

**CITY OF WATERTOWN, NEW YORK
AGENDA**

This shall serve as notice that a City Council a special meeting will be held on Saturday, May 26, 2012, at **9:00 a.m.** in the City Council Chambers, 245 Washington Street, Watertown, New York.

COUNCIL MEETING:

- Resolution No. 1 - Establishing Property Tax Rate for Fiscal Year 2012-13
- Resolution No. 2 - Approving 2012-13 Operating Budgets, City of Watertown, New York
- Resolution No. 3 - Approving 2012-13 through 2016-17 Capital Program Budget, City of Watertown, New York
- Resolution No. 4 - Amendment No. 85 to the Management and Management Confidential Pay Plan
- Resolution No. 5 - Approving Employment Agreement Between the City of Watertown and Sharon Addison for the position of City Manager

ORDINANCES

- Ordinance No. 1 - Amending Chapter 161 of the City Code of the City of Watertown; Garbage, Rubbish and Refuse, and Chapter A320-6; Fees

ADJOURNMENT

NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, JUNE 4, 2012 AT 7:00 P.M.

May 24, 2012

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Fiscal Year 2012-13 Budget Resolutions

Attached for City Council consideration are resolutions associated with the adoption of the Fiscal Year 2012-13 Budget.

This first resolution establishes the Property Tax Rate for Fiscal Year 2012-13 at \$7.211 per \$1,000 of assessed valuation. This represents a -0.10% decrease in tax rates from the current Fiscal Year. The final tax levy increase is \$73,002, which is a 1.00% increase over the current year.

The second resolution approves the City's Operating Budgets for the upcoming fiscal year. Combined appropriations of \$53,837,718 are being approved for the General, Water, Sewer, Library and Tourism Funds. An appropriation of \$8,337,166 is proposed for the Reserve and Self Funded Health Insurance Funds.

The third resolution approves the Capital Program budget for Fiscal Years 2012-13 through 2016-17. Amendments made to the Capital Budget program during budget discussion for the removal of the Sewall's Island Rail Bridge structural evaluation and the inclusion of the Library Fountain restorations have been incorporated into this resolution.

The fourth resolution establishes the management/management confidential salaries for the upcoming fiscal year. The Fiscal Year 2012-13 Budget contains an appropriation for a one percent (1.0%) salary increase for Management and Management Confidential employees.

RESOLUTION

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Establishing Property Tax Rate for
Fiscal Year 2012-13

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, New York has determined the Budget for 2012-13 for all operating funds for the City of Watertown in the amount of \$53,837,718 of which \$42,112,872 is the General Fund, and of this amount in the General Fund \$7,373,240 is to be raised by taxes on real estate and \$17,259 is to be collected in omitted City taxes,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that the tax on real estate in the amount of \$ 7,373,240 is hereby levied and the rate to produce \$ 7,355,981 of this levy is hereby established at \$ 7.211 per \$1,000 of assessed valuation, and the remaining \$17,259 is to be collected in omitted taxes.

Seconded by

CALCULATION OF PROPERTY TAX RATE

	<u>2011-12</u>	<u>2012-13</u>	<u>CHANGE</u>	<u>% CHANGE</u>
Appropriations	\$38,023,157	\$42,112,872	\$4,089,715	10.76%
Less Revenues	\$28,873,556	\$33,166,405	\$4,292,849	14.87%
Less Fund Balance	\$1,496,223	\$1,581,027	\$84,804	5.67%
Less Sidewalk Reserve	\$50,665	\$54,200	\$3,535	6.98%
Less Capital Reserve	\$365,000	\$0	-\$365,000	-100.00%
Plus Tax Reserve	\$62,525	\$62,000	-\$525	-0.84%
Real Property Taxes	\$7,300,238	\$7,373,240	\$73,002	1.00%
Taxable Assessed Valuation	\$1,009,575,758	\$1,020,156,961	\$10,581,203	1.05%
Tax Rate per 1000	\$7.218	\$7.211	-\$0.007	-0.10%

RESOLUTION

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Approving 2012-13 Operating Budgets,
City of Watertown New York

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, New York has met and considered the Proposed Budget for the City of Watertown for Fiscal Year 2012-13 and it has conducted public hearings on the Proposed Budget and has determined that revenues and appropriations for the several funds in the Budget for 2012-13 will be as indicated in the Budget Detail of Changes of Revenues and Appropriations, which detail is attached and made a part of this resolution,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York that it hereby adopts the Budget for the City Government for Fiscal Year 2012-13 in the total amount of \$53,837,718 of which in the General Fund \$33,166,405 to be raised by estimated revenues other than real property taxes, \$17,259 is estimated to be received from omitted taxes and \$7,355,981 is to be raised by real property tax levy. In adopting the Budget, the City Council hereby appropriates \$53,837,718 for all operating funds, and

BE IT FURTHER RESOLVED that in adopting the Budget, the City Council hereby appropriates \$8,337,166 for all reserve funds, and

BE IT FURTHER RESOLVED that in adopting the Budget, the City Council approves the Budget Detail of Changes in Revenues and Appropriations to the Proposed Budgets, which is attached and made a part of this resolution.

Seconded by

Fiscal Year 2012-13 Detail of Changes in Revenues and Appropriations to the Proposed Budgets

GENERAL FUND BUDGET:		<u>Proposed</u>	<u>Adopted</u>	<u>Change</u>
		<u>Budget</u>	<u>Budget</u>	
<u>REVENUES:</u>				
A 909	Appropriated Fund Balance	\$ 1,492,324	\$ 1,581,027	\$ 88,703
A1001	Real Property Taxes	\$ 7,446,243	\$ 7,373,240	\$ (73,003)
	Total Revenues	<u>\$ 42,097,172</u>	<u>\$ 42,112,872</u>	<u>\$ 15,700</u>
<u>APPROPRIATIONS:</u>				
A1410.0465	City Clerk - Equipment < \$5,000	\$ 500	\$ 13,500	\$ 13,000
A3410.0230	Fire Department - Motor Vehicle	\$ 37,500	\$ -	\$ (37,500)
A6530.0430	Private Social Services Agency - Contracted Services	\$ -	\$ 2,200	\$ 2,200
A7020.0230	Recreation Administration - Motor Vehicle	\$ -	\$ 18,000	\$ 18,000
A9512.0900	Library Fund Transfer	\$ 1,300,402	\$ 1,350,402	\$ 50,000
A9950.0900	Capital Fund Transfer	\$ 927,500	\$ 897,500	\$ (30,000)
	Total Appropriations	<u>\$ 42,097,172</u>	<u>\$ 42,112,872</u>	<u>\$ 15,700</u>
 WATER FUND BUDGET:				
No Changes				
 SEWER FUND BUDGET:				
No Changes				
 LIBRARY FUND BUDGET:				
<u>REVENUES:</u>				
L5031	Interfund Transfer	\$ 1,300,402	\$ 1,350,402	\$ 50,000
	Total Revenues	<u>\$ 1,369,886</u>	<u>\$ 1,419,886</u>	<u>\$ 50,000</u>
<u>APPROPRIATIONS:</u>				
L9950.0900	Library - Transfer to Capital Fund	\$ 300,000	\$ 350,000	\$ 50,000
	Total Appropriations	<u>\$ 1,469,886</u>	<u>\$ 1,519,886</u>	<u>\$ 50,000</u>

RESOLUTION

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Approving 2012-13 through 2016-17
Capital Program Budget, City of Watertown,
New York

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, New York has met and considered the Proposed Budget for the City of Watertown for Fiscal Year 2012-13, including the Proposed Capital Program for the years 2012-13 through 2016-17 and has conducted public hearings on the Proposed Capital Program Budget, and has determined that the projects as listed in the Capital Program as amended by the attached detail report, which is made a part of this resolution, shall constitute the Capital Program,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, New York hereby adopts the Capital Program Budget for the years 2012-13 through 2016-17.

Seconded by

Fiscal Year 2012-13 Detail of Changes to the Proposed Capital Budgets

GENERAL FUND CAPITAL BUDGET:

	<u>Proposed Budget</u>	<u>Adopted Budget</u>	<u>Change</u>
Sewall's Island Rail Bridge Structural Evaluations	\$ 30,000	\$ -	\$ (30,000)
Total Capital Budget	<u>\$ 7,230,500</u>	<u>\$ 7,200,500</u>	<u>\$ (30,000)</u>

WATER FUND CAPITAL BUDGET:

No Changes

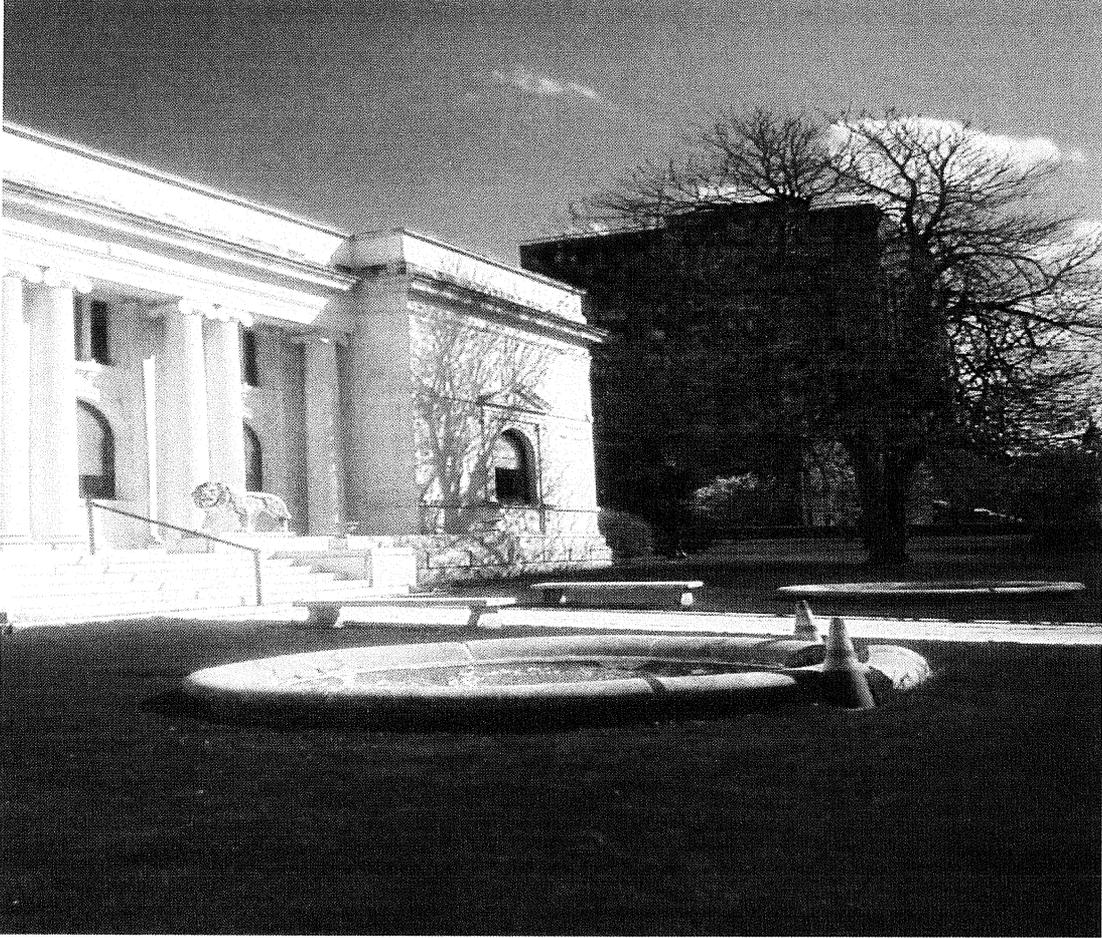
SEWER FUND CAPITAL BUDGET:

No Changes

LIBRARY FUND CAPITAL BUDGET:

Fountain Restorations	\$ -	\$ 50,000	\$ 50,000
Total Capital Budget	<u>\$ 300,000</u>	<u>\$ 350,000</u>	<u>\$ 50,000</u>

FISCAL YEAR 2012-2013
 CAPITAL BUDGET
 FACILITY IMPROVEMENTS
 LIBRARY

PROJECT DESCRIPTION	COST
<p>Fountain Rehabilitations</p> <p>This project involves the rehabilitation of the existing fountains. The scope includes the removal of the existing bowls, installation of new bowls, adding water service and drainage pipes, and permanent fountain fixtures with LED lighting.</p>  <p>Funding to support this project will be through a transfer from the Library Fund (L 9950.0900).</p>	<p>\$50,000</p>
TOTAL	\$50,000

RESOLUTION

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Amendment No. 85 to the Management
And Management Confidential Pay Plan

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 with the adoption of the Fiscal Year 2012-13 Budget, the City Council of the City of Watertown appropriated a raise for Management and Management Confidential employees in the amount of one percent (1.0%),

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves Amendment No.85 to the Management and Management Confidential Pay Plan, in order to establish the annual compensation for the positions listed below effective July 1, 2012,

<u>Position</u>	<u>Salary</u>
City Engineer	\$91,240
Police Captain	\$87,729
Fire Chief	\$86,698
City Comptroller	\$83,607
Water Superintendent	\$82,820
Superintendent of Public Works	\$82,386
Deputy Fire Chief	\$80,068
Library Director	\$74,533
Assistant Superintendent of Public Works	\$70,395
Superintendent of Parks and Recreation	\$69,690
Information Technology Manager	\$66,549
Civil Engineer II (Wood)	\$66,227
Chief Waste Water Treatment Plant Operator	\$65,650
Planning and Community Development Coordinator	\$65,301
Purchasing Manager	\$63,630
Supervisor of Water Distribution Systems	\$63,319

RESOLUTION

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Amendment No. 85 to the Management
And Management Confidential Pay Plan

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

Chief Water Treatment Plant Operator	\$63,139
Code Enforcement Supervisor	\$62,069
City Assessor	\$62,057
Street and Sewer Maintenance Supervisor (3)	\$61,271
Civil Engineer I (3)	\$57,684
Planner (Lumbis)	\$54,272
Librarian III	\$53,302
Accounting Supervisor	\$52,887
Executive Secretary Civil Service Commission	\$48,576
Confidential Assistant to the City Manager	\$45,384
Confidential Secretary to the City Manager	\$42,451
Planner (Nichols)	\$41,814
Deputy City Clerk (2)	\$37,469
Accountant	\$36,228

Seconded by

May 24, 2012

To: The City Council

From: Jeffery E. Graham, Mayor

Subject: Approving Employment Agreement Between the City
of Watertown and Sharon Addison for the position
of City Manager

Attached for Council's consideration is a resolution approving an Employment Agreement with Sharon Addison for the position of City Manager. The contract is for a two year term beginning on July 16, 2012 and concluding July 15, 2014.

RESOLUTION

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Approving Employment Agreement Between
the City of Watertown and Sharon Addison
for the position of City Manager

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 has selected a candidate for the position of City Manager, and

WHEREAS the Charter for the City of Watertown and the Optional City Government Law as contained in Chapter 444 of the Laws of 1914 allow the City Council to hire a City Manager,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown here by approves the Employment Agreement between the City of Watertown and Sharon Addison, a copy of which is attached and made a part of this resolution, and

BE IT FURTHER RESOLVED that Jeffery E. Graham, Mayor of the City of Watertown is hereby authorized and directed to execute the Employment Agreement on behalf of the City of Watertown.

Seconded by

EMPLOYMENT AGREEMENT

THIS AGREEMENT, is made and entered into this 26th day of May, 2012, by and between the City of Watertown, a municipal corporation hereinafter called "Employer or City Council", and Sharon Addison, hereinafter called "Employee or City Manager."

WITNESSETH

WHEREAS, Employer desires to employ the services of Sharon Addison as City Manager of the City of Watertown, as provided for in the Charter of the City of Watertown and in the Optional City Government Law as contained at Chapter 444 of the Laws of 1914; and

WHEREAS, it is the desire of the City Council to provide certain benefits, establish certain conditions of employment and to set working conditions of said Employee; and

WHEREAS, it is the desire of the City Council to (1) secure and retain the services of Employee, and to provide inducement for her to remain in such employment, (2) to make possible full work productivity and independence by assuring Employee's morale and peace of mind with respect to future security, and (3) to provide a just means for terminating Employee's services at such time that the City Council may desire; and

WHEREAS, Employee desires to be employed as City Manager of the City of Watertown;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1. Powers and Duties of the City Manager.

The City Council hereby agrees to employ Sharon Addison as City Manager of the City of Watertown to perform the functions and duties specified in the Watertown City Charter and in the Chapter 444 of the Laws of New York of 1914, and to perform other legally permissible and proper duties and functions as the City Council shall from time to time assign, subject to this Agreement.

Section 2. Term.

- A. The City Manager serves at the pleasure of the City Council and nothing herein shall be taken to prevent, limit or otherwise interfere with the right of the City Council to terminate the services of the City Manager, subject to the provisions of Section 3 of this Agreement.

- B. The term of this Agreement shall be July 16, 2012 through July 15, 2014.
- C. In the event Employee voluntarily resigns as City Manager before expiration of the term of this Agreement, then Employee shall give the City Council thirty (30) calendar days advance notice unless the parties agree otherwise.

Section 3. Early Termination for “Just Cause”.

In the event the City Manager is terminated for “just cause,” then the Employer’s only obligation to the City Manager is to pay all compensation and benefits accrued but unpaid at the date of termination. “Just cause” is defined as the conviction of a crime, gross misconduct, other actions involving moral turpitude, or insubordination to a clear City Council directive.

Section 4. Salary.

Employer agrees to pay Sharon Addison for her services as City Manager an annual gross salary of \$120,000 beginning July 16, 2012 and extending through the full term of the Agreement, payable in installments at the same time as other employees of the City of Watertown are paid.

Section 5. Retirement Benefits.

- A. The City Manager shall be covered and governed by the same retirement system as all other non-public safety employees (New York State Employee Retirement System).
- B. In the event the City Manager shall retire (vested with at least 10 years service credit) while in the employ of the City, Employer will pay seventy-five percent (75%) of the premium for health insurance, and the Employee shall pay the remaining.
- C. The City Manager shall have the option of converting up to three (3) sick days and three (3) vacation days, per fiscal year, into dollars to be contributed to the employee’s Section 457 deferred compensation plan.

Section 6. Health Insurance.

- A. The City Manager shall be covered by the same health plan as all other management employees. As a new management hire after 1/1/12, the City Manager shall pay 25% of the premium for individual health insurance coverage, or 19% of the health insurance premium for family coverage.

Section 7. Other Benefits.

- A. Employee may, at her option, carry over not more than ten (10) days vacation leave in any one given year. Such carryover of vacation leave shall not be cumulative from year to year. Employee shall be credited with twenty (20) days vacation in the first year of the Agreement, and twenty-five (25) days vacation in the second year of this Agreement. Employee's accrual of sick leave shall be at the rate per the existing City policy for management employees.
- B. The Employee shall be reimbursed, or Employer may pay directly, for the expenses, not to exceed \$7,500, of moving Employee and her family and personal property from Severn, Maryland to Watertown, New York. Said moving expenses include packing, moving, unpacking, and insurance charges.
- C. The Employee shall be reimbursed, or Employer may pay directly, for the expense of storage of household goods for a period of up to six months at a cost not to exceed \$1400.

Section 8. Professional Development.

Employer agrees to budget for and to pay the professional dues, subscriptions, travel and subsistence expenses of the City Manager for professional participation and travel, meetings and occasions adequate to continue her professional development. Said participation on City time shall include: membership in the International City Management Association (ICMA), the New York State Municipal Management Association annual conference and dues, and the New York State Conference of Mayors annual conference.

Section 9. Performance Evaluation.

The City Council shall review and evaluate the performance of the City Manager as required by the City's Charter. Employer agrees to review base salary and/or other benefits of the City Manager at the time of her review, in such amounts and to such extent as the City Council may determine that it is desirable to do so, in light of performance by City Manager.

Section 10. Indemnification.

Employer shall defend and indemnify Employee, in accordance with Section 18 of the N. Y. Public Officers Law, in any action or special proceeding arising from Employee's performance of duties as City Manager, unless those actions were illegal or otherwise outside the scope of her duties or authority.

IN WITNESS WHEREOF, the City of Watertown has caused this Agreement to be signed and executed in its behalf by its Mayor and duly attested by its City Clerk, and the Employee has signed and executed this Agreement, both in duplicate, the day and year first above written.

Mayor of the City of Watertown

ATTEST:

City Clerk
(Seal)

APPROVED AS TO FORM:

City Attorney

Sharon Addison, City Manager

May 25, 2012

To: The Honorable Mayor and City Council
From: Elliott B. Nelson, Assistant to the City Manager
Subject: Trash Fees

Included for City Council's consideration in the 2012-13 Proposed Budget was an increase to the fees charged for refuse collection services in the City of Watertown. Included in today's agenda is an ordinance codifying the fee increase, with an effective date of July 1, 2012. This ordinance will set the cost of a blue trash sticker at \$3.00, an increase of \$0.50. Similarly, the quarterly cost for a trash bin will also rise modestly. The new fee structure for trash bins is as listed below:

Trash Bin Service:

32 gallon	\$45.50 per quarter
64 gallon	\$68.25 per quarter
96 gallon	\$91.00 per quarter.

ORDINANCE

Page 1 of 2

Amending Chapter 161 of the City Code of the City of Watertown; Garbage, Rubbish, and Refuse, and Chapter A320-6; Fees

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

NOW THEREFORE BE IT ORDAINED that Section 161-22 B of the City Code of the City of Watertown is hereby amended to read as follows:

§ 161-22. City disposal bags; definitions; requirements; fees; penalties for offenses.

- B. Established rates. The City will purchase stickers meeting the specifications set by the City Council. The price of the sticker to the City users will be \$3.00.

and,

BE IT FURTHER ORDAINED that Section A320-6 of the City Code of the City of Watertown is hereby amended for only the below-referenced paragraph to read as follows:

Trash Bin Service:

32 gallon	\$45.50 per quarter
64 gallon	\$68.25 per quarter
96 gallon	\$91.00 per quarter

Trash Bin Deposit:

32 gallon	\$5.00 deposit
64 gallon	\$7.00 deposit
96 gallon	\$10.00 deposit

and,

ORDINANCE

Page 2 of 2

Amending Chapter 161 of the City Code of the City of Watertown; Garbage, Rubbish, and Refuse, and Chapter A320-6; Fees

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 ORDAINED that the fee changes listed above shall take effect as of July 1, 2012 and after being published once in the official newspaper of the City of Watertown or as the City Manager directs.

Seconded by