compensation increase	N/A	N/A	N/A

City of Watertown - Sewer Fund
Year-End Disclosures under GASB #45
For the Post-retirement Health Care Benefits Program

Required Information	FY 2013	FY 2012	FY 2011
Annual required contribution	\$323,778	\$238,390	\$275,115
Interest on net OPEB obligation	17,432	15,463	9,950
Adjustment to annual required contribution	<u>(16,653)</u>	<u>(14,220)</u>	<u>(9,150)</u>
Annual OPEB cost (expense)	324,557	239,634	275,915
Contributions made (expected)	<u>(136,710)</u>	<u>(147,452)</u>	<u>(153,418)</u>
Increase in net OPEB obligation	187,847	92,182	122,497
Net OPEB obligation - beginning of year	<u>435,796</u>	<u>343,614</u>	<u>221,117</u>
Net OPEB obligation - end of year	<u>\$623,643</u>	<u>\$435,796</u>	<u>\$343,614</u>
Annual OPEB Cost	324,557	239,634	275,915
Percentage of Annual OPEB Cost Contributed	42.1%	61.5%	55.6%
Net OPEB Obligation at end of year	623,643	435,796	343,614
Required Supplementary Information			
Actuarial Value of Assets	0	0	0
Actuarial Accrued Liability (AAL)	5,827,012	5,007,031	5,711,926
Unfunded AAL	5,827,012	5,007,031	5,711,926
Funded Ratio	0%	0%	0%
Covered Payroll	N/A	N/A	N/A
UAAL as a Percentage of Covered Payroll	N/A	N/A	N/A
Discount rate at end of year	4.00%	4.00%	4.00%
Expected Return on plan assets	N/A	N/A	N/A
Rate of compensation increase	N/A	N/A	N/A

City of Watertown - Water Fund
Year-End Disclosures under GASB #45
For the Post-retirement Health Care Benefits Program

Required Information	FY 2013	FY 2012	FY 2011
Annual required contribution	\$442,759	\$292,961	\$337,727
Interest on net OPEB obligation	25,625	21,117	11,218
Adjustment to annual required contribution	<u>(24,480)</u>	<u>(19,419)</u>	<u>(10,316)</u>
Annual OPEB cost (expense)	443,904	294,659	338,629
Contributions made (expected)	<u>(105,659)</u>	<u>(123,298)</u>	<u>(118,667)</u>
Increase in net OPEB obligation	338,245	171,361	219,962
Net OPEB obligation - beginning of year	<u>640,619</u>	<u>469,258</u>	<u>249,296</u>
Net OPEB obligation - end of year	<u><u>\$978,864</u></u>	<u><u>\$640,619</u></u>	<u><u>\$469,258</u></u>
Annual OPEB Cost	443,904	294,659	338,629
Percentage of Annual OPEB Cost Contributed	23.8%	41.8%	35.0%
Net OPEB Obligation at end of year	978,864	640,619	469,258
Required Supplementary Information			
Actuarial Value of Assets	0	0	0
Actuarial Accrued Liability (AAL)	7,461,737	5,703,795	6,433,161
Unfunded AAL	7,461,737	5,703,795	6,433,161
Funded Ratio	0%	0%	0%
Covered Payroll	N/A	N/A	N/A
UAAL as a Percentage of Covered Payroll	N/A	N/A	N/A
Discount rate at end of year	4.00%	4.00%	4.00%
Expected Return on plan assets	N/A	N/A	N/A
Rate of compensation increase	N/A	N/A	N/A

SECTION 11: DETAILS OF CALCULATIONS

Calculation of Normal Cost	
Normal Cost	2,145,297
Interest on Normal cost	70,759
Normal cost component	2,216,056

Calculation of Amortization Component	
Actuarial Accrued Liability (AAL)	130,841,681
Actuarial Value of Assets	0
Unfunded Actuarial Accrued Liability (UAAL)	130,841,681
Amortization Method	Level Percent of Payroll
Amortization Period (years)	30.00
Discount Rate	4.00%
Payroll Growth Rate	3.00%
Payroll Growth Adjusted Discount Rate	0.97%
Amortization Factor	26.16949
Annual Amortization	4,999,780
Interest on Amortization Payment	164,910
Amortization Component	5,164,690

Calculation of Annual Required Contribution (ARC)	
Normal Cost Component	2,216,056
Amortization Component	5,164,690
Annual Required Contribution (ARC)	7,380,746

Calculation of Interest on Net OPEB Obligation	
Net OPEB Obligation at end of Prior Year	6,438,385
Discount rate	4.00%
Interest on Net OPEB Obligation	257,535

Calculation of Annual OPEB Cost	
Annual Required Contribution (ARC)	7,380,746
Interest on Net OPEB Obligation	257,535
Adjustment to annual required contribution	(246,026)
Annual OPEB cost (expense)	7,392,255

Calculation of Net OPEB Obligation	
Net OPEB obligation at 07/01/2012	6,438,385
Annual OPEB cost (expense)	7,392,255
Expected Employer Contributions made during year	(3,775,589)
Net OPEB obligation at 06/30/2013	10,055,051

Fiscal Year Ended	06/30/2011	06/30/2012	06/30/2013
Prior Year's Net OPEB Obligation	3,917,266	5,498,005	6,438,385
Annual OPEB cost (expense)	5,488,812	4,743,720	7,392,255
Employer Contributions made during year	(3,908,073)	(3,803,340)	(3,775,589)
Net OPEB Obligation	5,498,005	6,438,385	10,055,051

SECTION 12: SUPPLEMENTAL SCHEDULE SS-2 - OPEB**Annual OPEB Cost and Net OPEB Obligation**

■ Type of Other Post Employment Benefit Plan (OPEB):	Single Employer Defined Benefit Plan
■ Annual Required Contribution:	\$7,380,746
■ Interest on Net OPEB Obligation:	\$257,535
■ Adjustment to Annual Required Contribution:	\$(246,026)
■ Annual OPEB Expense:	\$7,392,255
■ Less: Actual (Expected) Contribution Made:	\$(3,775,589)
■ Increase in Net OPEB Obligation:	\$3,616,666
■ Net OPEB Obligation – beginning of year:	\$6,438,385
■ Net OPEB Obligation – end of year:	\$10,055,051
■ Percentage of Annual OPEB Cost Contributed:	51.1%

Funded Status and Funding Process

■ Actuarial Accrued Liability (AAL):	\$130,841,681
■ Less: Actuarial Value of Plan Assets:	\$0
■ Unfunded Actuarial Accrued Liability:	\$130,841,681
■ Funded Ratio (Actuarial Value of Plan Assets/AAL):	0%
■ Annual Covered Payroll*:	N/A
■ UAAL as Percentage of Annual Covered Payroll*:	N/A

*Required disclosure at adoption of standard.

Other OPEB Information

■ Date of Most Recent Actuarial Valuation (mm/dd/yyyy):	09/01/2012
■ Actuarial Method Used:	Entry Age Normal
■ Assumed Rate of Return on Investments Discount Rate:	4.00%
■ Assumed Salary/Payroll Growth Rate:	3.00%
■ Amortization Period of UAAL (in years):	30.00

ADDENDUM: GASB 45 RESULTS BY LABOR DIVISION

The following tables display the results of the September 1, 2012 valuation by the City's five labor divisions- CSEA, Fire, IBEW, Management, and Police- and the results broken down by the City's two subdivisions- Sewer and Water. The employees in the Sewer and Water subdivisions are members of the CSEA bargaining unit. Sewer and Water Management are included in the Management bargaining unit and thus are not included in the bottom table.

City of Watertown
Postretirement Health Care Benefits Program
For Fiscal Year Ending June 30, 2013
Actuarial Accrued Liability and Annual Required Contribution by Division

Division	Actives	Retirees	Actuarial Accrued Liability	Normal Cost	Amortization Payment	Annual Required Contribution
CSEA	141	104	\$ 42,384,533	\$ 702,651	\$ 1,673,037	\$ 2,375,688
Fire	80	87	\$ 36,512,610	\$ 688,274	\$ 1,441,256	\$ 2,129,530
IBEW	3	1	\$ 1,120,127	\$ 27,197	\$ 44,215	\$ 71,412
Management	39	26	\$ 13,174,967	\$ 209,113	\$ 520,053	\$ 729,166
Police	58	77	\$ 37,649,444	\$ 588,821	\$ 1,486,129	\$ 2,074,950
Total	321	295	\$ 130,841,681	\$ 2,216,056	\$ 5,164,690	\$ 7,380,746

Subdivisions	Actives	Retirees	Actuarial Accrued Liability	Normal Cost	Amortization Payment	Annual Required Contribution
Sewer	18	11	\$ 5,827,012	\$ 93,770	\$ 230,008	\$ 323,778
Water	25	9	\$ 7,461,737	\$ 148,223	\$ 294,536	\$ 442,759

* These projections are based on the results of the September 01, 2012 valuation using a discount rate of 4%.

August 14, 2013

To: The Honorable Mayor and City Council
 From: James E. Mills, City Comptroller
 Subject: Tax Cap for the Fiscal Year 2014-15 General Fund Budget

Two key components were released over the past week that will establish the tax cap for the Fiscal Year 2014-15 General Fund Budget.

The NYS Department of Taxation and Finance released the tax base growth factor for the City at 1.0105. This factor is down compared to the current factor of 1.0124. The tax base growth factor is applied to the previous year's levy and is used to adjust the tax levy limit to reflect the increase in the full value of taxable real property due to physical or property changes (new growth or significant additions to current properties).

The NYS Office of the State Comptroller released the allowable levy growth factor of 1.66% for municipalities with a fiscal year of January – December 2014. Per the tax cap legislation the allowable levy growth factor is the lesser of 2.0% or the Consumer Price Index. While the allowable levy growth factor released is not the factor that will be used for the City's Fiscal Year 2014-15 tax cap calculation, I believe based on the CPI percentage changes for the first six months of 2013 that the City's allowable levy growth factor will be less than 2.0%. The actual allowable levy growth factor for the City's FY 2014-15 tax cap will not be released until January 2014.

Consumer Price Index - All Urban Consumers

12-Month Percent Change

Series Id: CUUR0000AA0
 Not Seasonally Adjusted
 Area: U.S. city average
 Item: All items - old base
 Base Period: 1967=100

Download:  .xls

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2003	2.6	3.0	3.0	2.2	2.1	2.1	2.1	2.2	2.3	2.0	1.8	1.9	2.3	2.5	2.1
2004	2.0	1.7	1.8	2.3	3.0	3.2	3.0	2.6	2.5	3.2	3.5	3.3	2.7	2.3	3.0
2005	2.9	3.0	3.1	3.5	2.8	2.5	3.1	3.6	4.7	4.3	3.5	3.4	3.4	3.0	3.8
2006	4.0	3.6	3.4	3.5	4.1	4.3	4.2	3.9	2.1	1.3	2.0	2.6	3.2	3.8	2.7
2007	2.1	2.4	2.8	2.6	2.7	2.7	2.4	2.0	2.7	3.5	4.3	4.1	2.8	2.5	3.1
2008	4.3	4.0	4.0	3.9	4.2	5.0	5.6	5.4	4.9	3.7	1.1	0.1	3.8	4.2	3.4
2009	0.0	0.2	-0.4	-0.7	-1.3	-1.4	-2.1	-1.5	-1.3	-0.2	1.8	2.7	-0.4	-0.6	-0.1
2010	2.6	2.1	2.3	2.2	2.0	1.1	1.2	1.1	1.1	1.2	1.1	1.5	1.6	2.1	1.2
2011	1.6	2.1	2.7	3.2	3.6	3.6	3.6	3.8	3.9	3.5	3.4	3.0	3.2	2.8	3.5
2012	2.9	2.9	2.7	2.3	1.7	1.7	1.4	1.7	2.0	2.2	1.8	1.7	2.1	2.3	1.8
2013	1.6	2.0	1.5	1.1	1.4	1.8								1.5	

Source: U.S. Department of Labor's Bureau of Statistics website

A history of the past tax cap calculations and projected tax cap calculation for Fiscal Year 2014-15 is shown below.

Property Tax Cap Calculation

		<u>Projected</u>	<u>FY 2013-14</u>	<u>FY 2012-13</u>
		<u>FY 2014-15</u>		
	Prior Year Adopted Tax Levy	\$ 7,520,585	\$ 7,373,612	\$ 7,300,409
Multiply By	Tax Base Growth Factor (provided by NYS Dept. of Taxation and Finance)	<u>1.0105</u>	<u>1.0124</u>	<u>1.0051</u>
	Subtotal	\$ 7,599,551	\$ 7,465,045	\$ 7,337,641
Plus	PILOTs Receivable from Prior Year	<u>154,319</u>	<u>153,111</u>	<u>154,991</u>
Equals	Subtotal	7,753,870	7,618,156	7,492,632
Multiply By	Allowable Levy Growth Factor (provided by NYS Office of the State Comptroller)	<u>1.66%</u>	<u>2.00%</u>	<u>2.00%</u>
Equals	Subtotal	7,882,584	7,770,519	7,642,485
Less	PILOTs Receivable for Current Year	(150,000)	(147,850)	(144,300)
Plus	Available Carryover from Prior Year	-	<u>112,473</u>	-
Equals	Tax Levy Limit Before Adjustments / Exclusions	\$ 7,732,584	\$ 7,735,142	\$ 7,498,185
Less	Costs Incurred from Transfer of Local Government Functions	-	-	-
Plus	Savings Realized from Transfer of Local Government Functions	-	-	-
Equals	Tax Levy Limit (Adjusted for Transfer of Local Government Functions)	\$ 7,732,584	\$ 7,735,142	\$ 7,498,185
Plus	Tax Levy Necessary for Expenditures Resulting from Tort Orders / Judgments over 5% of Prior Year Levy	-	-	-
Plus	Tax Levy Necessary for Pension Contribution Expenditures Caused by Growth in the Employees Retirement System Average Actuarial Contribution Rate in Excess of 2 Percentage Points	-	-	47,800
Plus	Tax Levy Necessary for Pension Contribution Expenditures Caused by Growth in the Police and Fire Retirement System Average Actuarial Contribution Rate in Excess of 2 Percentage Points	-	113,430	210,074
Plus	Available Carryover (if any, up to a maximum of 1.5%)	-	-	-
Equals	Tax Levy Limit (Adjusted for Transfers and Exclusions)	<u>\$ 7,732,584</u>	<u>\$ 7,848,572</u>	<u>\$ 7,756,059</u>
	Tax Levy Increase Allowed per Tax Cap Calculation	\$ 211,999	\$ 474,960	\$ 455,650
	Percent Tax Levy Increase Allowed per Tax Cap Calculation	2.82%	6.44%	6.24%
	Actual Tax Levy Increase in Adopted Budget	?	\$ 147,465	\$ 73,002
	Actual Percent Tax Levy Increased in Adopted Budget	?	2.00%	1.00%

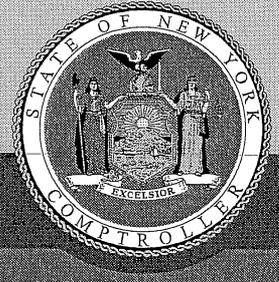
8/12/2013

Tax Base Growth Factors for Cities and Towns
for Fiscal Years Starting in 2014

County & Municipality	Tax Base Growth Factor
Jefferson County	
Town of Adams	1.0070
Town of Alexandria	1.0006
Town of Antwerp	1.0008
Town of Brownville	1.0114
Town of Cape Vincent	1.0090
Town of Champion	1.0187
Town of Clayton	1.0099
Town of Ellisburg	1.0053
Town of Henderson	1.0064
Town of Hounsfield	1.0088
Town of Le Ray	1.0116
Town of Lorraine	1.0035
Town of Lyme	1.0136
Town of Orleans	1.0088
Town of Pamela	1.0240
Town of Philadelphia	1.0067
Town of Rodman	1.0028
Town of Rutland	1.0116
Town of Theresa	1.0104
City of Watertown	1.0105
Town of Watertown	1.0147
Town of Wilna	1.0079
Town of Worth	1.0090
Lewis County	
Town of Croghan	1.0077
Town of Denmark	1.0044
Town of Diana	1.0089
Town of Greig	1.0056
Town of Harrisburg	1.0144
Town of Lewis	1.0126
Town of Leyden	1.0169
Town of Lowville	1.0088
Town of Lyonsdale	1.0043
Town of Martinsburg	1.0126
Town of Montague	1.0049

New York State Office of the State Comptroller

Thomas P. DiNapoli • State Comptroller



Property Tax Cap Fiscal Years Beginning 2014

Inflation and Allowable Levy Growth Factors

Inflation and Allowable Levy Growth Factors for Fiscal Years Beginning in 2014		
Fiscal Year	Inflation Factor	Allowable Levy Growth Factor
Jan 1, 2014 - Dec 31, 2014	1.66%	<u>1.66%</u>
Mar 1, 2014 - Feb 28, 2015		
Apr 1, 2014 - Mar 31, 2015		
Jun 1, 2014 - May 31, 2015		
Jul 1, 2014 - Jun 30, 2015		
Aug 1, 2014 - Jul 31, 2015		
Oct 1, 2014 - Sep 30, 2015		

August 14, 2013

To: The Honorable Mayor and City Council
From: Barbara Wheeler, Library Director
Subject: Events Policy and Events Coordinator

At the regular monthly meeting in June 2013, the Trustees of the Roswell P. Flower Memorial Library approved the Special Events Policy which you will find attached to this memo. This policy reflects a change which allows outside groups to book their events at the Library, provided they make arrangements through an approved Events coordinator to assist with all the planning and preparation of their event.

Finding an Events Coordinator will be the responsibility of the Library Trustees. Applicants will be secured through a Request for Proposal written by a subcommittee of the Board. Once that person is engaged by the Trustees, he or she will work with any group having an event at the Library to ensure that events proceed smoothly and according to the policies set forth by the Board for any special event that is held in the building. The Coordinator will be recompensed by the group desiring to have a function at the Library through a pre-determined fee schedule.

The majority of the Trustees felt that the change in policy requiring the assistance of an Event Coordinator is a positive one that would free the library staff from the burden of managing these events while still ensuring that groups are compliant with the rules and procedures necessary to protect the building and its contents.

Special Events Policy

The Board of Trustees of the Roswell P. Flower Memorial Library, approves all event usage of the Roswell P. Flower Memorial Library. The Trustees, or its designee, may determine the number of events to be operated simultaneously, and does not guarantee sole use of the Library. Library programs and events take precedence over external group events. Political campaigning, religious functions and weddings are not permitted.

All events held at the Roswell P. Flower Memorial Library must be conducted in an orderly manner and in full compliance with applicable laws, regulations and Library rules.

A Special Event, as defined below, requires the Applicant to hire and coordinate all planning, preparation and execution of the function through the Event Coordinator. The Event Coordinator will be engaged by the Board of Trustees on an annual basis, initially on a request for proposal basis, to advise Applicants on the requirements, to ensure compliance, and to manage the event through completion. The Event Coordinator will also serve as a liaison between the Library Director and Applicant. The Applicant must hire and pay the Event Coordinator for these services, in addition to the facility charge. Once selected by the Board, the Event Coordinator's fees will be listed on the Library web-site. The event coordinator must be familiar with the attached "City of Watertown Alcohol Sales Policy City-Owned Property" and the "Issues to Consider When Reviewing Alcohol Permit Applications," and the NYS Liquor Authority Special Event Permit application."

Sale, marketing of goods, gaming: The sale or marketing of goods or services by private, corporate, or for profit entities is not permitted. The Library does not allow any variety of gambling, gaming, bingo, casinos, or wagering of any kind as an element of an event.

Definition of a Special Event: An event at which: alcoholic beverages will be served; or requires use of more than one room in the library; or requires use of the Rotunda.

Application/Agreement Form: The Applicant must contact the Event Coordinator and complete the Special Event Application/Agreement Form. The Applicant will present their request to the Board of Trustees 6 weeks prior to the proposed date of the event. When the event is approved by the board, the event will be scheduled in the Library's calendar and with the Event Coordinator.

Provision of Insurance:

The Applicant is responsible for the conduct of invitees, attendees and vendors in the Library. The Applicant must provide proof of insurance naming the City of Watertown and Roswell P. Flower Memorial Library as additional insureds with general liability coverage of \$1,000,000. Proof of insurance must be provided no later than two weeks prior to event. Non-compliance shall result in immediate cancellation of the Agreement.

Event Set-Up: Time of event set-up must be approved by the Event Coordinator and begins your event time. The Applicant is responsible for set-up and breakdown of all rented equipment. Any and all equipment, food, flowers, etc. must be removed from the building

immediately following the event. The Library is not responsible or liable for any equipment left at the facility, or its disposal, after the end of the event.

Deliveries: The Event Coordinator must be notified in writing, including date and time of deliveries, two weeks in advance of all deliveries to the Library, such as, equipment, food, flowers, etc. The Library has a flat-bed dolly for use, but Applicant must coordinate such use and use of a loading/unloading area with the Event Coordinator. This must be pre-arranged with proper notice or will not be available to the Applicant. The caterer is responsible for providing all other carts needed to move equipment to and from the event site.

Caterer: The Library does not have a kitchen or sinks available for Special Events. The Applicant is responsible for selection and use of a caterer. The Applicant is responsible for ensuring the proposed caterer submits proof of catering license and, if necessary, a liquor license. The caterer is responsible for any necessary extension cords and cables. The Caterer and Applicant shall be responsible for set-up and breakdown of all non-Library equipment on the date of event. The responsibility for returning the library area to its original condition rests with the Applicant. Neither the Applicant nor its Caterer shall leave equipment, linen or cleaning to a later date, nor shall any equipment, linens, flowers, food, or other items brought for the event be left for pick-up on another day after the event, and everything must be removed at the end of the event. The caterer must remove all trash and garbage from the Library the evening of the event. The Library is not responsible, or liable, for any loss, damage, or disposal of any above mentioned items. Failure to clean-up or loss or damage to the Library may result in a forfeiture of the security deposit. The caterer must be present to accept any deliveries that the Applicant has arranged.

Decorations: All decorations must be freestanding and nothing can be attached to any walls or doors and must be approved by an Event Coordinator. The following are prohibited: candles, balloons, stickers, bubbles, fog and smoke machines.

Storage: Other than pre-arranged use of the Community Room through the Event Coordinator, the Library does not provide storage facilities. The Library shall not be liable for any loss, damage, or disposal to any stored property.

Printed Material: Through the Event Coordinator, the Library Director must approve invitations, printed material, and any information to be posted on the Internet related to an event prior to being printed or distributed by the Applicant. Adequate time should be allowed for this approval process.

Coat Check:

The Library does provide coat racks.

Bars: All bars must close thirty (30) minutes **prior** to the end of the event. Cash bars, the sales of drink tickets, and self-service bars are strictly prohibited.

Event Hours: All events must end at the scheduled time, and, in no event, no later than 10:00 p.m. The Library must be cleaned up by 11:00 p.m. with no exceptions. The security deposit will be forfeited if the Applicant does not comply.

Damage to Equipment and/or Facility:

The Caterer and Applicant are liable for any damage to the Library. The Library shall notify the Caterer or Applicant in writing of all damages/cleaning considerations attributable to the event. Costs for repair, replacement and/or cleaning will be provided at that time.

Smoking:

The Roswell P. Flower Memorial Library is a smoke-free building, including the entrance, loading dock and surrounding sidewalks. It is the responsibility of the Applicant to enforce the No Smoking policy.

User Fee:

Each Applicant must make a non-refundable fee payable to "The City of Watertown" two weeks prior to the scheduled event:

3 hours - \$300.00 (from set-up to end, not including clean-up)

3 – 6 hours - \$600.00 (from set-up to end, not including clean-up)

If the fee and deposit are not paid two weeks in advance the event will be cancelled.

Deposit:

At the time the user fee is paid, each Applicant must make a security deposit of \$500. The deposit will be paid by a check payable to "Cash", which will be held by the Event Coordinator. The check will be returned to the Applicant after satisfactory, timely clean-up.

Re-Adopted by the Roswell P. Flower Memorial Library Board of Trustees March 9, 2009.

Modified September 2012

Revised October 2012

Revised May 2013

Re-Adopted May 2013

Revised and Re-Adopted August 2013

August 14, 2013

To: The Honorable Mayor and City Council
From: Elliott B. Nelson, Confidential Assistant to the City Manager
Subject: Arsenal Street Cemetery

At the Regular Meeting on July 13, City Council instructed staff to follow through on a request from Ms. Kathy Plante-Hunt, the volunteer caretaker of the Arsenal Street Cemetery, for the installation of water and electrical service at strategic points within the cemetery.

The work related to the installation of water service has been completed by the City Water Department. Water lines attached to yard hydrants were installed along both the Sand Street side and the Willow Street side of the cemetery. The total cost of materials and labor incurred by the Water Department was \$5,992.31.

The City Department of Public Works has developed a cost estimate for the installation of electrical services at this location. According to Public Works Superintendent Hayes, undertaking this job would incur \$3,470.06 in labor costs and 2,263.30 in material costs. Additionally, \$450.00 in rental equipment will be necessary to complete the job. The total estimated cost for the installation of electrical services at this location is \$6,183.36. This work will be scheduled and will be completed in July 2014. This plan has been discussed and is acceptable to Ms. Plante-Hunt.

August 14, 2013

To: Members of City Council
From: Jeffrey E. Graham, Mayor
Subject: Discussion of Section 485-a

As you know some months ago, Council Member Jeffrey M. Smith raised the issue of possible adoption of Section 485-a to the City tax code. At the time, it was amidst the discussions of a particular project and went no further. However, since then there has been interest expressed on behalf of Council and Staff in further considering 485-a as an additional tool in encouraging the conversion of non-residential property to mixed-use property.

While this may be one arrow in the quiver of tools available to attract investment, it may be worth further consideration. To that end, I have asked for a draft version of a Local Law be drawn up so that Council look it over and perhaps discuss the matter at the meeting of August 19, 2013.

I have also alerted the administration of the County and the Watertown City School District to our possible interest in 485-a so that they are not surprised to hear of discussion.

If the Council does want to move ahead quickly, we certainly have that option but there is no current urgent reason to adopt 485-a, but I did think a full discussion of it on Monday would be advantageous.

LOCAL LAW

Local Law No. 1 of 2013, Amending
City Code Section 271, Taxation

Page 1 of 2

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

Total

YEA	NAY

Introduced by

WHEREAS the City Council of the City of Watertown wishes to encourage the development of commercial and residential properties, and

WHEREAS the City Council of the City of Watertown recognizes that real property tax exemption programs can serve as an incentive for the development of real property in the City, and

WHEREAS section 485-a of the Real Property Tax Law allows for the adoption of a local law instituting a real property exemption for the increase in assessments attributable to the conversion of non-residential property to mixed-use property, and

WHEREAS it is the desire of the City Council of the City of Watertown to amend its City Code to enact said exemption,

NOW THEREFORE BE IT ENACTED by the City Council of the City of Watertown that a Local Law is hereby enacted amending City Code Section 271, Taxation, by the addition of Article XI titled "Residential-Commercial Urban Exemption", and

BE IT FURTHER ENACTED that Article XI Section 271-83 entitled "Purpose" be added to the City Code to read as follows:" The purpose of this article is to establish real property tax exemptions on certain conversions to mixed-use buildings pursuant to § 485-a of the Real Property Tax Law of the State of New York", and

BE IT FURTHER ENACTED that Article XI Section 271-84 entitled "Exemption Established" be added to the City Code to read as follows:" The assessment increases as a result of the conversion of non-residential real property to mixed-use real property in accordance with the provisions of § 485-a of the Real Property Tax Law of the State of New York, are exempt from City taxes", and

LOCAL LAW

Local Law No. 1 of 2013, Amending
City Code Section 271, Taxation

Page 2 of 2

Council Member BURNS, Roxanne M.

Council Member BUTLER, Joseph M. Jr.

Council Member MACALUSO, Teresa R.

Council Member SMITH, Jeffrey M.

Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

BE IT FURTHER ENACTED that this Local Law shall take effect immediately upon filing with the New York Secretary of State.

Seconded by

