



City of
Watertown

New York

ADOPTED Budget

Fiscal Year 2013-2014

**CITY OF WATERTOWN
NEW YORK**

2013-14 BUDGET

City Council

Jeffrey E. Graham, Mayor

Roxanne M. Burns Joseph M. Butler, Jr.

Teresa R. Macaluso Jeffrey M. Smith

City Manager

Sharon Addison

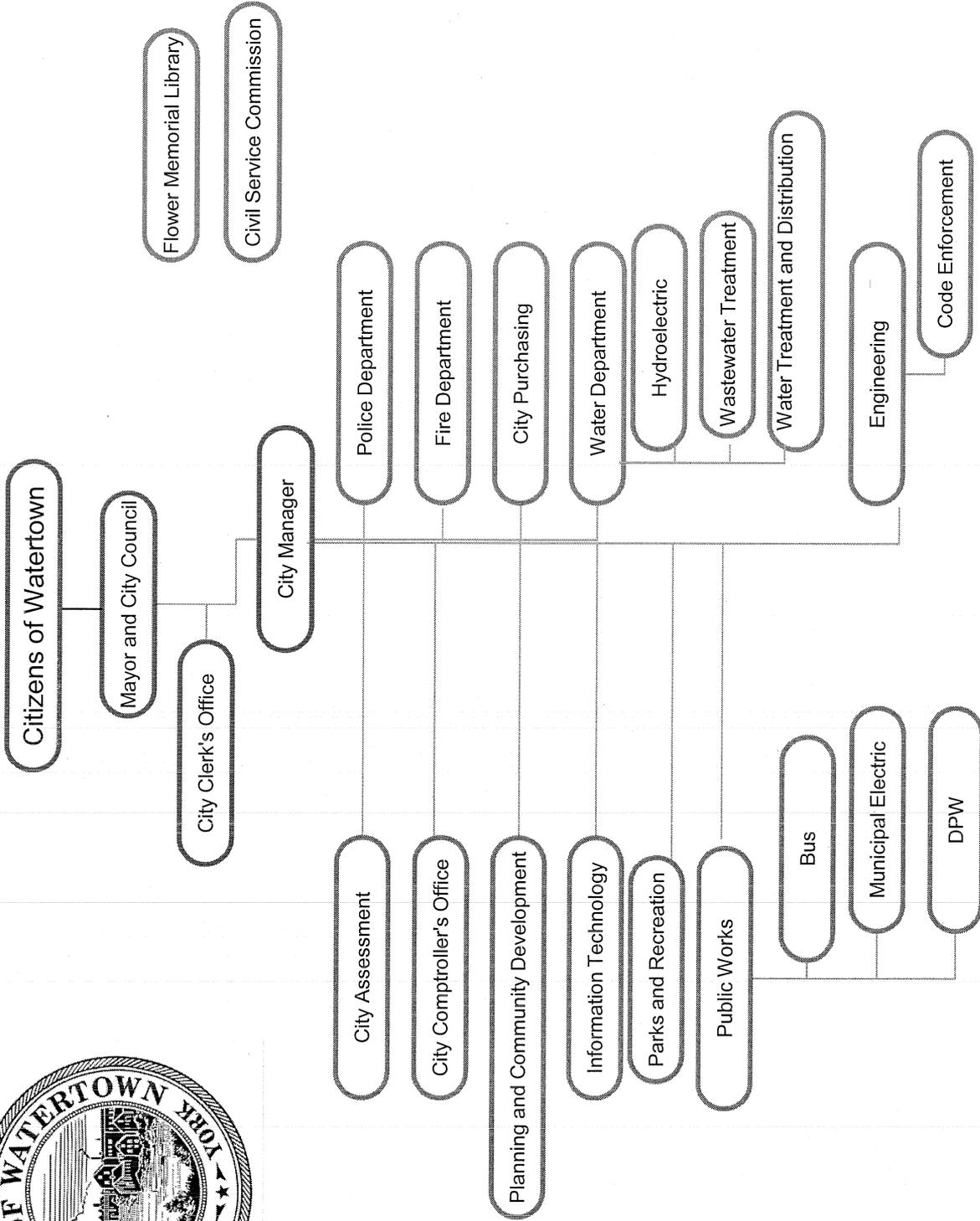
City Management Team

Gary R. Comins	Police Chief
Kurt W. Hauk	City Engineer
James E. Mills	City Comptroller
Dale C. Herman	Fire Chief
Eugene P. Hayes	Superintendent of Public Works
Michael J. Sligar	Superintendent of Water
Kenneth A. Mix	Planning and Comm Dev Coord
Peter J. Keenan	Information Technology Manager
Erin E. Gardner	Superintendent of Parks and Rec
Brian S. Phelps	City Assessor
Ann M. Saunders	City Clerk
Amy M. Pastuf	Purchasing Manager
Barbara J. Wheeler	Library Director
Elizabeth U. Morris	Executive Sec. Civil Service
Slye & Burrows	City Attorney
Elliott B. Nelson	Confidential Asst to the City Manager
Elaine Giso	Confidential Secretary to the City Mgr

City of Watertown Profile

Date of Incorporation		1869
Form of Government		Council-Manager
Current Populations Estimate (2010 Census)		27,023
Population Density (per acre)		4.48
Land Area (square miles)		9.4
Annual Unemployment Rate (City) 2012		8.7%
2012 Equalized Full Value of Real Property @89%		\$1,652,615,751
Median Household Income (2010)		\$36,998
Building/Maintenance Permits Issued (2012)	694 Permits -	\$10,311,926 Value
Miles of Street		95.4
Number of Acres of Parks and Playgrounds		491
Number of Streetlights		2,632
Public Utilities (number of active accounts)		
Water and Sewer		8,961
Bond Rating (General Obligation Bonds)		Moody's Investor Services Aa3
Number of Employees	Full Time	325
	Part Time	40







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2013-14

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GENERAL FUND

**City of Watertown
Fiscal Year 2013-14 Budget
Property Tax Rate Calculation**

	<u>2012-13</u>		<u>2013-14</u>		<u>Change</u>	<u>% Change</u>
Appropriations (1)	\$ 42,112,872	\$	41,021,635	\$	(1,091,237)	-2.59%
Less Revenues Other than Property Tax Levy (1)	\$ 33,104,405	\$	30,634,820	\$	(2,469,585)	-7.46%
Less Fund Balance	\$ 1,581,027	\$	1,564,310	\$	(16,717)	-1.06%
Less Sidewalk Reserve	\$ 54,200	\$	61,800	\$	7,600	14.02%
Less Capital Reserve	\$ -	\$	1,240,000	\$	1,240,000	-
Real Property Tax Levy	\$ 7,373,240	\$	7,520,705	\$	147,465	2.00%
Taxable Assessed Valuation	\$ 1,020,156,961	\$	1,028,442,627	\$	8,285,666	0.81%
Tax Rate per \$1,000 of Taxable Assessed Valuation	\$ 7.211	\$	7.299	\$	0.088	1.23%

(1) Fiscal Year 2012-13 Appropriation and Revenue totals include State Aid advance of \$3,100,000

**City of Watertown
Fiscal Year 2013-14 Budget
Constitutional Tax Limit**

Five Year Total Full Valuation	<u>\$ 5,345,285,092</u>
Five Year Average Full Valuation	<u>\$ 1,069,057,018</u>
Constitutional Tax Limit - 2% of 5 Year Average	<u>\$ 21,381,140</u>
Property Tax Levy	\$ 7,520,705
Less Total Exclusions	<u>\$ 5,490,234</u>
Tax Levy Subject to Tax Limit	<u>\$ 2,030,471</u>
Percentage of Tax Limit Exhausted	<u>9.50%</u>
Constitutional Tax Margin	<u>\$ 19,350,669</u>

City of Watertown
Property Tax Cap Calculation
Fiscal Year 2013-14

	Prior Year Adopted Tax Levy	\$ 7,373,612
Multiply By	Tax Base Growth Factor (provided by NYS Dept. of Taxation and Finance)	<u>1.0124</u>
	Subtotal	\$ 7,465,045
Plus	PILOTs Receivable from Prior Year	<u>153,111</u>
Equals	Subtotal	7,618,156
Multiply By	Allowable Levy Growth Factor (provided by NYS Office of the State Comptroller)	<u>2.00%</u>
Equals	Subtotal	7,770,519
Less	PILOTs Receivable for Current Year	(147,850)
Plus	Available Carryover from Prior Year	<u>112,473</u>
Equals	Tax Levy Limit Before Adjustments / Exclusions	\$ 7,735,142
Less	Costs Incurred from Transfer of Local Government Functions	-
Plus	Savings Realized from Transfer of Local Government Functions	<u>-</u>
Equals	Tax Levy Limit (Adjusted for Transfer of Local Government Functions)	\$ 7,735,142
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	-
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
Plus	Available Carryover (if any, up to a maximum of 1.5%)	<u>-</u>
Equals	Tax Levy Limit (Adjusted for Transfers and Exclusions)	<u>\$ 7,848,572</u>
	Tax Levy Increase Allowed per Tax Cap Calculation	\$ 474,960
	Percent Tax Levy Increase Allowed per Tax Cap Calculation	6.44%

**City of Watertown
Fiscal Year 2013-14 Budget
General Fund Revenue Summary**

	<u>FY 2010-11 Actual</u>	<u>FY 2011-12 Actual</u>	<u>FY 2012-13 Budget</u>	<u>FY 2013-14 Budget</u>
Taxes and Penalties	\$ 17,161,597	\$ 18,288,581	\$ 18,877,800	\$ 19,118,850
Departmental Revenues	4,940,165	4,321,481	4,866,600	4,958,050
Intergovernmental Revenues	117,157	160,386	134,175	144,360
Use of Money and Property	131,395	96,032	90,585	70,585
Licenses and Permits	93,916	105,310	77,600	83,600
Fines and Other Revenues	212,533	303,923	192,600	236,100
Interfund Transfers	632,141	461,713	304,675	338,450
State and Federal Aid	<u>5,817,547</u>	<u>5,668,481</u>	<u>8,612,870</u>	<u>5,744,475</u>
Other Revenues Sub-Total	<u>\$ 29,106,451</u>	<u>\$ 29,405,907</u>	<u>\$ 33,156,905</u>	<u>\$ 30,694,470</u>
Appropriated Fund Balance	42,954	668,045	1,581,027	1,564,310
Appropriated Reserve Fund Balance	251,110	449,426	54,200	1,301,800
Real Property Taxes	<u>7,054,030</u>	<u>7,307,193</u>	<u>7,320,740</u>	<u>7,461,055</u>
Total Revenues	<u><u>\$ 36,454,545</u></u>	<u><u>\$ 37,830,571</u></u>	<u><u>\$ 42,112,872</u></u>	<u><u>\$ 41,021,635</u></u>

**City of Watertown
Fiscal Year 2013-14 Budget
General Fund Tax and Penalty Revenues**

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
	Actual	Actual	Budget	Budget
A1080 Federal PILOTs	\$ 35,589	\$ 43,613	\$ 39,000	\$ 46,000
A1081 Other PILOTs	104,775	113,500	105,300	101,850
A1090 Interest/Penalties Property Tax	175,587	135,444	125,000	135,000
A1110 State Admin. Sales & Use Tax	16,007,070	17,215,058	17,860,000	18,100,000
A1130 Utilities Gross Receipts Tax	407,527	351,716	321,000	317,000
A1170 Franchises	<u>431,049</u>	<u>429,250</u>	<u>427,500</u>	<u>419,000</u>
Taxes and Penalties	<u>\$ 17,161,597</u>	<u>\$ 18,288,581</u>	<u>\$ 18,877,800</u>	<u>\$ 19,118,850</u>

A1080 - Federal Payments in Lieu of Taxes - Payments in lieu of taxes paid by the Watertown Housing Authority.

A1081 - Other Payments in Lieu of Taxes - Payments in lieu of taxes paid on various properties that are exempt from property taxes. They include various apartment projects and properties being financed through the Jefferson County Industrial Development Agency.

A1090 - Interest & Penalties on Real Property Taxes - Property owners who do not pay their taxes on time are assessed interest and penalties.

A1110 - State Administered Sales & Use Tax - Per agreement with Jefferson County, the City receives 24% of the three and three quarters percent county sales tax collected within the County.

A1130 - Utilities Gross Receipts Tax - Under General Municipal Law the City imposes a 1% tax on the gross receipts of utility company sales for gas, electric and telephone.

A1170 - Franchises - The City receives 5% of the gross revenue earned by the cable TV company from its subscribers in the City.

**City of Watertown
Fiscal Year 2013-14 Budget
General Fund Departmental Revenues**

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
	Actual	Actual	Budget	Budget
A1235 Tax Sale Advertising	\$ 15,700	\$ 14,130	\$ 13,500	\$ 14,000
A1240 Comptroller's Fees	7,679	5,945	6,000	7,500
A1250 Assessor's Fees	508	527	500	250
A1255 Clerk Fees	113,621	121,129	120,000	120,000
A1260 Civil Service Fees	900	900	5,400	1,500
A1520 Police Fees	14,825	2,852	8,000	4,000
A1570 Demolitions	-	105,348	-	-
A1710 Public Works Fee	63,861	109,136	85,000	85,000
A1715 DPW Charges - Fuel	25,727	27,269	28,200	28,300
A1750 Bus Fares	155,136	160,702	165,000	160,000
A1751 Bus Advertising	12,870	9,000	10,000	10,000
A2001 Park & Recreation Charges	16,694	10,465	5,000	7,000
A2002 Field Use Charges	-	-	-	23,000
A2012 Recreation Concessions	70,417	47,145	50,000	91,000
A2025 Stadium Charges	-	-	-	10,500
A2026 Pool Fees	116	(112)	-	-
A2030 Arena Fees	165,476	142,166	125,000	28,000
A2065 Skating Rink Charges	40,194	53,980	55,000	118,000
A2110 Zoning Fees	3,056	4,200	3,000	3,000
A2130 Refuse and Garbage Charges	499,400	506,100	576,000	500,000
A2135 Refuse and Garbage Totes	211,548	234,496	265,000	300,000
A2150 Sale of Surplus Power	<u>3,522,437</u>	<u>2,766,103</u>	<u>3,346,000</u>	<u>3,447,000</u>
Departmental Revenues	<u>\$ 4,940,165</u>	<u>\$ 4,321,481</u>	<u>\$ 4,866,600</u>	<u>\$ 4,958,050</u>

A1235 - Tax Sale Advertising - Advertising and lien search fees paid by property owners with delinquent taxes.

A1240 - Comptroller's Fees - The revenue derived is received for property tax certifications and searches, processing fee for returned checks and ATM service fees.

A 1250 - Assessor's Fees - Fees for copies of property record cards and sales reports.

A1255- Clerk Fees - Fees for certified copies of birth certificates, death certificates, marriage licenses, dog licenses and wedding ceremonies.

A1260 - Civil Service Fees - City share of Civil Service exam fees

A1520 - Police Fees - The Police Department charges fees for copies of accident reports and for fingerprinting. A fee is

A1570 - Demolitions Fees - Demolition costs and fees charged to a property owner when the City has to demolish a structure for Code compliance issues.

A1710 - Public Works Services - Charges for services such as mowing and refuse clean-up performed by DPW, at properties whose owner is in violation of the municipal code.

A1715 - DPW Charges - Fuel - Charges to the school district for purchase of fuel.

A1750 - Bus Fares - Passengers riding the City bus system pay a fee each time they ride, or may purchase a book of passes.

A1751 - Bus Advertising - Revenue received from advertising on City buses

A2001 - Park and Recreation Charges - The Recreation Department charges various fees for activities such as t-ball, baseball softball, golf, and tennis.

A2002 - Field Use Charges - The Recreation Department charges various fees for the use of the City's athletic fields for sports, community activities and events.

A2012 - Recreation Concessions - The revenue consists of the Arena concession stand and any other concessions operated at the Fairgrounds complex.

A2025 - Stadium Charges - Fees associated with leases of or events at the baseball stadium.

A2026 - Pool Fees - Fee paid by non-residents to use the City pools.

A2030 - Arena Fees - The Recreation Department charges for rental of the arena for concerts, performances and trade shows.

A2065 - Skating Rink Charges - This is the charge for the rental of ice time, public skating and miscellaneous revenues related to the ice rink at the Fairgrounds Arena

A2110 - Zoning Fees - The Municipal Code provides for fees to be charged for matters brought before the Zoning Board of Appeal.

A2130 - Refuse and Garbage Charges - This is the revenue derived from the sale of the City's refuse bag stickers.

A2135 - Refuse and Garbage Totes - This is the revenue derived from the rental of the City's tote bins for refuse and garbage disposal.

A2150 - Sale of Surplus Power - Under the terms of a 40 year agreement with Niagara Mohawk, the power company purchases all of the excess power the City produces at its hydroelectric power plant.

**City of Watertown
Fiscal Year 2013-14 Budget
General Fund Intergovernmental Revenues**

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
	Actual	Actual	Budget	Budget
A2210 Assessment Services for other Govts.	\$ 4,497	\$ 4,503	\$ 4,950	\$ 4,960
A2220 Civil Service Charges School District	27,103	27,723	30,125	34,500
A2260 Police Services	80,952	94,248	94,500	100,300
A2300 Transportation, Other Governments	4,605	4,605	4,600	4,600
A2389 Misc. Revenues, Other Govts	-	29,307	-	-
Intergovernmental Revenues	<u>\$ 117,157</u>	<u>\$ 160,386</u>	<u>\$ 134,175</u>	<u>\$ 144,360</u>

A2210 - Tax & Assess. Svces for Other Governments - The City Assessor's Department charges the Watertown City School District for the preparation of its tax roll and tax bills.

A2220 - Civil Service Charges for School District - Based upon the ratio of total employees at the City, and the School District, the District reimburses the City for its share of operating the Civil Service Department.

A2260 - Police Services - Jefferson County reimburses the City for expenses incurred by the Police Department (salary, overtime, fuel, maintenance) for participating in the STOP-DWI program. The Watertown City School District reimburses the City for costs related to a School Resource Officer.

A2300 - Transportation, Other Governments - Revenue received from Jefferson County Office of the Aging for the Citibus system

**City of Watertown
Fiscal Year 2013-14 Budget
General Fund Use of Money and Property Revenues**

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
	Actual	Actual	Budget	Budget
A2401 Interest and Earnings	\$ 74,600	\$ 44,182	\$ 40,000	\$ 20,000
A2410 Rental of Real Property	<u>56,795</u>	<u>51,850</u>	<u>50,585</u>	<u>50,585</u>
Use of Money and Property	<u>\$ 131,395</u>	<u>\$ 96,032</u>	<u>\$ 90,585</u>	<u>\$ 70,585</u>

A2401 - Interest and Earnings - Revenue derived from the investment of city funds through certificates of deposits, savings accounts and the purchase of government securities.

A2410 - Rentals of Real Property - Revenue is received from the rental of land to the Watertown Golf Course, rental of office space at the baseball stadium, the City's health insurance administrator, and water and sewer administration at City Hall.

**City of Watertown
Fiscal Year 2013-14 Budget
General Fund License and Permit Revenues**

	<u>FY 2010-11 Actual</u>	<u>FY 2011-12 Actual</u>	<u>FY 2012-13 Budget</u>	<u>FY 2013-14 Budget</u>
A2501 Business/Occupational Licenses	\$ 5,201	\$ 4,600	\$ 5,500	\$ 5,000
A2530 Games of Chance Licenses	30	130	100	100
A2540 Bingo Licenses	5,104	2,881	4,000	4,000
A2555 Building & Alteration Permits	72,982	80,276	60,000	66,000
A2560 City Permits	3,584	13,008	2,500	3,000
A2590 Permits - Other	6,890	3,890	5,000	5,000
A2591 Storm and Sanitary Sewer Permit	<u>125</u>	<u>525</u>	<u>500</u>	<u>500</u>
Licenses and Permits	<u>\$ 93,916</u>	<u>\$ 105,310</u>	<u>\$ 77,600</u>	<u>\$ 83,600</u>

A2501 - Business and Occupation Licenses - The City receives revenue from the sale of plumbing, public street vending, liquidation and private trash hauler licenses.

A2530 - Games of Chance Licenses - The City's share of the profit and license fee.

A2540 - Bingo Licenses - The City's share of the profit and license fee.

A2555 - Building & Alterations Permits - As provided by the Municipal Code the Code Enforcement Officer requires payment for the issuance of permits for new construction and remodeling, etc.

A2560 - City Permits - The Municipal Code allows the City to charge a fee for curb and pavement cut permits.

A2590 - Permits Other - The Municipal Code allows for the City to charge for snow dump permits.

A2591 - Storm and Sanitary Sewer Permits - The administrative fee and connection and disconnect fee for storm and sanitary sewer hook-ups.

**City of Watertown
Fiscal Year 2013-14 Budget
General Fund Fines and Other Revenues**

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
	Actual	Actual	Budget	Budget
A2610 Fines & Forfeited Bail	\$ 100,533	\$ 131,737	\$ 120,000	\$ 151,000
A2650 Scrap & Excess Material Sale	16,417	11,339	4,000	5,000
A2655 Minor Sales	206	265	100	100
A2660 Sale of Real Property	4,428	54,470	20,000	25,000
A2665 Sale of Equipment	29,204	1,381	15,000	10,000
A2680 Insurance Recoveries	14,552	58,495	20,000	15,000
A2701 Refund of Prior Years' Expenses	37,829	2,889	5,000	5,000
A2705 Gifts & Donations	5,175	41,235	7,500	22,000
A2770 Other Unclassified Revenues	4,189	2,112	1,000	1,000
A2773 Payment Processing Fees	-	-	-	2,000
Fines and Other Revenue	\$ 212,533	\$ 303,923	\$ 192,600	\$ 236,100

A2610 - Fines and Forfeited Bail - Revenue from parking tickets and City court fines

A2650 - Scrap & Excess Material Sales - Bicycle auction proceeds and sale of excess scrap

A2655 - Minor Sales - The sale of engineering maps and other items sold by various departments

A2660 - Sale of Real Property - Revenue received from sale of City owned property

A2665 - Sale of Equipment - Revenue received from sale of City equipment

A2680 - Insurance Recoveries - Insurance proceeds received for damages to City property and vehicles

A2701 - Refund of Prior Years Expense - Refunds received for a prior year expenditure

A2705 - Gifts and Donations - Gifts and donations received by the City

A2770 - Other Unclassified Revenues - Revenues for which a specific code has not been provided

A2773 - Payment Processing Fees - Fees charged in connection with accepting on-line payments for property taxes and trash totes

**City of Watertown
Fiscal Year 2013-14 Budget
General Fund Interfund Transfer Revenues**

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
	Actual	Actual	Budget	Budget
A2802 Central Printing and Mailing	\$ 3,114	\$ 3,211	\$ 3,200	\$ 6,250
A2803 Central Garage	115,168	122,936	115,000	120,000
A5031 Interfund Transfers	<u>513,859</u>	<u>335,566</u>	<u>186,475</u>	<u>212,200</u>
Interfund Revenues	<u>\$ 632,141</u>	<u>\$ 461,713</u>	<u>\$ 304,675</u>	<u>\$ 338,450</u>

A2802 Central Printing & Mailing Interfund Charges - Charges to funds, other than the General Fund, for postage and office supplies used.

A2803 - Central Garage - Interfund billing to the Water and Sewer Funds.

A5031- Interfund Transfers - Contributions from the Debt Service and Tourism Funds.

City of Watertown
Fiscal Year 2013-14 Proposed Budget
General Fund State and Federal Aid Revenues

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
	Actual	Actual	Adopted	Proposed
	Actual	Actual	Budget	Budget
A3001 State Aid, Per Capita	\$ 4,799,192	\$ 4,703,208	\$ 7,803,208	\$ 4,703,208
A3005 State Aid, Mortgage Tax	351,984	307,384	300,000	350,000
A3040 State Aid, Other	380	-	-	-
A3089 State Reimb. Workers' Comp.	56,017	40,522	69,000	59,000
A3330 State Reimb. Court Security	30,530	35,532	37,700	39,000
A3331 State Reimb. Court Costs	1,752	1,752	1,752	1,752
A3501 CHIPS	8,036	9,177	4,775	31,650
A3589.3 State Mass.Trans. Assist.	231,034	226,264	225,000	227,000
A3594 State Aid - Bus Projects	57,757	-	-	8,500
A3820 State Aid, Youth Program	8,574	6,499	3,970	4,525
A3821 State Aid, Juvenile Program	5,161	4,052	3,000	3,300
A3989 State Aid, Home & Community Service	77,297	34,134	19,875	5,940
A4389 Fed Aid, Public Safety	56,886	111,265	-	95,250
A4510 Fed. Aid, Highway Safety	8,347	8,131	7,290	7,350
A4589.4 Federal Transportation Assist.	124,600	130,800	137,300	208,000
A4989 Fed. Aid, Home and Community Serv.	-	49,761	-	-
State & Federal Aid	<u>\$ 5,817,547</u>	<u>\$ 5,668,481</u>	<u>\$ 8,612,870</u>	<u>\$ 5,744,475</u>

A3001 - State Aid, Per Capita - General revenue sharing provided to localities by the State of New York

A3005 - State Aid, Mortgage Tax - For each mortgage recorded on property located within the City we receive 1/2% tax as our share.

A3089 - State Reimb., Worker's Compensation - The State reimburses the City for certain worker's compensation expenses incurred by the City.

A3330 - State Reimb., Court Security - The City is reimbursed for the space provided to the State Court system.

A3331 - State Reimb., Court Costs - The Court system reimburses the City for telephone expense.

A3501 - State Reimb., CHIPS - Aid from highway capital program to offset Department of Public Works' costs.

A3589.3 - State Mass Transportation Assist. - The City receives operating assistance from the NYS - DOT for the City bus system and para-transit system. Reimbursement is based on number of passengers carried and miles driven.

A3820 - State Aid , Youth Program - The State Division for Youth provides assistance for the Recreation Department based on services they provide.

A3821 - State Aid, Juvenile Program - The State Division for Youth provides assistance for the Police Department based on services they provide.

A3989 State Aid, Other Home & Community Service - Grant proceeds from the New York State Department of State for Brownfield related project costs

A4389 - Fed. Aid, Police Block Grant - Grants for bullet proof vests, computers, etc.

A4510 - Fed. Aid, Highway Safety - Revenues received from the Selective Traffic Enforcement Program (STEP)

A4589.4 - Federal Transportation Assistance - The City receives a lump sum amount from the federal government for the City bus system and para-transit system. The funds are for operating assistance or for capital expenditures.

A4989 Federal Aid, Other Home & Community Service - Grant proceeds for a refuse route optimization plan

**City of Watertown
Fiscal Year 2013-14 Budget
General Fund Property Tax Revenues**

	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
A1001 Real Property Taxes	\$ 7,487,431	\$ 7,300,409	\$ 7,373,240	\$ 7,520,705
A1030 Special Assessments	10,949	10,111	9,500	9,350
A1050 Real Property Tax Reserve	<u>(444,350)</u>	<u>(3,327)</u>	<u>(62,000)</u>	<u>(69,000)</u>
Real Property Taxes	<u>\$ 7,054,030</u>	<u>\$ 7,307,193</u>	<u>\$ 7,320,740</u>	<u>\$ 7,461,055</u>

A1001 - Real Property Taxes - Real property taxes are assessed on all residential, commercial and industrial property located within the City. Under the law certain properties are tax exempt, ie: school, churches, government buildings.

A1030 - Special Assessments - Installment interest received on the special assessment sidewalk program.

A1050 - Real Property Tax Reserve - Deferred tax revenue to be collected at a later date is recorded in this account.

**City of Watertown
Fiscal Year 2013-14 Budget
General Fund Expenditure Summary**

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
	Actual	Actual	Budget	Budget
City Council	\$ 67,510	\$ 72,826	\$ 70,995	\$ 74,809
Mayor	26,551	28,046	28,940	29,944
Municipal Executive	429,011	504,837	520,639	540,336
Comptroller Department	514,015	544,883	540,771	594,284
Purchasing Department	137,286	124,271	130,967	136,350
Assessment Department	253,116	260,535	270,453	263,450
Tax Advertising	18,710	17,162	17,450	19,875
Property Acquired	22,963	77,819	38,000	137,800
Fiscal Agent Fees	1,776	3,331	1,000	925
City Clerk	207,799	239,020	219,109	218,980
Law	226,164	243,549	237,200	267,250
Civil Service	72,072	75,610	81,895	84,979
Engineering	662,830	689,586	777,373	820,205
Public Works Administration	644,115	613,363	524,948	527,422
Central Garage	662,000	680,561	812,109	767,319
Municipal Building	170,377	176,201	187,155	196,729
Central Printing & Mailing	68,371	70,451	73,400	76,650
Information Technology	480,821	508,125	539,335	542,232
Judgments & Claims	44,509	-	65,000	69,000
Purchase of Land	-	27,180	-	-
Real Property Taxes	29,283	29,150	31,000	39,440
Contingency	-	-	318,200	424,000
Police Department	7,200,074	7,279,968	7,889,234	8,323,924
Fire Department	7,822,377	8,300,478	8,337,930	8,950,017
Animal Control	87,045	3,890	91,382	93,651
Code Enforcement	337,708	368,940	358,547	400,358
Buildings and Grounds Maintenance	535,516	501,650	605,341	567,541
Maintenance of Roads	616,942	704,638	876,284	855,140
Snow Removal	1,157,517	1,019,383	1,253,189	1,220,295
Hydroelectric Production	303,624	340,586	364,850	481,942
Traffic Control and Lighting	783,579	736,570	841,427	857,369
Bus	793,540	811,545	826,824	951,584
Parking Facilities	34,926	50,976	83,304	63,480
Community Action Planning Council	52,000	62,000	52,000	52,000
Publicity	2,183	100	5,000	5,000
Private Social Services Agency	-	11,600	2,200	-
Parks and Recreation Administration	165,380	191,643	294,914	233,131
Thompson Park	275,975	290,766	340,068	360,558

City of Watertown
Fiscal Year 2013-14 Budget
General Fund Expenditure Summary

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
	Actual	Actual	Budget	Budget
Playgrounds	46,102	46,237	70,994	129,366
Fairgrounds	126,619	180,346	210,989	209,323
Outdoor Winter Activities	-	-	-	14,246
Athletic Programs	43,613	50,032	138,978	96,121
Pools	150,210	135,469	164,318	213,064
Ice Arena	380,680	429,531	468,904	601,603
Historian	-	-	250	250
Zoning	2,079	3,058	2,500	2,500
Planning	22,731	7,990	24,300	21,800
Storm Sewer	324,960	305,044	387,706	411,042
Refuse & Garbage	844,123	1,012,697	992,528	950,639
Workers' Compensation	105,747	99,333	106,000	105,000
Unemployment Insurance	11,308	3,704	7,500	10,000
Health Insurance - Retirees	3,112,960	3,055,625	3,293,725	3,412,950
Medicare Part B - Retirees	264,931	279,196	309,290	324,775
Compensated Absences	39,993	(19,273)	15,000	15,000
Other Employee Benefits	10,715	11,034	15,625	15,000
General Liability Reserve	25,000	75,000	75,000	75,000
Transfer to Library Fund	1,066,499	1,499,677	1,350,402	1,186,868
Transfer to Capital Reserve	-	-	3,100,000	-
Transfer Capital Fund	412,246	1,681,031	897,500	1,315,000
Black River Trust Reserve	10,000	10,000	10,000	10,000
Debt Service	4,546,364	3,303,602	2,762,930	2,654,119
Total Expenditures	<u>\$ 36,454,545</u>	<u>\$ 37,830,572</u>	<u>\$ 42,112,872</u>	<u>\$ 41,021,635</u>

Fiscal Year: 2013-14
Department: City Council
Account Code: A1010
Function: General Government Support



Description: The City Council is responsible for establishing the overall policies of the City, enactment of Ordinances, Local Laws and Resolutions governing the City including the annual adoption of the Budget. The Council deals with legislative matters as a body and its policy decisions are implemented through the office of the City Manager. The general goals of the City Council are to establish legislative policies of the City; adopt and amend the City Code as necessary for the proper management of the City Government, and appropriate municipal resources and set tax and utility rates for the provision of public services.

2012-13 Accomplishments

- ✓ Hired a new City Manager.
- ✓ Worked with new Leadership at Parks and Recreation to complete implementation of Corrective Action Plan, review fees, and expand opportunities available to residents and visitors to the City.
- ✓ Continued work with the Thompson Park Conservancy on replacement of the Aviary at the Zoo.
- ✓ Oversaw implementation of on-line bill paying system for City residents.
- ✓ Continued to promote Watertown as a Canadian shopping destination.
- ✓ Participated in successful negotiations related to the impending redevelopment of the Woolworth Building.

City of Watertown

Fiscal Year: 2013-14

Department: City Council

Account Code: A1010

Function: General Government Support

<u>Budget Summary</u>	<u>FY 2010-11 Actual</u>	<u>FY 2011-12 Actual</u>	<u>FY 2012-13 Budget</u>	<u>FY 2013-14 Budget</u>
Personal Services				
110 Salaries	\$ 49,696	\$ 50,192	\$ 50,192	\$ 51,704
120 Clerical	-	-	-	-
130 Wages	-	-	-	-
140 Temporary	-	-	-	-
150 Overtime	-	-	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 49,696</u>	<u>\$ 50,192</u>	<u>\$ 50,192</u>	<u>\$ 51,704</u>
Equipment				
230 Motor Vehicle	-	-	-	-
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ -	\$ -	\$ -	\$ -
420 Insurance	-	-	-	-
430 Contracted Services	7,731	8,234	6,600	7,500
440 Fees Non Employees	-	2,100	-	-
450 Miscellaneous	515	295	965	965
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	-	216	150	150
465 Equipment < \$5,000	-	-	-	-
Total Operating Expenses	<u>\$ 8,246</u>	<u>\$ 10,845</u>	<u>\$ 7,715</u>	<u>\$ 8,615</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 5,766	\$ 7,949	\$ 9,248	\$ 10,534
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	3,802	3,840	3,840	3,956
840 Workers' Compensation	-	-	-	-
850 Health Insurance	-	-	-	-
Total Fringe Benefits	<u>\$ 9,568</u>	<u>\$ 11,789</u>	<u>\$ 13,088</u>	<u>\$ 14,490</u>
Department Total	<u><u>\$ 67,510</u></u>	<u><u>\$ 72,826</u></u>	<u><u>\$ 70,995</u></u>	<u><u>\$ 74,809</u></u>

City of Watertown

Fiscal Year: 2013-14

Department: City Council

Account Code: A1010

Function: General Government Support

FY 2013-14 Budget

Personal Services

A.1010.0110	Salaries		
	Council Members	\$	51,704
	Total Personal Services	\$	<u>51,704</u>

Operating Expenses

A.1010.0430	Contracted Services		
	Broadcasting of Meetings	\$	6,900
	Legal Ads	<u>600</u>	\$ 7,500
A.1010.0450	Miscellaneous		
	Travel and Training	500	
	Membership Dues	<u>465</u>	965
A.1010.0460	Materials and Supplies		
	Business Cards, Letterhead		<u>150</u>
	Total Operating Expenses	\$	<u>8,615</u>

Fringe Benefits

A.1010.0810	New York State Employees' Retirement System	\$	10,534
A.1010.0830	Social Security		<u>3,956</u>
	Total Fringe Benefits	\$	<u>14,490</u>

TOTAL BUDGET \$ 74,809

Fiscal Year: 2013-14
Department: Mayor
Account Code: A1210
Function: General Government Support



Description: The Mayor is the head of the City Government and presides at all meetings of the City Council. A voting member of the Council, the Mayor represents the City at civic events and public occasions throughout the year.

The general goals of the Mayor are to provide leadership and promote teamwork by assisting the Council in establishing policies and coordinating Council activities. The Mayor also represents the City at local and state level events and private and public occasions with professionalism and dignity.

City of Watertown

Fiscal Year: 2013-14

Department: Mayor

Account Code: A1210

Function: General Government Support

<u>Budget Summary</u>	<u>FY 2010-11 Actual</u>	<u>FY 2011-12 Actual</u>	<u>FY 2012-13 Budget</u>	<u>FY 2013-14 Budget</u>
Personal Services				
110 Salaries	\$ 16,565	\$ 16,731	\$ 16,731	\$ 17,236
120 Clerical	-	-	-	-
130 Wages	-	-	-	-
140 Temporary	-	-	-	-
150 Overtime	-	-	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 16,565</u>	<u>\$ 16,731</u>	<u>\$ 16,731</u>	<u>\$ 17,236</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ -	\$ -	\$ -	\$ -
420 Insurance	-	-	-	-
430 Contracted Services	-	-	-	-
440 Fees Non Employees	-	-	-	-
450 Miscellaneous	7,292	7,870	7,700	7,700
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	-	-	-	-
465 Equipment < \$5,000	-	-	-	-
Total Operating Expenses	<u>\$ 7,292</u>	<u>\$ 7,870</u>	<u>\$ 7,700</u>	<u>\$ 7,700</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 1,929	\$ 2,651	\$ 3,229	\$ 3,689
820 NYS NYS Police/Fire Retirement Sys	-	-	-	-
830 Social Security	765	794	1,280	1,319
840 Workers' Compensation	-	-	-	-
850 Health Insurance	-	-	-	-
Total Fringe Benefits	<u>\$ 2,694</u>	<u>\$ 3,445</u>	<u>\$ 4,509</u>	<u>\$ 5,008</u>
Department Total	<u><u>\$ 26,551</u></u>	<u><u>\$ 28,046</u></u>	<u><u>\$ 28,940</u></u>	<u><u>\$ 29,944</u></u>

City of Watertown

Fiscal Year: 2013-14

Department: Mayor

Account Code: A1210

Function: General Government Support

		<u>FY 2013-14 Budget</u>	
Personal Services			
A.1210.0110	Salaries		
	Mayor	\$	<u>17,236</u>
	Total Personal Services	\$	<u>17,236</u>
Operating Expenses			
A.1210.0450	Miscellaneous		
	NYCOM Membership	\$	6,600
	Travel Expenses		<u>1,100</u>
	Total Operating Expenses		<u>\$ 7,700</u>
Fringe Benefits			
A.1210.0810	NYS Employees' Retirement System	\$	3,689
A.1210.0830	Social Security		<u>1,319</u>
	Total Fringe Benefits	\$	<u>5,008</u>
	TOTAL BUDGET	\$	<u><u>29,944</u></u>

Fiscal Year: 2013-14
Department: City Manager's Office
Account Code: A1230
Function: General Government Support



Description: The City Manager directs and supervises the activities of the City, manages municipal resources for efficient operation of public services, presents plans, reports and analyses to City Council and the Mayor and maintains the current and projected financial affairs of the City. Appointed by Watertown's City Council, the City Manager serves as the Chief Executive Officer and is responsible for implementing policy and administering City operations. The City Manager, Planning and Community Development Coordinator, two Planners, Confidential Assistant to the City Manager and a Secretary support this department's activities.

2012-13 Accomplishments

- ✓ Provided organizational leadership during a period of transition in the Office of the City Manager.
- ✓ Successfully acclimated new City Manager to the roles and responsibilities required of local government management
- ✓ Negotiated a successor Collective Bargaining Agreement with the Professional Fire Fighters Union
- ✓ Negotiated 2012-13 Franchise Agreement with the 1000 Island Privateers Professional Hockey Team and successor agreement for 2013-14.
- ✓ Investigated renewable and alternative energy options that can provide long term savings or revenues to taxpayers, including securing a NYSERDA grant for upgrades at the Sewage Treatment Plant.
- ✓ Facilitated discussions between the City, County, and State DoT regarding the 'urbanized' designation by the US Census.

2013-14 Goals and Objectives

- Provide for a healthy and safe environment whose infrastructure and personnel are responsive to the City's requirements for public safety, water, sewage, public works, transit, recreation and entertainment.

City of Watertown

Fiscal Year: 2013-14

Department: City Manager

Account Code: A1230

Function: General Government Support

<u>Budget Summary</u>	<u>FY 2010-11</u> Actual	<u>FY 2011-12</u> Actual	<u>FY 2012-13</u> Budget	<u>FY 2013-14</u> Budget
Personal Services				
110 Salaries	\$ 298,440	\$ 363,942	\$ 349,555	\$ 373,370
120 Clerical	-	-	-	-
130 Wages	-	-	-	-
140 Temporary	-	-	-	-
150 Overtime	-	-	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	1,691	-	-	-
Total Personal Services	<u>\$ 300,131</u>	<u>\$ 363,942</u>	<u>\$ 349,555</u>	<u>\$ 373,370</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ -	\$ -	\$ -	\$ -
420 Insurance	-	-	-	-
430 Contracted Services	6,029	4,614	230	230
440 Fees Non Employees	3,830	2,222	-	-
450 Miscellaneous	8,846	5,658	9,500	7,600
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	1,226	914	1,660	780
465 Equipment < \$5,000	2,134	399	110	-
Total Operating Expenses	<u>\$ 22,065</u>	<u>\$ 13,807</u>	<u>\$ 11,500</u>	<u>\$ 8,610</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 39,176	\$ 47,905	\$ 64,443	\$ 65,033
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	21,222	25,996	26,741	28,562
840 Workers' Compensation	-	-	-	-
850 Health Insurance	46,417	53,187	68,400	64,761
Total Fringe Benefits	<u>\$ 106,815</u>	<u>\$ 127,088</u>	<u>\$ 159,584</u>	<u>\$ 158,356</u>
Department Total	<u><u>\$ 429,011</u></u>	<u><u>\$ 504,837</u></u>	<u><u>\$ 520,639</u></u>	<u><u>\$ 540,336</u></u>

City of Watertown

Fiscal Year: 2013-14

Department: City Manager

Account Code: A1230

Function: General Government Support

		<u>FY 2013-14 Budget</u>	
Personal Services			
A.1230.0110	Salaries		
	City Manager	\$ 120,000	
	Planning and Community Development Coordinator	66,607	
	Planner (2)	97,171	
	Confidential Assistant to the City Manager	46,292	
	Confidential Secretary to the City Manager	43,300	\$ 373,370
	Total Personal Services		<u>\$ 373,370</u>
Operating Expenses			
A.1230.0430	Contracted Services		
	Legal Notices	\$ 80	
	PERB Contract Requests	150	\$ 230
A.1230.0450	Miscellaneous		
	Travel and Training, Seminars	2,500	
	Membership/Organizational Dues	2,500	
	Shipping	100	
	Miscellaneous Citywide Training	2,500	7,600
A.1230.0460	Materials and Supplies		
	Letterhead, Envelopes, Forms		780
	Total Operating Expenses		<u>\$ 8,610</u>
Fringe Benefits			
A.1230.0810	New York State Employees' Retirement System	\$ 65,033	
A.1230.0830	Social Security	28,562	
A.1230.0850	Health Insurance	64,761	
	Total Fringe Benefits		<u>\$ 158,356</u>
	TOTAL BUDGET		<u>\$ 540,336</u>

Fiscal Year: 2013-14
Department: Comptroller's Department
Account Code: A1315
Function: General Government Support



Description: The City Comptroller is the Chief Fiscal Officer of the City; the custodian of all City funds. The Comptroller's Office is responsible for general accounting functions, which includes processing of all revenues, accounts payable, payroll and financial reporting to state and federal agencies. This office is in charge of investing City funds, borrowing for debt, and the parking violations bureau. The City Comptroller is charged with collection of all City, County and delinquent School property taxes, special assessments, and water and sewer charges. Annually the Comptroller is required to conduct a Tax Sale to allow for collection of delinquent property taxes. The Comptroller's Office is currently staffed with a total of seven employees; and is highly utilized by the taxpayers of the City, and the public in general.

2012-13 Accomplishments

- ✓ Implemented online credit card payment option for property taxes, refuse tote bills and water/sewer bills.
- ✓ Expanded City's ACH payment program to include refuse tote bills.
- ✓ Issued debt to finance various capital projects.

2013-14 Goals and Objectives

- Develop accounting policies and procedures manual.
- Continue to monitor economic conditions and address budget issues timely to minimize financial impact to the City.
- Monitor any Governmental Accounting Standards Board (GASB) technical bulletins, exposure drafts or statements for effect on the City's financial reporting.

City of Watertown**Fiscal Year: 2013-14****Department: Comptroller****Account Code: A1315****Function: General Government Support**

Budget Summary	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	FY 2013-14 Budget
Personal Services				
110 Salaries	\$ 154,027	\$ 155,570	\$ 153,077	\$ 166,252
120 Clerical	154,593	160,264	162,624	166,666
130 Wages	-	-	-	-
140 Temporary	-	-	-	-
150 Overtime	4,804	5,322	5,000	5,500
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	2,800	2,800	2,800	2,800
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	\$ 316,224	\$ 323,956	\$ 323,501	\$ 341,218
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	\$ -	\$ -	\$ -	\$ -
Operating Expenses				
410 Utilities	\$ -	\$ -	\$ -	\$ -
420 Insurance	1,056	1,056	1,100	2,540
430 Contracted Services	54,184	48,419	35,240	67,225
440 Fees Non Employees	32,485	29,246	32,000	20,340
450 Miscellaneous	3,104	5,839	5,090	6,100
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	2,421	2,988	3,400	3,630
465 Equipment < \$5,000	991	15,953	8,100	6,250
Total Operating Expenses	\$ 94,241	\$ 103,501	\$ 84,930	\$ 106,085
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 35,685	\$ 50,391	\$ 61,895	\$ 73,021
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	22,960	23,630	24,535	26,104
840 Workers' Compensation	-	-	-	-
850 Health Insurance	44,905	43,405	45,910	47,856
Total Fringe Benefits	\$ 103,550	\$ 117,426	\$ 132,340	\$ 146,981
Department Total	\$ 514,015	\$ 544,883	\$ 540,771	\$ 594,284

City of Watertown**Fiscal Year: 2013-14****Department: Comptroller****Account Code: A1315****Function: General Government Support**

		<u>FY 2013-14 Budget</u>	
Personal Services			
A.1315.0110	Salaries		
	City Comptroller	\$ 85,279	
	Deputy City Comptroller	62,496	
	Accountant (1/2)	<u>18,477</u>	\$ 166,252
A.1315.0120	Clerical		
	Principal Account Clerk (2)	88,662	
	Sr. Account Clerk Typist (2)	<u>78,004</u>	166,666
A.1315.0150	Overtime		5,500
A.1315.0175	Health Insurance Buyout		<u>2,800</u>
	Total Personal Services		<u>\$ 341,218</u>
Operating Expenses			
A.1315.0420	Insurance		\$ 2,540
A.1315.0430	Contracted Services		
	Office Equipment Maintenance	\$ 475	
	Advertising - Tax/audit/debt notices	365	
	Unemployment Services	2,160	
	Bankruptcy Search Services	100	
	KVS Financial Software Maintenance	35,900	
	Parking Ticket Software Maintenance	23,325	
	Credit Card Software and Maintenance	2,000	
	Debt Disclosure Filing	1,400	
	Fixed Asset Software Maintenance	<u>1,500</u>	67,225
A.1315.0440	Fees, Non Employees		
	Single Audit	19,300	
	Actuarial Services	<u>1,040</u>	20,340
A.1315.0450	Miscellaneous		
	Travel and Training, Seminars	3,400	
	Dues and Publications	2,400	
	Record management services	250	
	Shipping	<u>50</u>	6,100
A.1315.0460	Materials and Supplies		
	Letterhead, Envelopes	1,180	
	Checks, 1099s, W-2s	<u>2,450</u>	3,630
A.1315.0465	Equipment < \$5,000		
	Financial Software Upgrades	4,000	
	Miscellaneous Office Equipment	<u>2,250</u>	6,250
	Total Operating Expenses		<u>\$ 106,085</u>
Fringe Benefits			
A.1315.0810	New York State Employees' Retirement System		\$ 73,021
A.1315.0830	Social Security		26,104
A.1315.0850	Health Insurance		<u>47,856</u>
	Total Fringe Benefits		<u>\$ 146,981</u>
	TOTAL BUDGET		<u>\$ 594,284</u>

Fiscal Year: 2013-14
Department: Purchasing Department
Account Code: A1345
Function: General Government Support



Description: The Purchasing Manager's primary role is to operate and maintain a Decentralized Purchasing Program with the various City departments in accordance with the rules and guidelines as set forth under New York State General Municipal Law 103. The objective of the Department is to support the various services provided by the City's departments as well as to ensure the prudent and economical use of the public's money for the purchase of maximum quality at the most economical cost, and to guard against favoritism, improvidence, fraud and corruption. This Department administers the bidding process and in the past fiscal year oversaw 18 sealed bids, reviewed approximately 6,000 requests for purchase, 7 requests for proposals and numerous requests for quotations.

2012-13 Accomplishments:

- ✓ Worked with department heads to streamline the bid process towards an electronic system. During the 2012-2013 fiscal year, the Purchasing Department began distributing specification and plans via CD or e-mail. This saved time, copying fees and postage.
- ✓ Worked in conjunction with City Comptroller to implement an update in the financial management software. Through this update, the Purchasing Department was able to install internal controls and a workflow system that resulted in improved management of the process at the department level as well as accountability to the City of Watertown Purchasing Policy.
- ✓ Initialized conversations with other governmental agencies in region to work cooperatively in purchasing endeavors. The Department met with other Purchasing officials in the area to discuss ways to cooperatively bid or source goods and services in order to save time and money.

2013-14 Goals and Objectives:

- Continue to review City service contracts to formalize a standard system of awarding contracts and managing performance, reporting and payments.
- Continue to work with departments to better utilize New York State and County contracts in order to obtain savings for the City.
- Continue conversations with other governmental agencies in region to work cooperatively in purchasing endeavors.

City of Watertown

Fiscal Year: 2013-14

Department: Purchasing Department

Account Code: A1345

Function: General Government Support

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ 74,066	\$ 59,726	\$ 64,000	\$ 65,923
120 Clerical	32,605	33,090	33,624	33,624
130 Wages	-	-	-	-
140 Temporary	-	-	-	-
150 Overtime	-	-	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 106,671</u>	<u>\$ 92,816</u>	<u>\$ 97,624</u>	<u>\$ 99,547</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ -	\$ -	\$ -	\$ -
420 Insurance	-	-	-	-
430 Contracted Services	-	-	125	125
440 Fees Non Employees	-	-	-	-
450 Miscellaneous	90	415	1,000	1,600
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	-	210	-	-
465 Equipment < \$5,000	83	2,106	-	-
Total Operating Expenses	<u>\$ 173</u>	<u>\$ 2,731</u>	<u>\$ 1,125</u>	<u>\$ 1,725</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 11,592	\$ 16,146	\$ 18,841	\$ 21,304
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	7,897	7,042	7,468	7,615
840 Workers' Compensation	-	-	-	-
850 Health Insurance	10,953	5,536	5,909	6,159
Total Fringe Benefits	<u>\$ 30,442</u>	<u>\$ 28,724</u>	<u>\$ 32,218</u>	<u>\$ 35,078</u>
Department Total	<u><u>\$ 137,286</u></u>	<u><u>\$ 124,271</u></u>	<u><u>\$ 130,967</u></u>	<u><u>\$ 136,350</u></u>

City of Watertown

Fiscal Year: 2013-14
Department: Purchasing Department
Account Code: A1345
Function: General Government Support

FY 2013-14 Budget

Personal Services

A.1345.0110	Salaries		
	Purchasing Manager	\$	65,923
A.1345.0120	Clerical		
	Account Clerk Typist		<u>33,624</u>
	Total Personal Services	\$	<u>99,547</u>

Operating Expenses

A.1345.0430	Contracted Services		
	Printing	\$	125
A.1315.0450	Miscellaneous		
	Association Fees	\$	100
	Education/Travel & Training		<u>1,500</u>
	Total Operating Expenses	\$	<u>1,725</u>

Fringe Benefits

A.1345.0810	New York State Employees' Retirement System	\$	21,304
A.1345.0830	Social Security		7,615
A.1345.0850	Health Insurance		<u>6,159</u>
	Total Fringe Benefits	\$	<u>35,078</u>

TOTAL BUDGET \$ 136,350

Fiscal Year: 2013-14
Department: Assessment Department
Account Code: A1355
Function: General Government Support



Description: The City Assessor's primary function is to provide, on an annual basis, equitable tax rolls. In addition, the Department produces over 25,000 City, School and County tax bills annually for all real property located within the City of Watertown. Billing includes the re-levying of delinquent water/sewer, DPW and sidewalk improvement charges. The Department maintains inventory and values for over 9,000 parcels with inventory being collected and updated using building permits and periodic area-wide inspections. The Department processes an average of 600 property transfers annually, requiring the review of deeds and transfer documents. The Department oversees the changes to tax maps required by subdivisions and merges. The Department administers over 3,000 escrow accounts and 6,700 real property tax exemptions. The Department is comprised of a staff of three; City Assessor, Real Property Appraiser and Real Property Tax Service Aide.

2012-13 Accomplishments:

- ✓ Completed the scanning and indexing of historic property description cards. The Department currently has over 9,000 property history cards, 12,500 deeds and 14,500 property photos electronically filed and indexed.
- ✓ Worked with GIS in the conversion of tax maps into a data-centric GIS format.

2013-14 Goals and Objectives:

- Expand and convert current policy and procedure manuals into an easily accessible and editable format.
- Use mobile technologies to provide for "in the field" data lookup and entry.
- Continue to work with the GIS Department to verify accuracy and usability of newly created GIS based tax maps.

City of Watertown

Fiscal Year: 2013-14

Department: Assessment

Account Code: A1355

Function: General Government Support

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ 61,767	\$ 62,386	\$ 61,443	\$ 63,298
120 Clerical	-	-	-	-
130 Wages	97,429	101,241	90,490	93,583
140 Temporary	-	-	-	-
150 Overtime	307	312	300	300
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 159,503</u>	<u>\$ 163,939</u>	<u>\$ 152,233</u>	<u>\$ 157,181</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ -	\$ -	\$ -	\$ -
420 Insurance	-	-	-	-
430 Contracted Services	4,463	3,226	4,220	4,100
440 Fees Non Employees	27,915	25,288	40,000	40,000
450 Miscellaneous	5,508	5,401	6,595	6,545
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	1,746	1,770	1,800	1,800
465 Equipment < \$5,000	-	-	150	100
Total Operating Expenses	<u>\$ 39,632</u>	<u>\$ 35,685</u>	<u>\$ 52,765</u>	<u>\$ 52,545</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 18,585	\$ 25,673	\$ 29,381	\$ 30,084
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	11,496	12,108	11,646	12,001
840 Workers' Compensation	-	-	-	-
850 Health Insurance	23,900	23,130	24,428	11,639
Total Fringe Benefits	<u>\$ 53,981</u>	<u>\$ 60,911</u>	<u>\$ 65,455</u>	<u>\$ 53,724</u>
Department Total	<u><u>\$ 253,116</u></u>	<u><u>\$ 260,535</u></u>	<u><u>\$ 270,453</u></u>	<u><u>\$ 263,450</u></u>

City of Watertown

Fiscal Year: 2013-14

Department: Assessment

Account Code: A1355

Function: General Government Support

Personal Services

FY 2013-14 Budget

A.1355.0110	Salaries		
	City Assessor	\$	63,298
A.1355.0130	Wages		
	Real Property Appraiser	\$	56,866
	Real Property Tax Service Aide		93,583
		<u>36,717</u>	
A.1355.0150	Overtime		300
	Total Personal Services	\$	<u>157,181</u>

Operating Expenses

A.1355.0430	Contracted Services		
	Advertising Expenses	\$	60
	Repairs/Maintenance of Equip.		460
	Tablet data plan		480
	SDG Link Maintenance		1,100
	Data Processing Service (RPS)		2,000
		<u>2,000</u>	\$ 4,100
A.1355.0440	Fees, Non Employees		
	Legal and Appraisals Services		40,000
A.1355.0450	Miscellaneous		
	Professional Organization Dues		545
	Travel and Training		1,100
	Postage		4,600
	Mileage		300
		<u>300</u>	6,545
A.1355.0460	Materials and Supplies		
	Tax Bills & Notices		1,500
	Office Supplies		300
		<u>300</u>	1,800
A.1355.0465	Equipment < \$5,000		100
	Total Operating Expenses	\$	<u>52,545</u>

Fringe Benefits

A.1355.0810	New York State Employees' Retirement System	\$	30,084
A.1355.0830	Social Security		12,001
A.1355.0850	Health Insurance		11,639
	Total Fringe Benefits	\$	<u>53,724</u>

TOTAL BUDGET

\$ 263,450

City of Watertown

Fiscal Year: 2013-14

Department: Miscellaneous

Account Code: A1362, A1380, A1930, A1950, A1990

Function: General Government Support

	<u>FY 2010-11</u>	<u>FY 2011-12</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
A1362 Tax Advertising	\$ 18,710	\$ 17,162	\$ 17,450	\$ 19,875
A1380 Fiscal Agent Fees	1,776	3,331	1,000	925
A1930 Judgments and Claims	44,509	-	65,000	69,000
A1940 Purchase of Land	-	27,180	-	-
A1950 Real Property Taxes	29,283	29,150	31,000	39,440
A1990 Contingency	<u>-</u>	<u>-</u>	<u>318,200</u>	<u>424,000</u>
TOTAL BUDGET	<u>\$ 94,278</u>	<u>\$ 76,823</u>	<u>\$ 432,650</u>	<u>\$ 553,240</u>

A1362 Tax Advertising - Expenses related to Tax Sale procedure including lien searches, filing fees and advertising costs.

A1380 Fiscal Agent Fees - Expenses associated with payment of serial bond principal and interest to bond holders.

A1930 Judgments and Claims - Expenses associated with settlements in certiorari cases.

A1940 Purchase of Land - Expenses associated with purchase of land.

A1950 Real Property Taxes - Taxes on City owned property located outside corporate limits of the City.

A1990 Contingency - Projected salary and benefit increases for Management, CSEA and IBEW employees, deferred compensation payments.

Fiscal Year: 2013-14
Department: Property Acquired
Account Code: A1364
Function: General Government Support



Description: Charged to this account are expenses incurred in the managing of property taken by foreclosure for delinquent real property taxes. Expenses include maintenance, repairs and demolition.

2012-13 Accomplishments:

- ✓ Worked to mitigate blight within the community through aggressive code enforcement, property acquisition and revitalization efforts and, as a final resort, demolition of properties acquired for non-payment of taxes.
- ✓ Disposed of eleven (11) properties through property auction and direct sales.
- ✓ Demolished 2 properties: 123 Lynde Street East and 606 Factory Street

2013-14 Goals and Objectives:

- ✓ Continue to work aggressively to mitigate blight within the community through aggressive code enforcement, property acquisition and revitalization efforts and, as a final resort, demolition of properties acquired for non-payment of taxes.
- ✓ Continue to work toward reverting properties to the tax roll from City ownership.

City of Watertown

Fiscal Year: 2013-14

Department: Property Acquired

Account Code: A1364

Function: General Government Support

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	-	-	-	-
130 Wages	-	-	-	-
140 Temporary	-	-	-	-
150 Overtime	-	-	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ -	\$ -	\$ -	\$ -
420 Insurance	-	-	200	-
430 Contracted Services	22,963	73,133	36,300	136,300
440 Fees Non Employees	-	-	-	-
450 Miscellaneous	-	630	-	-
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	-	4,056	1,500	1,500
465 Equipment < \$5,000	-	-	-	-
Total Operating Expenses	<u>\$ 22,963</u>	<u>\$ 77,819</u>	<u>\$ 38,000</u>	<u>\$ 137,800</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ -	\$ -	\$ -	\$ -
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	-	-	-	-
840 Workers' Compensation	-	-	-	-
850 Health Insurance	-	-	-	-
Total Fringe Benefits	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u><u>\$ 22,963</u></u>	<u><u>\$ 77,819</u></u>	<u><u>\$ 38,000</u></u>	<u><u>\$ 137,800</u></u>

City of Watertown

Fiscal Year: 2013-14

Department: Property Acquired

Account Code: A1364

Function: General Government Support

Operating Expenses

		<u>FY 2013-14 Budget</u>	
A.1364.0430	Contracted Services		
	Auction notices	\$	300
	Deed filing costs		1,000
	Asbestos Surveys, Demolitions	<u>135,000</u>	\$ 136,300
A.1364.0460	Materials and Supplies		<u>1,500</u>
	Total Operating Expenses		<u>\$ 137,800</u>
	TOTAL BUDGET		<u>\$ 137,800</u>

Fiscal Year: 2013-14
Department: City Clerk
Account Code: A1410
Function: General Government Support



Description: As prescribed by City Charter, the City Clerk serves as the custodian of the City Seal, the Registrar of vital statistics and the Clerk of the City Council. The Clerk's office is responsible for recording all births and deaths which occur within the City limits, issuing various licenses such as marriage, bingo, games of chance, dog, etc., issuing certified copies of various records and disbursing license and permit fees to various government agencies. The office is staffed by the City Clerk and two Deputy Clerks, all of which are authorized to perform marriages at City Hall. The City Clerk is also the City Historian and is responsible for the material housed in the Historian's Office. The Clerk's office is also responsible for the preparation and distribution of City Council meeting minutes and periodic revision of the Municipal Code, as authorized by Council. The City Clerk's Office operates in a highly professional and accurate manner. The staff strives to provide quality service to the citizens of the area, other government agencies or departments within our City government structure.

2012-13 Accomplishments:

- ✓ Issued 1,056 marriage licenses, 1,744 birth certificates, 439 death certificates, approximately 4,500 certified copies, 1,685 dog licenses and renewals, 12 business licenses, and 554 handicap parking permits. Performed 624 wedding ceremonies and approximately 50 genealogy searches.
- ✓ Developed a computerized method of indexing for the City Council Minutes to include resolutions, ordinances, local laws and discussion topics. Indexing is completed from 2009 up to the current date.
- ✓ Implemented all the functions of the BAS clerk software in order to establish better accounting and handling of funds
- ✓ Established a policy and procedure book for the daily operations of the office

2013-14 Goals and Objectives:

- Continue to develop and update policies for all the procedures done within the office to ensure compliance with NYS regulations
- Explore additional training and networking in order to work towards certification
- Complete the transition to accepting requests for Certified Copies of Vital Records electronically

City of Watertown

Fiscal Year: 2013-14

Department: City Clerk

Account Code: A1410

Function: General Government Support

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ 137,322	\$ 155,545	\$ 129,196	\$ 134,936
120 Clerical	-	-	-	-
130 Wages	-	-	-	-
140 Temporary	-	-	-	-
150 Overtime	-	-	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 137,322</u>	<u>\$ 155,545</u>	<u>\$ 129,196</u>	<u>\$ 134,936</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ -	\$ -	\$ -	\$ -
420 Insurance	-	-	-	-
430 Contracted Services	11,655	14,308	10,995	11,595
440 Fees Non Employees	-	-	-	-
450 Miscellaneous	894	413	900	2,250
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	1,201	1,377	1,200	2,650
465 Equipment < \$5,000	200	353	13,500	-
Total Operating Expenses	<u>\$ 13,950</u>	<u>\$ 16,451</u>	<u>\$ 26,595</u>	<u>\$ 16,495</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 16,000	\$ 22,814	\$ 23,010	\$ 26,479
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	10,000	11,210	9,883	10,323
840 Workers' Compensation	-	-	-	-
850 Health Insurance	30,527	33,000	30,425	30,747
Total Fringe Benefits	<u>\$ 56,527</u>	<u>\$ 67,024</u>	<u>\$ 63,318</u>	<u>\$ 67,549</u>
Department Total	<u><u>\$ 207,799</u></u>	<u><u>\$ 239,020</u></u>	<u><u>\$ 219,109</u></u>	<u><u>\$ 218,980</u></u>

City of Watertown

Fiscal Year: 2013-14

Department: City Clerk

Account Code: A1410

Function: General Government Support

FY 2013-14 Budget

Personal Services

A.1410.0110	Salaries		
	City Clerk	\$ 58,500	
	Deputy City Clerk(2)	<u>76,436</u>	\$ 134,936
	Total Personal Services		<u>\$ 134,936</u>

Operating Expenses

A.1430.0430	Contracted Services		
	Copier Maintenance & Lease	\$ 2,200	
	Clerk Software Updates	1,700	
	City Website Code Updates	1,195	
	Code Supplements	<u>6,500</u>	\$ 11,595
A.1410.0450	Miscellaneous		
	Education/Staff Training	1,800	
	Membership Dues/Travel	250	
	Other Miscellaneous	<u>200</u>	2,250
A.1410.0460	Materials and Supplies		
	Office Supplies		<u>2,650</u>
	Total Operating Expenses		<u>\$ 16,495</u>

Fringe Benefits

A.1410.0810	New York State Employees' Retirement System	\$ 26,479	
A.1410.0830	Social Security	10,323	
A.1410.0850	Health Insurance	<u>30,747</u>	
	Total Fringe Benefits		<u>\$ 67,549</u>

TOTAL BUDGET \$ 218,980

Fiscal Year: 2013-14
Department: Law
Account Code: A1420
Function: General Government Support



Description: Corporation Counsel is retained by the City Council to serve as legal advisor to the Mayor, the City Council, staff and any board or officer of the City, as well as defending and prosecuting all actions and proceedings brought by or against the city or by or against any of its officers. All contracts, legal documents and instruments are reviewed and/or prepared by the Corporation Counsel. Counsel provides interpretation of City Code, State and Federal laws. Legal opinions are provided as required. The City employs specialized counsel as the need occurs.

City of Watertown

Fiscal Year: 2013-14

Department: Law

Account Code: A1420

Function: General Government Support

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	-	-	-	-
130 Wages	-	-	-	-
140 Temporary	-	-	-	-
150 Overtime	-	-	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ -	\$ -	\$ -	\$ -
420 Insurance	-	-	-	-
430 Contracted Services	-	-	-	-
440 Fees Non Employees	220,354	235,160	231,200	261,200
450 Miscellaneous	5,810	8,389	6,000	6,050
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	-	-	-	-
465 Equipment < \$5,000	-	-	-	-
Total Operating Expenses	<u>\$ 226,164</u>	<u>\$ 243,549</u>	<u>\$ 237,200</u>	<u>\$ 267,250</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ -	\$ -	\$ -	\$ -
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	-	-	-	-
840 Workers' Compensation	-	-	-	-
850 Health Insurance	-	-	-	-
Total Fringe Benefits	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u><u>\$ 226,164</u></u>	<u><u>\$ 243,549</u></u>	<u><u>\$ 237,200</u></u>	<u><u>\$ 267,250</u></u>

City of Watertown

Fiscal Year: 2013-14

Department: Law

Account Code: A1420

Function: General Government Support

		<u>FY 2013-14 Budget</u>	
Operating Expenses			
A.1420.0440	Fees, Non Employees		
	Slye and Burrows	\$ 260,000	
	Arbitrators, Stenographers, etc.	<u>1,200</u>	\$ 261,200
A.1420.0450	Miscellaneous		
	Updates; Law Books		<u>6,050</u>
	Total Operating Expenses		<u>\$ 267,250</u>
	TOTAL BUDGET		<u>\$ 267,250</u>

Fiscal Year: 2013-14
Department: Civil Service
Account Code: A1430
Function: General Government Support



Description: The City of Watertown Civil Service Commission performs legislative, executive, and judicial functions: legislative when establishing rules having the force and effect of law; executive when administering the merit system, determining general policy, and establishing internal procedures; and judicial when considering and resolving appeals of Civil Service Law. The Civil Service Commission serves the City of Watertown, Flower Memorial Library, Watertown City School District, and Watertown Housing Authority with responsibility over 320 competitive, 169 non-competitive, 106 labor, 9 exempt, and 9 unclassified positions (for a total of 613 employees). The department is staffed with a full-time Executive Secretary.

2012-13 Accomplishments

- ✓ Presented revised job specifications to City Manager for negotiation purposes with the Civil Service Employees Association (CSEA) and International Brothers of Electrical Workers (IBEW) unions.
- ✓ Assisted City Manager with streamlining approval for personnel appointments and changes by channeling all paperwork related to personnel changes through the Civil Service office to check for Civil Service compliance prior to City Manager approval.
- ✓ Assisted City Manager with labor relation and union issues. Became a member of the CSEA/Management labor management team.

2013-14 Goals and Objectives:

- Combine Civil Service Supplemental Payroll Certification and Report of Personnel Change (MSD426) and the Personnel Appointment or Action (PA) forms for ease in use and greater efficiency.
- Continue to assist the City Manager with labor relations and union issues.
- Continue to assist all appointing authorities serviced by this office to maintain Civil Service compliance and cohesiveness.
- Continue to promote job opportunities for all agencies served by this office by attending job fairs, posting available positions and examinations, and community outreach.

City of Watertown

Fiscal Year: 2013-14

Department: Civil Service

Account Code: A1430

Function: General Government Support

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ 37,861	\$ 45,702	\$ 48,095	\$ 49,548
120 Clerical	-	-	-	-
130 Wages	-	-	-	-
140 Temporary	-	-	-	-
150 Overtime	-	-	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	160	495	900	400
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 38,021</u>	<u>\$ 46,197</u>	<u>\$ 48,995</u>	<u>\$ 49,948</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ -	\$ -	\$ -	\$ -
420 Insurance	-	-	-	-
430 Contracted Services	12,503	4,744	5,037	5,483
440 Fees Non Employees	20	251	-	-
450 Miscellaneous	905	999	1,400	1,230
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	873	1,580	300	300
465 Equipment < \$5,000	-	-	-	-
Total Operating Expenses	<u>\$ 14,301</u>	<u>\$ 7,574</u>	<u>\$ 6,737</u>	<u>\$ 7,013</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 4,461	\$ 6,344	\$ 9,456	\$ 10,689
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	2,614	3,243	3,748	3,821
840 Workers' Compensation	-	-	-	-
850 Health Insurance	12,675	12,252	12,959	13,508
Total Fringe Benefits	<u>\$ 19,750</u>	<u>\$ 21,839</u>	<u>\$ 26,163</u>	<u>\$ 28,018</u>
Department Total	<u><u>\$ 72,072</u></u>	<u><u>\$ 75,610</u></u>	<u><u>\$ 81,895</u></u>	<u><u>\$ 84,979</u></u>

City of Watertown

Fiscal Year: 2013-14

Department: Civil Service

Account Code: A1430

Function: General Government Support

FY 2013-14 Budget

Personal Services

A.1430.0110	Salaries		
	Executive Secretary to Civil Service Commission	\$	49,548
A.1430.0170	Out of Code (Exam Monitors)		<u>400</u>
	Total Personal Services	\$	<u>49,948</u>

Operating Expenses

A.1430.0430	Contracted Services		
	Advertising (Public Hearings)	\$	150
	Software Maintenance Agrmnt		5,033
	Fees, Non Employee		<u>300</u>
		\$	5,483
A.1430.0450	Miscellaneous		
	Membership Dues		150
	Mileage Reimbursement		200
	Travel and Training		700
	Updates; Law Book		<u>180</u>
			1,230
A.1430.0460	Materials and Supplies		
	Printed Forms, Letterhead		<u>300</u>
	Total Operating Expenses	\$	<u>7,013</u>

Fringe Benefits

A.1430.0810	New York State Employees' Retirement System	\$	10,689
A.1430.0830	Social Security		3,821
A.1430.0850	Health Insurance		<u>13,508</u>
	Total Fringe Benefits	\$	<u>28,018</u>

TOTAL BUDGET \$ 84,979

Fiscal Year: 2013-14
Department: Engineering Department
Account Code: A1440
Function: General Government Support



Description: The City Engineering Department provides support to other City departments, including capital design (in-house or outside consultant), project management, property surveys, and the Code Enforcement Office. In addition to the City Engineer, the department currently has authorized staffing of two Civil Engineer II positions, two Civil Engineers I positions, a Computer Aided Design Technician, one Senior Engineering Technician, and a Secretary I. The goals of the department are to continue the practice of prompt response to inter-departmental needs, maximize in-house design effort, perform project management work on capital projects and serve the public as promptly and efficiently as possible.

2012-13 Accomplishments

- ✓ Capital Project Design and construction oversight of and in coordination with City Staff, consultants, contractors, utilities, regulatory and funding agencies. Projects include: Factory Street Design, WWTP Disinfection System design, redesign and bidding of the Zoo Pavilion, Clinton Street Construction, Reservoir Parallel Main, HVAC upgrades to City Hall and Flower Library, Sidewalk Replacement District #8, Flynn Pool Rehab, Thompson Park Roof replacement, FML Roof rehab, projects in support of DPW, and proposed developments.
- ✓ Worked with City Manager, Jefferson County and NYSDOT to stand up the Metropolitan Planning Organization.
- ✓ Started the process of digital archiving.
- ✓ Completed a smooth transition of the WWTP and Hydro Plant realignment to the expanded Water Department.

2013-14 Goals and Objectives

- Capital Project Design and construction oversight of and in coordination with City Staff, consultants, contractors, utilities, regulatory and funding agencies. Projects include: Disinfection System Construction, Design of Flower Ave. East, Begin Factory Street Reconstruction, WOTS Chestnut to Ives, Design the rehab of the Arena Roof, projects in support of DPW, and proposed developments.
- Prepare for and implement the requirements accompanying the designation as an Urbanized Area (MPO, MS4)
- Ongoing support of the Sidewalk Replacement Program.
- Continue the process of digital archiving, and move toward an electronic permitting system for Engineering and Code Enforcement.

City of Watertown**Fiscal Year: 2013-14****Department: Engineering Department****Account Code: A1440****Function: General Government Support**

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
<u>Budget Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Personal Services				
110 Salaries	\$ 327,142	\$ 329,813	\$ 327,247	\$ 345,845
120 Clerical	31,194	31,659	32,170	32,170
130 Wages	72,722	73,955	89,036	99,176
140 Temporary	-	-	-	-
150 Overtime	19,977	3,349	5,000	6,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 451,035</u>	<u>\$ 438,776</u>	<u>\$ 453,453</u>	<u>\$ 483,191</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	11,455	-	-
Total Equipment	<u>\$ -</u>	<u>\$ 11,455</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ 913	\$ 1,737	\$ 1,400	\$ 1,100
420 Insurance	-	-	-	-
430 Contracted Services	10,072	24,186	76,200	73,700
440 Fees Non Employees	15,667	19,134	15,000	15,000
450 Miscellaneous	12,916	2,432	8,200	8,200
455 Vehicle Expenses	1,053	883	1,600	2,250
460 Materials and Supplies	1,993	4,200	22,100	17,100
465 Equipment < \$5,000	9,919	8,627	1,200	1,200
Total Operating Expenses	<u>\$ 52,533</u>	<u>\$ 61,199</u>	<u>\$ 125,700</u>	<u>\$ 118,550</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 56,825	\$ 73,708	\$ 87,520	\$ 103,401
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	33,324	32,448	34,700	36,964
840 Workers' Compensation	38	1,498	1,500	500
850 Health Insurance	69,075	70,502	74,500	77,599
Total Fringe Benefits	<u>\$ 159,262</u>	<u>\$ 178,156</u>	<u>\$ 198,220</u>	<u>\$ 218,464</u>
Department Total	<u>\$ 662,830</u>	<u>\$ 689,586</u>	<u>\$ 777,373</u>	<u>\$ 820,205</u>

City of Watertown

Fiscal Year: 2013-14
Department: Engineering Department
Account Code: A1440
Function: General Government Support

		<u>FY 2013-14 Budget</u>	
Personal Services			
A.1440.0110	Salaries		
	City Engineer	\$ 93,065	
	Civil Engineer II (2)	135,104	
	Civil Engineer I (2)	<u>117,676</u>	\$ 345,845
A.1440.0120	Clerical		
	Secretary I		32,170
A.1440.0130	Wages		
	CAD Technician	56,866	
	Engineering Technician	<u>42,310</u>	99,176
A.1440.0150	Overtime		<u>6,000</u>
	Total Personal Services		<u>\$ 483,191</u>
 Operating Expenses			
A.1440.0410	Utilities		\$ 1,100
A.1440.0430	Contracted Services		
	Equipment Service/Repair	\$ 800	
	Software & Tech Support	15,000	
	Monument Survey and Installation	20,000	
	MetaData/Archiving	12,000	
	Legal Advertisements	600	
	Filing Fees for Deeds/Easements	600	
	Pre-Design Engineering Insp.	15,000	
	Traffic Counts	8,500	
	Maintenance Agreements	<u>1,200</u>	73,700
A.1440.0440	Fees, Non Employee		
	Surveying Agreement		15,000
A.1440.0450	Miscellaneous		
	Travel	2,000	
	Training and Professional Development	3,500	
	Mileage Reimbursement	1,500	
	Professional Memberships	800	
	Texts/Reference Materials	<u>400</u>	8,200
A.1440.0455	Vehicle Expense		
	Insurance	750	
	Fuel & Oil	900	
	Maintenance/Repairs	600	2,250
A.1440.0460	Materials & Supplies		
	CAD/Drafting Supplies	700	
	Monument Supplies	15,000	
	Field Supplies	700	
	Office Supplies	<u>700</u>	17,100

City of Watertown

Fiscal Year: 2013-14
Department: Engineering Department
Account Code: A1440
Function: General Government Support

FY 2013-14 Budget

A.1440.0465	Other Equipment < \$5,000		
	Field Equipment	400	
	Total Station - misc. equipment	400	
	Computer needs, misc.	<u>400</u>	<u>1,200</u>
	Total Operating Expenses	\$	<u>118,550</u>
Fringe Benefits			
A.1440.0810	New York State Employees' Retirement System	\$	103,401
A.1440.0830	Social Security		36,964
A.1440.0840	Workers' Compensation		500
A.1440.0850	Health Insurance		<u>77,599</u>
	Total Fringe Benefits	\$	<u>218,464</u>
	TOTAL BUDGET	\$	<u>820,205</u>

Fiscal Year: 2013-14
Department: Public Works Administration
Account Code: A1490
Function: General Government Support



Description: This division is responsible for the administrative and operational supervision and coordination of a multi-tasked, full service traditional Department of Public Works as well as the CitiBus Public Transit System, Electric and Central Garage with a combined operating budget in excess of \$7,700,000. The office clerical staff provides full accounting, billing, payroll calculations and personnel record keeping for all full time employees. This account is also responsible for operations and maintenance of the Newell Street Facility. There are a total of six full time employees within this account.

2012-13 Accomplishments

- ✓ Implemented the optimized Solid Waste collection routes developed using RouteSmart.
- ✓ Completed the Black River Parks Project to include the installation of the two pavilions and commissioning of the Marble Street restroom.
- ✓ Continued to expand the Department's employee safety training program through the successful grant award from New York State Hazard Abatement Board, Occupational Safety and Health Training and Education Program for the second year in a row.
- ✓ Participated in the creation of the new Metropolitan Planning Organization.
- ✓ Acquired the new FCC mandated narrowband radio license and ensured full compliance with all departmental radio transmitting equipment.
- ✓ Commenced the CitiBus Operations procedural changes as our Federal Transit Administration's classification has changed from a Rural to an Urban Transportation System

2013-14 Goals and Objectives

- Continue to redefine existing CitiBus operational protocols as they pertain to the Federal Transit Administration's Urban Transportation Rules and Regulations.
- Investigate funding and energy initiative grants as well as identifying operations reimbursement opportunities associated with the MPO.
- Transition the new Fleet Manager and Roads' Maintenance Supervisor personnel into the Department's management structure.

City of Watertown

Fiscal Year: 2013-14

Department: Public Works Administration

Account Code: A1490

Function: General Government Support

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ 218,859	\$ 207,735	\$ 88,540	\$ 96,747
120 Clerical	111,529	113,483	116,662	119,644
130 Wages	44,743	15,483	36,783	46,143
140 Temporary	-	-	-	-
150 Overtime	1,928	3,065	600	2,500
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	2,800	2,800	2,800	2,800
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 379,859</u>	<u>\$ 342,566</u>	<u>\$ 245,385</u>	<u>\$ 267,834</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ 42,614	\$ 30,102	\$ 29,574	\$ 31,826
420 Insurance	3,665	3,447	3,562	3,325
430 Contracted Services	27,619	34,931	89,507	46,050
440 Fees Non Employees	3,552	2,932	5,875	2,700
450 Miscellaneous	1,500	17,501	3,245	10,025
455 Vehicle Expenses	8,781	8,798	2,091	4,195
460 Materials and Supplies	21,708	20,618	24,950	26,550
465 Equipment < \$5,000	1,150	1,183	2,565	400
Total Operating Expenses	<u>\$ 110,589</u>	<u>\$ 119,512</u>	<u>\$ 161,369</u>	<u>\$ 125,071</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 43,341	\$ 59,233	\$ 46,820	\$ 58,064
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	27,902	25,252	18,770	20,490
840 Workers' Compensation	6,393	5,146	6,000	6,000
850 Health Insurance	76,031	61,654	46,604	49,963
Total Fringe Benefits	<u>\$ 153,667</u>	<u>\$ 151,285</u>	<u>\$ 118,194</u>	<u>\$ 134,517</u>
Department Total	<u><u>\$ 644,115</u></u>	<u><u>\$ 613,363</u></u>	<u><u>\$ 524,948</u></u>	<u><u>\$ 527,422</u></u>

City of Watertown

Fiscal Year: 2013-14
Department: Public Works Administration
Account Code: A1490
Function: General Government Support

		<u>FY 2013-14 Budget</u>	
Personal Services			
A.1490.0110	Salaries		
	Superintendent of Public Works	\$ 82,386	
	Asst. Super.Public Works (20%)	14,361	\$96,747
		<hr/>	
A.1490.0120	Clerical		
	Principal Account Clerk	46,143	
	Senior Account Clerk Typist	38,477	
	Account Clerk Typist	35,024	119,644
		<hr/>	
A.1490.0130	Wages		
	Senior Engineering Tech		46,143
A.1490.0150	Overtime		2,500
A.1490.0175	Health Insurance Buyout		2,800
	Total Personal Services		<u>\$ 267,834</u>
Operating Expenses			
A.1490.0410	Utilities		
	Water/Sewer	\$ 1,150	
	Electric	5,700	
	Natural Gas	20,000	
	Westelcom Telephone	3,876	
	Cellular Phone Service	1,100	\$ 31,826
		<hr/>	
A.1490.0420	Insurance		3,325
A.1490.0430	Contracted Services		
	Janitorial Services	8,200	
	Rug/Mat Rentals	500	
	GIS/GPS Software Service/Maintenance	1,500	
	Cartegraph Subscription Renewal	9,530	
	Weather Forecast Service	805	
	Elevator Maintenance/Repair	3,500	
	Steel Siding (N & E Sides 521b Newell St)	2,000	
	In-Fill Windows x 3 - labor only (547 Newell St)	3,000	
	Replace Overhead Door Panel (521a Newell St)	600	
	Replace Overhead Door Panel x4 (547 Newell St)	2,700	
	Replace Overhead Door Panels (521e Newell St)	640	
	HVAC / Plumbing Maintenance	4,000	
	Sprinkler System Maintenance	2,000	
	Generator Maintenance	875	
	Overhead Door Preventive Maintenance (21)	1,500	
	Overhead Door Repairs	1,000	
	Various Fence and Gate Repairs	900	
	Office Equipment Maint./Repair	1,800	
	Small Equipment Repairs	1,000	46,050
		<hr/>	

City of Watertown

Fiscal Year: 2013-14
Department: Public Works Administration
Account Code: A1490
Function: General Government Support

		<u>FY 2013-14 Budget</u>	
A.1490.0440	Fees, Non-Employees		
	NYS Pollutant Discharge Fee	100	
	CDL Mandated Random Testing	2,600	2,700
A.1490.0450	Miscellaneous		
	Subscriptions & Memberships	925	
	Seminars / Webinars	900	
	Training Admin. Employees	1,200	
	PESH Training *	6,000	
	Reference Manuals	500	
	Safety Shoes/Related Equipment	500	10,025
A.1490.0455	Vehicle Expenses		
	Vehicle Maintenance	500	
	Routine Preventive Maintenance	140	
	Vehicle Fuel & Lubricants	1,400	
	Insurance	2,155	4,195
A.1490.0460	Materials and Supplies		
	Public Works Administration:		
	Small Tools/Safety Lights	1,000	
	Building/Grounds Maintenance & Repair Materials	5,000	
	Materials for In-Fill Window Project	800	
	Replacement T-5 Lamps (521e Newell St.)	1,800	
	Janitorial/Restroom Supplies	2,000	
	Office Equipment Supplies	500	
	Carpenter Tools/Supplies	500	
	Small Tools & Materials	1,000	
	Safety Clothing & Equipment	850	
	Central Storeroom Materials:		
	Barricade Parts/Batteries	3,000	
	Lumber & Materials	2,200	
	Small Hand Tools/Equip.	1,900	
	Safety Vests,Gloves etc.(Stock)	4,000	
	Miscellaneous Supplies	2,000	26,550
A.1490.0465	Other Equipment < \$5,000		
	Video Camera		400
			<u>\$ 125,071</u>
Fringe Benefits			
A.1490.0810	New York State Employees' Retirement System	\$	58,064
A.1490.0830	Social Security		20,490
A.1490.0840	Workers' Compensation		6,000
A.1490.0850	Health Insurance		49,963
	Total Fringe Benefits	\$	<u>134,517</u>
	TOTAL BUDGET	\$	<u>527,422</u>

Fiscal Year: 2013-14
Department: Municipal Building
Account Code: A1620
Function: General Government Support



Description: This Department is responsible for the operation and maintenance of the Municipal Building and the Flower Memorial Library. The three full-time employees' responsibilities extend to the leased areas of the building, including POMCO and the NYS Unified Court Administration for the City Court facilities pertaining to cleaning, maintenance, minor repairs and renovation projects.

2012-13 Accomplishments:

- ✓ Worked with Consultant and City Engineer on plans for upgrades of the air conditioning and heating system with new energy efficient equipment.
- ✓ Renovated City Clerk's office

2013-14 Goals and Objectives:

- Oversee the installation of the air conditioning and heating system with new energy efficient equipment.
- Continue painting and upgrading the offices in City Hall as needed.

City of Watertown

Fiscal Year: 2013-14

Department: Municipal Building

Account Code: A1620

Function: General Government Support

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	-	-	-	-
130 Wages	51,496	53,587	54,736	54,736
140 Temporary	-	-	-	-
150 Overtime	7,729	5,980	4,000	4,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 59,225</u>	<u>\$ 59,567</u>	<u>\$ 58,736</u>	<u>\$ 58,736</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ 50,412	\$ 49,728	\$ 52,429	\$ 55,180
420 Insurance	8,249	7,915	9,011	8,600
430 Contracted Services	20,012	22,039	18,050	23,810
440 Fees Non Employees	-	-	-	-
450 Miscellaneous	-	30	-	-
455 Vehicle Expenses	1,056	694	425	500
460 Materials and Supplies	10,992	10,205	15,000	16,000
465 Equipment < \$5,000	982	3,851	8,800	7,600
Total Operating Expenses	<u>\$ 91,703</u>	<u>\$ 94,462</u>	<u>\$ 103,715</u>	<u>\$ 111,690</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 6,352	\$ 9,322	\$ 11,340	\$ 12,569
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	4,433	4,471	4,500	4,494
840 Workers' Compensation	-	-	-	-
850 Health Insurance	8,664	8,379	8,864	9,240
Total Fringe Benefits	<u>\$ 19,449</u>	<u>\$ 22,172</u>	<u>\$ 24,704</u>	<u>\$ 26,303</u>
Department Total	<u><u>\$ 170,377</u></u>	<u><u>\$ 176,201</u></u>	<u><u>\$ 187,155</u></u>	<u><u>\$ 196,729</u></u>

City of Watertown

Fiscal Year: 2013-14

Department: Municipal Building

Account Code: A1620

Function: General Government Support

		<u>FY 2013-14 Budget</u>	
Personal Services			
A.1620.0130	Wages		
	Custodial and Maintenance Supervisor	\$ 22,566	
	Laborer I (2)	<u>32,170</u>	\$ 54,736
A.1620.0150	Overtime		<u>4,000</u>
	Total Personal Services		<u>\$ 58,736</u>
Operating Expenses			
A.1620.0410	Utilities		
	Phone System	\$ 16,800	
	Water and Sewer	3,500	
	Electric	10,000	
	Electric (Town Clock)	1,500	
	Diesel Fuel	1,380	
	Gas	<u>22,000</u>	\$ 55,180
A.1620.0420	Insurance		8,600
A.1620.0 430	Contracted Services		
	Stat Contract	360	
	Seimen's Contract	7,750	
	HVAC Maintenance	9,500	
	Grounds & Building Repairs	2,500	
	Elevator Maintenance	2,700	
	Generator Contract	<u>1,000</u>	23,810
A.1620.0455	Vehicle Expenses		
	Small Engine repair	250	
	Gasoline	<u>250</u>	500
A.1620.0460	Materials and Supplies		
	Cleaning Supplies, Filters, Mops, Wax, Light Bulbs, Paint		16,000
A.1620.0465	Equipment < \$5,000		
	Furniture	5,000	
	Mop Stations	300	
	Push Mower	300	
	Back Door Security	<u>2,000</u>	<u>7,600</u>
	Total Operating Expenses		<u>\$ 111,690</u>
Fringe Benefits			
A.1620.0810	New York State Em[ployees' Retirement System	\$	12,569
A.1620.0830	Social Security		4,494
A.1620.0850	Health Insurance		<u>9,240</u>
	Total Fringe Benefits		<u>\$ 26,303</u>
	TOTAL BUDGET		<u>\$ 196,729</u>

Fiscal Year: 2013-14
Department: Central Garage
Account Code: A1640
Function: General Government Support



Description: This Division is responsible for the maintenance and repair of all City owned equipment and fleet rolling stock of approximately 300 units. There are presently eight employees in this department consisting of the Assistant Superintendent of Public Works, six (6) Motor Equipment Mechanics and a Senior Account Clerk/Typist.

2012-13 Accomplishments

- ✓ Purchased updated hardware and initial heavy duty vehicle diagnostic software thereby enabling quick diagnosis and analysis of newer vehicles in the fleet. Training was provided by the vendor.
- ✓ Issued purchase orders for all vehicles authorized in the 2012-13 budget that were available through the New York State OGS purchase plan.
- ✓ Developed detailed bid specifications for non-OGS vehicles.
- ✓ Upgraded vehicle bay by adding a “Winter Fresh Water” supply option that enabled continued use throughout the season and eliminated the problems associated with the salt residue experienced in the normal recycled water option.

2013-14 Goals and Objectives

- Add additional diagnostic software to enhance vehicle diagnostic and analysis capabilities for a greater coverage of existing fleet.
- Develop detailed specifications and bid all 2013-2014 authorized vehicle purchases utilizing either competitive bidding or New York State OGS contracts.
- Evaluate lighting replacement opportunities for work shop area to identify more cost efficient options to ensure equal or better illumination with a positive “Return on Investment” via initial grant funding and/or long term energy savings.
- Review current Transit Bus maintenance protocol to meet the FTA requirements as it relates to Watertown’s new classification of Urban Transportation Provider.
- Transition the Department to a dedicated Fleet Manager.

City of Watertown

Fiscal Year: 2013-14

Department: Central Garage

Account Code: A1640

Function: General Government Support

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ 34,900	\$ 35,786	\$ 43,425	\$ 35,902
120 Clerical	37,311	37,866	38,477	38,477
130 Wages	253,424	248,381	263,330	262,266
140 Temporary	-	893	-	-
150 Overtime	5,420	5,893	5,000	5,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	5,600	8,400	7,100	8,400
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 336,655</u>	<u>\$ 337,219</u>	<u>\$ 357,332</u>	<u>\$ 350,045</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ 25,000	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 25,000</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ 23,770	\$ 17,528	\$ 16,420	\$ 17,140
420 Insurance	2,156	2,084	2,110	3,150
430 Contracted Services	35,031	37,902	69,687	59,554
440 Fees Non Employees	320	850	250	250
450 Miscellaneous	1,424	655	2,150	2,990
455 Vehicle Expenses	5,411	10,974	5,555	4,950
460 Materials and Supplies	141,432	141,823	174,100	168,300
465 Equipment < \$5,000	3,677	10,282	9,600	11,550
Total Operating Expenses	<u>\$ 213,221</u>	<u>\$ 222,098</u>	<u>\$ 279,872</u>	<u>\$ 267,884</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 38,599	\$ 53,195	\$ 67,595	\$ 74,947
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	25,160	25,281	26,795	26,777
840 Workers' Compensation	289	508	750	1,000
850 Health Insurance	48,076	42,260	54,765	46,666
Total Fringe Benefits	<u>\$ 112,124</u>	<u>\$ 121,244</u>	<u>\$ 149,905</u>	<u>\$ 149,390</u>
Department Total	<u><u>\$ 662,000</u></u>	<u><u>\$ 680,561</u></u>	<u><u>\$ 812,109</u></u>	<u><u>\$ 767,319</u></u>

City of Watertown

Fiscal Year: 2013-14
Department: Central Garage
Account Code: A1640
Function: General Government Support

FY 2013-14 Budget

Personal Services

A1640.0110	Salaries		
	Assistant Superintendent (50%)	\$	35,902
A.1640.0120	Clerical		
	Senior Account Clerk/Typist		38,477
A.1640.0130	Wages		
	Motor Equipment Mechanic (6)		262,266
A.1640.0150	Overtime		5,000
A.1640.0175	Health Insurance Buyout		8,400
	Total Personal Services	\$	<u>350,045</u>

Operating Expenses

A.1640.0410	Utilities		
	Gas	\$	13,000
	Water/ Sewer		3,300
	Telephone		420
	NYSI Phone Line & Calls		120
	Cell Phone		300
		\$	<u>17,140</u>
A.1640.0420	Insurance		3,150
A.1640.0430	Contracted Services		
	Janitorial Services		11,000
	Sanor Service		424
	Uniforms / Rug Rental		4,000
	Water Cooler / Delivery		625
	Part Machine Servicing		2,000
	Annual Sprinkler Inspection		250
	Oil, Filters & Antifreeze Disposal		1,100
	Overhead Door Repair		1,250
	Overhead Door Preventive Maintenance (11)		1,100
	Brake Lathe Maintenance		350
	Peak Roof Over Entry Door		3,000
	Building Roof Repairs		2,000
	Install Vehicle Exhaust System		4,000
	Replace (4) Overhead Door Sections		3,800
	Replace Boiler Section		3,000
	Veeder Root & Leak Detector Testing		1,300
	Heating/Plumbing Maint./Repairs		2,500
	HVAC Service Agreement		2,400
	Install Garbage Disposal Garage Kitchen		750
	Fire Alarm Monitoring		360
	Vehicle Diagnostic Sytem Upgrades		2,200
	Fuel Master / Fuel Farm Maintenance		1,700
	Car Wash Maintenance		2,000

City of Watertown

Fiscal Year: 2013-14
Department: Central Garage
Account Code: A1640
Function: General Government Support

		<u>FY 2013-14 Budget</u>	
	Vehicle Lift Annual Maint & Inspct	1,950	
	Vehicle Lift Repair	2,000	
	Fork Lift Maintenance	500	
	Pressure Washer Maintenance	500	
	Fleet Maintenance Software (RTA)	850	
	Fleet Support Service (Cartegraph)	220	
	Copier / FAX Maint. Contract	310	
	Crane Inspection & Certification (3)	900	
	Cylinder Rental	<u>1,215</u>	59,554
A.1640.0440	Fees, Non-Employee		
	Employee Testing		250
A.1640.0450	Miscellaneous		
	Safety Shoes & Safety Apparel (7)	1,540	
	Training/PESH	1,000	
	Repair Manuals	300	
	Licensing/Subscriptions	<u>150</u>	2,990
A.1640.0455	Vehicle Expenses		
	Equipment Maint/Repair	1,000	
	Preventive Maintenance	125	
	Gasoline (2 Vehicles)	2,300	
	Insurance (2 Vehicles)	<u>1,525</u>	4,950
A.1640.0460	Materials and Supplies		
	Gas & Diesel Fuel *	107,000	
	Lubricants *	2,700	
	Bulk Hydraulic Hose	2,200	
	Shop Tool Replacements	3,000	
	Welding Gas	700	
	Mechanics Supplies	5,000	
	Shop Towels/Hand Soap	3,500	
	Misc. Parts for Maint./ Repair *	19,200	
	Unanticipated Repairs	<u>25,000</u>	168,300
A.1640.0465	Equipment < \$5,000		
	NYSI Computer	1,700	
	Overhead Vehicle Exhaust Reel	3,250	
	Infra-Red Induction Heater	800	
	Drop Lights with Wall Mounts (6)	900	
	Air Hose Reel/Regulator and Wall Brackets (2)	800	
	Heavy Truck/Equipment Diagnostic Software	3,000	
	Allison Trans Adapters for Flush Machine	<u>1,100</u>	<u>11,550</u>
	Total Operating Expenses		<u>\$ 267,884</u>

City of Watertown

Fiscal Year: 2013-14
Department: Central Garage
Account Code: A1640
Function: General Government Support

FY 2013-14 Budget

Fringe Benefits

A.1640.0810	New York State Employees' Retirement System	\$	74,947
A.1640.0830	Social Security		26,777
A.1640.0840	Workers' Compensation		1,000
A.1640.0850	Health Insurance		<u>46,666</u>
	Total Fringe Benefits	\$	<u>149,390</u>
	TOTAL BUDGET	\$	<u>767,319</u>

*Expenditure estimates for funds needed to pay current expenses before charged back to Water and Sewer funds and City School District. These billings are reflected in General Fund revenues.

Fiscal Year: 2013-14
Department: Central Printing and Mailing
Account Code: A1670
Function: General Government Support



Description: It is the responsibility of Central Printing & Mailing to operate and maintain the Kyocera Mita 6030 & 5530 copiers, Pitney Bowes DM400 Mailing machine and the electronic mail scale located in City Hall for use by all departments. All fees associated with maintenance, copy charges, stationery supplies and postage are charged to this account. This department maintains a centralized inventory of office supplies for use by all of the departments within the City. Through the use of State Contract pricing, blanket order purchasing this account has minimized the need for departmental inventorying of miscellaneous office supplies thus reducing the overall inventory expense to the City. This account is charged to advise all departments of current postal regulations and to assist each of them in determining the most economic means for mailing their parcels.

2012-13 Accomplishments:

- ✓ Reviewed current service contracts for performance and toner usage.
- ✓ Implemented new Postal Rate Regulation changes

2013-14 Goals and Objectives:

- Investigate the use of County, New York State OGS or cooperative contracts to lower paper and basic office supply costs.
- Analyze current mail machine performance issues for a possible replacement. If a replacement is warranted, work with the successful vendor to establish a service plan that will ensure uninterrupted performance

City of Watertown**Fiscal Year: 2013-14****Department: Central Printing and Mailing****Account Code: A1670****Function: General Government Support**

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	-	-	-	-
130 Wages	-	-	-	-
140 Temporary	-	-	-	-
150 Overtime	-	-	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ -	\$ -	\$ -	\$ -
420 Insurance	-	-	-	-
430 Contracted Services	5,778	7,515	8,400	9,150
440 Fees Non Employees	-	-	-	-
450 Miscellaneous	20,211	24,023	25,000	27,500
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	42,382	38,913	40,000	40,000
465 Equipment < \$5,000	-	-	-	-
Total Operating Expenses	<u>\$ 68,371</u>	<u>\$ 70,451</u>	<u>\$ 73,400</u>	<u>\$ 76,650</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ -	\$ -	\$ -	\$ -
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	-	-	-	-
840 Workers' Compensation	-	-	-	-
850 Health Insurance	-	-	-	-
Total Fringe Benefits	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u><u>\$ 68,371</u></u>	<u><u>\$ 70,451</u></u>	<u><u>\$ 73,400</u></u>	<u><u>\$ 76,650</u></u>

City of Watertown

Fiscal Year: 2013-14
Department: Central Printing and Mailing
Account Code: A1670
Function: General Government Support

		<u>FY 2013-14 Budget</u>	
Operating Expenses			
A.1670.0430	Contracted Services		
	Postage Meter Rental	\$ 900	
	Lease of New Mail Machine	3,000	
	Mail Machine Maintenance	500	
	Copier Maintenance (2nd Floor)	2,000	
	Copier Maintenance (3rd Floor)	<u>2,750</u>	\$ 9,150
A.1670.0450	Miscellaneous		
	Postage		27,500
A.1670.0460	Materials and Supplies		
	Office Supplies		<u>40,000</u>
	Total Operating Expenses		<u>\$ 76,650</u>
	TOTAL BUDGET		<u>\$ 76,650</u>

Fiscal Year: 2013-14
Department: Information Technology
Account Code: A1680
Function: General Government Support



Description: The IT Department is responsible for strategic planning, budgeting, operational support, and coordination of technology requirements and uses within and between all departments to achieve the business objectives of City. The department's four staff members operate the City's data and voice network; manage its servers, workstations, data and software and implement and support GIS information technologies for all departments. The Manager serves as the City's Chief Information Officer with responsibility for providing information and telecommunications services and protecting the City's information security.

2012-13 Accomplishments:

- Successfully partnered with local and regional organizations to draft a grant application to study GIS application and data sharing initiatives to improve access to GIS data for both internal and external users.
- Worked with the Comptrollers office to implement online payment options.
- Worked with the Parks and Recreation offices to implement online reservation and billing for the City Ice Arena and Recreational facilities.
- Implemented a 3rd party asset management within the City's core work management software for Water Admin, Filtration, Distribution, Pollution Control and Power Generation.

2013-14 Goals and Objectives:

- Restructure IT services to distribute workload, improve service delivery and responsiveness. Work to develop a support model appropriate to ensure business continuity for critical public safety and service operations.
- Continue participation with local and regional partners in the Local Government Efficiency Grant funded GIS study investigating service, operational, data sharing, application development, deployment and cost saving opportunities.
- Expand the City fiber network to connect Thompson Park facilities and provide connectivity options for future City projects.
- Focus GIS effort to address Public Safety services needs and improve coordination with Jefferson County Dispatch services and 911.
- Update the City Council Chambers with visual display technology to improve public access to information and enhance communications.
- Select and implement a Document Management platform to address the existing and growing number of paper records, documents, and digital information, develop associated workflows and related processes to improve access and usage of information, operational data, and to better manage long-term storage and retrieval necessary to maintain compliance with mandated records retention schedules.

City of Watertown

Fiscal Year: 2013-14

Department: Information Technology

Account Code: A1680

Function: General Government Support

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ 65,485	\$ 66,901	\$ 65,890	\$ 67,880
120 Clerical	-	-	-	-
130 Wages	169,958	159,201	180,922	178,324
140 Temporary	-	-	-	-
150 Overtime	535	1,503	500	500
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	2,800	2,800	2,800	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 238,778</u>	<u>\$ 230,405</u>	<u>\$ 250,112</u>	<u>\$ 246,704</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	17,138	32,276	24,800
Total Equipment	<u>\$ -</u>	<u>\$ 17,138</u>	<u>\$ 32,276</u>	<u>\$ 24,800</u>
Operating Expenses				
410 Utilities	\$ 17,539	\$ 12,411	\$ 17,600	\$ 17,600
420 Insurance	-	-	-	-
430 Contracted Services	59,826	79,498	74,775	70,235
440 Fees Non Employees	-	-	2,000	2,000
450 Miscellaneous	9,182	4,447	7,900	3,000
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	2,622	411	3,000	3,000
465 Equipment < \$5,000	70,781	75,905	47,007	38,328
Total Operating Expenses	<u>\$ 159,950</u>	<u>\$ 172,672</u>	<u>\$ 152,282</u>	<u>\$ 134,163</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 27,160	\$ 37,664	\$ 47,730	\$ 48,996
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	17,698	17,101	18,920	18,873
840 Workers' Compensation	61	-	-	-
850 Health Insurance	37,174	33,145	38,015	68,696
Total Fringe Benefits	<u>\$ 82,093</u>	<u>\$ 87,910</u>	<u>\$ 104,665</u>	<u>\$ 136,565</u>
Department Total	<u><u>\$ 480,821</u></u>	<u><u>\$ 508,125</u></u>	<u><u>\$ 539,335</u></u>	<u><u>\$ 542,232</u></u>

City of Watertown**Fiscal Year: 2013-14****Department: Information Technology****Account Code: A1680****Function: General Government Support**

		<u>FY 2013-14 Budget</u>	
Personal Services			
A.1680.0110	Salaries		
	Information Technology Manager	\$	67,880
A.1680.0130	Wages		
	GIS Coordinator	\$	52,960
	GIS Technician		40,255
	Information Technology Specialist (2)	<u>85,109</u>	178,324
A.1680.0150	Overtime		<u>500</u>
	Total Personal Services	\$	<u>246,704</u>
Equipment			
A.1680.0250	Other Equipment		
	Tape Backup Replacement	13,900	
	Email Archiving	<u>10,900</u>	<u>24,800</u>
	Total Equipment		\$ <u>24,800</u>
Operating Expenses			
A.1680.0410	Utilities		
	Network Fees	\$	17,600
A.1680.0430	Contracted Services		
	Software Maintenance	\$	35,430
	Telephone System Maintenance	15,000	
	GIS Efficiency grant local share	1,200	
	Equipment Maintenance	<u>18,605</u>	70,235
A.1680.440	Fees, Non Employees		
	Technical Support Services		2,000
A.1680.0450	Miscellaneous		
	Travel and Training		3,000
A.1680.0460	Materials and Supplies		
	Tapes and Supplies		3,000
A.1680.0465	Equipment < \$5,000		
	Computers/Tablets/Printers	26,403	
	Fax machine replacement (Manager)	175	
	Laser copier replacement (Police)	800	
	Computer Equipment (Police)	5,000	
	Ipad and accessories (Arena)	1,000	
	Network Switch Replacement	<u>4,950</u>	<u>38,328</u>
	Total Operating Expenses	\$	<u>134,163</u>

City of Watertown

Fiscal Year: 2013-14

Department: Information Technology

Account Code: A1680

Function: General Government Support

FY 2013-14 Budget

Fringe Benefits

A.1680.0810	New York State Employees' Retirement System	\$	48,996
A.1680.0830	Social Security		18,873
A.1680.0850	Health Insurance		<u>68,696</u>
	Total Fringe Benefits	\$	<u>136,565</u>

TOTAL BUDGET

\$ 542,232

A1680 – Information Technology

Fiscal Year 2013-14
Equipment Requests



Tape Backup Replacement: \$13,900

The hardware used to copy data from online disk storage to tape for backup purposes has come to end-of-life and will no longer be covered under warranty from the manufacturer. The function of the backup hardware is to protect and archive information resources used in the day-to-day operation and administration of the City. These resources include data from financial, Real Property, Engineering, Codes, Planning, administrative, personnel, public safety, Public Works, recreation, GIS, City Clerk, Water Department and Pollution Control offices which comprise the majority of the information assets of the City. Without the protection of the tape backup an event that impacted City computer systems such as a disk or general computer failure, or something more serious such as fire or flood would have an unmitigated potential of disabling many fundamental city operations which rely on these data sources for a significant period of time. The two tape backup units are used daily to provide this protection. This funding is for replacement of both units with new hardware consisting of an integrated tape drive and tape library. The function of the tape library is to allow unattended operation of the unit as the volume of data requires multiple tapes to be used to provide a complete backup.

Email Archiving: \$10,900

E-mail comprises one of the largest aggregations of data in the City computer system. E-mail has become the primary conduit for both internal and external communications and the ability to archive and retrieve e-mail is an imperative and a requirement. Many users have equated email with a telephone call: ephemeral, private, and exempt from oversight. The truth about email is much different. This funding request provides for a hardware based email archiving appliance with an internal tape drive for long term storage of email records.

Fiscal Year: 2013-14
Department: Police Department
Account Code: A3120
Function: Public Safety



Description: The City of Watertown Police Department provides protection and services to the citizens of and visitors to the City. The department is staffed with 64 sworn officers and four civilian personnel. It is divided into three divisions; Administration, Investigations and Patrol. The Watertown Police Department (WPD) in the year 2012 received 29,094 calls for service, of which 1,307 were motor vehicle accidents. In 2012, WPD officers arrested 2,419 adults, 82 juveniles, issued 5,821 uniform traffic tickets, issued 1970 parking citations and investigated 1,618 domestic disputes.

2012-13 Accomplishments:

- ✓ The WPD working in conjunction with the City IT department upgraded computer capabilities by replacing older laptops in police vehicles.
- ✓ In October 2012, a Basic Police Academy started for new recruits and will conclude in March 2013. The Watertown Police Department has 5 new officers attending the academy.
- ✓ Implemented a new interoperable radio system utilizing new UHF frequency mobile and portable radios which were purchased through the Public Safety Interoperable Communications grant provided by the federal government.
- ✓ Secured three grants for the department, the Edward Byrne Memorial JAG Allocation Award for the SRO (\$6,555), the Byrne Justice Assistance Grant for \$26,500 to purchase communication equipment and the SLETPP Grant for \$25,000 to also purchase communication equipment.

2013-14 Goals and Objectives:

- Continue to work with City IT department to replace the old TRACS document scanners in patrol vehicles with newer models.
- Aggressively seek external grants and funding sources to enhance the department's equipment, training budget, and also the services that the police department provides to the citizens of Watertown.
- Continue working with the Metro-Jefferson Drug Task Force and State Police Community Narcotics Teams to identify and arrest the traffickers of illegal narcotics in the City and County.
- Host a Fall Police Academy for new recruits in the tri-county area.
- Maintain staffing levels at the authorized budgeted number to reduce overtime due to staffing shortfalls from vacation, illness or injury.

City of Watertown

Fiscal Year: 2013-14

Department: Police

Account Code: A3120

Function: Public Safety

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ 187,192	\$ 191,132	\$ 179,532	\$ 184,009
120 Clerical	91,156	92,464	93,766	94,116
130 Wages	3,527,149	3,673,651	3,779,075	3,943,633
140 Temporary	47,612	48,256	55,000	55,000
150 Overtime	350,741	222,914	280,000	280,000
155 Holiday Pay	42,118	46,429	55,000	55,000
160 Out of Rank	-	-	-	-
170 Out of Code	-	76	-	-
175 Health Insurance Buyout	16,250	13,545	13,750	11,250
180 Roll Call Pay	79,483	84,075	86,000	86,000
185 On Call Pay	10,367	11,417	12,000	12,000
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	4,500	4,500	6,000	6,000
Total Personal Services	<u>\$ 4,356,568</u>	<u>\$ 4,388,459</u>	<u>\$ 4,560,123</u>	<u>\$ 4,727,008</u>
Equipment				
230 Motor Vehicle	\$ 181,614	\$ -	\$ 157,000	\$ 230,000
250 Other	-	-	-	-
Total Equipment	<u>\$ 181,614</u>	<u>\$ -</u>	<u>\$ 157,000</u>	<u>\$ 230,000</u>
Operating Expenses				
410 Utilities	\$ 28,805	\$ 26,113	\$ 31,200	\$ 31,200
420 Insurance	940	994	1,000	1,160
430 Contracted Services	436,927	427,993	425,681	416,818
440 Fees Non Employees	9,159	1,353	5,250	5,350
450 Miscellaneous	82,383	53,600	67,150	70,350
455 Vehicle Expenses	228,695	258,758	258,000	254,725
460 Materials and Supplies	45,969	31,532	47,150	47,950
465 Equipment < \$5,000	16,217	65,850	62,300	12,655
Total Operating Expenses	<u>\$ 849,095</u>	<u>\$ 866,193</u>	<u>\$ 897,731</u>	<u>\$ 840,208</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 10,604	\$ 14,688	\$ 35,200	\$ 27,336
820 NYS Police/Fire Retirement System	738,640	966,193	1,147,730	1,281,654
830 Social Security	324,223	325,295	348,850	361,623
840 Workers' Compensation	105,457	85,519	75,000	75,000
850 Health Insurance	633,873	633,621	667,600	781,095
Total Fringe Benefits	<u>\$ 1,812,797</u>	<u>\$ 2,025,316</u>	<u>\$ 2,274,380</u>	<u>\$ 2,526,708</u>
Department Total	<u><u>\$ 7,200,074</u></u>	<u><u>\$ 7,279,968</u></u>	<u><u>\$ 7,889,234</u></u>	<u><u>\$ 8,323,924</u></u>

City of Watertown

Fiscal Year: 2013-14

Department: Police

Account Code: A3120

Function: Public Safety

		<u>FY 2013-14 Budget</u>	
Personal Services			
A.3120.0110	Salaries		
	Police Chief	\$ 94,525	
	Police Captain	89,484	\$ 184,009
A.3120.0120	Clerical		
	Secretary I	32,170	
	Senior Clerk	33,570	
	Clerk	28,376	94,116
A.3120.0130	Wages		
	Police Lieutenant (4)	332,877	
	Police Sergeant (7)	503,630	
	Detectives (7)	460,949	
	Police Officer (44)	2,612,553	
	Parking Enforcement	33,624	3,943,633
A.3120.0140	Temporary		
	School Crossing Guards		55,000
A.3120.0150	Overtime		280,000
A.3120.0155	Holiday Pay		55,000
A.3120.0175	Health Insurance Buyout		11,250
A.3120.0180	Roll Call Pay		86,000
A.3120.0185	On Call Pay		12,000
A.3120.0195	Clothing/Cleaning Allowance		6,000
	Total Personal Services		<u>\$ 4,727,008</u>
Equipment			
A.3120.0230	Motor Vehicles		
	Marked Patrol SUVs (3)	\$ 105,000	
	Marked Patrol Cars (3)	99,000	
	Unmarked Patrol Cars	26,000	\$ 230,000
	Total Equipment		<u>\$ 230,000</u>
Operating Expenses			
A.3120.0410	Utilities		
	National Grid	\$ 1,200	
	PSB Phone Charges	8,000	
	Cellular Telephones	10,000	
	Wireless Communication	12,000	\$ 31,200
A.3120.0420	Insurance		1,160

City of Watertown

Fiscal Year: 2013-14

Department: Police

Account Code: A3120

Function: Public Safety

		<u>FY 2013-14 Budget</u>	
A.3120.0430	Contracted Services		
	Software Maintenance	33,000	
	Net motion security contract	5,200	
	Commetex H/W & S/W Maint.	3,600	
	Onondaga Live Scan Maint.	1,000	
	Copier Lease	2,500	
	Ambulance Service	2,500	
	License Plate Reader - software only	500	
	Datamaster Maintenance	1,500	
	Lightbar/Radio Maintenance	7,000	
	Advertising	500	
	Towing Service	1,800	
	Public Safety Building Maintenance	185,000	
	Public Safety Building Capital	167,518	
	Copier Maintenance - C.I.D.	400	
	Radar Recertification	2,800	
	Portable Toilets	1,000	
	Laser Printer Maintenance	1,000	416,818
A.3120.0440	Fees, Non Employee		
	Veterinary Care Expenses	1,600	
	New Hires Physicals	1,500	
	New Hires Psychologicals	1,500	
	Crossing Guard Physicals	750	5,350
A.3120.0450	Miscellaneous		
	Tuition Assistance	1,500	
	Training Schools	13,000	
	Quartermaster Program	33,000	
	Shipping Expenses	1,000	
	Travel Reimbursements	3,700	
	Investigation Funds	13,000	
	Dickman and-legal updates	650	
	K9 Boarding	500	
	Printed Materials/Brochures	4,000	70,350
A.3120.0455	Vehicle Expenses		
	Vehicle Leasing - Unmarked (2)	8,500	
	Gasoline	160,000	
	Replacement Tires	9,000	
	Auto Liability Insurance	24,225	
	General & Collision Repairs	43,000	
	Preventive Maintenance	7,000	
	Vehicle Marking Materials	3,000	254,725

City of Watertown

Fiscal Year: 2013-14

Department: Police

Account Code: A3120

Function: Public Safety

FY 2013-14 Budget

A.3120.0460	Materials and Supplies		
	Training Ammo	7,000	
	Service Ammo	3,000	
	Range Supplies	2,350	
	Safety Flares	2,000	
	Identification Materials	5,000	
	K-9 Dog Food	1,100	
	Parking Tickets	1,000	
	General Office Supplies	3,000	
	Printed Forms	3,000	
	Special Response Team (SRT)	1,000	
	Training Supplies	2,000	
	DARE Supplies	4,000	
	SRO Supplies	1,500	
	Crossing Guard Supplies	1,000	
	General Police Supplies	7,500	
	Portable Radio Batteries	2,500	
	Pepper Spray Replacement	500	
	Defensive Tactics Supplies	500	47,950
A.3120.0465	Equipment < \$5,000		
	Desks (2)	4,100	
	File Cabinets (7)	2,955	
	Tracs Scanners (16)	5,600	12,655
	Total Operating Expenses		<u>\$ 840,208</u>
Fringe Benefits			
A.3120.0810	New York State Employees' Retirement System	\$ 27,336	
A.3120.0820	New York State Police/Fire Retirement System	1,281,654	
A.3120.0830	Social Security	361,623	
A.3120.0840	Workers' Compensation	75,000	
A.3120.0850	Health Insurance	781,095	
	Total Fringe Benefits	\$ 2,526,708	
TOTAL BUDGET			<u>\$ 8,323,924</u>

A3120 – Police Department

Fiscal Year 2013-14
Equipment Requests



Vehicle Replacement (3) - \$99,000

To effectively maintain the department’s fleet in a cost effective manner, three high mileage marked patrol cars will be replaced. The NYS contract bid process will be utilized to get the best pricing. This allows the phase out the last of the dark blue patrol cars with the black and white color scheme.



Vehicle Replacement (3) - \$105,000

Police vehicles have been downsized by car manufacturers in the past few years, the purchase of three 2013 Ford Utility Police Interceptors through the NYS bid process will replace older, high mileage vehicles. These vehicles have the same frame and engine as the patrol vehicle but offer more room inside for officers and equipment.

2013 Police Interceptors



Criminal Investigations Division -
Unmarked cars (2) \$26,000

The department is requesting to buyout two of the four leased unmarked cars used by its Criminal Investigations Unit. The unmarked vehicles are not driven as much as the patrol vehicles and do not have to be replaced as often.



Fiscal Year: 2013-14
Department: Fire Department
Account Code: A3410
Function: Public Safety



Description: The City of Watertown Fire Department provides emergency and educational services for the City of Watertown. These services include: Fire Safety Education, Suppression, Emergency Medical Services, responses to Technical Rescue and Hazardous Materials incidents. The Department is staffed by 79 uniformed personnel, whose duties include response to emergencies, conducting training and education; two staff are detailed to the Code Enforcement Bureau. In 2012, the Department responded to 3,520 calls for assistance, 572 were calls for fires and hazardous conditions, and 2205 calls for rescue/medical assistance. The department responded mutual aid to surrounding communities ten times in the year. There were 46 residential structure fires which included one fire fatality involving an elderly female. The department stepped up efforts to educate the citizens about fire safety, by dedicating a fire educator who is certifying in fire education.

2012-13 Accomplishments:

- ✓ Developed radio usage procedures for the new interoperable radio system with City and County stake holders.
- ✓ Continued to seek grant funding for safety equipment, support operations, training. Received \$133,000 for technical rescue equipment and training and \$65,583 for pagers and fire hose.
- ✓ Acquired a new thermal imaging camera.
- ✓ Applied for two grants for funding of safety, operations, training, and prevention, through Federal Homeland Security.

2013-14 Goals and Objectives:

- Continue to seek grant funding for safety equipment, support operations, training, hazard prevention, and building weatherization.
- Re-establish a process to allow fire department personnel into commercial buildings to conduct pre-incident plans.
- Utilize USAR Grant monies to expand our expertise in the technical rescue field of rope rescue.
- Continue to expand fire education efforts to more seniors and citizens with functional needs.
- Implement an EMT refresher program that utilizes continuing education and skill performance rather than testing.

City of Watertown

Fiscal Year: 2013-14

Department: Fire

Account Code: A3410

Function: Public Safety

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ 148,519	\$ 168,234	\$ 165,115	\$ 170,101
120 Clerical	32,391	33,064	33,570	33,570
130 Wages	4,337,565	4,535,124	4,366,928	4,520,889
140 Temporary	-	-	-	-
150 Overtime	327,184	246,979	280,000	329,000
155 Holiday Pay	171,493	183,742	183,000	191,138
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	17,699	16,503	17,500	15,000
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	15,900	15,300	16,800	18,900
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 5,050,751</u>	<u>\$ 5,198,946</u>	<u>\$ 5,062,913</u>	<u>\$ 5,278,598</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	7,980	13,000	11,225
Total Equipment	<u>\$ -</u>	<u>\$ 7,980</u>	<u>\$ 13,000</u>	<u>\$ 11,225</u>
Operating Expenses				
410 Utilities	\$ 50,053	\$ 44,937	\$ 45,525	\$ 46,325
420 Insurance	5,731	5,248	5,455	14,655
430 Contracted Services	47,707	45,988	73,600	61,680
440 Fees Non Employees	3,620	9,556	4,000	6,400
450 Miscellaneous	48,893	37,667	31,650	35,050
455 Vehicle Expenses	120,773	123,750	127,615	129,480
460 Materials and Supplies	26,978	22,970	32,500	32,000
465 Equipment < \$5,000	31,726	65,231	39,760	145,248
Total Operating Expenses	<u>\$ 335,481</u>	<u>\$ 355,347</u>	<u>\$ 360,105</u>	<u>\$ 470,838</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 3,782	\$ 5,219	\$ 6,480	\$ 7,184
820 NYS Police/Fire Retirement System	1,093,967	1,337,516	1,495,978	1,751,418
830 Social Security	369,787	379,090	385,975	403,807
840 Workers' Compensation	58,984	121,716	80,000	80,000
850 Health Insurance	909,625	894,664	933,479	946,947
Total Fringe Benefits	<u>\$ 2,436,145</u>	<u>\$ 2,738,205</u>	<u>\$ 2,901,912</u>	<u>\$ 3,189,356</u>
Department Total	<u>\$ 7,822,377</u>	<u>\$ 8,300,478</u>	<u>\$ 8,337,930</u>	<u>\$ 8,950,017</u>

City of Watertown

Fiscal Year: 2013-14

Department: Fire

Account Code: A3410

Function: Public Safety

		<u>FY 2013-14 Budget</u>	
Personal Services			
A.3410.0110	Salaries		
	Fire Chief	\$ 88,432	
	Deputy Fire Chief	<u>81,669</u>	\$ 170,101
A.3410.0120	Clerical		
	Secretary		33,570
A.3410.0130	Wages		
	Battalion Fire Chief (5)	387,674	
	Fire Captain (20)	1,265,930	
	Fire Captain (Code Enforcement)	65,781	
	Firefighter (50)	2,744,819	
	Firefighter (Code Enforcement)	<u>56,685</u>	4,520,889
A.3410.0150	Overtime	326,500	
	Overtime (Code Enforcement)	<u>2,500</u>	329,000
A.3410.0155	Holiday Pay	186,000	
	Holiday Pay (Code Enforcement)	<u>5,138</u>	191,138
A.3410.0175	Health Insurance Buyout		15,000
A.3410.0190	EMT Incentive		<u>18,900</u>
	Total Personal Services		<u>\$ 5,278,598</u>
Equipment			
A3410.0250	Other Equipment		
	Hydraulic Rescue Equipment		<u>11,225</u>
	Total Equipment Expenses		<u>\$ 11,225</u>
Operating Expenses			
A.3410.0410	Utilities		
	Telephone	13,600	
	Westelcom	5,125	
	Gas	16,000	
	Water and Sewer	6,600	
	Electric	<u>5,000</u>	\$ 46,325
A.3410.0420	Insurance		14,655
A3410.0430	Contracted Services		
	Testing Fire Apparatus	6,180	
	Printing, Copy Machine Service	4,500	
	Tools, Equipment, & Repairs	7,000	
	Fire Alarm Monitoring	1,100	
	Miscellaneous Bldg. Repairs	6,000	
	Electric, Plumbing/HVAC Repairs	6,000	

City of Watertown

Fiscal Year: 2013-14

Department: Fire

Account Code: A3410

Function: Public Safety

		<u>FY 2013-14 Budget</u>	
	Radio Repair & Service	9,500	
	Fit testing machine rental	1,000	
	Testing/Repair SCBA Equipment	4,500	
	Hardware/Software Maintenance	12,500	
	Generator Service	900	
	SCBA Compressor Maint.	<u>2,500</u>	61,680
A3410.0440	Fees, Non Employee		
	Physicals, OSHA Testing	6,160	
	Physicals, OSHA Testing (Code Enforcement)	<u>240</u>	6,400
A.3410.0450	Miscellaneous		
	Dues, Memberships	1,000	
	Arson Seminars (Fire/Police)	800	
	Technical Rescue Training	3,000	
	USAR grant training	6,000	
	Tuition	10,000	
	Books & Publications	1,500	
	Shipping	750	
	Travel Reimbursement	5,000	
	Misc. Academy Training	2,000	
	Hats, Badges, Clothing	<u>5,000</u>	35,050
A.3410.0455	Vehicle Expenses		
	Fire Apparatus Parts/Repairs	38,500	
	Code Vehicle Maintenance and Fuel	3,905	
	DPW Charges, Gas, Oil	25,000	
	Automobile Parts, Repairs	12,500	
	Diesel Fuel & Additive	36,000	
	Insurance	12,165	
	Insurance (Code Vehicles)	<u>1,410</u>	129,480
A.3410.0460	Materials and Supplies		
	Office Supplies	2,000	
	Maintenance and Cleaning Supplies	18,000	
	Training Supplies	1,500	
	Chemicals for Extinguishers	800	
	Medical Supplies	2,900	
	Foam	800	
	Air Filters HVAC Units	500	
	FPB Publications/Supplies	<u>5,500</u>	32,000

City of Watertown

Fiscal Year: 2013-14

Department: Fire

Account Code: A3410

Function: Public Safety

FY 2013-14 Budget

A.3410.0465	Equipment < \$5,000		
	Turnout Gear (20)	51,000	
	USAR grant equip.(radios, Harnesses, helmets, lights, etc.)	68,748	
	Boots	2,000	
	Gloves, Face Pieces, Hoods	3,000	
	Fire Helmets (6)	1,500	
	Life Rope, Hose, Nozzles, Ropes	5,000	
	SCBA Cylinders	3,000	
	Rescue Truck Equipment	2,000	
	Technical Rescue Equipment	2,000	
	Hazardous Monitoring Equipment	3,000	
	Pumper Tools	2,000	
	Truck Tools	2,000	
		<u>145,248</u>	
	Total Operating Expenses		<u>\$ 470,838</u>
Fringe Benefits			
A.3410.0810	New York State Employees' Retirement System	\$ 7,184	
A.3410.0820	New York State Police/Fire Retirement System	1,751,418	
A.3410.0830	Social Security	403,807	
A.3410.0840	Workers' Compensation	80,000	
A.3410.0850	Health Insurance	946,947	
	Total Fringe Benefits	<u>\$ 3,189,356</u>	
	TOTAL BUDGET		<u>\$ 8,950,017</u>

A3410 – Fire Department

Fiscal Year 2013-14
Equipment Request



Replacement of Hydraulic Rescue Tool \$11,225



Replace the hydraulic rescue tool spreader that has been in service for over 30 years. The service representative for the unit has provided documentation that parts for this unit are no longer supported by the manufacturer. The proposed new unit has a spreading capacity of 44,000 pounds and a pulling capacity of nearly 7,000 pounds with a unit weight of only 48 pounds. Hydraulic spreaders have been primarily used

in removing occupants from vehicles involved in accidents, but have been useful in other types of extrication incidents. This purchase would include the chain set and connectors to our current hydraulic power units.

Fiscal Year: 2013-14
Department: Animal Control
Account Code: A3510
Function: Public Safety



Description: Control of Animals is provided to enforce the City Code, answer animal complaints, control stray dogs, handle animal bites and dispose of unclaimed and/or dead animals. The general objectives of Animal Control are to enforce the City Dog Control ordinance, the Agricultural Market Law and provide a shelter. Residents are advised of animal control and licensing requirements for dogs. The City also works with the Jefferson County Public Health Department on rabies control and animal bites. Effective April 1, 1999 the City contracted with the County of Jefferson to provide Animal Control services.

2012-13 Accomplishments

- ✓ Initiated negotiations with County Administration regarding a successor agreement to the existing dog control agreement.
- ✓ Conducted a crow dispersal program using a private contractor

2013-14 Goals and Objectives:

- Finalize a successor Dog Control Agreement between the City and Jefferson County.
- Continue to evaluate cost-effective options to mitigate the winter crow roost within the City limits.

City of Watertown

Fiscal Year: 2013-14
Department: Animal Control
Account Code: A3510
Function: Public Safety

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	-	-	-	-
130 Wages	-	-	-	-
140 Temporary	-	-	-	-
150 Overtime	1,500	-	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 1,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ -	\$ -	\$ -	\$ -
420 Insurance	-	-	-	-
430 Contracted Services	85,382	3,719	91,382	93,651
440 Fees Non Employees	-	-	-	-
450 Miscellaneous	-	-	-	-
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	-	-	-	-
465 Equipment < \$5,000	-	-	-	-
Total Operating Expenses	<u>\$ 85,382</u>	<u>\$ 3,719</u>	<u>\$ 91,382</u>	<u>\$ 93,651</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 51	\$ 171	\$ -	\$ -
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	112	-	-	-
840 Workers' Compensation	-	-	-	-
850 Health Insurance	-	-	-	-
Total Fringe Benefits	<u>\$ 163</u>	<u>\$ 171</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u><u>\$ 87,045</u></u>	<u><u>\$ 3,890</u></u>	<u><u>\$ 91,382</u></u>	<u><u>\$ 93,651</u></u>

City of Watertown

Fiscal Year: 2013-14
Department: Animal Control
Account Code: A3510
Function: Public Safety

Operating Expenses

		<u>FY 2013-14 Budget</u>	
A.3510.0430	Contracted Services		
	Dog Control Services	\$ 89,651	
	Crow Dispersal	<u>4,000</u>	\$ 93,651
	Total Operating Expenses		<u>\$ 93,651</u>
	TOTAL BUDGET		<u>\$ 93,651</u>

Fiscal Year: 2013-14
Department: Bureau of Code Enforcement
Account Code: A3620
Function: Public Safety



Description: The Bureau of Code Enforcement follows and enforces Local and State regulations pertaining to life safety and the general welfare of the public. The Code Enforcement staff consists of the Supervisor, two officers, two fire personnel and one aide. This department works continually with all City departments, as well as County and State agencies and private organizations in the interest of health, safety and the general progress of quality of life in the City of Watertown. There were 694 Building Permits issued last year, ranging from fences, plumbing, and minor repairs to new construction, having an approximate construction value of \$10,311,926. Additionally, this office processed 56 sign and 176 heating permits, 37 certificates of occupancy, and 44 certificates of compliance, generating permit revenue of \$28,502. This office fielded and investigated over 1,200 complaints throughout the City concerning a range of issues, each requiring inspection to ensure validity, follow-up, and closure.

2012-13 Accomplishments:

- ✓ Finalized the inspection process of the following projects:
 - Fairfield Marriott
 - Guilfoyle Ambulance and Bruce Wright Conference Center
 - AmeriCU Credit Union
 - Northern Federal Credit Union
 - 14 Public Square-Cahill Apartments
 - Samaritan Medical Center (Various Projects)
 - 161 Public Assembly Inspections on an annual basis
- ✓ Worked on blight removal through the NYS Property Maintenance Code. Properties demolished and slated for demolition include:
 - 209 Sterling St. – Entire Structure
 - 221 Rutland St. S.. – Garage
 - 123-25 Lynde St. E. – Entire Structure
 - 606 Factory St. – Entire Structure
 - 239 High St. – Entire Structure
 - 429 Factory St. – Entire Structure
- ✓ Worked with property owners on various construction/remodeling projects.

2013-14 Goals and Objectives:

- Continue the inspection process of the following projects:
 - North Country Neurology
 - Stream Expansion
 - Creekwood Phase I & Phase II
 - Samaritan Medical Center(Various Projects)
- Work on blight removal through the NYS Property Maintenance Code.
- Work with property owners on various construction/remodeling projects.
- Transition from a paper to an electronic permitting system.
- Perform inspections required by NYSBC.

City of Watertown

Fiscal Year: 2013-14
Department: Code Enforcement
Account Code: A3620
Function: Public Safety

<u>Budget Summary</u>	<u>FY 2010-11</u> Actual	<u>FY 2011-12</u> Actual	<u>FY 2012-13</u> Budget	<u>FY 2013-14</u> Budget
Personal Services				
110 Salaries	\$ 62,481	\$ 63,815	\$ 61,454	\$ 63,310
120 Clerical	39,998	40,670	41,305	41,305
130 Wages	102,715	106,629	104,937	104,937
140 Temporary	391	234	-	-
150 Overtime	1,898	1,018	2,000	2,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	3,234	7,718	-	-
175 Health Insurance Buyout	-	1,500	-	1,500
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 210,717</u>	<u>\$ 221,584</u>	<u>\$ 209,696</u>	<u>\$ 213,052</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ 970	\$ 1,070	\$ 1,200	\$ 1,200
420 Insurance	-	112	-	-
430 Contracted Services	34,439	44,345	31,900	61,408
440 Fees Non Employees	-	-	-	-
450 Miscellaneous	2,776	3,217	6,400	10,600
455 Vehicle Expenses	4,127	5,823	5,500	9,005
460 Materials and Supplies	452	1,343	1,500	1,500
465 Equipment < \$5,000	27	33	500	600
Total Operating Expenses	<u>\$ 42,791</u>	<u>\$ 55,943</u>	<u>\$ 47,000</u>	<u>\$ 84,313</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 24,478	\$ 33,685	\$ 40,471	\$ 45,592
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	15,378	16,274	16,042	16,299
840 Workers' Compensation	-	-	-	-
850 Health Insurance	44,344	41,454	45,338	41,102
Total Fringe Benefits	<u>\$ 84,200</u>	<u>\$ 91,413</u>	<u>\$ 101,851</u>	<u>\$ 102,993</u>
Department Total	<u><u>\$ 337,708</u></u>	<u><u>\$ 368,940</u></u>	<u><u>\$ 358,547</u></u>	<u><u>\$ 400,358</u></u>

City of Watertown

Fiscal Year: 2013-14
Department: Code Enforcement
Account Code: A3620
Function: Public Safety

		<u>FY 2013-14 Budget</u>	
Personal Services			
A.3620.0110	Salaries		
	Code Enforcement Supervisor	\$	63,310
	Clerical		
	Code Enforcement Aide		41,305
A.3620.0130	Wages		
	Sr. Code Enforcement Officer	54,360	
	Code Enforcement Officer	<u>50,577</u>	104,937
A3620.0150	Overtime		2,000
A3620.0175	Health Insurance Buyout		<u>1,500</u>
	Total Personal Services	\$	<u>213,052</u>
Operating Expenses			
A.3620.0410	Utilities		
	Cell Phones	\$	1,200
A3620.0430	Contracted Services		
	Health Officer	1,500	
	Printing	700	
	Blight Removal/Demolitions	50,000	
	Fence Rental	3,700	
	Title Searches	1,000	
	Copier Maintenance	4,308	
	Tire Disposal	<u>200</u>	61,408
A.3620.0450	Miscellaneous		
	Travel and Training	7,200	
	Publications NFPA	1,900	
	Dues	300	
	Safety Gear/Supplies	<u>1,200</u>	10,600
A.3620.0455	Vehicle Expenses		
	Gasoline	3,500	
	Insurance	1,505	
	Maintenance	<u>4,000</u>	9,005
A.3620.0460	Materials and Supplies		
	Property Securing Materials		1,500
A.3620.0465	Equipment < \$5,000		
	Small Tools	<u>600</u>	<u>600</u>
	Total Operating Expenses	\$	<u>84,313</u>

City of Watertown

Fiscal Year: 2013-14
Department: Code Enforcement
Account Code: A3620
Function: Public Safety

FY 2013-14 Budget

Fringe Benefits

A.3620.0810	New York State Employees' Retirement System	\$	45,592
A.3620.0830	Social Security		16,299
A.3620.0850	Health Insurance		<u>41,102</u>
	Total Fringe Benefits	\$	<u>102,993</u>
	TOTAL BUDGET	\$	<u>400,358</u>

Fiscal Year: 2013-14
Department: Building and Grounds Maintenance
Account Code: A5010
Function: Transportation



Description: This is an eight-month account, having a total of 8 full time employees responsible for the repair and maintenance of all departmental owned buildings, grounds and facilities. This unit is responsible for the maintenance and upkeep of the pavilions and public restrooms located within the J.B. Wise parking lot, the Marble Street Park and the Veterans' Memorial Walkway. Grounds maintenance performed by this unit consists of mowing, trash disposal, trimming and weeding of abandoned parcels acquired from tax sale deeds, the City's 78 acre landfill and all downtown parks and walkways. This crew is also responsible for the maintenance of over 3,000 street trees and 1,600 park trees located throughout the City of Watertown. Maintenance responsibilities include the annual pruning of over 1,000 small diameter trees, the removal and trimming of larger diameter trees and the planting, mulching and watering of 90-100 trees each spring. In addition to this maintenance work, the crew performs numerous other tasks, ranging from fountain maintenance, to the placement of the downtown area holiday decorations, to establishing traffic control for various community events. In 2012, this division responded to 159 Code Enforcement orders ranging from mowing yards, to shoveling sidewalks, to private tree removal, to board up windows and doors, removing infested/ contaminated/ unsanitary personal affects, refuse and debris from private homes.

2012-13 Accomplishments:

- ✓ Facilitated the City's Urban Forestry Plan with the city wide planting of 244 new street trees, the pruning of 1000 small diameter trees (8" or less) and the pruning/trimming of larger diameter trees within the City's north side.
- ✓ Established a maintenance program and schedule for the upkeep of the public restrooms at the J.B. Wise parking lot and Veterans' Memorial Walkway.
- ✓ Constructed pavilions, installed site furniture and finished site restoration work at Bicentennial and Marble Street Parks completing the Black River Parks development project.

2013-14 Goals and Objectives:

- Support the City's Urban Forestry Plan with the development and implementation of the Emerald Ash Borer Management Plan.
- Assist professional conservator in conducting the maintenance treatment program for the Roswell P. Flower Monument.
- Assist the sewer crew in the removal of trees and clearing of brush from the north side trunk sewer right-of-way.
- Commission public restrooms at Marble Street Park utilizing the established maintenance programs at J.B. Wise and Veterans' Memorial Walkway to provide this recently constructed facility with the same level of service.

City of Watertown**Fiscal Year: 2013-14****Department: Buildings and Grounds Maintenance****Account Code: A5010****Function: Transportation**

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ -	\$ -	\$ 33,365	\$ 41,872
120 Clerical	-	-	-	-
130 Wages	191,493	158,301	156,431	154,806
140 Temporary	87,473	67,546	58,000	58,000
150 Overtime	9,005	8,060	8,000	8,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	286	161	-	-
175 Health Insurance Buyout	2,800	2,800	1,876	2,800
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 291,057</u>	<u>\$ 236,868</u>	<u>\$ 257,672</u>	<u>\$ 265,478</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ 50,000	\$ -
250 Other	-	-	14,000	22,000
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 64,000</u>	<u>\$ 22,000</u>
Operating Expenses				
410 Utilities	\$ 2,869	\$ 3,267	\$ 7,778	\$ 6,380
420 Insurance	1,942	1,962	2,060	240
430 Contracted Services	2,195	5,848	13,928	18,928
440 Fees Non Employees	2,406	1,688	3,900	3,600
450 Miscellaneous	1,665	1,673	7,600	6,250
455 Vehicle Expenses	63,687	76,889	71,908	64,950
460 Materials and Supplies	31,979	40,759	44,400	44,600
465 Equipment < \$5,000	2,259	4,291	15,200	8,050
Total Operating Expenses	<u>\$ 109,002</u>	<u>\$ 136,377</u>	<u>\$ 166,774</u>	<u>\$ 152,998</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 33,709	\$ 45,452	\$ 49,370	\$ 55,889
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	21,753	17,709	19,570	20,307
840 Workers' Compensation	25,840	19,530	20,000	20,000
850 Health Insurance	54,155	45,714	27,955	30,869
Total Fringe Benefits	<u>\$ 135,457</u>	<u>\$ 128,405</u>	<u>\$ 116,895</u>	<u>\$ 127,065</u>
Department Total	<u><u>\$ 535,516</u></u>	<u><u>\$ 501,650</u></u>	<u><u>\$ 605,341</u></u>	<u><u>\$ 567,541</u></u>

City of Watertown

Fiscal Year: 2013-14
Department: Buildings and Grounds Maintenance
Account Code: A5010
Function: Transportation

FY 2013-14 Budget

Personal Services

A.5010.0110	Salaries		
	Street/Sewer Maintenance Supervisor **		\$ 41,872
A.5010.0130	Wages		
	Crew Chief (1) *	\$ 28,222	
	Motor Equipment Operator (1) *	24,645	
	Municipal Worker I (4) *	77,294	
	Tree Trimmer (1) *	24,645	154,806
A.5010.0140	Temporary		58,000
A.5010.0150	Overtime		8,000
A.5010.0175	Health Insurance Buyout		2,800
	Total Personal Services		<u>\$ 265,478</u>

Equipment

A.5010.0250	Other Equipment		
	Bobcat Broom Attachment	\$ 5,000	
	Dump Trailer 6' x 10'	7,500	
	Yard Tractor / Mower	9,500	\$ 22,000
	Total Equipment		<u>\$ 22,000</u>

Operating Expenses

A.5010.0410	Utilities		
	Water/Sewer	\$ 900	
	Monument , Flag & Sign Lighting	1,200	
	Clinton & Marble St Park Lighting	600	
	Telephone / Alarm Panels	3,200	
	Cell Phone	240	
	Nextel /Sprint for GPS	240	6,380
A.5010.0420	Insurance		240
A.5010.0430	Contracted Services		
	GPS Tracking	208	
	Annual Alarm Monitoring	720	
	Repairs/Maintenance on Equipment	1,500	
	Misc. B&G Maintenance	1,000	
	Private Property Cleanup	5,000	
	Masonry Repairs	10,000	
	Misc.Equipment Rental	500	18,928
A.5010.0440	Fees - Non Employee		
	Employee Testing	1,600	
	Employee Vaccinations	2,000	3,600

City of Watertown

Fiscal Year: 2013-14
Department: Buildings and Grounds Maintenance
Account Code: A5010
Function: Transportation

		<u>FY 2013-14 Budget</u>	
A.5010.0450	Miscellaneous		
	Safety Shoes/Jackets/ Related Equipt.	2,700	
	Tree Trimmer Training Certification (2)	300	
	Arborist Training (1)	1,800	
	Pesticide Recertification	450	
	Safety Training/Seminars /PESH	<u>1,000</u>	6,250
A.5010.0455	Vehicle Expenses		
	Insurance	9,150	
	Tree Truck Paint Touch-up (1-59)	2,500	
	Vehicle Maintenance & Repairs	23,000	
	Routine Preventive Maintenance	2,300	
	Bucket Truck Certification	1,000	
	Gas and Diesel Fuel	<u>27,000</u>	64,950
A.5010.0460	Materials and Supplies		
	Waferboard Codes Orders	1,000	
	Restroom Supplies (x 3)	6,000	
	Restroom Fixtures (Veteran's)	2,000	
	Top Soil, Crusher Run etc.	5,000	
	Ropes and Related Equipment	750	
	Annual Tree Replacement Program ***	14,000	
	Replacement Parts/Supplies for Mowers, Trimmers, Chainsaws etc.	3,500	
	Park Furniture Repairs	850	
	Flowers, Bulbs, Mulch	1,500	
	Small Hand Tools	2,000	
	Dogi-Pot Pet Station Supplies	1,000	
	Christmas Decorations	5,000	
	Miscellaneous Supplies	<u>2,000</u>	44,600
A.5010.0465	Equipment < \$5,000		
	Pesticide/Herbicide Equipment	250	
	Pesticide Storage Unit	1,500	
	Handheld Leaf Blower	200	
	Chainsaw	600	
	Replacement Hose Hay Mulcher	800	
	Rolling Tool Cabinet	900	
	Weedwackers (4)	1,300	
	Bobcat Grapple Attachment	<u>2,500</u>	8,050
	Total Operating Expenses		<u>\$ 152,998</u>

City of Watertown

Fiscal Year: 2013-14
Department: Buildings and Grounds Maintenance
Account Code: A5010
Function: Transportation

FY 2013-14 Budget

Fringe Benefits

A.5010.0810	New York State Employees' Retirement System	55,889
A.5010.0830	Social Security	20,307
A.5010.0840	Workers Compensation	20,000
A.5010.0850	Health Insurance	30,869
	Total Fringe Benefits	<u>\$ 127,065</u>
	TOTAL BUDGET	<u>\$ 567,541</u>

A5010 – Buildings & Grounds Maintenance



Fiscal Year 2013-14
Equipment Requests

Bobcat Broom Attachment (1-088)

\$5,000

This is a request for the purchase of a bobcat broom attachment for Toolcat (1-088) and may be used on other City-owned skid steer loaders. In winter months crews use the attachment to clear snow from walks and crosswalks in the Downtown Business area. During summer months the attachment will be used to clean debris from walks and roads.



Dump Trailer (6' x 10')

\$7,500

This is a request for a two (2) axle, hydraulic dump trailer to replace existing trailer (1-150) that originally came from the Parks & Recreation department. The new trailer will have a GVW of 9,500-lbs and will be used to haul 3-3.5 tons of materials used by Buildings & Grounds and the summer tree maintenance program. Tie-downs will be located in the floor of the trailer so that equipment could also be hauled.



Yard Tractor/Mower (1-116)

\$9,500

This is a request to purchase a replacement riding lawnmower for the 1997 John Deere 425 (1-116) that will be used by the buildings & grounds for the mowing of City-owned properties. The current mower will be transferred another department within the City.



Fiscal Year: 2013-14
Department: Maintenance of Roads
Account Code: A5110
Function: Transportation



Description: This is an eight-month account, having a total of 14 budgeted full time employees responsible for in-house maintenance, overlay and rebuilding of 100 miles of accepted City streets, all associated concrete curbing and sidewalk/crosswalk construction as well as the demolition of unsafe structures on properties acquired by the City. Funding for street maintenance and repair is primarily provided through the Consolidated Highway Improvement Program (CHIPS) administered by NYSDOT. Capital Project CHIPS funding for this fiscal year is expected to be approximately \$450,000. This account is also responsible for street sweeping which includes the initial removal of the accumulated winter ice control road mix from the City streets, public parking lots and numerous City owned facilities. Following the initial cleanup, scheduled sweeping continues throughout the season with the average street being swept up to seven times, while the downtown business district is serviced weekly. An average of 1,800 miles of travel ways are swept annually.

2012-13 Accomplishments:

- ✓ Completed the reconstruction of the Stone Street Parking Lot's Washington Street pedestrian access walkway next to the Jefferson County Historical Society's property.
- ✓ Constructed pavilions, installed site furniture and finished site restoration work at Bicentennial and Marble Street Parks completing the Black River Parks development project.
- ✓ Constructed a 35' x 70' concrete pad for the influent tanker dump port at the Wastewater Treatment Plant.
- ✓ Placed ±700-lf of concrete pin-on curbing for the Jefferson County Highway Department in the village of Antwerp.
- ✓ Paved ±4,700-lf of roadway and placed ±7,700-lf of concrete pin-on curbing.

2013-14 Goals and Objectives:

- Develop a GIS-based asset management protocol for identifying and inspecting handi-cap accessible ramps for compliance with the Americans with Disabilities Act (ADA).
- Complete the construction of an internal roadway system at the Wasterwater Treatment Plant for the influent tanker dump port.
- Continue Street Paving and Pin-On Curb Construction Program as detailed in our Capital Budget Schedule.

City of Watertown
Fiscal Year: 2013-14
Department: Maintenance of Roads
Account Code: A5110
Function: Transportation

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ -	\$ -	\$ 40,645	\$ 41,872
120 Clerical	-	-	-	-
130 Wages	237,203	271,027	315,739	296,490
140 Temporary	24,751	6,815	7,000	7,000
150 Overtime	7,007	3,956	6,000	6,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	369	121	1,876	2,800
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 269,330</u>	<u>\$ 281,919</u>	<u>\$ 371,260</u>	<u>\$ 354,162</u>
Equipment				
230 Motor Vehicle	\$ -	\$ 24,587	\$ -	\$ -
250 Other	-	8,886	42,400	22,300
Total Equipment	<u>\$ -</u>	<u>\$ 33,473</u>	<u>\$ 42,400</u>	<u>\$ 22,300</u>
Operating Expenses				
410 Utilities	\$ 667	\$ 980	\$ 990	\$ 948
420 Insurance	4,623	4,908	5,154	7,395
430 Contracted Services	3,129	689	10,958	30,958
440 Fees Non Employees	690	692	900	400
450 Miscellaneous	1,966	1,552	3,650	3,750
455 Vehicle Expenses	128,277	124,847	149,870	145,540
460 Materials and Supplies	54,782	78,884	71,000	71,000
465 Equipment < \$5,000	1,939	4,131	-	850
Total Operating Expenses	<u>\$ 196,073</u>	<u>\$ 216,683</u>	<u>\$ 242,522</u>	<u>\$ 260,841</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 42,289	\$ 52,015	\$ 71,290	\$ 75,593
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	19,742	20,709	28,260	27,094
840 Workers' Compensation	25,275	27,752	30,000	30,000
850 Health Insurance	64,233	72,087	90,552	85,150
Total Fringe Benefits	<u>\$ 151,539</u>	<u>\$ 172,563</u>	<u>\$ 220,102</u>	<u>\$ 217,837</u>
Department Total	<u>\$ 616,942</u>	<u>\$ 704,638</u>	<u>\$ 876,284</u>	<u>\$ 855,140</u>

City of Watertown
Fiscal Year: 2013-14
Department: Maintenance of Roads
Account Code: A5110
Function: Transportation

		<u>FY 2013-14 Budget</u>	
Personal Services			
A.5110.0110	Salaries		
	Street/Sewer Maintenance Supervisor*	\$	41,872
A.5110.0130	Wages		
	Crew Chief (3) *	\$	82,008
	Heavy Equipment Oper (2)*		56,443
	Motor Equipment Oper (6)*		117,088
	Municipal Worker I (2)*	<u>40,951</u>	296,490
A.5110.0140	Temporary		7,000
A.5110.0150	Overtime		6,000
A.5110.0175	Health Insurance Buyout		<u>2,800</u>
	Total Personal Services	\$	<u>354,162</u>
Equipment			
A.5110.0250	Other Equipment		
	Tilt Bed Trailer for Skid Steer	\$	8,300
	Trailer Mounted Asphalt Distributor	<u>14,000</u>	<u>22,300</u>
	Total Equipment	\$	<u>22,300</u>
Operating Expenses			
A.5110.0410	Utilities		
	Nextel For GPS	\$	208
	Cell Phone		240
	Walkway Lights	<u>500</u>	\$ 948
A.5110.0420	Insurance		7,395
A.5110.0430	Contracted Services		
	GPS Tracking		208
	Bridge Inspection/Repair Materials		7,500
	Miscellaneous Equipment Repairs		2,000
	Mechanical Sweeper rental		20,000
	Outside Equipment Rentals	<u>1,250</u>	30,958
A.5110.0440	Fees, Non-Employee		
	Employee Testing		400
A.5110.0450	Miscellaneous		
	Membership Dues		150
	Safety Shoes, Apparel & Related Materials		2,600
	Training/PESH	<u>1,000</u>	3,750

City of Watertown
Fiscal Year: 2013-14
Department: Maintenance of Roads
Account Code: A5110
Function: Transportation

		<u>FY 2013-14 Budget</u>	
A.5110.0455	Vehicle Expenses		
	Maintenance & Repairs	47,000	
	Routine Preventive Maintenance	5,000	
	Loader (1-76) Tires (4)	9,500	
	Gas & Diesel Fuel	53,500	
	Sweeper/Paver Maintenance	8,000	
	Sweeper Brooms	3,500	
	Insurance	19,040	
		<u>145,540</u>	
A.5110.0460	Materials and Supplies		
	Small Tools	3,500	
	Blacktop & Related Materials - road patch only	35,000	
	Top Soil,Crusher Run, etc.	11,000	
	Ready-mix Concrete	10,000	
	Materials for Concrete Forms	1,800	
	Milling Machine Bits	700	
	ADA Truncated Sidewalk Domes	2,000	
	Concrete Sealant	1,500	
	Roadsaver Sealant (Crack Sealer)	2,500	
	Miscellaneous Supplies	3,000	
		<u>71,000</u>	
A.5110.0465	465 Equipment < \$5,000		
	Cold Water Pressure Washer		850
	Total Operating Expenses		<u>\$ 260,841</u>
Fringe Benefits			
A.5110.0810	New York State Employees' Retirement System		75,593
A.5110.0830	Social Security		27,094
A.5110.0840	Workers Compensation		30,000
A.5110.0850	Health Insurance		85,150
	Total Fringe Benefits		<u>\$ 217,837</u>
TOTAL BUDGET			<u><u>\$ 855,140</u></u>

* A5142 33%

A5110 – Maintenance of Roads

Fiscal Year 2013-14
Equipment Requests



Tilt Bed Trailer for Skid Steer

\$8,300

This is a request to purchase a new tilt bed trailer to transport our skid steer loader with milling and pavement cutting attachments. The new trailer has a larger deck and increased carrying capacity to accommodate the larger frame skid steer equipment.



Trailer-mounted Asphalt Distributor

\$14,000

This is a request to purchase a trailer-mounted asphalt distributor that will be used to apply tack coat in advance of pavement overlay and patching activities. Purchase of this equipment will minimize scheduling delays caused by the limited availability of contractors equipped to apply this material.



Fiscal Year: 2013-14
Department: Snow Removal
Account Code: A5142
Function: Transportation



Description: The thirty-eight (38) employees in this account are responsible for the seasonal sanding, plowing and snow removal from 100 center lane miles of City Streets, Municipal Parking Lots and City Owned Sidewalks, as well as the placement and re-supply of approximately 40 sand barrels located throughout the City. Equipment assigned includes 3 sanders, 3 sander/plow combination units, 7 full sized plows, 2 rotary blowers, 5 utility plows, 2 bobcats and 4 front-end loaders. Overtime, Contract Hauling, Fuel and Road Salt figures in this account are based upon the 100-year average of 100 inches of snow whereas by comparison the previous 5-year average is 101 inches of snow. During the winter of 2012-2013 approximately 81 inches of snow fell, as compared to approximately 44 inches received during the 2011-2012 season.

2012-13 Accomplishments:

- ✓ Accepted delivery of new “dump truck/sander plow (1-42)” and new “urban plow 1-18”. Begin to evaluate effectiveness of the integral material spreader/urban plow assembly.
- ✓ Trained operators and repair technicians on updated salt spreader ground speed application control systems that were integrated with new vehicle purchases.
- ✓ Developed specifications and prepared purchase orders for the acquisition of a replacement “dump truck/sander plow” (1-33, 1987 International Dump Truck) to be purchased from the New York State OGS Contract.
- ✓ Installed two “Snow Walker”, shock absorbing implement carrier/bobcat snow blower attachments.

2013-14 Goals and Objectives:

- Retrofit existing salt spreaders/sanders with self contained, liquid pre-wet systems.
- Install a reversible front plow assembly onto 1-97, 2007 International Dump Truck thereby converting it from a salt spreader/sander to a dedicated sander-plow.
- Develop specifications for the purchase of a replacement “dump truck/sander plow” (1-41, 1987 International Dump Truck). An existing stainless steel material spreader will be utilized with the new unit
- Complete BeeBee Island snow dump facility upgrade.

City of Watertown**Fiscal Year: 2013-14****Department: Snow Removal****Account Code: A5142****Function: Transportation**

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ -	\$ -	\$ 35,185	\$ 41,247
120 Clerical	-	-	-	-
130 Wages	384,169	441,638	450,338	410,349
140 Temporary	18,283	-	-	-
150 Overtime	132,482	52,002	80,000	80,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	10,281	9,529	-	-
175 Health Insurance Buyout	-	5,600	2,772	8,400
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 545,215</u>	<u>\$ 508,769</u>	<u>\$ 568,295</u>	<u>\$ 539,996</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	23,000
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 23,000</u>
Operating Expenses				
410 Utilities	\$ 6,286	\$ 4,883	\$ 4,390	\$ 4,330
420 Insurance	3,772	4,373	4,592	7,425
430 Contracted Services	17,370	4,635	26,670	24,528
440 Fees Non Employees	1,176	-	1,100	900
450 Miscellaneous	-	38	-	-
455 Vehicle Expenses	138,156	119,353	163,959	148,170
460 Materials and Supplies	231,609	112,498	193,200	193,200
465 Equipment < \$5,000	-	3,681	750	1,000
Total Operating Expenses	<u>\$ 398,369</u>	<u>\$ 249,461</u>	<u>\$ 394,661</u>	<u>\$ 379,553</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 58,928	\$ 87,461	\$ 109,145	\$ 111,745
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	40,471	37,679	43,265	41,313
840 Workers' Compensation	2,142	30,421	15,000	10,000
850 Health Insurance	112,392	105,592	122,823	114,688
Total Fringe Benefits	<u>\$ 213,933</u>	<u>\$ 261,153</u>	<u>\$ 290,233</u>	<u>\$ 277,746</u>
Department Total	<u>\$ 1,157,517</u>	<u>\$ 1,019,383</u>	<u>\$ 1,253,189</u>	<u>\$ 1,220,295</u>

City of Watertown

Fiscal Year: 2013-14
Department: Snow Removal
Account Code: A5142
Function: Transportation

FY 2013-14 Budget

Personal Services

A.5142.0110	Salaries		
	Street/Sewer Maintenance Supervisor (2)*	\$	41,247
A.5142.0130	Wages **		
	Crew Chief (6)	\$	83,017
	Heavy Equip Oper (3)		42,047
	Motor Equip Oper (16)		181,785
	Sign Maintenance Worker (2)		24,512
	Tree Trimmer (1)		12,138
	Municipal Worker I (7)		66,850
			<u>410,349</u>
A.5142.0150	Overtime		80,000
A.5142.0175	Health Insurance Buyout		8,400
	Total Personal Services	\$	<u>539,996</u>

Equipment

A.5142.0250	Other Equipment		
	Plow Frame/Mold Board Assembly (1-97)	\$	18,000
	Wet System Salt Spray Upgrade		5,000
			<u>23,000</u>
	Total Equipment	\$	<u>23,000</u>

Operating Expenses

A.5142.0 410	Utilities		
	Nextel for GPS	\$	540
	Water/Fire Service		250
	Gas/ Electric		1,700
	Telephone		1,600
	Cellular phone service		240
			<u>4,330</u>
A.5142.0420	Insurance		7,425
A.5142.0430	Contracted Services		
	GPS Tracking		468
	Annual Fire Alarm Monitoring		360
	Overhead Door Preventive Maintenance (4)		200
	Internal Pipe Inspection of Sprinkler System		1,250
	Heat System Annual Maint Inspection		250
	Heat System Repair		250
	Private Haulers for Snow Removal		20,000
	Small Engine Repair		250
	Snow Dump Facility Maintenance		1,500
			<u>24,528</u>
A.5142.0440	Fees Non- Employee		
	Post Accident Employee Testing		900

City of Watertown

Fiscal Year: 2013-14
Department: Snow Removal
Account Code: A5142
Function: Transportation

		<u>FY 2013-14 Budget</u>	
A.5142.0455	Vehicle Expenses		
	Plow Tires & Wheels	2,000	
	Service & Repair Pickup Truck Plows	5,000	
	Sander Chains (3)	2,700	
	Rotary Blower Maintenance	5,000	
	Equipment Maint. & Repair	57,000	
	Gas and Diesel Fuel	50,500	
	Preventive Maintenance	4,300	
	Insurance	21,670	
		<hr/>	148,170
A.5142.0460	Materials and Supplies		
	Road Salt, Abrasives, and De-icers	175,000	
	Patching Materials	4,500	
	Top Soil for Margin Repairs	1,500	
	Cutting Edges & Bolts	9,000	
	Wing Braces, Slides, Trip Blocks	3,000	
	Miscellaneous Hand Tools/Supplies	200	
		<hr/>	193,200
A.5142.0465	Other Equipment < \$5,000		
	GPS Tracking Units (x2)		1,000
	Total Operating Expenses		<hr/> <u>\$ 379,553</u>
Fringe Benefits			
A.5142.0810	New York State Employees' Retirement System		\$ 111,745
A.5142.0830	Social Security		41,313
A.5142.0840	Workers Compensation		10,000
A.5142.0850	Health Insurance		114,688
	Total Fringe Benefits		<hr/> <u>\$ 277,746</u>
TOTAL BUDGET			<u><u>\$ 1,220,295</u></u>

* (1) 67% 5110, 33% A5142; (1) 67% A5010, 33%A5142

** 67% A5010, A5110, A5186, A7110, A8140, A8160, or G8120; 33% A5142

A5142 – Snow Removal

Fiscal Year 2013-14
Equipment Requests



Plow Frame/Mold Board Assembly (1-097)

\$18,000

This is a request to purchase a new plow frame and reversible moldboard assembly to be fitted to an existing 2007 dump truck/ salt spreader combination. Installation of this equipment will greatly increase the effectiveness of this vehicle during snow events.



Wet System Salt Spray Upgrade

\$5,000

This is a request to purchase an onboard pre-wet system designed to spray liquid brine onto dry salt as it is dispensed from a truck mounted spreader unit. Application of brine in this manner will increase the overall effectiveness of the salt at all temperature ranges resulting in a greater yield per ton of material placed.



Fiscal Year: 2013-14
Department: Hydroelectric Production
Account Code: A5184
Function: Home and Community Services



Description: This account covers costs associated with daily operation and maintenance of the City's Hydroelectric facility. The operation and maintenance of the hydro plant is a service provided under contract by Upstate Testing & Control which is responsible for the day-to-day operation of the plant in conformance with our FERC permit and maintenance of the generators, switchgear, relays, bypass pumps, computers, monitoring equipment (both in the plant and on the river), and all other facilities required to produce electricity for City use and resale. The goal for this department is to monitor operations to maximize power production from plant within the limits imposed by the requirements of the FERC permit. During Fiscal Year 2011-12, generation totaled 19,208,676 down from 23,697,672kwh during Fiscal Year 2010-11.

2012-13 Accomplishments:

- ✓ Repaired lower- upper guide/ thrust bearings on units 1, 2, & 3.
- ✓ Perform needed trash rake repairs, and replace damaged components.
- ✓ Continue to acquire critical spare parts, and PLC cards for the various systems to prevent severe lag time during any failures and sequential repairs.

2013-14 Goals and Objectives:

- To maximize power generation output.
- Perform needed FERC inspection of the toes of the Delano Island and the South Channel Dams.
- Perform needed repairs to the fore bay concrete deck.
- Review and put into place a new contract for the Professional Maintenance Service Agreement.
- Resurface intake chamber of Unit #1.

City of Watertown

Fiscal Year: 2013-14

Department: Hydroelectric Production

Account Code: A5184

Function: Home and Community Services

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ -	\$ 3,059	\$ 8,200	\$ 8,448
120 Clerical	-	-	-	-
130 Wages	-	-	8,000	8,315
140 Temporary	-	-	-	-
150 Overtime	-	-	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ -</u>	<u>\$ 3,059</u>	<u>\$ 16,200</u>	<u>\$ 16,763</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ 875	\$ 855	\$ 930	\$ 1,050
420 Insurance	7,432	6,788	7,700	8,040
430 Contracted Services	263,892	293,682	278,700	392,900
440 Fees Non Employees	-	-	-	-
450 Miscellaneous	-	-	-	-
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	217	-	-	-
465 Equipment < \$5,000	-	-	13,000	15,000
Total Operating Expenses	<u>\$ 272,416</u>	<u>\$ 301,325</u>	<u>\$ 300,330</u>	<u>\$ 416,990</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ -	\$ 41	\$ 3,130	\$ 2,797
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	-	228	1,240	1,282
840 Workers' Compensation	31,208	35,519	40,000	40,000
850 Health Insurance	-	414	3,950	4,110
Total Fringe Benefits	<u>\$ 31,208</u>	<u>\$ 36,202</u>	<u>\$ 48,320</u>	<u>\$ 48,189</u>
Department Total	<u><u>\$ 303,624</u></u>	<u><u>\$ 340,586</u></u>	<u><u>\$ 364,850</u></u>	<u><u>\$ 481,942</u></u>

City of Watertown

Fiscal Year: 2013-14
Department: Hydroelectric Production
Account Code: A5184
Function: Home and Community Services

		<u>FY 2013-14 Budget</u>	
Personal Services			
A.5184.0110	Salaries		
	Water Superintendent*	\$	8,448
A.5184.0130	Wages		
	SCADA Technician**		<u>8,315</u>
	Total Personal Services	\$	<u>16,763</u>
Operating Expenses			
A.5184.0410	Utilities		
	Telephone	\$	650
	Electric (Huntington Dam)	<u>400</u>	\$ 1,050
A.5184.0420	Insurance		8,040
A.5184.0430	Contracted Services		
	Operations & Maintenance	239,000	
	Resurface Intake Chamber #1	121,000	
	Trash Rake Paint	9,000	
	Repair Concrete Intake Deck	10,400	
	FERC License Fee	<u>13,500</u>	392,900
A.5184.0465	Equipment <\$5,000		
	Spare Parts (Mechanical)	10,000	
	Spare Parts (Electrical)	<u>5,000</u>	<u>15,000</u>
	Total Operating Expenses		<u>\$ 416,990</u>
Fringe Benefits			
A.5184.0810	New York State Employees' Retirement System	\$	2,797
A.5184.0830	Social Security		1,282
A.5184.0840	Workers Compensation		40,000
A.5184.0850	Health Insurance		<u>4,110</u>
	Total Fringe Benefits	\$	<u>48,189</u>
 TOTAL BUDGET		 \$	 <u>481,942</u>

* 50% Water/ 40% Sewer/ 10% Hydro

**40% Water/40% Sewer/20% Hydro

Fiscal Year: 2013-14
Department: Traffic Control and Lighting
Account Code: A5186
Function: Transportation



Description: This division of Public Works is responsible for the care and maintenance of the traffic signage and roadway markings as well as the signal devices at the City's 39 controlled intersections. This division consists of three IBEW employees; the Line Crew Chief who is a time served Journeyman Lineman and Wireman as well as an International Municipal Signal Association (IMSA) Level II Traffic Signal Technician, two Line Workers II who are presently classified as Apprentice Lineman and two CSEA Traffic Sign Maintenance Workers. This division is also assigned the maintenance of the lighting systems at the City owned parking lots and recreational facilities, including the Fairground's baseball and multipurpose field lighting. In addition, the IBEW employees maintain all external and internal lighting and electrical requirements at City owned facilities.

2012-13 Accomplishments:

- ✓ Completed and commissioned Stone Street Fiber Network Corridor.
- ✓ Completed the electrical installation of Bicentennial and Marble Street Parks.
- ✓ Installed new data raceways and installed multiple data ports in City Hall.
- ✓ Install/replaced new energy efficient lighting at Sewage Treatment Plant.
- ✓ Installed power source point at Clinton Street Park.

2013-14 Goals and Objectives:

- Install/replace 800 amp primary automatic transfer switch at Sewage Treatment Plant.
- Replace traffic signal wiring and hardware and install new wireless vehicle detection system at the Sherman Street/Stone Street Intersection.
- Install fiber optics from Water Filtration Plant to City's Power Plant.
- Continue with the implementation of CarteGraph Sign Module.
- Install ice sheet lighting upgrade at the municipal arena.
- Assist in the installation and commissioning of security systems for transit and public facilities.

City of Watertown**Fiscal Year: 2013-14****Department: Traffic Control and Lighting****Account Code: A5186****Function: Transportation**

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	-	-	-	-
130 Wages	213,705	203,337	216,497	219,619
140 Temporary	4,182	2,116	4,500	4,500
150 Overtime	17,898	18,238	20,000	20,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 235,785</u>	<u>\$ 223,691</u>	<u>\$ 240,997</u>	<u>\$ 244,119</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ 33,000
250 Other	-	-	24,500	18,250
Total Equipment	<u>-</u>	<u>-</u>	<u>24,500</u>	<u>51,250</u>
Operating Expenses				
410 Utilities	\$ 376,449	\$ 334,461	\$ 357,950	\$ 333,250
420 Insurance	1,371	1,371	1,435	2,805
430 Contracted Services	10,386	11,321	9,980	9,920
440 Fees Non Employees	316	295	400	300
450 Miscellaneous	1,086	556	3,500	3,500
455 Vehicle Expenses	24,576	21,948	24,165	20,450
460 Materials and Supplies	41,456	33,603	54,500	52,000
465 Equipment < \$5,000	722	8,292	10,800	11,650
Total Operating Expenses	<u>\$ 456,362</u>	<u>\$ 411,847</u>	<u>\$ 462,730</u>	<u>\$ 433,875</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 27,594	\$ 37,727	\$ 46,512	\$ 52,241
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	17,422	16,491	18,436	18,676
840 Workers' Compensation	904	2,845	1,000	2,000
850 Health Insurance	45,512	43,969	47,252	55,208
Total Fringe Benefits	<u>\$ 91,432</u>	<u>\$ 101,032</u>	<u>\$ 113,200</u>	<u>\$ 128,125</u>
Department Total	<u><u>\$ 783,579</u></u>	<u><u>\$ 736,570</u></u>	<u><u>\$ 841,427</u></u>	<u><u>\$ 857,369</u></u>

City of Watertown

Fiscal Year: 2013-14
Department: Traffic Control and Lighting
Account Code: A5186
Function: Transportation

		<u>FY 2013-14 Budget</u>	
Personal Services			
A.5186.0130	Wages		
	Line Crew Chief	\$ 64,896	
	Lineworker II (2)	104,956	
	Sign Maintenance Worker (2)*	<u>49,767</u>	\$ 219,619
A.5186.0140	Temporary		4,500
A.5186.0150	Overtime		<u>20,000</u>
	Total Personal Services		<u>\$ 244,119</u>
Equipment			
A.5186.0230	Motor Vehicles		
	Pickup truck with service body		\$ 33,000
A.5186.0250	Other Equipment		
	Variable Message Board (**)		<u>18,250</u>
	Total Equipment		<u>\$ 51,250</u>
Operating Expenses			
A.5186.0410	410 Utilities		
	Cellular Phone	\$ 1,000	
	Traffic Signals - Electric	14,000	
	Street Lighting - Electric	313,000	
	Public Square Gazebo / Woodruff Site	1,500	
	Electric for Christmas Decorations	750	
	Natural Gas/Electric (EngineSt)	1,800	
	FAX Line	300	
	Water/Sewer	<u>900</u>	\$ 333,250
A.5186.0420	Insurance		2,805
A.5186.0430	Contracted Services		
	Janitorial Services	5,570	
	Annual Overhead Door Maintenance	100	
	Equipment Rentals	1,500	
	Electrical Inspection Fees	250	
	Building Maintenance	1,000	
	Tool Repairs	1,000	
	Welding/Cylinder Supplies/Rental	<u>500</u>	9,920
A.5186.0440	Fees, Non Employee		
	Employment Related Testing		300
A.5186.0450	Miscellaneous		
	Professional Certification/Testing	1,000	
	ARC Protection Gear	1,500	
	Personnel/Vehicular Safety Equipment	<u>1,000</u>	3,500

City of Watertown

Fiscal Year: 2013-14
Department: Traffic Control and Lighting
Account Code: A5186
Function: Transportation

		<u>FY 2013-14 Budget</u>	
A.5186.0455	Vehicle Expenses		
	Utility Box Floor Repair (6-1)	2,500	
	Maintenance & Repairs	6,300	
	Routine Preventive Maintenance	750	
	Gas and Diesel Fuel	8,500	
	Vehicle Safety Inspection (4)	1,800	
	Insurance	<u>7,790</u>	20,450
A.5186.0460	Materials and Supplies		
	Electrical:		
	Electrical Supplies	3,500	
	Loop Wire & Sealant	3,200	
	Traffic Signal Wire	2,200	
	Signal Maintenance/Repair	3,000	
	Building Maintenance/Repair	1,000	
	Hand Tools & Supplies	3,000	
	Personal Protective Gear	1,000	
	Electrical Hardware & LEDs	1,000	
	Miscellaneous Supplies	2,300	
	Sign and Paint Crew:		
	Aluminum Sign Blanks	4,000	
	Hardware and Sign Faces	3,800	
	Reflective Sheeting	10,000	
	Channel Posts	3,500	
	Road Tape & Arrows	5,000	
	Road Paint	1,000	
	Sign Foundations	1,500	
	Paint Stencils	1,000	
	Miscellaneous Supplies	<u>2,000</u>	52,000
A.5186.0465	Equipment < \$5,000		
	Sherman/Stone Hardware Upgrade (**)	4,500	
	Wireless Loop Detection (**)	4,900	
	Wire Puller	<u>2,250</u>	11,650
	Total Operating Expenses		<u>\$ 433,875</u>
Fringe Benefits			
A.5186.0810	New York State Employees' Retirement System		\$ 52,241
A.5186.0830	Social Security		18,676
A.5186.0840	Workers Compensation		2,000
A.5186.0850	Health Insurance		<u>55,208</u>
	Total Fringe Benefits		<u>\$ 128,125</u>
	TOTAL BUDGET		<u>\$ 857,369</u>

* (1/3) A5142
(**) CHIPs funded

A5186 – Municipal Traffic Control and Lighting



Fiscal Year 2013-14
Equipment Requests

4x2 Pickup Truck w/ Service Body (6-003) \$33,000

Vehicle 6-003 is a 1999 Dodge 2500 series diesel powered pickup with a utility service body. The truck is used daily in the maintenance of the City’s traffic signalization, off street lot lighting, and the up keep of the City’s electrical systems in the various buildings. The truck has severe deterioration to cab floor and understructure, rocker panels, and service body. It has approximately 93,000 miles. It will be replaced by a gasoline powered two wheel drive one ton truck and a utility service body. The replacement will be purchased off NY SOGS procurement plan. The present unit will be sold at the City’s surplus vehicle auction.



A5186 – Municipal Traffic Control and Lighting

Fiscal Year 2013-14
Equipment Requests



Variable Message Board \$18,250

This message board will be an addition to the four (4) presently used by the Public Works Department. This request will add to the existing equipment and will be utilized during road construction, special events and emergencies.



Fiscal Year: 2013-14
Department: Citibus
Account Code: A5630
Function: Transportation



Description: The City of Watertown provides a fixed route public transportation system complete with ADA complementary Paratransit Service operating Monday through Friday 7:00 a.m. until 6:15 p.m., and Saturdays from 9:40 a.m. until 5:35 p.m. With a total ridership of approximately 147,818 in the 2011-2012 fiscal year we saw a .15% passenger increase in our fixed route system and a 4% passenger increase in our Paratransit Program. During this same period, revenues of \$160,702 were generated from passenger sales. Approximately 44% of the funding for bus operations comes from State and Federal Programs, 21.5% comes from users of the system through fares, advertising, and the remaining cost is supported through the General Fund. Effective July 1, 2009 the fare structure increased to \$1.50 for adults, \$0.50 for children 12 and under, transfers are free. 10 and 20 ticket coupon books are available to all passengers at a rate of \$1.00 per ride. In January 2010 also offer a \$40 unlimited ride, monthly pass. Paratransit fares are \$3.00 one-way.

2012-13 Accomplishments:

- ✓ Assisted FDRLO and NYSDOT in their search for a lead agency to secure funding for a Mobility Manager needed to address the regional transportation gaps
- ✓ Established performance criteria and successful bidder for 2012-2015 paratransit contract which commences at the beginning of the fiscal year.
- ✓ Completed the installation of the four (4) NYSDOT funded bus shelters.

2013-14 Goals and Objectives:

- Transform the program from Rural Transit to Urbanized Transit with NYSDOT and FTA leadership.
- Secure FTA funding for the purchase of replacement buses for fixed route service.
- Work with Metropolitan Planning Organization via the new Transit Planning Group to formalize initial bus route expansion plans that will enable CitiBus to begin an extended service outside of the current boundaries.
- Commence Phase 1 of the FTA funded security enhancement system that will monitor critical transit facilities.

City of Watertown**Fiscal Year: 2013-14****Department: Citibus****Account Code: A5630****Function: Transportation**

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	-	-	-	-
130 Wages	217,708	259,717	274,183	272,255
140 Temporary	76,061	48,604	42,000	42,000
150 Overtime	9,807	13,179	11,000	11,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 303,576</u>	<u>\$ 321,500</u>	<u>\$ 327,183</u>	<u>\$ 325,255</u>
Equipment				
230 Motor Vehicle	\$ 57,757	\$ -	\$ -	\$ 65,000
250 Other	-	-	-	20,000
Total Equipment	<u>\$ 57,757</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 85,000</u>
Operating Expenses				
410 Utilities	\$ 8,501	\$ 6,105	\$ 5,750	\$ 5,836
420 Insurance	1,770	1,491	1,099	1,150
430 Contracted Services	99,573	95,400	105,130	105,583
440 Fees Non Employees	2,951	1,752	5,160	2,400
450 Miscellaneous	2,655	5,159	6,600	15,600
455 Vehicle Expenses	158,861	203,760	169,404	189,695
460 Materials and Supplies	5,685	5,283	5,200	5,550
465 Equipment < \$5,000	-	65	450	15,000
Total Operating Expenses	<u>\$ 279,996</u>	<u>\$ 319,015</u>	<u>\$ 298,793</u>	<u>\$ 340,814</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 37,244	\$ 49,635	\$ 63,150	\$ 69,605
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	22,306	23,699	25,030	24,883
840 Workers' Compensation	37,539	34,740	42,000	40,000
850 Health Insurance	55,122	62,956	70,668	66,027
Total Fringe Benefits	<u>\$ 152,211</u>	<u>\$ 171,030</u>	<u>\$ 200,848</u>	<u>\$ 200,515</u>
Department Total	<u><u>\$ 793,540</u></u>	<u><u>\$ 811,545</u></u>	<u><u>\$ 826,824</u></u>	<u><u>\$ 951,584</u></u>

City of Watertown

Fiscal Year: 2013-14
Department: Citibus
Account Code: A5630
Function: Transportation

		<u>FY 2013-14 Budget</u>	
Personal Services			
A.5630.0130	Wages		
	Transit Supervisor	\$ 61,381	
	Head Bus Driver	36,783	
	Bus Driver (5)	<u>174,091</u>	\$ 272,255
A.5630.0140	Temporary		42,000
A.5630.0150	Overtime		<u>11,000</u>
	Total Personal Services		<u>\$ 325,255</u>
 Equipment			
A.5630.0230	Motor Vehicles		
	Paratransit Bus *		\$ 65,000
A.5630.0250	Other Equipment		
	Security Equipment		<u>20,000</u>
	Total Equipment		<u>\$ 85,000</u>
 Operating Expenses			
A.5630.0410	Utilities		
	Water/Sewer	\$ 1,140	
	Electric - Transfer Site	1,800	
	Gas	2,560	
	Cellular Phone	<u>336</u>	\$ 5,836
A.5630.0420	Insurance		1,150
A.5630.0430	Contracted Services		
	Paratransit Contract	84,333	
	Janitorial Services	14,900	
	Yellow Page Listing	540	
	Alarm System Monitoring	360	
	Pipe Inspection Fire Sprinkler System	1,250	
	Overhead Door Maintenance/Repair	1,000	
	Overhead Door Preventive Maintenance	200	
	Semi Annual Sprinkler Inspections	250	
	Heating System Maintenance	1,000	
	Miscellaneous Services / Repairs	<u>1,750</u>	105,583
A.5630.0440	Fees, Non Employee		
	Employee Vaccinations	1,200	
	Employment Related Testing	<u>1,200</u>	2,400

City of Watertown

Fiscal Year: 2013-14
Department: Citibus
Account Code: A5630
Function: Transportation

		<u>FY 2013-14 Budget</u>	
A.5630.0450	Miscellaneous		
	Uniforms	1,500	
	Safety Shoes	600	
	Reference Books	100	
	Miscellaneous Postage	100	
	Seminars	3,350	
	NY Public Transit Dues	450	
	Training for MPO/Urban Public Transp.	9,000	
	Driver Safety Training	500	
			<u>15,600</u>
A.5630.0455	Vehicle Expenses		
	Insurance	15,965	
	Tires CitiBuses(12)	7,800	
	Fuel for Truck	1,030	
	Fuel for Buses	93,000	
	Fuel for Paratransits	20,000	
	Tires Paratransit Buses (12)	2,400	
	Repairs and Maintenance	47,000	
	Repairs and Maintenance Paratransit	2,500	
			<u>189,695</u>
A.5630.0460	Materials and Supplies		
	Weather Gear	200	
	Office Supplies	500	
	Cleaning & Maintenance Supplies	1,650	
	Printing (tickets, transfers)	3,200	
			<u>5,550</u>
A.5630.0465	Equipment < \$5,000		
	Bus shelter donation		<u>15,000</u>
	Total Operating Expenses		<u>\$ 340,814</u>
 Fringe Benefits			
A.5630.0810	New York State Employees' Retirement System	\$	69,605
A.5630.0830	Social Security		24,883
A.5630.0840	Workers Compensation		40,000
A.5630.0850	Health Insurance		66,027
	Total Fringe Benefits	\$	<u>200,515</u>
	 TOTAL BUDGET		 <u>\$ 951,584</u>

A5630 - CitiBus

Fiscal Year 2013-14 Equipment Request

Para-Transit Bus (PT500)_____ \$65,000

Vehicle PT-500 is a 2008 Ford E450 14 passenger bus used for the City's para-transit service. The vehicle has approximately 40,000 miles and is one of three similar units used for the para-transit service. New York State rotates these buses on a five year replacement schedule. This purchase is funded through 80% federal share, 10% NYS share and 10% City share. The replacement will be purchased from the NYSOGS purchase plan. The present unit will be traded or sold at auction. One of the former para-transit units was placed into service at Public Works and is used for the departments sewer lateral inspection/cleaning equipment.

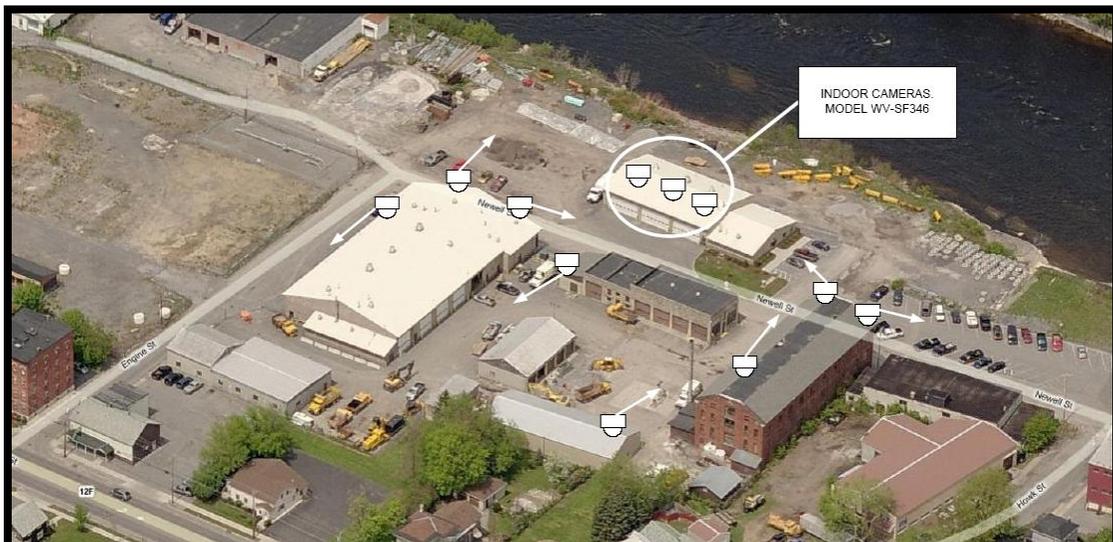


A5630 - CitiBus

Fiscal Year 2013-14
Equipment Request

CitiBus Security Monitoring System _____ \$20,000

A component of the Federal Transit Administration mandates that urban transit providers invest a minimum of 1 percent of the 5307 funded dollars into security equipment at its facility. This project covers the purchase and installation of five interior and eight exterior cameras that will provide continuous coverage of all transit related assets at the Newell Street facility to include fueling island, dedicated maintenance bays, garage parking bays, Fleet Maintenance and CitiBus Operations Buildings exteriors as well as employee and customer parking areas.



Assuming both FTA and DOT approval of this system, the cost sharing is based upon an 80/10/10 contribution with the City's total cost estimated at \$2,000. This project will enable us to meet the mandated investment for the Federal Government's 2012/2013 and 2013/2014 fiscal years.

Fiscal Year: 2013-14
Department: Parking Facilities
Account Code: A5650
Function: Transportation



Description: Expenses incurred for the maintenance of the following off street parking areas are charged to this account:

1. J.B. Wise Parking Lot
2. Clinton/Stone Street Parking Lot
3. Arsenal Street Parking including Deck and covered parking.
4. Court Street Parking Lot.
5. State Street Parking Lot.
6. Arcade Street Parking Lot.
7. High Street Parking Lot
8. Union Street Parking Lot

2012-13 Accomplishments:

- ✓ Commissioned the J.B. Wise Parking Lot Pavilion and Public Restroom Facilities.
- ✓ Working in cooperation with the Parks & Recreation Department expanded usage of J.B. Wise Pavilion with a Saturday Farmer's Market that went from mid spring through late fall.
- ✓ Completed the Stone Street Parking Lot connector walkway to Washington Street.

2013-14 Goals and Objectives:

- Replace guiderail along the northern boundary of the Court Street Parking Lot.

City of Watertown

Fiscal Year: 2013-14

Department: Parking Facilities

Account Code: A5650

Function: Transportation

<u>Budget Summary</u>	<u>FY 2010-11</u> Actual	<u>FY 2011-12</u> Actual	<u>FY 2012-13</u> Budget	<u>FY 2013-14</u> Budget
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	-	-	-	-
130 Wages	-	-	-	-
140 Temporary	-	-	-	-
150 Overtime	-	-	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ 9,196	\$ 12,394	\$ 10,000	\$ 10,400
420 Insurance	1,535	1,394	1,454	1,680
430 Contracted Services	23,574	24,164	25,100	25,200
440 Fees Non Employees	-	-	-	-
450 Miscellaneous	-	-	-	-
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	621	13,024	46,750	26,200
465 Equipment < \$5,000	-	-	-	-
Total Operating Expenses	<u>\$ 34,926</u>	<u>\$ 50,976</u>	<u>\$ 83,304</u>	<u>\$ 63,480</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ -	\$ -	\$ -	\$ -
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	-	-	-	-
840 Workers' Compensation	-	-	-	-
850 Health Insurance	-	-	-	-
Total Fringe Benefits	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u><u>\$ 34,926</u></u>	<u><u>\$ 50,976</u></u>	<u><u>\$ 83,304</u></u>	<u><u>\$ 63,480</u></u>

City of Watertown

Fiscal Year: 2013-14
Department: Parking Facilities
Account Code: A5650
Function: Transportation

		<u>FY 2013-14 Budget</u>	
Operating Expenses			
A.5650.0410	Utilities		
	Electric	\$	10,400
A.5650.0420	Insurance		1,680
A.5650.0430	Contracted Services		
	Stone Street Lease Payments	21,200	
	State Street Parking Lot Lease	2,700	
	State Street Lot Tax Reimbursement	<u>1,300</u>	25,200
A.5650.0460	Materials and Supplies		
	Mulch Material	2,500	
	Top Soil	1,200	
	Asphalt Patching	2,000	
	Court Street Guiderail Replacement	15,000	
	Painting & Striping Road Markings	2,500	
	Routine Maintenance of Lights/Signs/Facilities	<u>3,000</u>	<u>26,200</u>
	Total Operating Expenses		<u>63,480</u>
	TOTAL BUDGET	\$	<u>63,480</u>

Fiscal Year: 2013-14
Department: Miscellaneous
Account Code: A6310, A6410, A6530, A7510, A8010
Function: Home and Community Services

<u>Budget Summary</u>	<u>FY 2010-11 Actual</u>	<u>FY 2011-12 Actual</u>	<u>FY 2012-13 Budget</u>	<u>FY 2013-14 Budget</u>
A6310 CAPC	\$ 52,000	\$ 62,000	\$ 52,000	\$ 52,000
A6410 Publicity	2,183	100	5,000	5,000
A6530 Private Social Service Agency	-	11,600	2,200	-
A7510 Historian	-	-	250	250
A8010 Zoning	<u>2,079</u>	<u>3,058</u>	<u>2,500</u>	<u>2,500</u>
Total Budget	<u>\$ 56,262</u>	<u>\$ 76,758</u>	<u>\$ 61,950</u>	<u>\$ 59,750</u>

A6310 Community Action Planning Council - Funding to CAPC for services provided to residents of the City.

A6410 Publicity - Expenses associated with repairs, installation, and removal of Christmas decorations and other publicity functions.

A6530 Private Social Services Agency – City support of the Urban Mission and the Volunteer Transportation Center.

A7510 Historian - Expenses for travel and training and supplies for the Historian.

A8010 Zoning - Costs associated with the Zoning Board of Appeals.

Fiscal Year: 2013-14
Department: Recreation Administration
Account Code: A7020
Function: Culture and Recreation



Description: Recreation Administration provides for the personnel management, planning, support services and financial management for the Parks and Recreation Department. This account contains three full-time employees: the Superintendent, a Program Manager, and a Senior Account Clerk Typist. The Superintendent and Program Manager oversee eight full-time employees and approximately 75 seasonal employees dedicated to Parks and Recreation. The Department continually works with organizations throughout the City to meet community needs. A variety of indoor and outdoor concerts, all athletic field usage, arena and fairgrounds events, in addition to golf, tennis and swim lessons are coordinated through the administration office. The Parks and Recreation Department operates the concession stand at the Arena and is responsible for ordering, scheduling and collection of revenues relating to concession operations.

2012-13 Accomplishments:

- ✓ Transitioned to a stand-alone department with Superintendent reporting directly to the City Manager.
- ✓ Implemented a “pay before you play” policy.
- ✓ Parks and Recreation received a clean audit for the fiscal year 2011-2012.
- ✓ Purchased and implemented new reservation software.
- ✓ Implemented numerous programs including: Free Outdoor Movie, Snow Play, Skate with Santa, Halloween Costume Skate Party, Lunch and Skate, Outdoor Ice Rink, Broomball, Family Game Night, etc.
- ✓ Significantly improved the morale in the department.

2013-14 Goals and Objectives:

- Continue to evaluate Arena concession operations including menu offerings, inventory control, and hours of operation. Determine whether or not the City should maintain the concession stand with their own staff or lease it out.
- Work to expand recreational services provided in the community and develop new marketing initiatives to support new and existing programs as well as facility availability.
- Ensure that office staff is proficient in RecTrac and WebTrac.
- Continue to build morale within the department.

City of Watertown**Fiscal Year: 2013-14****Department: Recreation Administration****Account Code: A7020****Function: Culture and Recreation**

<u>Budget Summary</u>	<u>FY 2010-11 Actual</u>	<u>FY 2011-12 Actual</u>	<u>FY 2012-13 Budget</u>	<u>FY 2013-14 Budget</u>
Personal Services				
110 Salaries	\$ 65,734	\$ 74,707	\$ 119,250	\$ 127,694
120 Clerical	39,145	39,271	39,877	34,097
130 Wages	-	-	-	-
140 Temporary	-	-	3,000	3,000
150 Overtime	10,820	10,473	3,000	2,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	2,800
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 115,699</u>	<u>\$ 124,451</u>	<u>\$ 165,127</u>	<u>\$ 169,591</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ 18,000	\$ -
250 Other	-	9,364	30,000	-
Total Equipment	<u>\$ -</u>	<u>\$ 9,364</u>	<u>\$ 48,000</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ 1,197	\$ 1,440	\$ 1,320	\$ 1,500
420 Insurance	-	-	-	-
430 Contracted Services	6,986	15,006	2,285	7,310
440 Fees Non Employees	-	-	700	700
450 Miscellaneous	734	1,003	850	1,225
455 Vehicle Expenses	-	-	-	1,385
460 Materials and Supplies	49	696	300	525
465 Equipment < \$5,000	-	2,357	-	2,000
Total Operating Expenses	<u>\$ 8,966</u>	<u>\$ 20,502</u>	<u>\$ 5,455</u>	<u>\$ 14,645</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 13,736	\$ 18,416	\$ 31,870	\$ 24,161
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	8,528	9,341	12,635	12,975
840 Workers' Compensation	-	-	-	-
850 Health Insurance	18,451	9,569	31,827	11,759
Total Fringe Benefits	<u>\$ 40,715</u>	<u>\$ 37,326</u>	<u>\$ 76,332</u>	<u>\$ 48,895</u>
Department Total	<u><u>\$ 165,380</u></u>	<u><u>\$ 191,643</u></u>	<u><u>\$ 294,914</u></u>	<u><u>\$ 233,131</u></u>

City of Watertown

Fiscal Year: 2013-14
Department: Recreation Administration
Account Code: A7020
Function: Culture and Recreation

		<u>FY 2013-14 Budget</u>	
Personal Services			
A.7020.0110	Salaries		
	Superintendent of Parks and Recreation	\$ 72,104	
	Program Director	<u>55,590</u>	\$ 127,694
A.7020.0120	Clerical		
	Senior Account Clerk Typist		34,097
A.7020.0140	Temporary		3,000
A.7020.0150	Overtime		2,000
A.7020.0175	Health Insurance Buyout		<u>2,800</u>
	Total Personal Services		<u>\$ 169,591</u>
Operating Expenses			
A.7020.0410	Utilities		
	Telephone		\$ 1,500
A.7020.0430	Contracted Services		
	Copier/Printer Maintenance	1,000	
	HVAC Maintenance	400	
	Cartograph Subscription Renewal	1,170	
	RecTrac Maintenance	4,500	
	Monitoring of Alarm System	<u>240</u>	7,310
A.7020.0440	Fees, Non-Employee		
	CPR/1st Aid Instructions	450	
	Red Cross Fee	<u>250</u>	700
A.7020.0450	Miscellaneous		
	NYS Rec. & Park Membership	400	
	National Inst. Parks & Recreation	375	
	Mileage Reimbursements	200	
	Uniforms and Protective Clothing	<u>250</u>	1,225
A.7020.0455	Vehicle Expenses		
	Fuel	700	
	Insurance	<u>685</u>	1,385
A.7020.0460	Materials and Supplies		
	Paper & Poster Board	300	
	Janitorial/Cleaning Supplies	50	
	Maintenance Supplies	75	
	Miscellaneous Office Supplies	<u>100</u>	525
A.7020.0465	Other Equipment < \$5,000		
	Office Furniture	<u>2,000</u>	<u>2,000</u>
	Total Operating Expenses		<u>\$ 14,645</u>
Fringe Benefits			
A.7020.0810	New York State Employees' Retirement System		\$ 24,161
A.7020.0830	Social Security		12,975
A.7020.0850	Health Insurance		<u>11,759</u>
	Total Fringe Benefits		<u>\$ 48,895</u>
	TOTAL BUDGET		<u>\$ 233,131</u>

Fiscal Year: 2013-14
Department: Thompson Park
Account Code: A7110
Function: Culture and Recreation



Description: The John C. Thompson Park, given as a gift to the City of Watertown, was designed by the country's preeminent landscape architectural firm, the Olmsted Brothers, at the turn of the 20th Century. The Park contains 355 acres including large open green spaces, untouched woodlands, a children's creative playground, tennis courts, picnic areas, pavilions, exercise trails, a modern habitat zoo, seasonal swimming, cross country ski trails, sledding areas and a private golf course. The Park is open year round from 7:00 am to 9:00 pm and is attended by three full-time and five seasonal employees. The City works closely with the Thompson Park Conservancy, which operates the Zoo. There were 397 reservations made for 26,355 people, 13 charity walks, boy and girl scout events, a car show and an agricultural extravaganza, concerts and fireworks display, 145 buses that carried 7,975 school children for various field trips, 38 weddings, 27 military functions, several other events that totaled 42,330 in park attendance. This figure does not include daily activity.

2012-13 Accomplishments:

- ✓ Worked with City Engineering Department, Bernier Carr and Thompson Park Conservancy on plans for the Aviary Building.
- ✓ Maintained an Outdoor Ice Rink
- ✓ Installed ski netting at the bottom of Thompson Park Sledding Hill.
- ✓ Completed Phase 2 of window replacements at the Zoo Director's residence.
- ✓ Hosted annual Fourth of July concert after private funding was secured to finance Symphony Syracuse.

2013-14 Goals and Objectives:

- Continue to work with the Thompson Park Conservancy as the former Aviary building is transformed into the Learning Center.
- As a component of capital project, continue plans on pavilion roof replacement.
- Complete final phase of window replacement on Zoo Director's residence.
- Work with Rotary Club on of upgrade of equipment on the exercise trail.
- Continue development of green space in area around intersection of Pinnacle Wood Drive and East Tower Drive.
- Design and build a volleyball court to offer more recreational opportunities.

City of Watertown
Fiscal Year: 2013-14
Department: Thompson Park
Account Code: A7110
Function: Culture and Recreation

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	-	-	-	-
130 Wages	70,461	66,967	70,372	85,967
140 Temporary	25,767	24,244	29,000	29,000
150 Overtime	5,622	9,093	7,500	9,800
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 101,850</u>	<u>\$ 100,304</u>	<u>\$ 106,872</u>	<u>\$ 124,767</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ 35,000
250 Other	10,700	8,896	50,000	-
Total Equipment	<u>\$ 10,700</u>	<u>\$ 8,896</u>	<u>\$ 50,000</u>	<u>\$ 35,000</u>
Operating Expenses				
410 Utilities	\$ 47,326	\$ 40,782	\$ 38,020	\$ 39,870
420 Insurance	4,320	4,127	4,200	4,955
430 Contracted Services	32,293	59,678	43,590	42,855
440 Fees Non Employees	557	926	700	700
450 Miscellaneous	378	510	550	-
455 Vehicle Expenses	24,697	24,287	28,115	34,010
460 Materials and Supplies	11,816	8,751	16,570	18,620
465 Equipment < \$5,000	833	1,915	5,610	400
Total Operating Expenses	<u>\$ 122,220</u>	<u>\$ 140,976</u>	<u>\$ 137,355</u>	<u>\$ 141,410</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 12,342	\$ 16,123	\$ 20,630	\$ 26,700
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	7,571	7,370	8,175	9,545
840 Workers' Compensation	73	80	250	100
850 Health Insurance	21,219	17,017	16,786	23,036
Total Fringe Benefits	<u>\$ 41,205</u>	<u>\$ 40,590</u>	<u>\$ 45,841</u>	<u>\$ 59,381</u>
Department Total	<u><u>\$ 275,975</u></u>	<u><u>\$ 290,766</u></u>	<u><u>\$ 340,068</u></u>	<u><u>\$ 360,558</u></u>

City of Watertown

Fiscal Year: 2013-14
Department: Thompson Park
Account Code: A7110
Function: Culture and Recreation

		<u>FY 2013-14 Budget</u>	
Personal Services			
A.7110.0130	Wages		
	Crew Chief (1)	\$ 36,375	
	Parks & Rec. Maintenance Workers (1.5)	<u>49,592</u>	\$ 85,967
A.7110.0140	Temporary		29,000
A.7110.0150	Overtime		<u>9,800</u>
	Total Personal Services		<u>\$ 124,767</u>
 Equipment			
A.7110.0230	Motor Vehicles		
	Pickup truck with plow and liftgate		<u>\$ 35,000</u>
	Total Equipment		<u>\$ 35,000</u>
 Operating Expenses			
A.7110.0410	Utilities		
	Water /Sewer	\$ 18,300	
	Electric	3,700	
	Natural Gas	2,200	
	Thompson Park Conservancy Electric	7,600	
	Natural Gas	7,470	
	DSL Internet Connection	<u>600</u>	\$ 39,870
A.7110.0420	Insurance		4,955
A.7110.0430	Contracted Services		
	Alarm Systems Monitoring	180	
	Window Replacement (Director's House)	7,500	
	Stone Work Repairs	5,000	
	Maintenance Service and Repairs	4,000	
	Small Engine Maintenance	600	
	Fence Repairs	750	
	Special Events-Porta Johns, 1st Aid	1,800	
	Ambulance	600	
	Welding Lease and Supplies	300	
	Solid Waste Disposal	1,500	
	Generator Maintenance/Repair	625	
	Thompson Park Conservancy Funding	<u>20,000</u>	42,855
A.7110.0440	Fees, Non Employee		
	Employment Related Testing		700
A.7110.0455	Vehicle Expenses		
	Outside Vehicle Maintenance	5,800	
	Vehicle Maintenance	6,800	
	Preventive Vehicle Maintenance	1,000	
	FCC Mandated Radio Upgrade (4-2)	650	
	Fuel	14,500	
	Insurance	<u>5,260</u>	34,010

City of Watertown

Fiscal Year: 2013-14
Department: Thompson Park
Account Code: A7110
Function: Culture and Recreation

		<u>FY 2013-14 Budget</u>	
A.7110.0460	Materials and Supplies		
	Miscellaneous Equipment Supplies	1,950	
	Hardware Materials & Supplies	500	
	Safety Equipment	50	
	Uniforms and protective clothing	600	
	Safety Shoes	400	
	Lumber, Paint & Stain	800	
	Cleaning Supplies	1,500	
	Rakes, Shovels, Lawn Care	300	
	Grass Seed/ Top Soil	1,500	
	Safety Supplies/Uniforms	400	
	Roadway & Walkway Materials	2,500	
	Signage Materials	250	
	Plumbing/Electric Supplies	1,200	
	Maintenance Building Envelope Improvements	570	
	Dogi-Pot Pet Station Supplies	1,000	
	Playground Cushion Material	750	
	Playground Sealant Material	1,400	
	Playground Repairs & Maintenance	1,750	
	Fence Repairs	1,200	18,620
A.7110.0465	Other Equipment < \$5,000		
	Weedeaters (2)	400	400
	Total Operating Expenses		<u>\$ 141,410</u>
Fringe Benefits			
A.7110.0810	New York State Employees' Retirement System	\$ 26,700	
A.7110.0830	Social Security	9,545	
A.7110.0840	Workers Compensation	100	
A.7110.0850	Health Insurance	23,036	
	Total Fringe Benefits		<u>\$ 59,381</u>
	TOTAL BUDGET		<u>\$ 360,558</u>

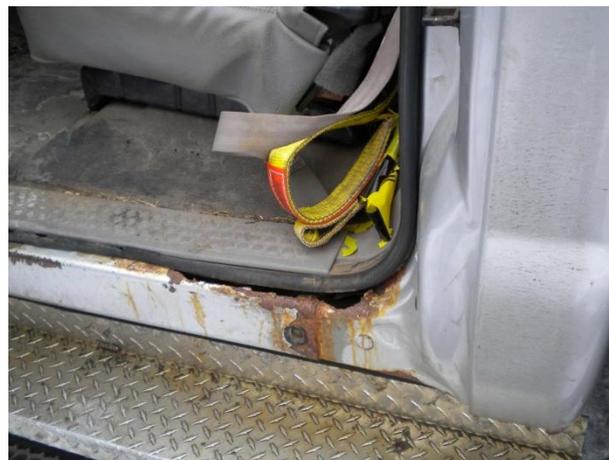
A7110 – Thompson Park



Fiscal Year 2013-14
Equipment Requests

Pick-up truck with plow and liftgate \$35,000

Vehicle 4-001 is a 2001 Ford F350 one ton four wheel drive regular cab pickup truck equipped with a snow plow assigned to Thompson Park. The truck has approximately 82,000 miles. The truck is used throughout the year for maintenance in the Park. In the winter months it is equipped with a removable sander unit to keep the walk ways free of ice. The truck is extremely rusty and has corrosion to the box, cab, and cab understructure. It will be replaced with a like four wheel drive truck and be equipped with a “stainless steel “V” snow plow and a lift gate. The truck will be purchased from NYSOGS contract. The present unit will be disposed of through the City’s surplus vehicle auction.



Fiscal Year: 2013-14
Department: Playgrounds
Account Code: A7140
Function: Culture and Recreation



Description: There are seven playgrounds that are owned and maintained by the City. Three of these areas and one additional site are staffed by a male and female supervisor for a seven-week period during the summer. The four playgrounds sites offer a safe place with structured activities for neighborhood youngsters. Arts and crafts, athletic activities, games and special events are some of the opportunities available at each playground. The playgrounds received 5,141 total daily visits this season, with 71 attending special events. The two recreation centers, located at the Fairgrounds and the North Side Pool, are staffed and opened for the seven week period. The Centers offered a variety of recreational opportunities at one central location. Ping pong, pool and other games are available and the facilities remain open in bad weather. The majority of the playground directors are high school graduates or college students pursuing an interest in education or recreational fields.

2012-13 Accomplishments:

- ✓ Expanded upon the Recreation center's programs by offering additional activities and promoting community awareness of opportunities offered at the Playground Programs.
- ✓ Attendance increased 40% from the 2011 program.

2013-14 Goals and Objectives:

- Continue to ensure all City playgrounds conform to safety standards as per ASTM and CPS regulations.
- Offer new Recreation Center at Thompson Park.
- Promote the Playground Program to the local schools, media and community groups.
- Offer more special events during the 7 week program.

City of Watertown**Fiscal Year: 2013-14****Department: Playgrounds****Account Code: A7140****Function: Culture and Recreation**

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	-	-	-	-
130 Wages	-	-	-	16,130
140 Temporary	28,609	26,356	42,000	46,715
150 Overtime	125	243	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 28,734</u>	<u>\$ 26,599</u>	<u>\$ 42,000</u>	<u>\$ 62,845</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	13,500
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 13,500</u>
Operating Expenses				
410 Utilities	\$ 200	\$ 97	\$ 120	\$ 100
420 Insurance	-	11	15	45
430 Contracted Services	431	125	240	4,240
440 Fees Non Employees	1,500	3,298	1,400	1,800
450 Miscellaneous	571	743	500	800
455 Vehicle Expenses	3,424	4,679	4,050	6,708
460 Materials and Supplies	3,799	1,535	10,950	14,450
465 Equipment < \$5,000	1,066	2,670	400	600
Total Operating Expenses	<u>\$ 10,991</u>	<u>\$ 13,158</u>	<u>\$ 17,675</u>	<u>\$ 28,743</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 4,179	\$ 4,446	\$ 8,106	\$ 13,335
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	2,198	2,034	3,213	4,808
840 Workers' Compensation	-	-	-	-
850 Health Insurance	-	-	-	6,135
Total Fringe Benefits	<u>\$ 6,377</u>	<u>\$ 6,480</u>	<u>\$ 11,319</u>	<u>\$ 24,278</u>
Department Total	<u><u>\$ 46,102</u></u>	<u><u>\$ 46,237</u></u>	<u><u>\$ 70,994</u></u>	<u><u>\$ 129,366</u></u>

City of Watertown

Fiscal Year: 2013-14

Department: Playgrounds

Account Code: A7140

Function: Culture and Recreation

		<u>FY 2013-14 Budget</u>	
Personal Services			
A.7140.0130	Wages		
	Crew Chief (1)	\$ 3,793	
	Parks & Recreation Maintenance Workers (1.5)	<u>12,337</u>	\$ 16,130
A.7140.0140	Temporary		<u>46,715</u>
	Total Personal Services		<u>\$ 62,845</u>
Equipment			
A.7140.0250	Other Equipment		
	Rear Discharge Mower		\$ 13,500
	Total Equipment		<u>\$ 13,500</u>
Operating Expenses			
A.7140.0410	Utilities		
	Electric		\$ 100
A.7140.0420	Insurance		45
A.7140.0430	Contracted Services		
	Equipment Repairs	\$ 150	
	Solid Waste Disposal	90	
	Fence Repair	<u>4,000</u>	4,240
A.7140.0440	Fees, Non Employee		
	Physicals		1,800
A.7140.0410	Miscellaneous		
	Mileage Reimbursements		800
A.7140.0410	Vehicle Expenses		
	Fuel	2,600	
	Repairs & Preventive Maintenance	1,853	
	Small Equipment	750	
	Insurance	<u>1,505</u>	6,708
A.7140.0460	Materials and Supplies		
	Prizes, Special Events	1,000	
	Arts & Crafts Supplies	1,250	
	Athletic Equipment	1,500	
	1st Aid Supplies	250	
	Uniforms & Equipment	400	
	Playground Supplies	2,000	
	Miscellaneous Maintenance Supplies	300	
	Grass Seed/Topsoil	750	
	Equipment Repairs	2,500	
	Rubber Chips	1,500	
	Wood Chips	<u>3,000</u>	14,450

City of Watertown

Fiscal Year: 2013-14

Department: Playgrounds

Account Code: A7140

Function: Culture and Recreation

FY 2013-14 Budget

A.7140.0465	Other Equipment < \$5,000		
	Tube Slide	<u>600</u>	<u>600</u>
	Total Operating Expenses		<u>\$ 28,743</u>
Fringe Benefits			
A.7140.0810	New York State Employees' Retirement System	\$	13,335
A.7140.0830	Social Security		4,808
A.7140.0850	Health Insurance		<u>6,135</u>
	Total Fringe Benefits	\$	<u>24,278</u>
	TOTAL BUDGET	\$	<u>129,366</u>

A7140 – Playgrounds



Fiscal Year 2013-14
Equipment Requests

Rear Discharge Mower

\$13,500

The department is requesting a 26HP diesel engine mower with a 60” wide mower deck to replace an aged machine (7 years). Safety features include a rear discharge and a roll bar. This mower will ensure the safety of our staff and improve the efficiency & quality of their work.



Fiscal Year: 2013-14
Department: Fairgrounds
Account Code: A7141
Function: Culture and Recreation



Description: The Fairgrounds facilities support the athletic and recreation programs of the Parks and Recreation Department, multiple school districts, colleges and other community organizations. The Fairgrounds is the City's busiest year-round facility with well over 150,000 people attending events or using the facilities. The 63 acres include a lighted professional baseball facility, one youth baseball field, a lighted basketball court, two lighted softball fields, two horse rings, five multi-purpose fields - two of which are lighted, a picnic area with playground equipment that compliments the Riverfront Development trail, the Fair building, the Municipal Arena, Steve D. Alteri Swimming Pool, and the Fairgrounds YMCA indoor athletic facility.

The Fairgrounds hosts Watertown's largest events; outdoor concerts attended by 7,500 or more people. The four multi-purpose fields are used extensively by high schools, colleges and community teams. The local college and both high schools use the Fairgrounds as their home sites for many sports. The lighted multi-purpose athletic field is used by the Red and Black semi-professional football team, Jefferson Community College Soccer, and various high schools for their home games. The Jefferson County Agricultural Society, Pop Warner Football, the Fairgrounds YMCA, the Black River Valley Horse Association, Relay for Life and many local charity organizations use the facilities during the year. The access road to JCC through the Fairgrounds proves valuable in hosting large events such as concerts for additional parking and exits.

2012-13 Accomplishments:

- ✓ Worked with Sign Maintenance Department to develop "no smoking" signs at all city owned fields.
- ✓ Successfully relocated the area for outdoor concerts from the grandstand to Multi-Purpose #2.
- ✓ Worked on Skate Park improvements and added new equipment.

2013-14 Goals and Objectives:

- Continue to promote field rentals at the Fairgrounds.
- Continue to improve landscaping in newly developed areas.

City of Watertown

Fiscal Year: 2013-14

Department: Fairgrounds

Account Code: A7141

Function: Culture and Recreation

<u>Budget Summary</u>	<u>FY 2010-11</u> Actual	<u>FY 2011-12</u> Actual	<u>FY 2012-13</u> Budget	<u>FY 2013-14</u> Budget
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	-	-	-	-
130 Wages	-	15,430	27,956	26,496
140 Temporary	37,695	24,244	50,000	30,000
150 Overtime	9,684	6,217	10,000	13,900
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	105	127	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 47,484</u>	<u>\$ 46,018</u>	<u>\$ 87,956</u>	<u>\$ 70,396</u>
Equipment				
230 Motor Vehicle	\$ -	\$ 34,270	\$ -	\$ -
250 Other	-	11,541	7,175	-
Total Equipment	<u>\$ -</u>	<u>\$ 45,811</u>	<u>\$ 7,175</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ 8,384	\$ 8,939	\$ 12,050	\$ 17,100
420 Insurance	1,542	1,515	1,600	2,870
430 Contracted Services	9,877	9,852	10,590	13,740
440 Fees Non Employees	200	500	200	200
450 Miscellaneous	80	50	-	-
455 Vehicle Expenses	11,651	11,482	13,900	18,005
460 Materials and Supplies	38,619	37,468	33,950	51,550
465 Equipment < \$5,000	1,242	8,165	9,275	6,950
Total Operating Expenses	<u>\$ 71,595</u>	<u>\$ 77,971</u>	<u>\$ 81,565</u>	<u>\$ 110,415</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 3,949	\$ 7,065	\$ 16,975	\$ 14,837
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	3,591	3,481	6,730	5,385
840 Workers' Compensation	-	-	-	-
850 Health Insurance	-	-	10,588	8,290
Total Fringe Benefits	<u>\$ 7,540</u>	<u>\$ 10,546</u>	<u>\$ 34,293</u>	<u>\$ 28,512</u>
Department Total	<u>\$ 126,619</u>	<u>\$ 180,346</u>	<u>\$ 210,989</u>	<u>\$ 209,323</u>

City of Watertown

Fiscal Year: 2013-14
Department: Fairgrounds
Account Code: A7141
Function: Culture and Recreation

		<u>FY 2013-14 Budget</u>	
Personal Services			
A.7141.0130	Wages		
	Crew Chief (.20)	\$ 7,587	
	Parks & Recreation Maintenance Worker (.65)	<u>18,909</u>	\$ 26,496
A.7141.0140	Temporary		\$ 30,000
A.7141.0150	Overtime		<u>13,900</u>
	Total Personal Services		<u>\$ 70,396</u>
 Operating Expenses			
A.7141.0410	Utilities		
	Water / Sewer	\$ 10,000	
	Electric	3,400	
	Telephone/Security	1,000	
	Electric - National Grid	2,400	
	Gas - National Grid / UGI	<u>300</u>	\$ 17,100
A.7141.0420	Insurance		2,870
A.7141.0430	Contracted Services		
	Small Equipment Repair	500	
	Pest Control	125	
	Fairgrounds Building Rental	4,500	
	Bleacher Repairs	1,000	
	Audio Repairs	400	
	Solid Waste Disposal	175	
	Facility Building Repairs	1,500	
	Alarm Monitor Fees	240	
	Annual Fire Inspection & repairs	600	
	Key Work	3,500	
	Fence Upgrades and Repairs	<u>1,200</u>	13,740
A.7141.0440	Fees, Non-Employees		
	Employment Related Testings		200
A.7141.0450	Vehicle Expenses		
	Fuel	6,300	
	Vehicle Maintenance	3,500	
	Outside Repairs/Field Equipment	4,000	
	Tines / Aerifier	600	
	3-5 Hydraulic Box Lift	2,600	
	Insurance	<u>1,005</u>	18,005

City of Watertown

Fiscal Year: 2013-14
Department: Fairgrounds
Account Code: A7141
Function: Culture and Recreation

		<u>FY 2013-14 Budget</u>	
A.7141.0460	Materials and Supplies		
	Bases, Slab, Home Plate	800	
	Field Covers	1,100	
	Soil/Top Dressing for Main Field	1,500	
	Sport Clay	3,800	
	Stone Dust For Warning Track	1,000	
	Sod Main Field Repairs	500	
	Sand/Topsoil Secondary Fields	3,000	
	Marking Chalk and Paint	2,800	
	Lawn Materials All Fields	10,000	
	Turf for Fields	4,000	
	Paint Supplies	1,000	
	Janitorial Products	750	
	Rakes, Shovels, Rollers	600	
	Lumber and Hardware	1,200	
	Mowing Equipment & Supplies	500	
	Plumbing	750	
	Fence repair	7,500	
	Porta Johns	2,000	
	Outdoor Movies	4,600	
	Porta Johns for Movies	250	
	Top Rail/Fence	1,000	
	Home Plate Mat	500	
	Electrical	2,400	
		<u>2,400</u>	51,550
A.7141.0465	Other Equipment < \$5,000		
	Infield hose set replacement	650	
	Infield Groomer replacement	1,950	
	Soccer Nets	1,250	
	Goal Posts Covers	2,000	
	Down Markers	600	
	Line Markers	500	
		<u>500</u>	6,950
	Total Operating Expenses		<u>\$ 110,415</u>
Fringe Benefits			
A.7141.0810	New York State Employees' Retirement System	\$	14,837
A.7141.0830	Social Security		5,385
A.7141.0850	Health Insurance		<u>8,290</u>
	Total Fringe Benefits	\$	<u>28,512</u>
	TOTAL BUDGET		<u>\$ 209,323</u>

Fiscal Year: 2013-14
Department: Outdoor Winter Activities
Account Code: A7142
Function: Culture and Recreation



This budget provides for outdoor winter activities and opportunities. Outdoor skating opportunities were consolidated to provide enhanced areas at Thompson Park and the Fairgrounds. The rink is flooded and maintained as weather permits. A warming shelter and restrooms are provided at the renovated Park Pool for the skaters' comfort. Parks and Recreation employees staff and supervise the winter recreation shelter when open. After receiving feedback from the community, the Parks and Recreation Department plans to implement new and creative Outdoor Winter Activities.

2013-14 Goals and Objectives

- Promote Thompson Park as one the City's Outdoor Winter Facility for recreational and leisure opportunities.
- Work with the media, schools and community groups to publicize winter opportunities provided by the Parks and Recreation Department available in the Community.
- Design and implement "snow play" activities for children at Thompson Park and the Fairgrounds.

City of Watertown

Fiscal Year: 2013-14

Department: Outdoor Winter Activities

Account Code: A7142

Function: Culture and Recreation

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	-	-	-	-
130 Wages	-	-	-	-
140 Temporary	-	-	-	5,425
150 Overtime	-	-	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,425</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ -	\$ -	\$ -	\$ 3,420
420 Insurance	-	-	-	-
430 Contracted Services	-	-	-	-
440 Fees Non Employees	-	-	-	-
450 Miscellaneous	-	-	-	-
455 Vehicle Expenses	-	-	-	600
460 Materials and Supplies	-	-	-	2,975
465 Equipment < \$5,000	-	-	-	250
Total Operating Expenses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,245</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ -	\$ -	\$ -	\$ 1,161
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	-	-	-	415
840 Workers' Compensation	-	-	-	-
850 Health Insurance	-	-	-	-
Total Fringe Benefits	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,576</u>
Department Total	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 14,246</u></u>

City of Watertown

Fiscal Year: 2013-14
Department: Outdoor Winter Activities
Account Code: A7142
Function: Culture and Recreation

		<u>FY 2013-14 Budget</u>	
Personal Services			
A.7142.0140	Temporary		\$ 5,425
	Total Personal Services		<u>\$ 5,425</u>
Operating Expenses			
A.7142.0410	Utilities		
	Gas/Electric	\$ 1,500	
	Water	1,800	
	Cell Phone 1 x 6 months	<u>120</u>	\$ 3,420
A.7142.0455	Vehicle Expenses		
	Fuel		600
A.7142.0460	Materials and Supplies		
	Supervisor Uniforms	500	
	Winter gloves	75	
	Plumbing/Hose Supplies	200	
	Janitorial Supplies	100	
	Electrical Supplies	300	
	Ice Scrapers	100	
	Lumber and Paint	100	
	Winter Activities	1,500	
	Miscellaneous Small Tools	<u>100</u>	2,975
A.7142.0465	Other Equipment < \$5,000		
	PA/Sound System *	<u>250</u>	<u>250</u>
	Total Operating Expenses		<u>\$ 7,245</u>
Fringe Benefits			
A.7142.0810	New York State Employees' Retirement System	\$	1,161
A.7142.0830	Social Security		<u>415</u>
	Total Fringe Benefits		<u>\$ 1,576</u>
	TOTAL BUDGET		<u>\$ 14,246</u>

* A7180 - 50%, A7142 50%

Fiscal Year: 2013-14
Department: Athletic Programs
Account Code: A7143
Function: Culture and Recreation



Description: During the spring and summer months, Parks and Recreation sponsors 5 baseball/softball leagues. The leagues include T-Ball, Midget, Grasshopper, Co-ed and Men's Slow Pitch softball. This program provides for 43 City baseball and Softball teams with over 731 participants. T-Ball's evening session is very successful and a popular choice for parents. Parks and Recreation crews maintain 15 baseball/softball fields, 14 of which are City owned, two outdoor basketball courts, 8 multi-purpose fields, a tennis court and skate park. Recreational opportunities are conveniently located for community use. Golf and tennis clinics were offered with 168 participants.

2012-13 Accomplishments:

- ✓ Assisted with the Black River Parks Project by aiding in the installation of the exercise and playground equipment at Bicentennial Park.
- ✓ Expanded youth T-Baseball program by responding to requests and letting 5 year olds play.
- ✓ Monitored Marble Street fields' usage to ensure a safe and family friendly facility.

2013-14 Goals and Objectives:

- Continue to assist and support final stages of Black River Parks Project.
- Design and install an outdoor volleyball court and provide an adult volleyball league.
- Increase the number of tennis and golf clinic's offered.
- Add a variety of fitness & recreation opportunities for all ages.

City of Watertown**Fiscal Year: 2013-14****Department: Athletic Programs****Account Code: A7143****Function: Culture and Recreation**

<u>Budget Summary</u>	<u>FY 2010-11</u> Actual	<u>FY 2011-12</u> Actual	<u>FY 2012-13</u> Budget	<u>FY 2013-14</u> Budget
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	-	-	-	-
130 Wages	-	7,036	13,314	16,338
140 Temporary	2,366	778	18,600	4,200
150 Overtime	2,183	2,665	2,300	2,900
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	127	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 4,549</u>	<u>\$ 10,606</u>	<u>\$ 34,214</u>	<u>\$ 23,438</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ 32,000	\$ -
250 Other	-	-	13,675	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 45,675</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ 1,095	\$ 1,184	\$ 1,100	\$ 1,800
420 Insurance	2,261	766	2,440	2,345
430 Contracted Services	5,060	2,979	8,650	10,950
440 Fees Non Employees	4,762	4,849	2,500	2,500
450 Miscellaneous	347	410	725	775
455 Vehicle Expenses	6,757	9,263	8,590	12,480
460 Materials and Supplies	17,704	18,209	22,800	30,800
465 Equipment < \$5,000	-	320	700	300
Total Operating Expenses	<u>\$ 37,986</u>	<u>\$ 37,980</u>	<u>\$ 47,505</u>	<u>\$ 61,950</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 737	\$ 651	\$ 6,600	\$ 4,788
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	341	795	2,620	1,793
840 Workers' Compensation	-	-	-	-
850 Health Insurance	-	-	2,364	4,152
Total Fringe Benefits	<u>\$ 1,078</u>	<u>\$ 1,446</u>	<u>\$ 11,584</u>	<u>\$ 10,733</u>
Department Total	<u><u>\$ 43,613</u></u>	<u><u>\$ 50,032</u></u>	<u><u>\$ 138,978</u></u>	<u><u>\$ 96,121</u></u>

City of Watertown

Fiscal Year: 2013-14
Department: Athletic Programs
Account Code: A7143
Function: Culture and Recreation

		<u>FY 2013-14 Budget</u>	
Personal Services			
A.7143.0130	Wages		
	Crew Chief (.20)	\$ 3,793	
	Parks & Recreation Maintenance Worker (40%)	<u>12,545</u>	\$ 16,338
A.7143.0140	Temporary		4,200
A.7143.0150	Overtime		<u>2,900</u>
	Total Personal Services		<u>\$ 23,438</u>
 Operating Expenses			
A.7143.0410	Utilities		
	Electric	\$ 1,000	
	Water & Sewer	<u>800</u>	\$ 1,800
A.7143.0420	Insurance		
	Facility and Contents	705	
	Youth Baseball Insurance	<u>1,640</u>	2,345
A.7143.0430	Contracted Services		
	Athletic Field Work	250	
	Solid Waste Disposal	100	
	Equipment Rental	100	
	Golf Instruction	6,000	
	Tennis Instructions	2,000	
	Yoga Instructions	500	
	Boot Camp Fitness	800	
	Equipment Repairs	<u>1,200</u>	10,950
A.7143.0440	Fees, Non Employee		
	Physicals & Random Testing	100	
	Officials Fees	<u>2,400</u>	2,500
A.7143.0450	Miscellaneous		
	NYS Turfgrass Association	400	
	Sports Turf Managers NY	300	
	Mileage Reimbursements	<u>75</u>	775
A.7143.0455	Vehicle Expenses		
	Fuel	4,000	
	Tines/Aera-Vator	500	
	Repairs & Preventive Maintenance	5,000	
	Tires/Mowers Field Equipment	600	
	Insurance	<u>2,380</u>	12,480

City of Watertown

Fiscal Year: 2013-14
Department: Athletic Programs
Account Code: A7143
Function: Culture and Recreation

		<u>FY 2013-14 Budget</u>	
A.7143.0460	Materials and Supplies		
	Field Soil / Top Dress Sand	3,000	
	Fertilizer, Grass Seed	6,000	
	Athletic Equipment (Balls, Bats, Bases, Home Plates, Pitching Slabs)	3,000	
	Marking Chalk & Paint	3,500	
	Drag Mats Replacement (1)	400	
	T-League Shirts (18 Teams)	1,600	
	Turf	2,500	
	Awards, Ribbon & Trophies	1,000	
	Sport Clay For Fields	3,800	
	Welder	1,000	
	Youth Programs	2,500	
	Volleyball Court	2,000	
	Miscellaneous Equipment & Supplies	500	30,800
A.7143.0465	Other Equipment < \$5,000		
	Field Marker	300	300
	Total Operating Expenses		<u>\$ 61,950</u>
Fringe Benefits			
A.7143.0810	New York State Employees' Retirement System	\$	4,788
A.7143.0830	Social Security		1,793
A.7143.0850	Health Insurance		<u>4,152</u>
	Total Fringe Benefits	\$	<u>10,733</u>
	TOTAL BUDGET	\$	<u>96,121</u>

Fiscal Year: 2013-14
Department: Swimming Pools - Outdoor
Account Code: A7180
Function: Culture and Recreation



Description: The City provides three outdoor pools (Thompson Park which was renovated in 1975; Alteri Pool at Fairgrounds which opened in 1974 and Flynn Pool at the North Side which opened in 1979) during the summer months. The Flynn and the Park pools are open for a 9 ½ week period and the Alteri Pool remains open from early June through Labor Day. The pools recorded 16,523 (Alteri – 6,169; Flynn – 4,698; Park – 5,656) visits from patrons throughout the summer. All pool personnel are certified and meet New York State requirements for life guarding. The City offers a “Learn to Swim” program in the mornings for a four-week period with 167 youths attending. The Fairground’s pool also offers lap swimming. City pools are maintained by Parks and Recreation Maintenance Workers who are certified pool operators’ as required under New York State Health Department guidelines. Annual inspections are performed by the New York State Health Department.

2012-13 Accomplishments:

- ✓ Provided higher level of monitoring and testing of chemicals used in order to ensure a more consistent water quality as directed by NYSDOH.
- ✓ Assisted in the design phase for the resurfacing of Alteri and Flynn Pools.
- ✓ Passed NYSDOH inspections at all three pool locations.
- ✓ Increased participation for pool attendance as well as swim lesson attendance.

2013-14 Goals and Objectives:

- Continue to provide a high level of safety and a family friendly environment for pool patrons.
- Investigate the potential for expanding diving opportunities at the Alteri and Flynn Pools.
- Encourage lifeguards to complete their Water Safety Instructor course. This is above and beyond their job requirements.

City of Watertown

Fiscal Year: 2013-14

Department: Pools

Account Code: A7180

Function: Culture and Recreation

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	-	-	-	-
130 Wages	-	7,804	14,010	17,682
140 Temporary	57,793	53,902	63,000	63,000
150 Overtime	5,696	3,349	5,500	5,500
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 63,489</u>	<u>\$ 65,055</u>	<u>\$ 82,510</u>	<u>\$ 86,182</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	25,000
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 25,000</u>
Operating Expenses				
410 Utilities	\$ 10,479	\$ 12,404	\$ 10,305	\$ 15,120
420 Insurance	1,313	1,202	1,225	1,225
430 Contracted Services	20,541	4,662	4,950	10,450
440 Fees Non Employees	2,000	2,300	2,200	2,200
450 Miscellaneous	1,142	74	1,150	1,190
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	35,793	34,320	31,250	34,850
465 Equipment < \$5,000	2,534	365	3,200	7,350
Total Operating Expenses	<u>\$ 73,802</u>	<u>\$ 55,327</u>	<u>\$ 54,280</u>	<u>\$ 72,385</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 8,079	\$ 10,163	\$ 15,924	\$ 18,443
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	4,840	4,924	6,310	6,594
840 Workers' Compensation	-	-	-	-
850 Health Insurance	-	-	5,294	4,460
Total Fringe Benefits	<u>\$ 12,919</u>	<u>\$ 15,087</u>	<u>\$ 27,528</u>	<u>\$ 29,497</u>
Department Total	<u><u>\$ 150,210</u></u>	<u><u>\$ 135,469</u></u>	<u><u>\$ 164,318</u></u>	<u><u>\$ 213,064</u></u>

City of Watertown

Fiscal Year: 2013-14

Department: Pools

Account Code: A7180

Function: Culture and Recreation

		<u>FY 2013-14 Budget</u>	
Personal Services			
A.7180.0130	Wages		
	Crew Chief (.10)	\$ 3,793	
	Parks & Recreation Maintenance Worker (.50)	<u>13,889</u>	\$ 17,682
A.7180.0140	Temporary		63,000
A.7180.0150	Overtime		<u>5,500</u>
	Total Personal Services		<u>\$ 86,182</u>
Equipment			
A.7180.0250	Other Equipment		
	Pool Covers (2)		<u>\$ 25,000</u>
	Total Equipment		<u>\$ 25,000</u>
Operating Expenses			
A.7180.0410	Utilities		
	Fuel Oil	\$ 3,500	
	Water and Sewer	5,000	
	Electric	2,400	
	Cell Phones	220	
	National Grid / UGI - Gas	<u>4,000</u>	\$ 15,120
A.7180.0420	Insurance		1,225
A.7180.0430	Contracted Services		
	Dressing Room Door replacement	7,500	
	Building Repairs/Maintenance	1,200	
	Key Work	1,000	
	Fence Repairs/Replacement	<u>750</u>	10,450
A.7180.0440	Fees, Non Employee		
	Employment Related Testing		2,200
A.7180.0450	Miscellaneous		
	Mileage Reimbursements	200	
	CPO Course	<u>990</u>	1,190
A.7180.0460	Materials and Supplies		
	Chemicals	17,500	
	Pool Supplies	3,000	
	Maintenance Supplies	1,200	
	1st Aid Supplies	750	
	Lifeguard Equipment	2,500	
	Paint and Hardware	2,500	
	Pool Repairs	2,500	
	Electrical/Plumbing Supplies	1,500	
	Swim lesson supplies	1,000	
	Filtration Equipment	1,200	
	Pool Filter Covers	900	
	Signage	<u>300</u>	34,850

City of Watertown

Fiscal Year: 2013-14

Department: Pools

Account Code: A7180

Function: Culture and Recreation

		<u>FY 2013-14 Budget</u>	
A.7180.0465	Other Equipment < \$5,000		
	PA System *	250	
	Rope/Floaters/Covers	900	
	Portable Pool Vacuum (1)	1,800	
	Pool Pumps (2)	3,000	
	Diving Board Replacement	1,400	7,350
	Total Operating Expenses		<u>\$ 72,385</u>
Fringe Benefits			
A.7180.0810	New York State Employees' Retirement System	\$	18,443
A.7180.0830	Social Security		6,594
A.7180.0850	Health Insurance		4,460
	Total Fringe Benefits	\$	<u>29,497</u>
TOTAL BUDGET			<u>\$ 213,064</u>

* A7180 - 50%, A7142 50%



Fiscal Year 2013-14
Equipment Requests

Pool Covers (2) \$25,000

Parks & Recreation Department is requesting two safety covers for the Alteri & Flynn Pools. Both pool bottom resurfacing projects will be completed prior to the start of the 2013 summer season. Curing of the new surface can take up to 6 months. It is highly recommended that each pool be equipped with a safety mesh pool cover as permanent staining may easily occur during the curing process. The benefit of the pool covers will also last well beyond the curing process, as they will allow both pools to open in a more timely manner requiring less manpower.



Fiscal Year: 2013-14
Department: Arena
Account Code: A7265
Function: Culture and Recreation



Description: The Municipal Arena, which opened in 1975, provides the community with a variety of services. For six months of the year a high-quality ice surface is maintained. The Arena welcomed the Thousand Island Privateer's Professional Hockey team for the 2012-2013 season. The Arena rents ice time to the Minor Hockey Association, the Figure Skating Club, IHC/WHS/IRCS, adult hockey groups, Ft. Drum groups and private groups. The ice surface is also used by seasonal broomball groups. Broomball was also added to the monthly calendar to offer another recreational opportunity. We continue to offer Rock N Skate, Slip, Slide & Skate and Family Skate Night with positive feedback. Special events for 2012-2013 included a Halloween Costume Skate Contest, Lunch and Skate, and Skate with Santa. All special events were well received by the community.

During the remaining six months the Arena is used for community events. The Arena is a popular site and the only facility in this area that can seat 3,000 people for concerts. Some events have been held annually since the late 70's. The City operates the concession stand during various events offered at the Arena.

2012-13 Accomplishments:

- ✓ Parks and Recreation had a successful season with the Thousand Island Privateer's Professional Hockey team using the arena as their home ice.
- ✓ Implemented Adult Pubic Skate and Broomball as new programs offered on a monthly basis.
- ✓ Increased the number of Family Skate Nights offered.
- ✓ A new shower was added to locker room #2.
- ✓ Protective netting was installed around the rink for additional safety.
- ✓ Increased the number of Slip, Slide and Skate programs offered.

2013-14 Goals and Objectives:

- Continue with process to repair/replace arena roof, floor, trusses and fire suppression system.
- Work with City Electric Department and NYSEERDA to upgrade ice surface lighting.
- Continue to work with all users to ensure the best possible customer service.
- Continue to work with users to investigate the need for a second sheet of ice.

City of Watertown

Fiscal Year: 2013-14

Department: Arena

Account Code: A7265

Function: Culture and Recreation

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	-	-	-	-
130 Wages	64,667	82,651	92,121	91,216
140 Temporary	64,533	99,495	72,000	155,000
150 Overtime	25,805	26,805	25,000	33,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	97	782	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 155,102</u>	<u>\$ 209,733</u>	<u>\$ 189,121</u>	<u>\$ 279,216</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ 28,000
250 Other	10,076	-	-	-
Total Equipment	<u>\$ 10,076</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 28,000</u>
Operating Expenses				
410 Utilities	\$ 43,337	\$ 36,331	\$ 31,060	\$ 45,680
420 Insurance	4,010	3,723	3,884	4,440
430 Contracted Services	29,062	20,557	30,350	25,975
440 Fees Non Employees	1,598	1,670	800	1,200
450 Miscellaneous	2,267	1,137	2,840	4,910
455 Vehicle Expenses	9,742	7,814	14,010	11,775
460 Materials and Supplies	43,664	41,672	53,150	53,150
465 Equipment < \$5,000	5,554	6,027	38,400	15,600
Total Operating Expenses	<u>\$ 139,234</u>	<u>\$ 118,931</u>	<u>\$ 174,494</u>	<u>\$ 162,730</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 17,734	\$ 25,996	\$ 36,500	\$ 59,180
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	11,599	15,696	14,470	21,361
840 Workers' Compensation	24,627	32,041	25,000	25,000
850 Health Insurance	22,308	27,134	29,319	26,116
Total Fringe Benefits	<u>\$ 76,268</u>	<u>\$ 100,867</u>	<u>\$ 105,289</u>	<u>\$ 131,657</u>
Department Total	<u><u>\$ 380,680</u></u>	<u><u>\$ 429,531</u></u>	<u><u>\$ 468,904</u></u>	<u><u>\$ 601,603</u></u>

City of Watertown

Fiscal Year: 2013-14
Department: Arena
Account Code: A7265
Function: Culture and Recreation

		<u>FY 2013-14 Budget</u>	
Personal Services			
A.7265.0130	Wages		
	Crew Chief (.50)	\$ 18,967	
	Parks & Recreation Maintenance Workers (2.5)	<u>72,249</u>	\$ 91,216
A.7265.0140	Temporary		155,000
A.7265.0150	Overtime		<u>33,000</u>
	Total Personal Services		<u>\$ 279,216</u>
 Equipment			
A.7265.0230	Motor Vehicles		
	Jeep with plow		<u>\$ 28,000</u>
	Total Equipment		<u>\$ 28,000</u>
 Operating Expenses			
A.7265.0410	Utilities		
	Water / Sewer	\$ 14,000	
	Electric	10,500	
	National Grid / UGI - Gas	12,000	
	National Grid - Electric	9,000	
	Cell phone	<u>180</u>	\$ 45,680
A.7265.0420	Insurance		4,440
A.7265.0430	Contracted Services		
	Outside Equipment Rentals	500	
	Facility Maintenance and Repairs	2,400	
	Pest Control	600	
	Zamboni Blades Sharpening	1,500	
	Public Skating Schedules	300	
	Maintenance/Repairs to Floor	1,200	
	Sprinkler Maintenance/Inspection	2,500	
	DJ Service for skating events	625	
	Heating Maintenance	3,000	
	PA System Maintenance	500	
	Merchant Processing Fees	1,500	
	Compressor Maintenance	1,750	
	Slip, Slide & Skate Instructor	2,100	
	Refrigeration System Maintenance	<u>7,500</u>	25,975
A.7265.0440	Fees, Non Employee		
	Physicals for Employees		1,200

City of Watertown

Fiscal Year: 2013-14

Department: Arena

Account Code: A7265

Function: Culture and Recreation

		<u>FY 2013-14 Budget</u>	
A.7265.0450	Miscellaneous		
	Safety Shoes	560	
	Mileage Reimbursement	250	
	Safety Equipment, Jackets,Gloves	500	
	Ice Skating Institute	350	
	NE Ice Skating Managers' Assoc.	250	
	ASCAP & SESAC & BMI Charges	900	
	Neisma Training	500	
	Welding Training	800	
	Uniforms and Protective Clothing	<u>800</u>	4,910
A.7265.0455	Vehicle Expenses		
	FCC Mandated Radio Upgrade (3-4)	650	
	Zamboni Repairs	1,500	
	Zamboni Supplies	1,500	
	Vehicle Repairs	2,800	
	Insurance	1,525	
	Forklift Repair	1,000	
	Fuel	<u>2,800</u>	11,775
A.7265.0460	Materials and Supplies		
	Skate Supplies	1,500	
	Refrigeration Supplies	1,500	
	Edger Supplies	300	
	Lamp Replacement	1,000	
	Ballast Replacement	1,500	
	Ice Paint	1,800	
	Maintenance of Small Equipment	500	
	Building/Maintenance/Janitorial	5,000	
	Dasher Board Maintenance	2,400	
	Emergency Lights	300	
	Hardware, Lumber, Paint	1,000	
	Electrical/Plumbing Supplies	2,500	
	First Aid Supplies	750	
	Miscellaneous Supplies	1,800	
	Propane, Oil	800	
	Concession Food	28,000	
	Concession Supplies	2,000	
	Stage and Concert Supplies	<u>500</u>	53,150

City of Watertown

Fiscal Year: 2013-14

Department: Arena

Account Code: A7265

Function: Culture and Recreation

		<u>FY 2013-14 Budget</u>	
A.7265.0465	Other Equipment < \$5,000		
	Ice Stencils	900	
	Broomball Equipment	1,000	
	Security Cameras Improvement	4,200	
	Welder	1,000	
	Matting for Players Boxes	5,000	
	Rental Skate replacements	3,500	<u>15,600</u>
	Total Operating Expenses		<u>\$ 162,730</u>
Fringe Benefits			
A.7265.0810	New York State Employees' Retirement System	\$	59,180
A.7265.0830	Social Security		21,361
A.7265.0840	Workers Compensation		25,000
A.7265.0850	Health Insurance		<u>26,116</u>
	Total Fringe Benefits	\$	<u>131,657</u>
	TOTAL BUDGET	\$	<u>601,603</u>



Fiscal Year 2013-14
Equipment Requests

Jeep with plow

\$28,000

Vehicle 3-052 is a 1998 S10 extended cab 4x4 pickup truck assigned to the Athletic Programs at Parks and Recreation. The truck has 70,000+ miles. The truck has rust deterioration to the pickup bed, body, and cab sub-structure. It has had body corrosion repair in the past. The truck has had an engine replacement. It was originally assigned to Public Works. The truck will be replaced by four wheel drive utility vehicle (JEEP) with plow for cleaning up the walkways around the Arena and Fairgrounds property. A Jeep will allow for easier portability of items and can accommodate more staff for travel purposes. Vehicle 3-052 will be disposed through the City's excess vehicle auction.



Fiscal Year: 2013-14
Department: Planning
Account Code: A8020
Function: Home and Community Services



Description: The Planning Office was created in 1984 as a component of the City Manager's Office. The goal of the Planning Office is to implement programs, projects and legislation that will have a positive effect on the development of the City of Watertown as a community. It is involved in a wide variety of issues that effect the development of this community including zoning, downtown revitalization, riverfront development, tree planting, historic preservation, housing programs and economic development. Many of the projects and programs within those categories involve writing grant applications and contract administration. The office also provides staff support to the Planning Board and Zoning Board of Appeals.

2012-13 Accomplishments:

- ✓ Completed Soldiers and Sailors Monument restoration.
- ✓ Obtained 2012 CDBG and HOME grants.
- ✓ Completed Sewall's Island environmental investigation.
- ✓ Completed Local Waterfront Revitalization Program plan.
- ✓ Completed design of Library Façade Project.
- ✓ Planted 276 trees.
- ✓ Reviewed 16 zone changes, 12 site plans, 7 special use permits .and 4 subdivisions.

2013-14 Goals and Objectives:

- Complete Ogilvie Site clean-up and continue redevelopment plan.
- Complete 2011 Community Development Block Grant.
- Complete 2011 and 2012 HOME grants.
- Initiate 2012 CDBG grant.
- Continue redevelopment plan for Sewall's Island.
- Complete Library Façade Project.
- Plant 180 trees.

City of Watertown

Fiscal Year: 2013-14

Department: Planning

Account Code: A8020

Function: Home and Community Services

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	-	-	-	-
130 Wages	-	-	-	-
140 Temporary	-	-	-	-
150 Overtime	-	-	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ -	\$ -	\$ -	\$ -
420 Insurance	-	-	-	-
430 Contracted Services	18,990	4,287	20,000	16,000
440 Fees Non Employees	-	-	-	-
450 Miscellaneous	3,741	3,508	4,300	5,800
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	-	-	-	-
465 Equipment < \$5,000	-	195	-	-
Total Operating Expenses	<u>\$ 22,731</u>	<u>\$ 7,990</u>	<u>\$ 24,300</u>	<u>\$ 21,800</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ -	\$ -	\$ -	\$ -
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	-	-	-	-
840 Workers' Compensation	-	-	-	-
850 Health Insurance	-	-	-	-
Total Fringe Benefits	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u><u>\$ 22,731</u></u>	<u><u>\$ 7,990</u></u>	<u><u>\$ 24,300</u></u>	<u><u>\$ 21,800</u></u>

City of Watertown

Fiscal Year: 2013-14

Department: Planning

Account Code: A8020

Function: Home and Community Services

FY 2013-14 Budget

Operating Expenses

A.8020.0430	Contracted Services		
	Grant Applications	\$	16,000
A.8020.0450	Miscellaneous		
	Subscriptions/Memberships	2,800	
	Travel and Training	1,500	
	Software Licenses	1,000	
	Public Hearing Notices	500	<u>5,800</u>
	Total Operating Expenses	\$	<u>21,800</u>
	TOTAL BUDGET	\$	<u>21,800</u>

Fiscal Year: 2013-14
Department: Storm Sewers
Account Code: A8140
Function: Home and Community Services



Description: This division of Public Works is responsible for the repair and maintenance of the City's 46 miles of storm sewer mains, 3300 catch basins and 3200 manholes. This department is staffed with one Working Crew Chief, one Heavy Motor Equipment Operator, two Motor Equipment Operators and two Municipal Workers. Leadership is provided by the Street/Sewer Maintenance Supervisor whose position is funded half in this account and half in the Sanitary Sewer Account. The employees within this account routinely repair and replace storm water collection structures, clean storm water culverts and swales, clean and video inspect storm water pipelines and install new storm water infrastructure.

2012-13 Accomplishments:

- ✓ Extended the storm water collection system on Pawling Street to facilitate installation of new street curbing.
- ✓ Completed right-of-way clearing and pipe cleaning operations along the North Side Trunk Sewer easement between Mill St and Leray St.
- ✓ Replaced thirty one substandard drainage structures in conjunction with street paving operations
- ✓ Installed a storm water quality unit at the DPW Newell St. facility.

2013-14 Goals and Objectives:

- Install a closed drainage system in the easterly margin on Starbuck Avenue between Clover St. and Division St. to intercept surface flows from adjacent fields.
- Continue with ROW cleaning and pipe maintenance along the North Side Trunk Sewer between Leray St and Bradley St.
- Continue with the inspection and cleaning of storm water outfalls along the Black River from Vanduzee St to Interstate 81
- Perform maintenance operations on the storm sewer outfalls in the Butterfield Avenue/Marra Drive area.

City of Watertown**Fiscal Year: 2013-14****Department: Storm Sewers****Account Code: A8140****Function: Home and Community Services**

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ 30,838	\$ 30,448	\$ 31,582	\$ 31,248
120 Clerical	-	-	-	-
130 Wages	127,138	132,875	148,522	146,743
140 Temporary	7,053	-	6,000	6,000
150 Overtime	3,013	1,970	4,500	5,500
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	1,843	658	-	-
175 Health Insurance Buyout	2,800	-	1,876	2,800
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 172,685</u>	<u>\$ 165,951</u>	<u>\$ 192,480</u>	<u>\$ 192,291</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ 12,500	\$ 25,000
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,500</u>	<u>\$ 25,000</u>
Operating Expenses				
410 Utilities	\$ 513	\$ 447	\$ 592	\$ 460
420 Insurance	1,131	1,014	1,064	1,515
430 Contracted Services	3,258	3,929	5,924	18,056
440 Fees Non Employees	210	210	500	500
450 Miscellaneous	1,239	1,478	5,975	2,520
455 Vehicle Expenses	33,151	28,357	29,490	30,685
460 Materials and Supplies	37,876	21,460	36,500	38,500
465 Equipment < \$5,000	362	3,891	8,600	8,500
Total Operating Expenses	<u>\$ 77,740</u>	<u>\$ 60,786</u>	<u>\$ 88,645</u>	<u>\$ 100,736</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 18,415	\$ 26,233	\$ 36,785	\$ 39,079
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	12,808	12,270	14,725	14,710
840 Workers' Compensation	11	11	500	500
850 Health Insurance	43,301	39,793	42,071	38,726
Total Fringe Benefits	<u>\$ 74,535</u>	<u>\$ 78,307</u>	<u>\$ 94,081</u>	<u>\$ 93,015</u>
Department Total	<u><u>\$ 324,960</u></u>	<u><u>\$ 305,044</u></u>	<u><u>\$ 387,706</u></u>	<u><u>\$ 411,042</u></u>

City of Watertown

Fiscal Year: 2013-14
Department: Storm Sewers
Account Code: A8140
Function: Home and Community Services

FY 2013-14 Budget

Personal Services

A.8140.0110	Salaries		
	Street/Sewer Maintenance Supervisor *		\$ 31,248
A.8140.0110	Wages		
	Crew Chief (1) **	\$ 29,160	
	Heavy Equipment Operator (1) **	28,925	
	Motor Equipment Operator (2) **	42,918	
	Municipal Worker I (2) **	<u>45,740</u>	146,743
A.8140.0140	Temporary		6,000
A.8140.0150	Overtime		5,500
A.8140.0175	Health Insurance Buyout		<u>2,800</u>
	Total Personal Services		<u>\$ 192,291</u>

Equipment

A.8140.0230	Motor Vehicles		
	Dump truck cab replacment		<u>\$ 25,000</u>
	Total Equipment		<u>\$ 25,000</u>

Operating Expenses

A.8140.0410	Utilities		
	Wireless Networking (1/2)*	\$ 168	
	Cellular Phone (1/2)*	112	
	Nextel For GPS	<u>180</u>	\$ 460
A.8140.0420	Insurance		1,515
A.8140.0430	Contracted Services		
	GPS Tracking	156	
	Long Arm Excavator/Rough Terrain Dump Rental	12,500	
	Recertify Safety Equipment (1/2)*	500	
	Camera Software Maintenance	900	
	Camera Equipment Repair (1/2)*	1,500	
	Small Equipment Repairs	<u>2,500</u>	18,056
A.8140.0440	Fees, Non-Employee		
	Employee Testing	300	
	Employee Vaccinations	<u>200</u>	500
A.8140.0450	Miscellaneous		
	Safety Apparel	500	
	Safety Shoes	945	
	Public Safety Emp Training /PESH	1,000	
	NASSCO Membership	<u>75</u>	2,520

City of Watertown

Fiscal Year: 2013-14

Department: Storm Sewers

Account Code: A8140

Function: Home and Community Services

		<u>FY 2013-14 Budget</u>	
A.8140.0455	Vehicle Expenses		
	Maintenance & Repairs	9,000	
	Preventive Maintenance	1,500	
	Gas and Diesel Fuel	14,600	
	Insurance	<u>5,585</u>	30,685
A.8140.0460	Materials and Supplies		
	Manholes & Catch Basins	7,000	
	Asphalt Patching Material	5,000	
	Pipes & Fittings	7,000	
	Castings & Grates	7,500	
	Crusher Run & Stone Products	7,000	
	Sewer Camera Supplies (1/2)*	1,500	
	Sewer Vac Hose, 500LF (1/2)*	1,000	
	Work Zone Safety Devices	500	
	Small Hand Tools, Related Supplies	<u>2,000</u>	38,500
A.8140.0465	Other Equipment <\$5000		
	Portable Generator	1,200	
	Sewer Cleaning Tools / Jetter Heads	1,500	
	Replacement Pump Hose (1/2)*	500	
	Trench Shoring Equipment (1/2) *	2,500	
	Replacement Multi-Conductor Camera Cable *(1/2)	<u>2,800</u>	<u>8,500</u>
	Total Operating Expenses		<u>\$ 100,736</u>
Fringe Benefits			
A.8140.0810	New York State Employees' Retirement System		\$ 39,079
A.8140.0830	Social Security		14,710
A.8140.0840	Workers Compensation		500
A.8140.0850	Health Insurance		<u>38,726</u>
	Total Fringe Benefits		<u>\$ 93,015</u>
	TOTAL BUDGET		<u>\$ 411,042</u>

*(1/2) G8120

** (1/3) A5142

A8140.230 – Storm Sewers

Fiscal Year 2013-14
Equipment Request

Replacement Cab for Dump Truck (1-094)_____ \$25,000

Vehicle 1-094 is a 2000 International single axle dump truck. It has been used for the past thirteen years as a sander/ plow truck in the winter and dump truck in the summer. Further deterioration will cause catastrophic failure of major components mounted on the fire wall. Many of the major components (brake pedals, dash mounts) of the truck are starting to pull thru in this area. The cowl and firewall are the major structural areas of the cab. With a replacement cab this truck will give the City service as a backup dump truck. When this truck is retro fitted with a replacement cab it will replace a 1987 that was traded towards the purchase of new dump truck



Firewall/Cowl



Firewall/Cowl Area



Rocker Panel

Fiscal Year: 2013-14
Department: Refuse and Recycling
Account Code: A8160
Function: Home and Community Services



Description: There are a total of 9 employees in this department who are responsible for the scheduled weekly curbside collection of refuse from the City's 8,000 residential units as well as bi-weekly collection of recyclables and yard waste. Also included in this account is the maintenance and environmental monitoring of the City's 78-acre landfill that was closed in 1993. In 2012, City crews collected approximately 3,290 tons of residential refuse and an additional 460 tons of recyclable materials. It is estimated that approximately 1,000 tons of yard waste comprised of brush, leaves and grass clippings are collected annually. The semi-annual, spring/fall, Residential Bulk item drop off programs, held in response to the community's request for an economical alternative for bulk item disposal, captured 57 tons of rubbish as well as 6 tons of scrap metal and white goods. In conjunction with the Development Authority of the North Country, a household hazardous waste drop off was scheduled along with the fall 2012 collection date. Jefferson County solid waste has provided an electronic component drop off at both the spring and fall events. Both these programs will continue at future dates.

2012-13 Accomplishments:

- ✓ Route Smart routing system has been implemented on the residential refuse routes.
- ✓ After analysis, the "blue" City refuse sticker and the tote fees were adjusted to compensate for a five dollar per ton increase in the tipping fee charged by the DANC regional landfill.
- ✓ The summer "on demand" of bulk items continued to be a popular yet underutilized residential program.

2013-14 Goals and Objectives:

- Take delivery of two new recycling units and implement the Route Smart routing system into their collection regimen.
- Assist both Jefferson County and the Development Authority of the North Country with their efforts to keep residents aware of the regionally mandated recycling programs to reduce the refuse waste stream.
- Continue to market the summer "on demand" collection service and the two bulk item drop offs.

City of Watertown

Fiscal Year: 2013-14

Department: Refuse and Recycling

Account Code: A8160

Function: Home and Community Services

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ 20,940	\$ 21,472	\$ 22,588	\$ 21,541
120 Clerical	-	-	-	-
130 Wages	237,488	248,411	316,076	274,616
140 Temporary	41,332	28,005	20,000	20,000
150 Overtime	17,125	14,965	18,000	18,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	273	249	-	-
175 Health Insurance Buyout	2,800	2,800	2,800	2,800
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 319,958</u>	<u>\$ 315,902</u>	<u>\$ 379,464</u>	<u>\$ 336,957</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ 492	\$ 801	\$ 1,189	\$ 1,213
420 Insurance	-	-	-	-
430 Contracted Services	223,716	279,308	259,782	261,980
440 Fees Non Employees	14,048	13,271	13,900	13,900
450 Miscellaneous	1,991	993	2,500	3,200
455 Vehicle Expenses	79,862	96,221	86,602	88,915
460 Materials and Supplies	11,773	21,186	19,000	15,750
465 Equipment < \$5,000	362	-	-	-
Total Operating Expenses	<u>\$ 332,244</u>	<u>\$ 411,780</u>	<u>\$ 382,973</u>	<u>\$ 384,958</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 35,463	\$ 52,197	\$ 72,696	\$ 70,528
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	23,531	23,373	28,815	25,777
840 Workers' Compensation	44,409	129,288	40,000	50,000
850 Health Insurance	88,518	80,157	88,580	82,419
Total Fringe Benefits	<u>\$ 191,921</u>	<u>\$ 285,015</u>	<u>\$ 230,091</u>	<u>\$ 228,724</u>
Department Total	<u><u>\$ 844,123</u></u>	<u><u>\$ 1,012,697</u></u>	<u><u>\$ 992,528</u></u>	<u><u>\$ 950,639</u></u>

City of Watertown

Fiscal Year: 2013-14
Department: Refuse and Recycling
Account Code: A8160
Function: Home and Community Services

		<u>FY 2013-14 Budget</u>	
Personal Services			
A.8160.0110	Salaries		
	Assistant Superintendent (30%)	\$	21,541
A.8160.0130	Wages		
	Crew Chief (1)	43,522	
	Refuse Motor Equipment Operators (6) (3)*	<u>231,094</u>	274,616
A.8160.0140	Temporary		20,000
A.8160.0150	Overtime		18,000
A.8160.0175	Health Insurance Buyout		<u>2,800</u>
	Total Personal Services	\$	<u>336,957</u>
 Operating Expenses			
A.8160.0410	Utilities		
	Nextel for GPS	\$	950
	Water/ Sewer	<u>263</u>	\$ 1,213
A.8160.0430	Contracted Services		
	Route Optimization License/Renewal	4,000	
	GPS Tracking	840	
	Tipping Fees (Regular)	217,000	
	Fees (Fall/Spring Drop Off)	16,000	
	Education/Public Awareness/Ads	8,000	
	Brush Chipping At Quarry	8,000	
	Employee Uniform Rental	2,080	
	Overhead Door Preventative Maint	100	
	Annual Fire Alarm Monitoring	360	
	Pressure Washer Repair	600	
	Mowing of Closed Landfill	<u>5,000</u>	261,980
A.8160.0440	Fees Non Employee		
	Employment Related Testing	900	
	Landfill Monitoring Fees	<u>13,000</u>	13,900
A.8160.0450	Miscellaneous		
	Safety Shoes & Equipment	2,000	
	Safety Training / PESH	1,000	
	Permits & Miscellaneous	<u>200</u>	3,200
A.8160.0455	Vehicle Expenses		
	Vehicle Maint.& Repairs	23,500	
	Preventive Maintenance	3,500	
	Gas & Diesel Fuels	49,500	
	Insurance	<u>12,415</u>	88,915

City of Watertown

Fiscal Year: 2013-14
Department: Refuse and Recycling
Account Code: A8160
Function: Home and Community Services

		<u>FY 2013-14 Budget</u>	
A.8160.0460	Materials and Supplies		
	Refuse Bag Stickers and Forms	8,500	
	Totes	3,750	
	Landfill Drainage/Ground Materials	2,500	
	Miscellaneous Supplies	<u>1,000</u>	<u>15,750</u>
	Total Operating Expenses		<u>\$ 384,958</u>
Fringe Benefits			
A.8160.0810	New York State Employees' Retirement System	\$	70,528
A.8160.0830	Social Security		25,777
A.8160.0840	Workers Compensation		50,000
A.8160.0850	Health Insurance		<u>82,419</u>
	Total Fringe Benefits	\$	<u>228,724</u>
	TOTAL BUDGET	\$	<u>950,639</u>

City of Watertown

Fiscal Year: 2013-14

Department: Miscellaneous

A9040, A9050, A9060, A9065, A9070, A9089, A9501, A9512, A9945, A9950,

Account Code: A9960

Function: General Government Support

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
A9040 Workers' Compensation	\$ 105,747	\$ 99,333	\$ 106,000	\$ 105,000
A9050 Unemployment	11,308	3,704	7,500	10,000
A9060 Health Insurance - Retirees	3,112,960	3,055,625	3,293,725	3,412,950
A9065 Medicare Part B - Retirees	264,931	279,196	309,290	324,775
A9070 Compensated Absences	39,993	(19,273)	15,000	15,000
A9089 Employee Benefits - Other	10,715	11,034	15,625	15,000
A9501 General Liability Reserve	25,000	75,000	75,000	75,000
A9512 Library Fund Transfer	1,066,499	1,499,677	1,350,402	1,186,868
A9945 Transfer to Capital Reserve	-	-	3,100,000	-
A9950 Capital Fund Transfer	412,246	1,681,031	897,500	1,315,000
A9960 Black River Trust Reserve	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
	<u>\$ 5,059,399</u>	<u>\$ 6,695,327</u>	<u>\$ 9,180,042</u>	<u>\$ 6,469,593</u>

Accounts A9040, A9050, A9060, A9065, A9070 and A9089 represent fringe benefit expenses that are not charged directly to detail operating accounts.

A9501 General Liability Reserve - This represents the annual transfer to support the costs associated with defending claims against the City.

A9512 Transfer to Library Fund - Operating support of the Flower Memorial Library.

A9945 Transfer to Capital Reserve Fund - Represents the transfer to the City's capital reserve fund for future capital equipment purchases and capital projects.

A9950 Transfer to Capital Funds - Represents the City's operating support of capital equipment purchases and capital projects.

A9960 Transfer to Black River Trust Reserve - Represents the City's annual commitment to the Black River Reserve Trust as required in our FERC license.

City of Watertown

Fiscal Year: 2013-14
Department: Debt Service
Account Code: A9710
Function: Debt Service

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Serial Bonds				
A9710.6 Principal	\$ 3,570,366	\$ 2,569,562	\$ 2,152,448	\$ 2,085,488
A9710.7 Interest	946,301	706,828	610,482	568,631
Loans				
A9780.6 Principal	29,422	27,131	-	-
A9780.7 Interest	<u>275</u>	<u>81</u>	<u>-</u>	<u>-</u>
Total Budget	<u>\$ 4,546,364</u>	<u>\$ 3,303,602</u>	<u>\$ 2,762,930</u>	<u>\$ 2,654,119</u>

These accounts represent the annual principal reduction and interest payments on General Fund debt.

OUTSTANDING SERIAL BONDS

<u>DATE OF ISSUE</u>	<u>INTEREST RATE</u>	<u>DATE OF MATURITY</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>PRINCIPAL BALANCE AT END OF FISCAL YEAR</u>
12/1/83	9.60%	12/1/2017	\$ 45,000	\$ 8,880	\$ 53,880	\$ 70,000
1/15/2005	2.75 - 4.25%	1/15/2024	447,277	101,152	548,429	2,070,234
11/15/2005	4.00 - 4.375%	11/15/2020	159,000	39,990	198,990	878,000
5/1/2006	4.50 - 7.50%	11/1/2015	25,000	2,844	27,844	50,000
2/15/2008	3.25 - 4.00%	2/15/2023	228,000	62,606	290,606	1,524,000
2/11/2009	2.50 - 3.25%	9/15/2018	205,500	32,777	238,277	983,500
6/15/2010	3.125 - 4.00%	12/15/2024	167,000	31,758	198,758	874,000
4/15/2011 A	2.00 - 4.00%	11/15/2025	125,000	64,950	189,950	1,810,000
4/15/2011 B	2.00 - 3.75%	5/15/2020	175,211	10,784	185,995	285,234
4/15/2011 C	2.00 - 6.00%	11/15/2022	265,000	151,354	416,354	2,940,000
6/28/2011	2.00 - 3.00%	6/15/2021	167,500	34,536	202,036	1,039,500
Spring 2013 Serial Bond			<u>76,000</u>	<u>27,000</u>	<u>103,000</u>	<u>964,000</u>
TOTAL			<u>\$ 2,085,488</u>	<u>\$ 568,631</u>	<u>\$ 2,654,119</u>	<u>\$ 13,488,468</u>

WATER FUND

**City of Watertown
Fiscal Year 2013-14 Budget
Water Fund Summary**

Revenues	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	FY 2013-14 Budget
Water Rents	\$ 3,182,274	\$ 3,219,422	\$ 3,230,000	\$ 3,200,000
Unmetered Water	12,868	11,247	13,000	12,000
Outside User Fees	1,091,145	1,152,949	1,105,000	1,271,000
Water Srv. Charges	69,847	83,657	70,000	75,000
Int. & Pen. On Water Rents	71,854	56,994	70,000	60,000
Interest Earnings	2,875	3,232	4,500	1,200
Sale of Scrap	3,288	5,424	2,000	3,000
Sale of Equipment	1,700	574	1,000	-
Gain on Bond Refunding	10,433	-	-	-
Insurance Rec.	-	-	1,000	-
Refund of Prior Year Exp.	-	-	100	-
Premium on Obligations	14,423	-	-	-
Unclassified Revenues	1,767	1,796	1,000	1,000
Payment Processing Fees	-	-	-	2,500
Metered Water Sales Other Funds	108,133	124,714	125,000	129,000
State Aid - Workers Comp	-	25	-	-
State Aid - CHIPS	1,063	-	-	-
State Aid Home & Community	1,704	-	-	-
Interfund Transfer	<u>6,203</u>	<u>46,935</u>	<u>1,000</u>	<u>1,000</u>
Sub-Total	4,579,577	4,706,969	4,623,600	4,755,700
Actual Beginning Fund Balance	<u>1,017,641</u>	<u>893,733</u>		
Appropriated Fund Balance Debt Reserve			28,738	-
Appropriated Fund Balance Coagulation Reserve			-	138,000
Appropriated Fund Balance			<u>14,638</u>	<u>55,000</u>
Total Revenues	<u>\$ 5,597,218</u>	<u>\$ 5,600,702</u>	<u>\$ 4,666,976</u>	<u>\$ 4,948,700</u>

Expenditures	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Budget	FY 2013-14 Budget
Administration	\$ 271,033	\$ 230,541	\$ 246,190	\$ 253,921
Source, Supply, Power & Pumping	461,302	559,664	509,453	606,105
Water Purification	1,410,675	1,424,980	1,599,806	1,625,798
Water Distribution	1,079,535	1,145,860	1,313,039	1,285,885
General	568,619	490,530	477,556	593,111
Debt	985,383	967,364	520,932	583,880
Total Expenditures	<u>\$ 4,776,547</u>	<u>\$ 4,818,939</u>	<u>\$ 4,666,976</u>	<u>\$ 4,948,700</u>

**City of Watertown
Fiscal Year 2013-14 Budget
Water Fund Revenue Summary**

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
	Actual	Actual	Budget	Budget
F2140 Water Rents	\$ 3,182,274	\$ 3,219,422	\$ 3,230,000	\$ 3,200,000
F2142 Unmetered Water	12,868	11,247	13,000	12,000
F2143 Outside User Fees	1,091,145	1,152,949	1,105,000	1,271,000
F2144 Water Srv. Charges	69,847	83,657	70,000	75,000
F2148 Int. & Pen. On Water Rents	71,854	56,994	70,000	60,000
F2401 Interest Earnings	2,875	3,232	4,500	1,200
F2650 Sale of Scrap	3,288	5,424	2,000	3,000
F2665 Sale of Equipment	1,700	574	1,000	-
F2675 Gain on Bond Refunding	10,433	-	-	-
F2680 Insurance Rec.	-	-	1,000	-
F2701 Refund of Prior Year Exp.	-	-	100	-
F2710 Premium on Obligations	14,423	-	-	-
F2770 Unclassified Revenues	1,767	1,796	1,000	1,000
F2773 Payment Processing Fees	-	-	-	2,500
F2830 Metered Water Sales Funds	108,133	124,714	125,000	129,000
F2830 State Aid - Workers Comp.	-	25	-	-
F3501 State Aid CHIPs	1,063	-	-	-
F3989 State Aid Home and Comm.	1,704	-	-	-
F5031 Interfund Transfer	<u>6,203</u>	<u>46,935</u>	<u>1,000</u>	<u>1,000</u>
Sub-Total	4,579,577	4,706,969	4,623,600	4,755,700
Actual Beginning Fund Balance	<u>1,017,641</u>	<u>893,733</u>		
Appropriated Debt Reserve			28,738	-
Appropriated Coagulation Reserve			-	138,000
Appropriated Fund Balance			<u>14,638</u>	<u>55,000</u>
Total Revenues	<u>\$ 5,597,218</u>	<u>\$ 5,600,702</u>	<u>\$ 4,666,976</u>	<u>\$ 4,948,700</u>

Fiscal Year: 2013-14
Department: Water Fund
Account Code: Revenues
Function: Revenue Descriptions

F2140 – Water Rents - Sales of water to residential, commercial, industrial, educational and governmental users located within the City.

F2142 - Unmetered Water Sales - Sales of bulk water at the Water Treatment Plant.

F2143 - Outside User Fees - Sales of water to residential, commercial, industrial, educational and governmental users located outside of the City.

F2144 - Water Service Charges - Charges for frozen meters, meter replacements, connection fees shut-off fees, repairs and line renewals.

F2148 - Interest & Penalties on Water Rents - Charges of 10% penalties for late water payments.

F2401 - Interest and Earnings - Earnings derived from the investment of water funds through certificates of deposit, savings accounts and the purchase of government securities.

F2650 - Sale of Scrap – Sales of excess scrap.

F2665 – Sale of Equipment – Sales of equipment.

F2680 – Insurance Recoveries – Reimbursements from insurance companies for damages to property, equipment and vehicles.

F2701 - Refund of Prior Years Expense – Refunds for expenditures that were paid for in a prior year.

F2710 – Premium on Obligations – Premiums received from the issuance of bond anticipation notes and serial bonds for capital projects.

F2770 - Other Unclassified Revenues - Revenues from sources for which a specific code has not been provided.

F2773 – Fees charged in connection with accepting on-line payments

F2830 - Metered Water Sales Other Funds – Sales of water to other City funds.

F3989 – State Aid – Home and Community Services – Reimbursements received from New York State related to the construction of the Marble Street and Bicentennial Parks

F5301 – Interfund Transfers – Transfers from other funds.

Fiscal Year: 2013-14
Department: Water Administration
Account Code: F8310
Function: Water Administration



Description: The Water Department administrative staff is responsible for processing water and sewer bills for over 8,500 residential, commercial, and industrial accounts and approximately 300 bills for the sale of bulk water, labor and material bills for water service work, and billing for tanker hauled leachate processed at the Wastewater Treatment Plant . Staffing currently includes the Superintendent, a Principal Account Clerk, a newly acquired Supervisory Control and Data Acquisition (SCADA) Technician, a Senior Account Clerk/Typist and two Meter Readers. Staff collects, compiles and maintains data to produce the water and sewer bills; processes all paperwork associated with departmental personnel, payroll and purchases, permits and billings for water service installations, repairs and renewals. Further, the office coordinates services with other City departments, other Water Fund personnel, and with outside agencies including the NYS Dept. of Health, NYSDEC, NYSDOT, DANC, and civilian personnel at Fort Drum. The Superintendent oversees Water Administration, Water Treatment, Water Transmission and Distribution, Wastewater Treatment and Hydro-electric Generation, and coordinates with engineers, architects, and developers in the development of new construction throughout the City.

2012-13 Accomplishments:

- ✓ Developed duties and functions associated with the integration of the Wastewater Treatment Plant and Hydro-Electric Plant with Water Department Administration. Commenced the writing of a Departmental Standard Operating Procedure and Policy Handbook.
- ✓ Developed an email system for daily inspection sheets to increase efficiency.
- ✓ Filled SCADA Technician position; began immediately to link all monitoring, recording and reporting within department sections electronically; unified internal electronic communication; set up SCADA monitors for individual sections at the Administration Office.

2013-14 Goals and Objectives:

- Continue to implement the electronic data/facility asset management and work order systems (Cartêgraph) into the daily work flow process.
- Accelerated the conversion of water meters to radio read capability, focusing more intently on larger meters.
- Expand electronic dissemination of information in all sections of the Water Department with focus on mobile data access and communication.

City of Watertown

Fiscal Year: 2013-14

Department: Water Administration

Account Code: F8310

Function: Water Administration

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ 91,157	\$ 42,467	\$ 41,000	\$ 42,238
120 Clerical	39,197	40,461	41,355	42,347
130 Wages	32,774	25,717	47,215	48,641
140 Temporary	3,792	9,078	5,100	5,100
150 Overtime	547	789	800	1,600
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	1,400	1,400	1,400	1,400
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 168,867</u>	<u>\$ 119,912</u>	<u>\$ 136,870</u>	<u>\$ 141,326</u>
Equipment				
230 Motor Vehicle	\$ -	\$ 16,733	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ 16,733</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ 523	\$ 502	\$ 600	\$ 600
420 Insurance	-	-	-	-
430 Contracted Services	17,796	23,173	18,504	16,952
440 Fees Non Employees	6,304	3,876	4,400	2,950
450 Miscellaneous	14,475	12,679	15,325	15,800
455 Vehicle Expenses	3,387	1,995	1,925	3,680
460 Materials and Supplies	1,298	3,513	3,125	3,225
465 Equipment < \$5,000	2,600	1,837	1,185	2,500
Total Operating Expenses	<u>\$ 46,383</u>	<u>\$ 47,575</u>	<u>\$ 45,064</u>	<u>\$ 45,707</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 18,290	\$ 24,686	\$ 24,600	\$ 26,828
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	12,465	8,884	10,471	10,811
840 Workers' Compensation	104	22	500	100
850 Health Insurance	24,924	12,729	28,685	29,149
Total Fringe Benefits	<u>\$ 55,783</u>	<u>\$ 46,321</u>	<u>\$ 64,256</u>	<u>\$ 66,888</u>
Department Total	<u><u>\$ 271,033</u></u>	<u><u>\$ 230,541</u></u>	<u><u>\$ 246,190</u></u>	<u><u>\$ 253,921</u></u>

City of Watertown

Fiscal Year: 2013-14
Department: Water Administration
Account Code: F8310
Function: Water Administration

		<u>FY 2013-14 Budget</u>	
Personal Services			
F.8310.0110	Salaries		
	Superintendent of Water***	\$	42,238
F.8310.0120	Clerical		
	Principal Account Clerk *	\$	23,772
	Senior Account Clerk Typist *	<u>18,575</u>	42,347
F.8310.0130	Wages		
	Water Meter Reader (2) *	32,011	
	SCADA Technician****	<u>16,630</u>	48,641
F.8310.0140	Temporary *		5,100
F.8310.0150	Overtime *		1,600
F.8310.0175	Health Insurance Buyout		<u>1,400</u>
	Total Personal Services	\$	<u>141,326</u>
 Operating Expenses			
F.8310.0410	Utilities		
	Cell phones*	\$	600
F.8310.0420	Contracted Services		
	Office Rental *	7,800	
	Software Support Fees*	2,700	
	Merchant Fees	2,500	
	Equipment Repairs*	300	
	Meter Reading Equipment Repairs*	500	
	Consumer Confidence Report	2,700	
	Equipment Maintenance Contracts**	<u>452</u>	16,952
F.8310.0440	Fees		
	Flu Shots*	400	
	Actuarial Services*	150	
	Audit Services*	<u>2,400</u>	2,950
F.8310.0450	Miscellaneous		
	Uniforms, Meter Readers *	500	
	Membership AWWA	1,800	
	Travel and Training	500	
	Postage*	10,500	
	Postage For Annual Report	2,000	
	Text/Reference Materials	<u>500</u>	15,800
F.8310.0455	Vehicle Expenses		
	Fuel *	1,400	
	Maintenance & Repairs *	600	
	Insurance *	<u>1,680</u>	3,680
F.8310.0460	Materials and Supplies		
	Printed Forms, Bills *	2,500	
	Office Supplies *	<u>725</u>	3,225

City of Watertown

Fiscal Year: 2013-14
Department: Water Administration
Account Code: F8310
Function: Water Administration

FY 2013-14 Budget

F.8310.0465	Equipment <\$5,000		
	Office Desks (3) *	2,000	
	Shelf Units (2) *	<u>500</u>	<u>2,500</u>
	Total Operating Expenses	\$	<u>45,707</u>
Fringe Benefits			
F8310.0810	New York State Employees' Retirement System	\$	26,828
F8310.0830	Social Security		10,811
F8310.0840	Workers' Compensation		100
F8310.0850	Health Insurance		<u>29,149</u>
	Total Fringe Benefits	\$	<u>66,888</u>
	TOTAL BUDGET	\$	<u>253,921</u>

* 1/2 expense shared with Sewer Fund G8110

** 4 way split

*** 50% Water/ 40% Sewer/ 10% Hydro

****40% Water/40% Sewer/20% Hydro

Fiscal Year: 2013-14
Department: Source of Supply, Power and Pumping
Account Code: F8320
Function: Water Operations



Description: Primary facilities supported by this account include the Dosing Station, Coagulation Basin and Low Lift Pump Station, all of which are located adjacent to NYS Rte. 3, east of the City, and the Main Pump Station on Huntington Street. Raw river water flows through the Dosing Station where chemicals are added to settle out organic matter and silt in the 66,000,000 gallon Coagulation Basin. The settled water is then pumped through the Low Lift Station to the Water Treatment Plant. The Main Pump Station pumps the finished potable water through the distribution system to the customers. The cost of power for the treatment facilities is covered under this account.

The pre-treatment facilities provide settled water to the Water Treatment Plant that can be treated and polished more readily than raw river water to provide a high quality finished product. The Main Pump Station transfers quality potable water to the distribution system.

2012-13 Accomplishments:

- ✓ Replaced the components (pump, foot-valve, and misc. piping) to the raw water sampling system.
- ✓ Acquired second of four lowlift pumps being systematically replaced.

2013-14 Goals and Objectives:

- Acquire dredging apparatus and dredge the coagulation basin.
- Acquire the third of four lowlift pumps being systematically replace, and install the second of four pumps (acquired previous year)
- Cause the inspection of the chemical bulk storage tanks (required by regulatory law once every five years).
- Initiate planning and design for the pH Control Facility to be located near the Coagulation Basin Dosing Station.

City of Watertown

Fiscal Year: 2013-14

Department: Source of Supply, Power and Pumping

Account Code: F8320

Function: Water Operations

<u>Budget Summary</u>	<u>FY 2010-11</u> Actual	<u>FY 2011-12</u> Actual	<u>FY 2012-13</u> Budget	<u>FY 2013-14</u> Budget
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	-	-	-	-
130 Wages	-	-	-	-
140 Temporary	-	-	-	-
150 Overtime	-	-	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	36,152	20,000	21,000
Total Equipment	<u>\$ -</u>	<u>\$ 36,152</u>	<u>\$ 20,000</u>	<u>\$ 21,000</u>
Operating Expenses				
410 Utilities	\$ 424,976	\$ 417,124	\$ 453,853	\$ 548,900
420 Insurance	-	-	-	3,705
430 Contracted Services	21,832	90,096	16,600	17,000
440 Fees Non Employees	3,208	9,554	-	-
450 Miscellaneous	-	5,983	-	-
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	4,351	(392)	8,000	6,500
465 Equipment < \$5,000	6,935	1,147	11,000	9,000
Total Operating Expenses	<u>\$ 461,302</u>	<u>\$ 523,512</u>	<u>\$ 489,453</u>	<u>\$ 585,105</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ -	\$ -	\$ -	\$ -
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	-	-	-	-
840 Workers' Compensation	-	-	-	-
850 Health Insurance	-	-	-	-
Total Fringe Benefits	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Department Total	<u><u>\$ 461,302</u></u>	<u><u>\$ 559,664</u></u>	<u><u>\$ 509,453</u></u>	<u><u>\$ 606,105</u></u>

City of Watertown

Fiscal Year: 2013-14

Department: Source of Supply, Power and Pumping

Account Code: F8320

Function: Water Operations

		<u>FY 2013-14 Budget</u>	
Equipment			
F.8320.0250	Other Equipment > \$5,000		
	Low Lift Pump Replacement		\$ 21,000
	Total Equipment		<u>\$ 21,000</u>
Operating Expenses			
F.8320.0410	Utilities		
	Electric	\$ 540,000	
	Natural Gas	8,000	
	Water & Sewer (Town of Pamelia)	<u>900</u>	\$ 548,900
F.8320.0420	Insurance		3,705
F.8320.0430	Contracted Services		
	Maintenance Contracts Generators	2,500	
	Chemical Tank Inspection	3,500	
	Pump Repairs	4,000	
	Electric Repairs & Service	2,000	
	Boiler Repairs, Maintenance & Service	2,500	
	Miscellaneous Repairs & Services	1,000	
	Propane Tank Rental	500	
	Crane Inspection-Annual	<u>1,000</u>	17,000
F.8320.0460	Materials and Supplies		
	Grease and Oil	500	
	Fuel Oil, Generator	2,000	
	Propane, Small Generator	1,000	
	Mechanical Repair Parts	2,000	
	Miscellaneous Hardware	<u>1,000</u>	6,500
F.8320.0465	Other Equipment < \$5,000		
	Mechanical Equipment & Repair Parts	5,000	
	Electronic Equipment & Repair Parts	<u>4,000</u>	<u>9,000</u>
	Total Operating Expenses		<u>\$ 585,105</u>
 TOTAL BUDGET			 <u>\$ 606,105</u>

F8320 – Source of Supply, Power, & Pumping

Fiscal Year 2013-14 Equipment Requests



Equipment Replacement: \$21,000

There are four (4) Flygt submersible pumps at the Low Lift Pump Station that pump the water from the coagulation basin to the water treatment plant filters. They are rotated on a regular basis to equalize wear and tear. Under normal operating conditions, two of three pumps in service are operated at a time. One pump is on standby. The fourth pump is sent away to the factory to be rebuilt and inspected when it is rotated out, then returned and is a stand by unit until the next rotation. The pumps are over 20 years in age and have reached the end of their service life.

The pumps are being systematically replaced with this now being the third of four.



Fiscal Year: 2013-14
Department: Water Purification
Account Code: F8330
Function: Water Operations



Description: The City's 15 million gallons per day (MGD) Water Plant purified and delivered more than 1.76 billion gallons of high quality potable water last year. An average of 4.81 MGD was processed for domestic and industrial use by the citizens of the City of Watertown, neighbors in the Towns of Watertown, Pamelaia, Leray, Champion, and personnel at Fort Drum. The plant is staffed with a Chief Operator, six WTP operators, two WTP Operator Trainees, a Lab Technician, and a four-member maintenance crew. This is a 24-hour a day operation, requiring at least one operator on duty at all times. All but 4 staff members are certified and licensed by NYS Dept of Health to operate a community water system (one at IA and nine at IIA).

A strong emphasis on maintenance training enables the staff to perform the majority of maintenance tasks required to keep the high tech equipment functioning properly. In addition to the main plant, staff maintains several off-site facilities. The goal of the Water Treatment Plant staff is to provide the highest quality potable water, meeting all applicable standards of the NYSDOH and the USEPA, at the lowest reasonable cost, and to properly maintain the plant, service the equipment and improve plant processes.

2012-13 Accomplishments:

- ✓ Replaced the filter media in all five filters at the water treatment plant per NYSDOH recommendations.
- ✓ Upgraded of the Fluoride Storage System.
- ✓ Replaced the roofs on the administration and the workshop buildings.
- ✓ Replaced the polyaluminum chloride transfer pump.
- ✓ Initiated a comprehensive disinfection byproduct study in the distribution system in anticipation of mandated monitoring to commence in October 2013.

2013-14 Goals and Objectives:

- Commence the lead & copper sampling as mandated by rules.
- Continue with Stage 2 Disinfection Byproduct sampling to prepare for October 2013 implementation of rules and then commence with the mandated sampling program.
- Obtain necessary IA training for three members of staff.

City of Watertown

Fiscal Year: 2013-14
Department: Water Purification
Account Code: F8330
Function: Water Operations

<u>Budget Summary</u>	<u>FY 2010-11</u> Actual	<u>FY 2011-12</u> Actual	<u>FY 2012-13</u> Budget	<u>FY 2013-14</u> Budget
Personal Services				
110 Salaries	\$ 63,558	\$ 64,195	\$ 62,514	\$ 64,402
120 Clerical	-	-	-	-
130 Wages	445,425	457,618	481,244	534,467
140 Temporary	-	-	-	-
150 Overtime	22,153	23,777	23,000	23,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	5,600	8,400	8,400	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 536,736</u>	<u>\$ 553,990</u>	<u>\$ 575,158</u>	<u>\$ 621,869</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ 32,000	\$ -
250 Other	-	-	8,000	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 40,000</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ 234,334	\$ 239,222	\$ 232,920	\$ 242,350
420 Insurance	15,952	14,950	16,000	18,145
430 Contracted Services	8,121	10,600	31,600	45,600
440 Fees Non Employees	1,685	571	3,450	1,050
450 Miscellaneous	4,252	5,213	4,750	7,250
455 Vehicle Expenses	9,256	8,352	9,538	14,445
460 Materials and Supplies	365,866	318,374	393,977	369,600
465 Equipment < \$5,000	17,580	35,610	17,450	13,500
Total Operating Expenses	<u>\$ 657,046</u>	<u>\$ 632,892</u>	<u>\$ 709,685</u>	<u>\$ 711,940</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 63,986	\$ 86,080	\$ 109,384	\$ 130,376
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	40,010	41,257	43,999	48,215
840 Workers' Compensation	(4,780)	-	500	500
850 Health Insurance	117,677	110,761	121,080	112,898
Total Fringe Benefits	<u>\$ 216,893</u>	<u>\$ 238,098</u>	<u>\$ 274,963</u>	<u>\$ 291,989</u>
Department Total	<u><u>\$ 1,410,675</u></u>	<u><u>\$ 1,424,980</u></u>	<u><u>\$ 1,599,806</u></u>	<u><u>\$ 1,625,798</u></u>

City of Watertown

Fiscal Year: 2013-14
Department: Water Purification
Account Code: F8330
Function: Water Operations

		<u>FY 2013-14 Budget</u>	
Personal Services			
F.8330.0110	Salaries		
	Chief Water Treatment Plant Operator	\$	64,402
F.8330.0130	Wages		
	Water Treatment Plant Maintenance Supervisor	\$	54,360
	Laboratory Technician	50,035	
	Water Treatment Plant Maintenance Mechanic (2)	89,214	
	Building Maintenance Worker	29,581	
	Water Treatment Plant Operator (6)	246,937	
	Water Treatment Plant Operator Trainee (2)	<u>64,340</u>	534,467
F.8330.0150	Overtime		23,000
F.8330.0175	Health Insurance Buyout		-
	Total Personal Services	<u>\$</u>	<u>621,869</u>
Operating Expenses			
F.8330.0410	Utilities		
	Sewer Charges	\$	220,000
	Natural Gas	20,670	
	Telephone	<u>1,680</u>	\$ 242,350
F.8330.0420	Insurance		18,145
F.8330.0430	Contracted Services		
	AC Boiler Repair & Maintenance	2,000	
	Electric Repair & Maintenance	2,000	
	Equipment Repairs	1,000	
	Advertising	300	
	Chemical Testing	11,000	
	Stage 2 Sampling Analysis	24,000	
	Occupational Tests (hearing, fitting, etc.)	1,500	
	Hazardous Material disposal	2,000	
	Equipment Rental	1,000	
	Inspection of Fire/Intrusion Alarms	<u>800</u>	45,600
F.8330.0440	Fees, Non Employee		
	Lab Accreditation Fee	650	
	Hazardous Material License Fee	<u>400</u>	1,050
F.8330.0450	Miscellaneous		
	Schools, Training, & Textbooks	3,250	
	Travel Expenses, Operator Training	1,500	
	Boots, Helmets, Goggles	1,500	
	Other (Postage, Stationary Stores, etc.)	<u>1,000</u>	7,250
F.8330.0455	Vehicle Expenses		
	Maintenance & Repairs	4,000	
	Fuel	8,000	
	Insurance	<u>2,445</u>	14,445

City of Watertown

Fiscal Year: 2013-14
Department: Water Purification
Account Code: F8330
Function: Water Operations

		<u>FY 2013-14 Budget</u>	
F.8330.0460	Materials and Supplies		
	Process Chemicals	345,000	
	Materials and Supplies	<u>24,600</u>	369,600
F.8330.0465	Other Equipment <\$5000		
	Repair Parts: Mechanical, Electrical	12,500	
	Mechanical Tools	<u>1,000</u>	<u>13,500</u>
	Total Operating Expenses		<u>\$ 711,940</u>
Fringe Benefits			
F.8330.0810	New York State Employees' Retirement System	\$	130,376
F.8330.0830	Social Security		48,215
F.8330.0840	Workers' Compensation		500
F.8330.0850	Health Insurance		<u>112,898</u>
	Total Fringe Benefits	\$	<u>291,989</u>
	TOTAL BUDGET	\$	<u>1,625,798</u>

Fiscal Year: 2013-14
Department: Transmission and Distribution
Account Code: F8340
Function: Water Operations



Description: This departmental unit consists of 16 employees who are responsible for the operation and maintenance of the water distribution network. The system includes 100 miles of water main piping from 4" to 24", 850+ fire hydrants, 2600+ gate valves and 8,500 service lines. These employees make over 1,000 service calls and respond to a significant number of leaks and water main breaks each year. Departmental employees install, repair and replace several water services and 350 to 500 water meters annually. Additionally, these employees install, replace and extend water mains, maintain the two finished water reservoirs, and the 250,000 gallon elevated water tank. Layout and design assistance, as well as, inspection of water line installation is provided for construction and maintenance projects. An Engineering Technician is responsible for maintaining proper records and maps and for providing layout and locations of water lines for contractors and utility companies. This division also maintains a fleet of service trucks, backhoes and dump trucks used in providing these services.

2012-13 Accomplishments:

- ✓ Participated in the inspection of the 250,000 gallon elevated water storage tank at Thompson Park and commenced activities to restore deteriorated surfaces to the interior and exterior of the tank.
- ✓ Oversaw replacement of the water main and services in Clinton Street.
- ✓ Participated in the design for the 16" parallel transmission main to Thompson Park and the water main component of the Proposed Factory Street Reconstruction Project.
- ✓ Replaced 350 residential and commercial water meters; and 37 larger meters (3 inch and above)

2013-14 Goals and Objectives:

- Participate in the installation activities for the 16" parallel transmission main to Thompson Park and the water main component of the Factory Street Reconstruction Project.
- Oversee the restoration of the elevated storage Tank at Thompson Park.
- Initiate Phase I of the intensified meter replacement program.

City of Watertown

Fiscal Year: 2013-14

Department: Transmission and Distribution

Account Code: F8340

Function: Water Operations

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ 111,616	\$ 83,919	\$ 62,692	\$ 64,585
120 Clerical	-	-	-	-
130 Wages	442,129	489,671	537,266	486,115
140 Temporary	5,493	7,352	6,000	12,000
150 Overtime	22,607	22,315	29,000	30,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 581,845</u>	<u>\$ 603,257</u>	<u>\$ 634,958</u>	<u>\$ 592,700</u>
Equipment				
230 Motor Vehicle	\$ 29,612	\$ -	\$ 60,000	\$ 28,000
250 Other	-	5,275	-	37,500
Total Equipment	<u>\$ 29,612</u>	<u>\$ 5,275</u>	<u>\$ 60,000</u>	<u>\$ 65,500</u>
Operating Expenses				
410 Utilities	\$ 15,647	\$ 11,211	\$ 14,485	\$ 16,215
420 Insurance	1,590	1,144	1,200	4,980
430 Contracted Services	2,475	10,407	5,740	7,220
440 Fees Non Employees	732	195	750	750
450 Miscellaneous	6,322	7,231	11,550	12,050
455 Vehicle Expenses	53,639	53,390	55,500	79,885
460 Materials and Supplies	28,660	32,950	42,200	42,400
465 Equipment < \$5,000	65,684	145,124	154,650	146,800
Total Operating Expenses	<u>\$ 174,749</u>	<u>\$ 261,652</u>	<u>\$ 286,075</u>	<u>\$ 310,300</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 69,992	\$ 96,397	\$ 122,546	\$ 125,551
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	42,981	44,496	48,574	45,340
840 Workers' Compensation	43,683	(334)	12,500	15,000
850 Health Insurance	136,673	135,117	148,386	131,494
Total Fringe Benefits	<u>\$ 293,329</u>	<u>\$ 275,676</u>	<u>\$ 332,006</u>	<u>\$ 317,385</u>
Department Total	<u>\$ 1,079,535</u>	<u>\$ 1,145,860</u>	<u>\$ 1,313,039</u>	<u>\$ 1,285,885</u>

City of Watertown

Fiscal Year: 2013-14
Department: Transmission and Distribution
Account Code: F8340
Function: Water Operations

		<u>FY 2013-14 Budget</u>	
Personal Services			
F.8340.0110	Salaries		
	Supervisor Water Dist.Systems	\$	64,585
F.8340.0110	Wages		
	Crew Chief (2)	\$	87,044
	Engineering Technician		40,255
	Water Meter Service Mechanic (2) *		40,810
	Stock Attendant		31,350
	Motor Equipment Operator (2)		75,666
	Water Maintenance Mechanic (6)	<u>210,990</u>	486,115
F.8340.0140	Temporary		12,000
F.8340.0150	Overtime		<u>30,000</u>
	Total Personal Services	\$	<u>592,700</u>
 Equipment			
F.8340.0230	Motor Vehicles		
	Compact 4x4 Pick-up	\$	28,000
F.8340.0250	Other Equipment		
	Power vacuum		<u>37,500</u>
	Total Equipment	\$	<u>65,500</u>
 Operating Expenses			
F.8340.0410	Utilities		
	Natural Gas	\$	13,000
	Cell Phones		2,015
	Telephone	<u>1,200</u>	\$ 16,215
F.8340.0420	Insurance		4,980
F.8340.0430	Contracted Services		
	Equipment Repair & Maintenance	1,500	
	Equipment Rental	600	
	Maintenance Contract on Copier	295	
	Facility Maintenance	300	
	CAD Maintenance Annual Fee	1,100	
	WaterCad Select Service Fee	1,925	
	Cartograph Fee	700	
	Annual Crane Hoist Inspection	400	
	Radio Repairs	<u>400</u>	7,220
F.8340.0440	Fees, Non Employee		
	Random Drug Testing for CDLs	500	
	Physicals	<u>250</u>	750

City of Watertown

Fiscal Year: 2013-14

Department: Transmission and Distribution

Account Code: F8340

Function: Water Operations

		<u>FY 2013-14 Budget</u>	
F.8340.0450	Miscellaneous		
	Travel & Training	5,200	
	In-house Training Expenses	300	
	Safety Items	2,500	
	Protective Clothing	3,000	
	Meter Service Uniforms (1/2 x 700)*	350	
	OSHA Training	200	
	AWWA Dues & Manuals	500	
		<u>12,050</u>	12,050
F.8340.0455	Vehicle Expenses		
	Fuel & Fluids	55,000	
	Maintenance & Repairs	15,000	
	Insurance	9,885	
		<u>79,885</u>	79,885
F.8340.0460	Materials and Supplies		
	Stationary Stores	600	
	Cleaning & Mechanical Supplies	5,800	
	Maintenance Supplies	7,000	
	Hand Tools	1,200	
	Redi-mix Concrete	600	
	Top Soil	1,200	
	Crushed Stone	10,000	
	Black Top-Road Repair & Cold Patch	12,000	
	Fire Hydrant Antifreeze	1,000	
	Facility Repair Supplies	3,000	
		<u>42,400</u>	42,400
F.8340.0465	Other Equipment <\$5000		
	Office Chairs (6)	1,400	
	Water Meters & Parts*1/2	40,000	
	Fire Hydrants	11,000	
	OSHA Mandated Equipment	1,000	
	DVD Player for Training Videos	100	
	Ductile Iron Pipe & Fittings	8,000	
	Gate Valves & Hydrant Valves	3,500	
	Repair Sleeves and Pipe Clamps	9,000	
	Copper Pipe	9,000	
	Brass Fittings	14,000	
	Curb Boxes, Repair Lids, Extensions	9,500	
	Valve Boxes, Covers, Risers	9,500	
	Fire Hydrant Repair Parts	19,000	
	Tapping Sleeves, Valves & Saddles	4,200	
	Tools & Accessories	3,000	
	P1728E Snow Blower (replacement)	2,000	
	14" Gas Cut Off Saw (replacement)	1,100	
	3000 Watt Generator (replacment)	1,500	
		<u>146,800</u>	146,800
	Total Operating Expenses		<u>\$ 310,300</u>

Fiscal Year: 2013-14
Department: Transmission and Distribution
Account Code: F8340
Function: Water Operations

		<u>FY 2013-14 Budget</u>
Fringe Benefits		
F.8340.0810	New York State Employees' Retirement System	\$ 125,551
F.8340.0830	Social Security	45,340
F.8340.0840	Workers' Compensation	15,000
F.8340.0850	Health Insurance	<u>131,494</u>
	Total Fringe Benefits	<u>317,385</u>
	TOTAL BUDGET	<u>\$ 1,285,885</u>

*1/2 expense shared with G8120
 ** 1/2 expense shared with F8330

F8340 – Transmission and Distribution

Fiscal Year 2013-14 Equipment Requests



Trailer Mounted Power Vacuum Unit: \$35,500

The Distribution Section possesses a trailer mounted power vacuum unit that is used to clean out valve and curb boxes located in or near the streets. These boxes are long cylindrical or square shaped structures inserted vertically above the operating stem of the valves enabling access to the subsurface valve from the street or ground elevations. The existing vacuum unit is over 13 years old, and it is no longer cost effective to attempt further repairs or rebuilds to the unit. A replacement is considered necessary.



Compact 4X4, Pick-up Truck – 2-25: \$28,000

The Pick-up being replaced was acquired in CY 2000 and has logged 68,000 (+) miles. Fair wear and tear marks the end of its service life and renders further maintenance, repairs and rebuilds to be not cost effective. Replacement of the vehicle is recommended.



City of Watertown

Fiscal Year: 2013-14

Department: Miscellaneous

F1950, F1990, F9040, F9060, F9061, F9065, F9070, F9089, F9501, F9530,

Account Code: F9950

Function: Government Support

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
	Actual	Actual	Budget	Budget
F1950 Taxes on Real Property	\$ 708	\$ 717	\$ 735	\$ 750
F1990 Contingency	-	-	25,610	65,161
F9040 Workers' Compensation	6,860	6,600	7,000	7,500
F9060 Health Insurance Premium	123,156	118,951	124,573	114,100
F9061 Other Post Employment Benefits (OPEB)	219,962	171,362	-	-
F9065 Health Insurance Part B	11,624	10,341	11,988	12,600
F9070 Compensated Absences	(10,887)	7,783	2,000	2,000
F9089 Employee Benefits - Other	679	694	650	1,000
F9501 General Liability Reserve	7,500	15,000	15,000	15,000
F9930 Coagulation Reserve	30,000	25,000	20,000	-
F9950 Transfer to Capital Fund	<u>179,017</u>	<u>134,082</u>	<u>270,000</u>	<u>375,000</u>
Total Budget	<u>\$ 568,619</u>	<u>\$ 490,530</u>	<u>\$ 477,556</u>	<u>\$ 593,111</u>

These accounts represent charges not directly associated with specific operating departments.

Fiscal Year: 2013-14
Department: Debt Service
Account Code: F9710
Function: Debt Service

	<u>FY 2010-11</u> Actual	<u>FY 2011-12</u> Actual	<u>FY 2012-13</u> Budget	<u>FY 2013-14</u> Budget
Serial Bonds				
F9710.6 Principal	\$ 821,419	\$ 829,583	\$ 400,450	\$ 459,358
F9710.7 Interest	<u>163,964</u>	<u>137,781</u>	<u>120,482</u>	<u>124,522</u>
Total Budget	<u>\$ 985,383</u>	<u>\$ 967,364</u>	<u>\$ 520,932</u>	<u>\$ 583,880</u>

These accounts represent the annual principal and interest payments on Water Fund debt.

OUTSTANDING SERIAL BONDS

<u>DATE OF ISSUE</u>	<u>INTEREST RATE</u>	<u>DATE OF MATURITY</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>PRINCIPAL BALANCE AT END OF FISCAL YEAR</u>
5/15/2002	4.00 - 5.00%	5/15/2020	\$ 4,500	\$ 740	\$ 5,240	\$ 11,750
1/15/2005	2.75 - 4.25%	1/15/2024	22,172	3,246	25,418	58,994
11/15/2005	4.00 - 4.37%	11/15/2020	93,000	31,132	124,132	694,000
2/15/2008	3.25 - 4.00%	2/15/2023	142,000	46,166	188,166	1,145,000
2/11/2009	2.50 - 3.25%	9/15/2018	38,000	6,943	44,943	210,000
6/15/2010	3.125 - 4.00%	12/15/2024	14,000	5,927	19,927	166,000
4/15/2011 B	2.00 - 3.75%	5/15/2020	22,186	3,652	25,838	109,468
6/28/2011	2.00 - 3.00%	6/15/2021	57,500	9,716	67,216	285,500
Spring 2013 Serial Bond			<u>66,000</u>	<u>17,000</u>	<u>83,000</u>	<u>724,000</u>
		TOTAL	<u>\$ 459,358</u>	<u>\$ 124,522</u>	<u>\$ 583,880</u>	<u>\$ 3,404,712</u>

SEWER FUND

**City of Watertown
Fiscal Year 2013-14 Budget
Sewer Fund Summary**

Revenues	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
	Actual	Actual	Budget	Budget
Sewer Rents	\$ 2,697,234	\$ 2,516,492	\$ 2,542,000	\$ 2,525,000
Sewer Charges	695,000	1,033,338	324,750	787,000
Interest & Pen on Sewer Rents	60,604	56,657	60,000	50,000
Sewer Rents - Governments	1,404,364	1,597,626	1,633,000	1,660,500
Interest Earnings	6,485	5,529	5,200	1,800
Permit Fees	20,375	19,500	20,000	20,000
Sale of Scrap	249	2,979	1,000	1,000
Sale of Equipment	1,166	-	1,000	1,000
Gain on Bond Refinancing	4,808	-	-	-
Insurance Recoveries	-	-	-	16,000
Refund of Prior Year Expense	-	132	-	-
Premium on Obligations	1,632	-	-	-
Unclassified Revenues	94	-	-	-
Payment Processing Fees	-	-	-	2,500
Interfund Revenues	220,877	234,942	229,770	244,000
State Aid Workers' Comp	-	625	-	-
State Aid CHIPs	756	-	1,000	-
Interfund Transfers	84,284	17,551	1,000	1,000
Sub-Total	5,197,928	5,485,371	4,818,720	5,309,800
Actual Beginning Fund Balance	1,247,996	1,636,752		
Appropriated Fund Balance Debt Reserves			39,509	11,853
Appropriated Fund Balance			468,380	167,298
Total Revenues	\$ 6,445,924	\$ 7,122,123	\$ 5,326,609	\$ 5,488,951
Expenditures				
Administration	143,106	172,975	227,392	233,854
Sanitary Sewer	424,812	445,867	500,754	486,589
Sewage Treatment	2,651,677	2,637,861	2,964,941	3,451,428
General	1,134,083	1,054,478	1,047,419	750,716
Debt	692,421	642,445	586,103	566,364
Total Expenses	\$ 5,046,099	\$ 4,953,626	\$ 5,326,609	\$ 5,488,951

**City of Watertown
Fiscal Year 2013-14 Budget
Sewer Fund Revenue Summary**

	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
	Actual	Actual	Budget	Budget
G2120 Sewer Rents	\$ 2,697,234	\$ 2,516,492	\$ 2,542,000	\$ 2,525,000
G2122 Sewer Charges	695,000	1,033,338	324,750	787,000
G2128 Int. & Pen. On Sewer Rents	60,604	56,657	60,000	50,000
G2370 Sewer Rents - Governments	1,404,364	1,597,626	1,633,000	1,660,500
G2401 Interest Earnings	6,485	5,529	5,200	1,800
G2590 Permit Fees	20,375	19,500	20,000	20,000
G2650 Sale of Scrap	249	2,979	1,000	1,000
G2665 Sale of Equipment	1,166	-	1,000	1,000
G2675 Gain on Bond Refinancing	4,808	-	-	-
G2680 Insurance Recoveries	-	-	-	16,000
G2701 Refund of Prior Year Exp	-	132	-	-
G2710 Premium on Obligations	1,632	-	-	-
G2770 Unclassified Revenues	94	-	-	-
G2773 Payment Processing Fees	-	-	-	2,500
G2810 Interfund Revenues	220,877	234,942	229,770	244,000
G3089 State Aid Workers' Comp	-	625	-	-
G3501 State Aid - CHIPS	756	-	1,000	-
G5031 Interfund Transfers	84,284	17,551	1,000	1,000
Sub-Total	<u>5,197,928</u>	<u>5,485,371</u>	<u>4,818,720</u>	<u>5,309,800</u>
Actual Beginning Fund Balance	<u>1,247,996</u>	<u>1,636,752</u>		
Appropriated Fund Balance Debt Reserves			39,509	11,853
Appropriated Fund Balance			<u>468,380</u>	<u>167,298</u>
Total Revenues	<u>\$ 6,445,924</u>	<u>\$ 7,122,123</u>	<u>\$ 5,326,609</u>	<u>\$ 5,488,951</u>

Fiscal Year: 2013-14
Department: Sewer Fund
Account Code: Revenues
Function: Revenue Descriptions

G2120 - Sewer Rents – Fees charged to all users connected to the sewer system based on water consumption.

G2122 - Sewer Charges - Fees charged for accepting tanker hauled sludge and leachate originating from outside of the City limits.

G2128 - Interest & Penalties on Sewer Rents - Charges of 10% penalties for late sewer payments.

G2370 – Outside User Fees - Fees charged to all users located outside of the City limits that are connected to the City’s sewer system such the Town of Watertown, the Development Authority of the North Country and all other governments.

G2401 - Interest and Earnings – Earnings derived from the investment of sewer funds through certificates of deposit, savings accounts and the purchase of government securities.

G2590 - Permit Fees- Fees charged for the issuance of permits to outside haulers.

G2665 – Sale of Equipment – Sales of equipment.

G2701 - Refund of Prior Years Expense – Refunds for expenditures that were paid for in a prior year.

G2710 – Premium on Obligations – Premiums received from the issuance of bond anticipation notes and serial bonds for capital projects.

G2773 – Fees charged in connection with accepting on-line payments

G2810 – Interfund Revenues – Reimbursements from other funds for sewer use.

G3089 - State Reimbursement, Worker's Compensation - Reimbursements from the NYS Workers Compensation Board for certain worker's compensation expenses incurred by the City.

G3501 - State Reimbursement, CHIPS - Aid received from highway capital program to offset sanitary sewer crews' overtime and materials costs related to assisting with certain road construction projects.

G5031- Interfund Transfers – Transfers from other funds.

Fiscal Year: 2013-14
Department: Sewer Administration
Account Code: G8110
Function: Sewer Administration



Description: The Water Department administrative staff is also responsible for Sewer Administration, thereby processing water and sewer bills for over 8,500 residential, commercial, and industrial accounts and approximately 300 bills for the sale of bulk water, labor and material bills for water service work, and billing for tanker hauled leachate processed at the Wastewater Treatment Plant. Staffing currently includes the Superintendent, a Principal Account Clerk, a newly acquired Supervisory Control and Data Acquisition (SCADA) Technician, a Senior Account Clerk/Typist and two Meter Readers. Staff collects, compiles and maintains data to produce the water and sewer bills; processes all paperwork associated with departmental personnel, payroll and purchases, permits and billings for water service installations, repairs and renewals. Further, the office coordinates services with other City departments, other Water Fund personnel, and with outside agencies including the NYS Dept. of Health, NYSDEC, NYSDOT, DANC, and civilian personnel at Fort Drum. The Superintendent oversees Water Administration, Water Treatment, Water Transmission and Distribution, Wastewater Treatment and Hydro-electric Generation, and coordinates with engineers, architects, and developers in the development of new construction throughout the City.

2012-13 Accomplishments:

- ✓ Developed duties and functions associated with the integration of the Wastewater Treatment Plant and Hydro-Electric Plant with Water Department Administration. Commenced the writing of a Departmental Standard Operating Procedure and Policy Handbook.
- ✓ Developed an email system for daily inspection sheets to increase efficiency.
- ✓ Filled SCADA Technician position; began immediately to link all monitoring, recording and reporting within department sections electronically; unified internal electronic communication; set up SCADA monitors for individual sections at the Administration Office.

2013-14 Goals and Objectives:

- Continue to implement the electronic data/facility asset management and work order systems (Cartêgraph) into the daily work flow process.
- Accelerated the conversion of water meters to radio read capability, focusing more intently on larger meters.
- Expand electronic dissemination of information in all sections of the Water Department with focus on mobile data access and communication.

City of Watertown

Fiscal Year: 2013-14
Department: Sewer Administration
Account Code: G8110
Function: Sewer Administration

<u>Budget Summary</u>	<u>FY 2010-11</u> Actual	<u>FY 2011-12</u> Actual	<u>FY 2012-13</u> Budget	<u>FY 2013-14</u> Budget
Personal Services				
110 Salaries	\$ -	\$ 12,237	\$ 32,800	\$ 33,790
120 Clerical	39,197	40,461	41,355	41,530
130 Wages	32,774	25,717	47,215	48,549
140 Temporary	3,792	4,691	5,100	5,100
150 Overtime	547	789	800	1,600
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	1,400	1,400	1,400	1,400
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 77,710</u>	<u>\$ 85,295</u>	<u>\$ 128,670</u>	<u>\$ 131,969</u>
Equipment				
230 Motor Vehicle	\$ -	\$ 16,733	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ 16,733</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ 523	\$ 422	\$ 600	\$ 600
420 Insurance	-	-	-	-
430 Contracted Services	15,889	17,775	16,849	15,352
440 Fees Non Employees	6,593	3,854	4,400	2,950
450 Miscellaneous	9,429	10,670	11,000	11,000
455 Vehicle Expenses	3,414	1,633	1,760	3,680
460 Materials and Supplies	329	1,882	3,125	3,225
465 Equipment < \$5,000	2,600	1,838	860	2,250
Total Operating Expenses	<u>\$ 38,777</u>	<u>\$ 38,074</u>	<u>\$ 38,594</u>	<u>\$ 39,057</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 8,552	\$ 12,273	\$ 23,579	\$ 24,834
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	5,724	6,241	9,843	10,096
840 Workers' Compensation	93	-	4,500	100
850 Health Insurance	12,250	14,359	22,206	27,798
Total Fringe Benefits	<u>\$ 26,619</u>	<u>\$ 32,873</u>	<u>\$ 60,128</u>	<u>\$ 62,828</u>
Department Total	<u>\$ 143,106</u>	<u>\$ 172,975</u>	<u>\$ 227,392</u>	<u>\$ 233,854</u>

City of Watertown

Fiscal Year: 2013-14
Department: Sewer Administration
Account Code: G8110
Function: Sewer Administration

		<u>FY 2013-14 Budget</u>	
Personal Services			
G.8110.0110	Salaries		
	Superintendent of Water ***	\$	33,790
G.8110.0120	Clerical		
	Principal Account Clerk *	\$	23,772
	Sr. Account Clerk Typist *	<u>17,758</u>	41,530
G.8110.0130	Wages		
	Water Meter Reader (2) *	32,011	
	SCADA Technician ****	<u>16,538</u>	48,549
G.8110.0140	Temporary *		5,100
G.8110.0150	Overtime *		1,600
G.8110.0175	Health Insurance Buyout		<u>1,400</u>
	Total Personal Services	\$	<u>131,969</u>
Operating Expenses			
G.8110.0410	Utilities		
	Telephones*	\$	600
G.8110.0430	Contracted Services		
	Office Rental *	\$	7,800
	Software Support Fees*	2,700	
	Equipment Repairs*	300	
	Meter Reading Equipment Repairs*	500	
	Merchant Fees	2,500	
	Fee for Paying Agent	1,100	
	Equipment Maintenance Contracts*	<u>452</u>	15,352
G.8110.0440	Fees, Non Employee		
	Flu Shots*	400	
	Actuarial Fees*	150	
	Audit Services*	<u>2,400</u>	2,950
G.8110.0450	Miscellaneous		
	Uniforms, Meter Readers *	500	
	Postage Expenses *	<u>10,500</u>	11,000
G.8110.0455	Vehicle Expenses		
	Fuel *	1,400	
	Maintenance & Repairs *	600	
	Insurance *	<u>1,680</u>	3,680
G.8110.0460	Materials and Supplies		
	Printed Forms, Bills *	2,500	
	Office Supplies*	<u>725</u>	3,225
G.8110.0465	Equipment < \$5,000		
	Office Desks (3) *	2,000	
	Shelf Unit (2) *	<u>250</u>	2,250
	Total Operating Expenses	\$	<u>39,057</u>

City of Watertown

Fiscal Year: 2013-14
Department: Sewer Administration
Account Code: G8110
Function: Sewer Administration

FY 2013-14 Budget

Fringe Benefits

G.8110.0810	New York State Employees' Retirement System *	\$	24,834
G.8110.0830	Social Security		10,096
G.8110.0840	Workers' Compensation *		100
G.8110.0850	Health Insurance *		<u>27,798</u>
	Total Fringe Benefits	\$	<u>62,828</u>

TOTAL BUDGET

\$ 233,854

* 1/2 expense shared with Water Fund F8310

*** 50% Water/40% Sewer/10% Hydro

**** 40% Water/40% Sewer/20% Hydro

Fiscal Year: 2013-14
Department: Sanitary Sewers
Account Code: G8120
Function: Sewer Operations



Description: This Department is responsible for the repair and maintenance of the City's 69 miles of sanitary sewer mains, 30 miles of combined sewer mains and 2,300 sewer manholes. This department is lead by a Street and Sewer Maintenance Supervisor who is also responsible for the Storm Sewer's A8140 Account, one Working Crew Chief, three Equipment Operators, and a Municipal Worker I. In 2011, the City responded to 1,323 requests for mandatory underground utility locations. Work activities include the cleaning, inspection and repair of sanitary sewer laterals, mains and manholes, relieving sanitary sewer main blockages, and installing new sanitary sewer infrastructure.

2012-13 Accomplishments:

- ✓ Repaired sanitary sewer mains on the 100 block of Paddock Street and the 200 block of Mechanic Street.
- ✓ Cleaned 26,000 feet of main line sewers, televised 19,800 feet of mainline sewers, inspected 72 sanitary sewer laterals undertaking repairs on 13.
- ✓ Completed training for four operators with the updated sewer camera data collection software (Granite XP). Three additional operators from The Development Authority participated in the training.

2013-14 Goals and Objectives:

- Identify sewer infrastructure servicing critical facilities (hospitals, nursing homes, schools) and develop a GIS-based asset management protocol for cleaning and inspecting these pipes on an annual basis to avoid interruptions in service.
- Replace a failing 8" sanitary sewer running between South Massey St and South Orchard St through a newly acquired city lot.
- Continue efforts to update sewer mapping with an emphasis on identifying and correcting mapping conflicts.
- Conduct land clearing operations along the sanitary sewer right of way between Bradley Street and Leray Street.

City of Watertown**Fiscal Year: 2013-14****Department: Sanitary Sewer****Account Code: G8120****Function: Sewer Operations**

<u>Budget Summary</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Personal Services				
110 Salaries	\$ 30,838	\$ 30,448	\$ 31,582	\$ 31,248
120 Clerical	-	-	-	-
130 Wages	155,049	152,677	164,155	159,959
140 Temporary	19	-	-	-
150 Overtime	6,784	5,563	6,000	7,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	577	693	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 193,267</u>	<u>\$ 189,381</u>	<u>\$ 201,737</u>	<u>\$ 198,207</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ 12,500	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,500</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ 513	\$ 409	\$ 592	\$ 460
420 Insurance	2,080	1,848	1,941	2,880
430 Contracted Services	4,186	6,610	11,424	11,056
440 Fees Non Employees	216	295	300	300
450 Miscellaneous	3,455	4,451	8,700	5,745
455 Vehicle Expenses	63,583	59,522	65,185	67,740
460 Materials and Supplies	24,228	40,004	38,000	39,000
465 Equipment < \$5,000	43,868	47,250	49,700	50,100
Total Operating Expenses	<u>\$ 142,129</u>	<u>\$ 160,389</u>	<u>\$ 175,842</u>	<u>\$ 177,281</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 22,157	\$ 30,689	\$ 38,935	\$ 42,416
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	14,247	13,988	15,433	15,163
840 Workers' Compensation	-	525	1,000	1,000
850 Health Insurance	53,012	50,895	55,307	52,522
Total Fringe Benefits	<u>\$ 89,416</u>	<u>\$ 96,097</u>	<u>\$ 110,675</u>	<u>\$ 111,101</u>
Department Total	<u><u>\$ 424,812</u></u>	<u><u>\$ 445,867</u></u>	<u><u>\$ 500,754</u></u>	<u><u>\$ 486,589</u></u>

City of Watertown

Fiscal Year: 2013-14
Department: Sanitary Sewer
Account Code: G8120
Function: Sewer Operations

		<u>FY 2013-14 Budget</u>	
Personal Services			
G.8120.0110	Salaries		
	Sewer Maintenance Supervisor (1)*	\$	31,248
G.8120.0130	Wages		
	Crew Chief (1)***	\$	29,160
	Water Meter Service Mechanic (2)**		40,810
	Motor Equipment Oper. (3)***		71,871
	Municipal Worker I (1)***	<u>18,118</u>	159,959
G.8120.0150	Overtime		<u>7,000</u>
	Total Personal Services	\$	<u>198,207</u>
 Operating Expenses			
G.8120.0410	Utilities		
	Wireless Networking (1/2)*	\$	168
	Cellular Phone (1/2) *		112
	Nextel For GPS (1/2) *	<u>180</u>	\$ 460
G.8120.0420	Insurance		2,880
G.8120.0430	Contracted Services		
	GPS Tracking	156	
	Recertify Safety Equipment (1/2)*	500	
	Chemical Root Control	5,000	
	Camera Software Maintenance (1/2)*	900	
	Camera Equipment Repair (1/2)*	1,500	
	Small Equipment Repair	<u>3,000</u>	11,056
G.8120.0440	Fees, Non Employee		
	Employment Related Testing		300
G.8120.0450	Miscellaneous		
	Safety Apparel	500	
	Employee Safety Training	1,000	
	DEC Permits	1,500	
	Postage and Shipping	600	
	CSX (4) Pipeline Sewer Easements	900	
	Safety Shoes and Uniforms**	<u>1,245</u>	5,745
G.8120.0455	Vehicle Expenses		
	Maintenance & Repairs	26,000	
	Preventive Maintenance	7,000	
	Fuel	26,000	
	Insurance	<u>8,740</u>	67,740

City of Watertown

Fiscal Year: 2013-14
Department: Sanitary Sewer
Account Code: G8120
Function: Sewer Operations

		<u>FY 2013-14 Budget</u>	
G.8120.0460	Materials and Supplies		
	Manholes	3,000	
	Manhole Frames & Covers	4,000	
	Piping and Pipe Fittings	9,500	
	Crusher Run and Related Materials	7,000	
	Asphalt Road Patching Products	5,000	
	Sewer Camera Supplies (1/2) *	1,500	
	Sewer Vac Hose,500LF (1/2)*	1,000	
	Replacement Sewer Cleaning Tools	2,000	
	Residential Lateral Repair Program	2,500	
	Work Zone Safety Devices	500	
	Miscellaneous Supplies	3,000	
		<u>39,000</u>	39,000
G.8120.0465	Other Equipment < \$5,000		
	Portable Generator	1,200	
	Replacement Sewer Bypass Plugs	1,200	
	Replacement Multi-Conductor Camera Cable(1/2)*	2,800	
	Replacement Pump Hose (1/2)*	500	
	Replacement Vibratory Tamper (1-91)	1,900	
	Trench Shoring Equipment (1/2)*	2,500	
	Meter and Meter Parts (1/2) **	40,000	
		<u>50,100</u>	50,100
	Total Operating Expenses		<u>\$ 177,281</u>
Fringe Benefits			
G.8120.0810	New York State Employees' Retirement System *	\$ 42,416	
G.8120.0830	Social Security	15,163	
G.8120.0840	Workers' Compensation *	1,000	
G.8120.0850	Health Insurance *	52,522	
	Total Fringe Benefits	<u>\$ 111,101</u>	
TOTAL BUDGET		<u>\$ 486,589</u>	

* (1/2) A8140
 ** (1/2) F8340
 *** (1/3) A5142

Fiscal Year: 2013-14
Department: Sewage Treatment and Disposal
Account Code: G8130
Function: Sewer Operations



Description: The William T. Field Memorial Pollution Control Plant is a regional 16.0 MGD secondary wastewater treatment and sludge disposal facility serving the Greater Watertown Area with an estimated service population of 65,000. The Plant also operates a NYS Department of Health accredited laboratory. During CY 2012 the facility treated an average 10.9 MGD and removed 4,745 tons of total solids from the waste stream. The facility operates 24 hours per day, 7 days per week, and is staffed with 17 City employees (15 of which are certified by the NYS Department of Environmental Conservation).

2011-12 Accomplishments:

- ✓ In December 2012 the Plant was awarded a \$585,646 NYSERDA Grant to commence with the implementation of modifications to the Sludge disposal building and Incineration processes.
- ✓ Completed the installation, startup and testing of the 3rd variable speed 100 Hp motor and motor driver assembly for the raw sewage lift pump system, bringing overall progress to 3 of 5 motor and motor driver assembly units replaced.
- ✓ Completed the installation of the 208/120 auto transfer switch for the control building.
- ✓ Completed the installation of a tanker dump port station at the influent structure of the Facility.
- ✓ Replaced one trickling filter lift pump and one recirculation pump in the facility's pump station (first set of four sets to be systematically replaced).

2012-13 Goals and Objectives:

- Complete the design of the new disinfection system and start construction of new facilities (scheduled to finish construction in FY 2014-15).
- Acquire and install new 480/277 auto transfer switch in the Control Building.
- Replace second of four sets of the trickling filter pump station recirculation and lift pumps.
- Continue with the implementation of the Sludge Disposal Building Modifications (which includes seeking additional funding opportunities).

City of Watertown

Fiscal Year: 2013-14

Department: Sewage Treatment and Disposal

Account Code: G8130

Function: Sewer Operations

<u>Budget Summary</u>	<u>FY 2010-11 Actual</u>	<u>FY 2011-12 Actual</u>	<u>FY 2012-13 Budget</u>	<u>FY 2013-14 Budget</u>
Personal Services				
110 Salaries	\$ 96,432	\$ 68,950	\$ 65,000	\$ 69,003
120 Clerical	-	-	-	-
130 Wages	601,774	650,240	692,814	758,082
140 Temporary	4,645	-	-	-
150 Overtime	28,264	34,025	32,000	38,400
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	11,200	11,200	11,200	11,200
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 742,315</u>	<u>\$ 764,415</u>	<u>\$ 801,014</u>	<u>\$ 876,685</u>
Equipment				
230 Motor Vehicle	\$ -	\$ 17,576	\$ 22,000	\$ -
250 Other	50,084	-	81,080	181,220
Total Equipment	<u>\$ 50,084</u>	<u>\$ 17,576</u>	<u>\$ 103,080</u>	<u>\$ 181,220</u>
Operating Expenses				
410 Utilities	\$ 918,913	\$ 950,180	\$ 982,200	\$ 1,209,500
420 Insurance	35,214	32,299	33,351	31,387
430 Contracted Services	144,714	81,119	104,575	137,175
440 Fees Non Employees	17,768	17,411	17,300	17,800
450 Miscellaneous	6,304	6,062	10,100	6,050
455 Vehicle Expenses	38,087	24,633	32,367	34,509
460 Materials and Supplies	322,698	364,360	450,995	446,070
465 Equipment < \$5,000	114,858	86,363	68,075	68,120
Total Operating Expenses	<u>\$ 1,598,556</u>	<u>\$ 1,562,427</u>	<u>\$ 1,698,963</u>	<u>\$ 1,950,611</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 90,523	\$ 119,859	\$ 152,434	\$ 184,395
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	56,103	57,548	61,277	67,067
840 Workers' Compensation	721	12,361	35,000	40,000
850 Health Insurance	113,375	103,675	113,173	151,450
Total Fringe Benefits	<u>\$ 260,722</u>	<u>\$ 293,443</u>	<u>\$ 361,884</u>	<u>\$ 442,912</u>
Department Total	<u>\$ 2,651,677</u>	<u>\$ 2,637,861</u>	<u>\$ 2,964,941</u>	<u>\$ 3,451,428</u>

City of Watertown

Fiscal Year: 2013-14
Department: Sewage Treatment and Disposal
Account Code: G8130
Function: Sewer Operations

		<u>FY 2013-14 Budget</u>	
Personnal Services			
G.8130.0110	Salaries		
	Chief WWTP Operator	\$	69,003
G.8130.0130	Wages		
	WWTP O & M Supv.	\$	53,575
	Industrial Pretreatment Laboratory Technician (1)		49,724
	WWTP Lab. Technician (1)		49,705
	WWTP Process Worker III (2)		100,319
	WWTP Process Worker II (2)		88,164
	WWTP Process Worker I (8)		323,699
	WWTP Process Worker I Trainee (1)		33,852
	Municipal Worker I (3)		59,044
			<u>758,082</u>
G.8130.0150	Overtime		38,400
G.8130.0175	Health Insurance Buyout		<u>11,200</u>
	Total Personal Services	\$	<u>876,685</u>
Equipment			
G.8130.0250	Other Equipment > \$5,000		
	Filter Press Pump	\$	112,870
	Grit Conveyors		40,000
	Trickling Filter Lift & Recirculation Pump		28,350
			<u>181,220</u>
	Total Equipment	\$	<u>181,220</u>
Operating Expenses			
G.8130.0410	Utilities		
	Water	\$	80,000
	Electric		1,100,000
	Natural Gas		19,500
	Telephone		10,000
			<u>1,209,500</u>
G.8130.0420	Insurance		31,387
G.8130.0430	Contracted Services		
	Uniform Rental		6,300
	Contract Lab		20,350
	Ash Tipping Fees/Hauling		
	Welding Mach Shop Srv		37,825
	Factory Repair Srv. Elec/Mech		21,900
	Boiler Maint./Contract Maint.		10,300
	Pipe repair		40,000
	Maintenance Contract Copier		500
			<u>137,175</u>
G.8130.0450	Fees, Non Employee		
	Permit Fees		17,800
	Medical Physicals / tests		17,800

City of Watertown

Fiscal Year: 2013-14
Department: Sewage Treatment and Disposal
Account Code: G8130
Function: Sewer Operations

		<u>FY 2013-14 Budget</u>	
G.8130.0450	Miscellaneous		
	Travel and Training	4,000	
	Shipping and Freight Charges	1,250	
	Books and Periodicals	800	6,050
G.8130.0455	Vehicle Expenses		
	Maintenance & Repairs	7,500	
	Diesel, Gas, and Fluids	23,000	
	Insurance	4,009	34,509
G.8130.0460	Materials and Supplies		
	Process Chemicals	225,420	
	Boots, Helmets, Gloves	3,850	
	Supplies; Mech., Control, Safety	95,000	
	Grease & Oil	8,000	
	Office Supplies	2,000	
	Cleaning Supplies	4,000	
	Lab Chemicals & Filter	9,000	
	Building & Grounds Supplies	20,800	
	Misc. Personal Supplies	3,000	
	Fuel Oil for Incinerator	75,000	446,070
G.8130.0465	Equipment < \$5,000		
	I/O Boards, Inst. & Control	6,250	
	Repair Parts - Mech, Elec	2,000	
	Lab Equipment and Glass	3,000	
	Equipment Unit Replacement:		
	Pressure activated Crt Sys	1,700	
	Pump and 3 phase convert.	3,700	
	Fairbanks LS Pump	7,400	
	Exhauster for Chem. Bldg.	3,000	
	Rebuild Kits AS pumps	4,570	
	Impellar for sludge return	4,300	
	Rebuild Kit for Blower	9,000	
	Parts for Gate Operator	8,000	
	Parts and Packing FP Hyd	8,200	
	Driver for TS pump #1	7,000	68,120
	Total Operating Expenses		<u>\$ 1,950,611</u>
Fringe Benefits			
G.8130.0810	New York State Retirement		\$ 184,395
G.8130.0830	Social Security		67,067
G.8130.0840	Workers' Compensation		40,000
G.8130.0850	Health Insurance		151,450
	Total Fringe Benefits		<u>\$ 442,912</u>
TOTAL BUDGET			<u>\$ 3,451,428</u>

G8130 – Sewage Treatment Plant

Fiscal Year 2013-14 Equipment Requests



Filter Press Feed Pump: \$112,870

The filter press feed pump is a large piston driven positive displacement pump feeding thickened sludge slurry to the filter presses for dewatering. The Facility has three and each was installed in the 1979 to 1981 period. They've reached the end of their service life where further repairs and rebuilds are not cost effective. This unit is the first of three scheduled for replacement.



Primary Settling Tank Grit Conveyors: \$40,000



The grit conveyors for the Primary Settling Tanks are original units installed in the 1979-81 construction. The conveyor system carries grit from the aerated tanks and conveys it to a hopper that dumps into a front end loader for ultimate disposal. These have simply worn out and need replacement.

G8130 – Sewage Treatment Plant

Fiscal Year 2013-14 Equipment Requests



Trickling Filter (TF) Lift & Recirculation Pumps: \$28,350

In the same construction period (1979-81) the Trickling Filter Pumping Station was brought into initial service. It is comprised of 4 large lift pumps rated at 6.0 million gallons per day each and 4 recirculation pumps rated at 4.0 million gallons per day each. The units are at the end of their respective service lives. The first lift pump and first recirculation pump were replaced in FY 2012-13. The second lift pump and second recirculation pump are scheduled for replacement FY 2013-14.



City of Watertown

Fiscal Year: 2013-14

Department: Miscellaneous

Account Code: G1990, G9040, G9060, G9061, G9065, G9070, G9089, G9501, G9530, G9950

Function: Government Support

<u>General</u>	<u>FY 2010-11 Actual</u>	<u>FY 2011-12 Actual</u>	<u>FY 2012-13 Budget</u>	<u>FY 2013-14 Budget</u>
G1990 Contingent	\$ -	\$ -	\$ 22,090	\$ 58,066
G9040 Workers' Compensation	5,550	5,225	5,500	6,000
G9060 Health Insurance Premium	126,750	139,110	159,642	170,800
G9061 Other Post Employment Benefits (OPEB)	122,497	92,182	-	-
G9065 Health Insurance Part B.	9,477	11,616	13,187	13,850
G9070 Compensated Absences	(8,366)	8,635	1,000	1,000
G9089 Employee Benefits - Other	673	694	1,000	1,000
G9501 General Liability Reserve	7,500	15,000	15,000	15,000
G9945 Capital Reserve Transfer	-	-	-	-
G9950 Transfer to Capital	<u>870,002</u>	<u>782,016</u>	<u>830,000</u>	<u>485,000</u>
Total Budget	<u>\$ 1,134,083</u>	<u>\$ 1,054,478</u>	<u>\$ 1,047,419</u>	<u>\$ 750,716</u>

Fiscal Year: 2013-14
Department: Debt Service
Account Code: G9710
Function: Debt Service

<u>Debt Service</u>	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Serial Bonds				
G9710.6 Principal	\$ 522,777	\$ 492,301	\$ 451,294	\$ 448,654
G9710.7 Interest	167,634	148,303	134,809	117,710
NYPA Loan				
G9780.6 Principal	1,991	1,836	-	-
G9780.7 Interest	<u>19</u>	<u>5</u>	<u>-</u>	<u>-</u>
Total Budget	<u>\$ 692,421</u>	<u>\$ 642,445</u>	<u>\$ 586,103</u>	<u>\$ 566,364</u>

These accounts represent the annual principal reduction and interest payments on Sewer Fund debt.

OUTSTANDING SERIAL BONDS

DATE OF ISSUE	INTEREST RATE	DATE OF MATURITY	PRINCIPAL	INTEREST	TOTAL	PRINCIPAL BALANCE AT END OF FISCAL YEAR
12/1/1983	9.60%	12/1/2017	\$ 30,000	\$ 11,520	\$ 41,520	\$ 105,000
1/15/2005	2.75 - 4.25%	1/15/2024	55,551	13,170	68,721	270,772
11/15/2005	4.00 - 4.375%	11/15/2020	105,000	30,088	135,088	665,000
2/15/2008	3.25 - 4.00%	2/15/2023	105,000	34,665	139,665	856,000
2/11/2009	2.50 - 3.25%	9/15/2018	81,500	14,312	95,812	431,500
6/15/2010	3.125 - 4.00%	12/15/2024	44,000	10,738	54,738	310,000
4/15/2011 B	2.00 - 3.75%	5/15/2020	<u>27,603</u>	<u>3,214</u>	<u>30,817</u>	<u>95,298</u>
TOTAL			<u>\$ 448,654</u>	<u>\$ 117,707</u>	<u>\$ 566,361</u>	<u>\$ 2,733,570</u>

LIBRARY
FUND

**City of Watertown
Fiscal Year 2013-14 Budget
Library Fund Summary**

	<u>FY 2010-11 Actual</u>	<u>FY 2011-12 Actual</u>	<u>FY 2012-13 Budget</u>	<u>FY 2013-14 Budget</u>
Revenues				
L2082 Library Fines	\$ 16,672	\$ 17,000	\$ 17,000	\$ 19,000
L2760 Library Grant	51,540	49,924	51,484	46,105
L5031 General Fund Transfer	<u>984,210</u>	<u>1,066,499</u>	<u>1,276,677</u>	<u>1,186,868</u>
Sub-Total	\$ 1,052,422	\$ 1,133,423	\$ 1,345,161	\$ 1,251,973
Actual Fund Balance	<u>63,037</u>	<u>61,682</u>		
Appropriated Fund Balance			<u>150,000</u>	<u>50,000</u>
Total Revenues	<u>\$1,115,459</u>	<u>\$1,195,105</u>	<u>\$1,495,161</u>	<u>\$1,301,973</u>

	<u>FY 2010-11 Actual</u>	<u>FY 2011-12 Actual</u>	<u>FY 2012-13 Budget</u>	<u>FY 2013-14 Budget</u>
Expenditures				
Public Library	\$ 814,720	\$ 850,230	\$ 982,285	\$ 1,082,806
Contingent	-	-	3,107	20,500
Workers' Compensation	2,436	2,330	2,500	2,500
Health Insurance Retirees	111,718	102,180	108,074	122,100
Medicare Part B Retirees	17,159	16,489	16,783	17,650
Employee Benefits Other	649	4,065	250	1,000
Compensated Absences	339	347	250	500
Transfer to Capital	-	-	350,000	-
Debt	<u>89,563</u>	<u>90,183</u>	<u>56,637</u>	<u>54,917</u>
Total Expenditures	<u>\$ 1,036,584</u>	<u>\$ 1,065,824</u>	<u>\$ 1,519,886</u>	<u>\$ 1,301,973</u>

**City of Watertown
Fiscal Year 2013-14 Budget
Library Fund Revenue Summary**

	<u>FY 2010-11</u> <u>Actual</u>	<u>FY 2011-12</u> <u>Actual</u>	<u>FY 2012-13</u> <u>Budget</u>	<u>FY 2013-14</u> <u>Budget</u>
Revenues				
L2082 Library Fines	\$ 16,672	\$ 17,000	\$ 17,000	\$ 19,000
L2760 Library Grant	51,540	49,924	51,484	46,105
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Appropriated Fund Balance			<u>150,000</u>	<u>50,000</u>
Total Revenues	<u>\$ 1,115,459</u>	<u>\$ 1,195,105</u>	<u>\$ 1,495,161</u>	<u>\$ 1,301,973</u>

L2082 - Library Fines - Fees charged for over-due and lost books.

L2760 - Library System Grant- Funds received from the North Country Library System.

L5031 - Transfer from General Fund - The contribution from the General Fund that is needed to fund the expenditures of the Library.

Fiscal Year: 2013-14
Department: Library
Account Code: L7410
Function: Culture and Recreation



Description: The Roswell P. Flower Memorial is the chartered public library for the City of Watertown. As the Central Library for the North Country Library System, it receives a significant amount of NY State Aid, in return for which it must meet certain expanded minimum standards of services, and provide open access to the residents of the NCLS service area. The Library provides the community with a wide variety of services by building and maintaining a collection of carefully selected materials, print and otherwise, for the use of the general public. As a repository of culture and a locus for information, instruction and personal and public improvement efforts, the library is a dynamic force for members of this generation and future generations. It is committed to the expansion and improvement of its services and facility for the community of the future.

2012-13 Accomplishments:

- Created and distributed a monthly newsletter outlining library events and news (one for adults and one for children). (ongoing)
- Redesigned the Library website using a free, open source content management platform enabling the library website to have more flexibility and increased visual presentation. (redesigned, not yet released)
- Investigated grant possibilities to preserve and restore artwork and artifacts. (ongoing)
- Continued working with City Planning Staff to develop a plan to address building exterior deterioration.

2013-14 Goals and Objectives:

- Explore new marketing opportunities to promote the library, library programs and collection.
- Investigate ways to increase security training for staff members
- Provide additional technology training (both hardware and software) to library staff in order to better assist the public and to help with their job duties.
- Increase usage of the Genealogy Department through community partnerships and marketing the unique collection more comprehensively.

City of Watertown**Fiscal Year: 2013-14****Department: Library****Account Code: L7410****Function: Library**

<u>Budget Summary</u>	<u>FY 2010-11</u>	<u>FY 2011-12</u>	<u>FY 2012-13</u>	<u>FY 2013-14</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Personal Services				
110 Salaries	\$ 142,710	\$ 127,052	\$ 126,569	\$ 130,392
120 Clerical	194,454	197,736	337,201	371,998
130 Wages	109,459	168,507	54,736	54,736
140 Temporary	21,470	13,993	15,080	44,200
150 Overtime	2,637	2,299	2,300	3,200
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	2,800	2,800	2,800	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allow.	-	-	-	-
Total Personal Services	\$ 473,530	\$ 512,387	\$ 538,686	\$ 604,526
Equipment				
210 Furniture and Furnishings	\$ -	\$ -	\$ -	\$ -
220 Office Equipment	-	-	-	-
230 Motor Vehicle	-	-	-	-
240 Highway and Street	-	-	-	-
250 Other	-	-	-	-
Total Equipment	\$ -	\$ -	\$ -	\$ -
Operating Expenses				
410 Utilities	\$ 77,026	\$ 73,652	\$ 82,830	\$ 80,950
420 Insurance	10,074	11,599	12,749	12,510
430 Contracted Services	19,489	17,700	42,950	58,265
440 Fees Non Employees	186	176	250	250
450 Miscellaneous	5,589	6,602	9,000	9,325
455 Dept. Vehicle Expense	-	-	-	-
460 Materials and Supplies	12,896	11,825	11,500	12,500
465 Equipment < \$5,000	50,941	21,894	51,000	34,510
Total Operating Expenses	\$ 176,201	\$ 143,448	\$ 210,279	\$ 208,310
Fringe Benefits				
810 New York State Retirement	\$ 55,552	\$ 76,987	\$ 103,426	\$ 119,518
820 Police/Fire Retirement	-	-	-	-
830 Social Security	35,102	38,015	41,209	44,019
840 Workers' Compensation	111	291	-	250
850 Health Insurance	74,224	79,102	88,685	106,183
Total Fringe Benefits	\$ 164,989	\$ 194,395	\$ 233,320	\$ 269,970
Department Total	\$ 814,720	\$ 850,230	\$ 982,285	\$ 1,082,806

City of Watertown

Fiscal Year: 2013-14

Department: Library

Account Code: L7410

Function: Library

		<u>FY 2013-14 Budget</u>	
Personal Services			
L.7410.0110	Salaries		
	Library Director	\$ 76,024	
	Librarian III	<u>54,368</u>	\$ 130,392
L.7410.0110	Clerical		
	Librarian II	54,381	
	Librarian I (2)	88,228	
	Secretary	36,565	
	Senior Library Clerk	35,024	
	Library Clerk (4)	<u>157,800</u>	371,998
L.7410.0130	Wages		
	Custodial and Maintenance Supervisor	22,566	
	Laborer (2) (1/2)	<u>32,170</u>	54,736
L.7410.0140	Temporary		44,200
L.7410.0150	Overtime		3,200
L.7410.0175	Health Insurance Buyout		-
	Total Personal Services		<u>\$ 604,526</u>
Operating Expenses			
L.7410.0410	Utilities		
	Water and Sewer	1,950	
	Electric	70,000	
	Telephone	2,500	
	Gas	<u>6,500</u>	80,950
L.7410.0420	Insurance		12,510
L.7410.0430	Contracted Services		
	Telephone/elevator/fire alarm system	2,300	
	Security	43,000	
	Security Camera Service Calls	575	
	Monthly mop rental	460	
	Library Metricks Comp.Reser. System	609	
	Joint Automation Board Fee (NCLS)	6,470	
	Overdrive fee (ebooks and audiobooks)	2,048	
	NNY Library Network Fee	55	
	TekCollect (Collection Fees)	75	
	Fire Extinguisher Inspection	173	
	Heat Pump and Other Maintenance	<u>2,500</u>	58,265
L.7410.0440	Flu Shots		250
L.7410.0450	Miscellaneous		
	Postage	2,500	
	Programming/Promotional	3,000	
	Travel & Training	2,025	
	Miscellaneous Expenses	<u>1,800</u>	9,325

City of Watertown

Fiscal Year: 2013-14

Department: Library

Account Code: L7410

Function: Library

		<u>FY 2013-14 Budget</u>	
L.7410.0460	Materials and Supplies		
	Library Supplies	3,500	
	Office Supplies	3,000	
	Maintenance Supplies	<u>6,000</u>	12,500
L.7410.0465	Equipment < \$5,000		
	Computer Upgrade	3,875	
	Window Replacement	635	
	Books	<u>30,000</u>	<u>34,510</u>
	Total Operating Expenses		<u>\$ 208,310</u>
Fringe Benefits			
L.7410.0810	New York State Employees' Retirement System	\$	119,518
L.7410.0830	Social Security		44,019
L.7410.0840	Workers' Compensation		250
L.7410.0850	Health Insurance		<u>106,183</u>
	Total Fringe Benefits	\$	<u>269,970</u>
	TOTAL BUDGET	\$	<u>1,082,806</u>

City of Watertown

Fiscal Year: 2013-14
Department: Debt Service
Account Code: F9710
Function: Debt Service

General	FY 2011-12			
	FY 2010-11 Actual	Actual	FY 2012-13 Budget	FY 2013-14 Budget
L1990 Contingent	\$ -	\$ -	\$ 3,107	\$ 20,500
L9040 Workers' Compensation	2,436	2,330	2,500	2,500
L9050 Unemployment Insurance	-	-	-	-
L9060 Health Insurance - Retirees	111,718	102,180	108,074	122,100
L9065 Health Medicare Part B	17,159	16,489	16,783	17,650
L9070 Compensated Absences	649	4,065	250	1,000
L9089 Employee Benefits Other	339	347	250	500
L9950 Transfer to Capital	-	-	350,000	-
General Expenses Total	\$ 132,301	\$ 125,411	\$ 480,964	\$ 164,250

Debt Expenses	FY 2011-12			
	FY 2010-11 Actual	Actual	FY 2012-13 Budget	FY 2013-14 Budget
L9710.6 Serial Bond Principal	\$ 53,075	\$ 57,330	\$ 43,000	\$ 43,000
L9710.7 Serial Bond Interest	17,706	15,643	13,637	11,917
L9780.6 Loan Principal	18,608	17,159	-	-
L9780.7 Loan Interest	174	51	-	-
Debt Expenses Total	\$ 89,563	\$ 90,183	\$ 56,637	\$ 54,917

OUTSTANDING SERIAL BONDS

DATE OF ISSUE	INTEREST RATE	DATE OF MATURITY	2013-14 PRINCIPAL	2013-14 INTEREST	TOTAL	PRINCIPAL BALANCE AT END OF FISCAL YEAR
11/15/2005	4.00 - 4.375%	11/15/2020	\$ 43,000	\$ 11,917	\$ 54,917	\$ 263,000
TOTAL			\$ 43,000	\$ 11,917	\$ 54,917	\$ 263,000

TOURISM FUND

Fiscal Year: 2012-13
Department: Tourism Fund
Account Code: CT
Function: Economic Development



Description: In 1988, the County implemented legislation enacting a 3% Bed Tax. Based on revenue generated from hotel rooms in the City, the County receives 2% for administration and the City and County each receive 50% of the remaining balance. Funds must be used to promote and develop tourism in the City of Watertown.

2012-13 Accomplishments:

- ✓ Worked with the Thousand Islands Regional Tourism Council to promote the attractions within the City of Watertown, to people who are visiting the area and to local residents.
- ✓ Worked with local organizations that hold community wide events that promote the City of Watertown as a destination.
- ✓ Working with the Thompson Park Conservancy on the reconstruction of the Aviary as a Learning Center.

2013-14 Goals and Objectives:

- Continue to work with the Thousand Islands Regional Tourism Council to promote the attractions within the City of Watertown, to people who are visiting the area and to local residents.
- Continue to work with local organizations that hold community wide events that promote the City of Watertown as a destination.
- Complete construction of Learning Center at Thompson Park.

Tourism Fund

City of Watertown

2013-14

	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 BUDGET	2013-14 BUDGET
Revenues				
CT.1113 Occupancy Tax	\$ 208,453	\$ 221,947	\$ 211,000	\$ 237,000
CT.2401 Interest and Earnings	968	214	375	100
CT.2705 Gifts and Donations	-	-	-	-
Sub-Total	209,421	222,161	211,375	237,100
Actual Fund Balance	159,840	30,290		
Appropriated Fund Balance			-	-
Total Revenues	\$ 369,261	\$ 252,451	\$ 211,375	\$ 237,100

	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 BUDGET	2013-14 BUDGET
Expenditures				
CT6410 Publicity	\$ 40,371	\$ 45,284	\$ 50,000	\$ 50,000
CT9510 Transfer to General Fund	255,825	187,000	161,375	187,100
CT9950 Transfer to Capital Fund	42,775	-	-	-
Total Expenditures	\$ 338,971	\$ 232,284	\$ 211,375	\$ 237,100

RESERVE FUNDS

Mandatory Reserve Fund

City of Watertown

2013-14

Revenues	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 BUDGET	2013-14 BUDGET
CM.2401 Interest and Earning	\$ 5,812	\$ 3,908	\$ 2,475	\$ 1,392
Sub-Total	5,812	3,908	2,475	1,392
Actual Fund Balance	<u>132,951</u>	<u>89,314</u>		
Appropriated Fund Balance			<u>23,074</u>	<u>5,707</u>
Total Revenues	<u>\$ 138,763</u>	<u>\$ 93,222</u>	<u>\$ 25,549</u>	<u>\$ 7,099</u>

Expenditures	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 BUDGET	2013-14 BUDGET
CM.9710.6 Serial Bond Principal	\$ 43,224	\$ 312,224	\$ 22,808	\$ 5,500
CM.9710.7 Serial Bond Interest	<u>6,225</u>	<u>4,235</u>	<u>2,741</u>	<u>1,599</u>
Total Expenditures	<u>\$ 49,449</u>	<u>\$ 316,459</u>	<u>\$ 25,549</u>	<u>\$ 7,099</u>

On March 1, 2006 the City transferred ownership of the Watertown International Airport to Jefferson County. At the time of transfer, the City had various serial bonds outstanding related to past airport capital projects. The total principal and interest outstanding was \$414,136. The principal and interest outstanding at the end of the fiscal year ending June 30, 2014 will be \$28,250. An amount equal to the present value of the principal and interest was paid by the County to the City. The City then purchased State and Local Government Series securities to provide for the future debt service payments. Debt related to the airport will be retired in the fiscal year ending June 30, 2020.

Compensation Reserve Fund

City of Watertown

2013-14

	2010-11	2011-12	2012-13	2013-14
Revenues	ACTUAL	ACTUAL	BUDGET	BUDGET
CR.2401 Interest and Earnings	\$ 1,432	\$ 952	\$ 790	\$ 325
CR.5031 Interfund Transfers	-	-	-	-
Sub-Total	1,432	952	790	325
Actual Fund Balance	<u>314,352</u>	<u>315,784</u>		
Appropriated Fund Balance			-	-
Total Revenues	<u>\$ 315,784</u>	<u>\$ 316,736</u>	<u>\$ 790</u>	<u>\$ 325</u>

	2010-11	2011-12	2012-13	2013-14
Expenditures	ACTUAL	ACTUAL	BUDGET	BUDGET
CR.1930.0430 Compensation Settlement	\$ -	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

In accordance with New York State guidelines, the City has established this reserve fund for Workers' Compensation claims. As of June 30, 2012 the balance in the fund was \$316,736.

Risk Retention Fund

City of Watertown

2013-14

Revenues	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 BUDGET	2013-14 BUDGET
CS.2401 Interest and Earnings	\$ 1,711	\$ 559	\$ 325	\$ 225
CS.5031 Interfund Transfers	<u>40,000</u>	<u>105,000</u>	<u>105,000</u>	<u>105,000</u>
Sub-Total	41,711	105,559	105,325	105,225
Actual Fund Balance	<u>127,299</u>	<u>149,273</u>		
Appropriated Fund Balance			-	-
Total Revenues	<u>\$ 169,010</u>	<u>\$ 254,832</u>	<u>\$ 105,325</u>	<u>\$ 105,225</u>

Expenditures	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 BUDGET	2013-14 BUDGET
CS.1740.0430 Administration	\$ 19,558	\$ 15,673	\$ 20,000	\$ 20,000
CS.1930.0430 Judgments & Claims	<u>180</u>	<u>897</u>	<u>5,000</u>	<u>5,000</u>
Total Expenditures	<u>\$ 19,738</u>	<u>\$ 16,570</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>

In accordance with New York State guidelines, the City has established this reserve fund to pay claims and judgments for the City's general liability. At June 30, 2012 the balance in the reserve fund was \$ 238,262.

Debt Service Fund

City of Watertown

2013-14

Revenues	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 BUDGET	2013-14 BUDGET
V.2401 Interest and Earning	\$ 950	\$ 361	\$ 100	\$ 100
V.2710 Premium and Accrued Interest on Obligations	72,668	-	25,000	25,000
V.5031 Interfund Transfers	9,125	-	-	-
V.5791 Proceeds of Advance Refunding	<u>7,130,911</u>	<u>-</u>	<u>-</u>	<u>-</u>
Sub-Total	7,213,654	361	25,100	25,100
Appropriated Fund Balance	<u>241,053</u>	<u>141,628</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>\$ 7,454,707</u>	<u>\$ 141,989</u>	<u>\$ 25,100</u>	<u>\$ 25,100</u>

Expenditures	2010-11 ACTUAL	2011-12 ACTUAL	2012-13 BUDGET	2013-14 BUDGET
V.9510 Transfer to General Fund	\$ 164,097	\$ 141,989	\$ 25,100	\$ 25,100
V.9991 Payment to Escrow Agent and Professionals	<u>7,148,982</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>\$ 7,313,079</u>	<u>\$ 141,989</u>	<u>\$ 25,100</u>	<u>\$ 25,100</u>

The Debt Service Fund is used to record unexpended proceeds of long-term debt and premiums received from the issuance of bond anticipation notes and serial bonds for capital projects. The revenue credited to this fund is then transferred to the fund ultimately responsible for paying the debt borrowed to finance the capital project.

SELF-
FUNDED
HEALTH
INSURANCE
FUND

Fiscal Year: 2013-14
Department: Self Funded Health Insurance
Account Code: MS
Function: Employee Fringe Benefits



Description: The City self insures its Health Insurance benefits for its eligible active and retired employees. A third party administrator, POMCO, administers the program for a fee. To insure against catastrophic losses, the City purchases "stop-loss" insurance for losses exceeding \$150,000. At June 30, 2012 the fund balance was \$1,949,411.

2012-13 Accomplishments:

- ✓ Monitored the Federal Health Care Reform Act and assessed their impact on the City's Health Insurance plan. Worked with the Health Insurance Committee to implement changes and communicate changes and potential impact to our employees.
- ✓ Continued to work with Health Insurance Committee and plan enrollees to address growing costs associated with plan benefits. With Unions look at CanRx and other options that will reduce the City's cost of providing prescription coverage.
- ✓ Analyzed options available to the City to determine the best way to provide benefits under the new Health Care Reform Act, i.e. stay with current health care plan or switch over to national program, in full or in part.

2013-14 Goals and Objectives:

- Continue to monitor the Federal Health Care Reform Act and assess their impact on the City's Health Insurance plan. Work with the Health Insurance Committee to implement changes and communicate changes and potential impact to our employees.
- Continue to work with Health Insurance Committee and plan enrollees to address growing costs associated with plan benefits. With Unions look at CanRx and other options that will reduce the City's cost of providing prescription coverage.
- Actively work with Health Insurance committee to complete RFP process and make recommendation to City Council for Third Party Administrators for City's health insurance and prescription drug plans.

City of Watertown

Fiscal Year: 2013-14
Department: Self-Funded Health Insurance
Account Code: MS
Function: Employee Fringe Benefits

	2010-11	2011-12	2012-13	2013-14
	ACTUAL	ACTUAL	BUDGET	BUDGET
Revenues				
MS.1270 Shared Service Charges	\$ 6,501,539	\$ 6,355,488	\$ 6,849,143	\$ 7,043,572
MS.2401 Interest Revenue	10,182	5,925	5,000	500
MS.2680 Insurance Recovery	410,727	434,428	250,000	100,000
MS.2700 Medicare Part D Reimb.	184,871	188,137	160,000	190,000
MS.2701 Refund of Prior Year Expend.	1,095	-	-	-
MS.2708 Employee Contribution	430,393	420,896	477,391	484,267
MS.2709 Retired Employee Contribution	128,146	118,746	124,983	107,234
MS.2771 Prescription Reimbursement	99,766	157,575	85,000	75,000
MS.4389 Federal Early Retiree Program	<u>300,951</u>	<u>34,974</u>	<u>-</u>	<u>-</u>
Sub-Total	8,067,670	7,716,169	7,951,517	8,000,573
Beginning Fund Balance	<u>1,916,539</u>	<u>1,799,481</u>		
Appropriated Fund Balance ERRP			-	
Appropriated Fund Balance			<u>310,000</u>	<u>200,000</u>
Total Revenues	\$9,984,209	\$9,515,650	\$8,261,517	\$8,200,573
<hr/>				
	2010-11	2011-12	2012-13	2013-14
	ACTUAL	ACTUAL	BUDGET	BUDGET
Expenditures				
MS.1710 Administration	\$ 612,541	\$ 621,067	\$ 667,679	\$ 611,573
MS 9060.0800.002 Medical Claims	5,156,764	4,354,097	4,881,231	4,942,000
MS 9060.0800.003 Prescription	<u>2,415,422</u>	<u>2,591,076</u>	<u>2,712,607</u>	<u>2,647,000</u>
Total Expenditures	\$ 8,184,727	\$ 7,566,240	\$ 8,261,517	\$ 8,200,573

City of Watertown

Fiscal Year: 2013-14

Department: Self-Funded Health Insurance

Account Code: MS

Function: Employee Fringe Benefits

2013-14 BUDGET

Personal Services

MS.1710.0110	Salaries	
	Fringe Benefits Manager	\$ 18,477
	Total Personal Services	<u>\$ 18,477</u>

Operating Expenses

MS.1710.0420	Insurance	
	Stop Loss Insurance	\$ 393,000
MS.1710.0430	Contracted Services	
	POMCO and ProAct Admin Fees	185,825
MS.1710.0440	Fees, Non Employee	
	Attestation	1,550
MS.1710.0450	Miscellaneous	100
MS.1710.0460	Materials and Supplies	
	Supplies	<u>500</u>
	Total Operating Expenses	<u>\$ 580,975</u>

Fringe Benefits

MS.1710.0810	New York State Employees' Retirement System	\$ 3,954
MS.1710.0830	Social Security	1,413
MS.1710.0850	Health Insurance	<u>6,754</u>
	Total Fringe Benefits	<u>\$ 12,121</u>

TOTAL BUDGET \$ 611,573

CAPITAL
PROJECTS
FUND

**CITY OF WATERTOWN
FISCAL YEAR 2013-14 BUDGET
COMPUTATION OF DEBT LIMIT
As of June 30, 2013**

Five Year Average Full Valuation of Taxable Real Property	\$	1,069,057,018
Debt Limit - 7% thereof	\$	74,833,991

Inclusions:

Outstanding Bonds	\$	21,130,000
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Exclusions:

Self-liquidating Debt	\$	5,212,276
Water Debt		3,074,070
Sewer Debt		3,182,224
Cash on Hand in Mandatory Reserve		33,750
Refunded Bonds		-
Appropriations		-
		-
	\$	11,502,320

Total Net Indebtedness	\$	9,627,680
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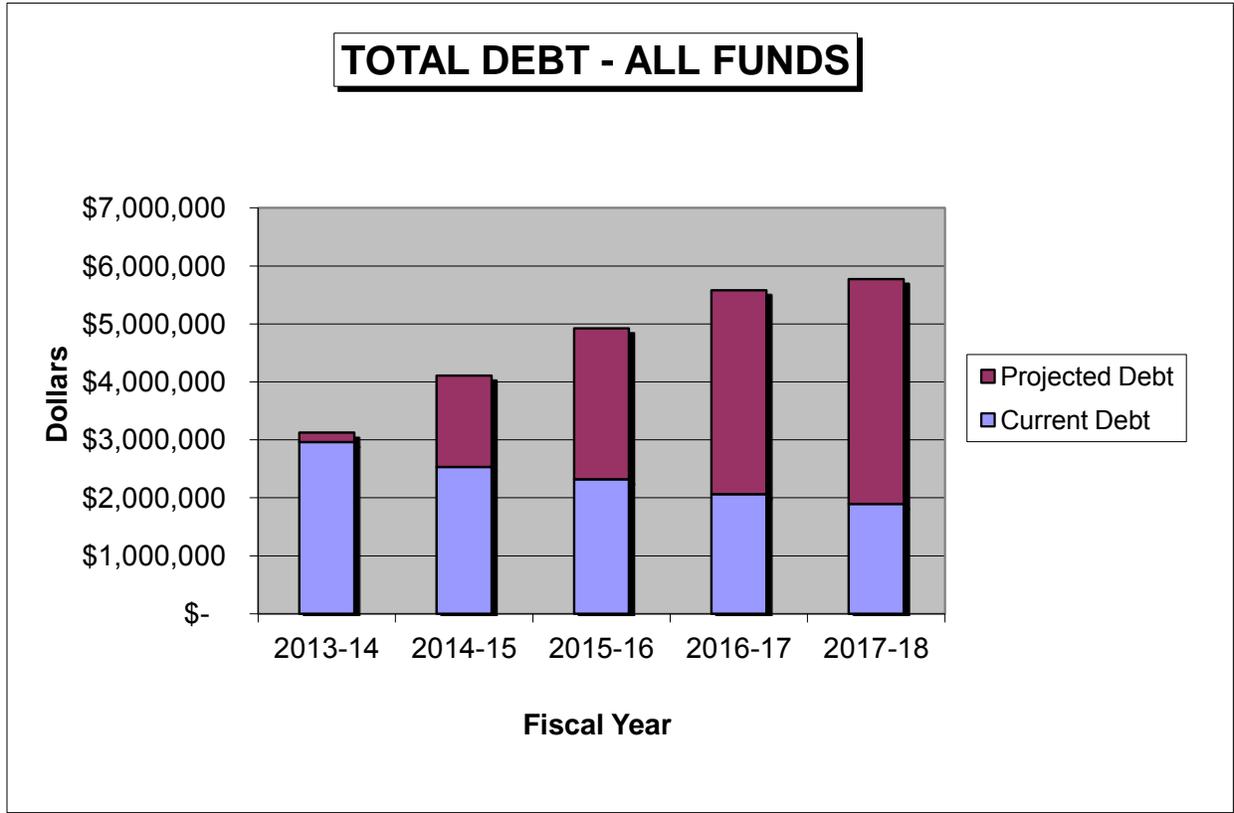
Net Debt Contracting Margin	\$	65,206,311
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The percent of debt contracting power exhausted is 12.87%

DEBT

ALL FUNDS

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Current Debt **	\$ 2,959,762	\$ 2,533,509	\$ 2,317,610	\$ 2,061,360	\$ 1,893,370
Projected New Debt	\$ 165,383	\$ 1,575,988	\$ 2,607,351	\$ 3,519,115	\$ 3,881,000
TOTAL	<u>\$ 3,125,145</u>	<u>\$ 4,109,497</u>	<u>\$ 4,924,960</u>	<u>\$ 5,580,475</u>	<u>\$ 5,774,370</u>



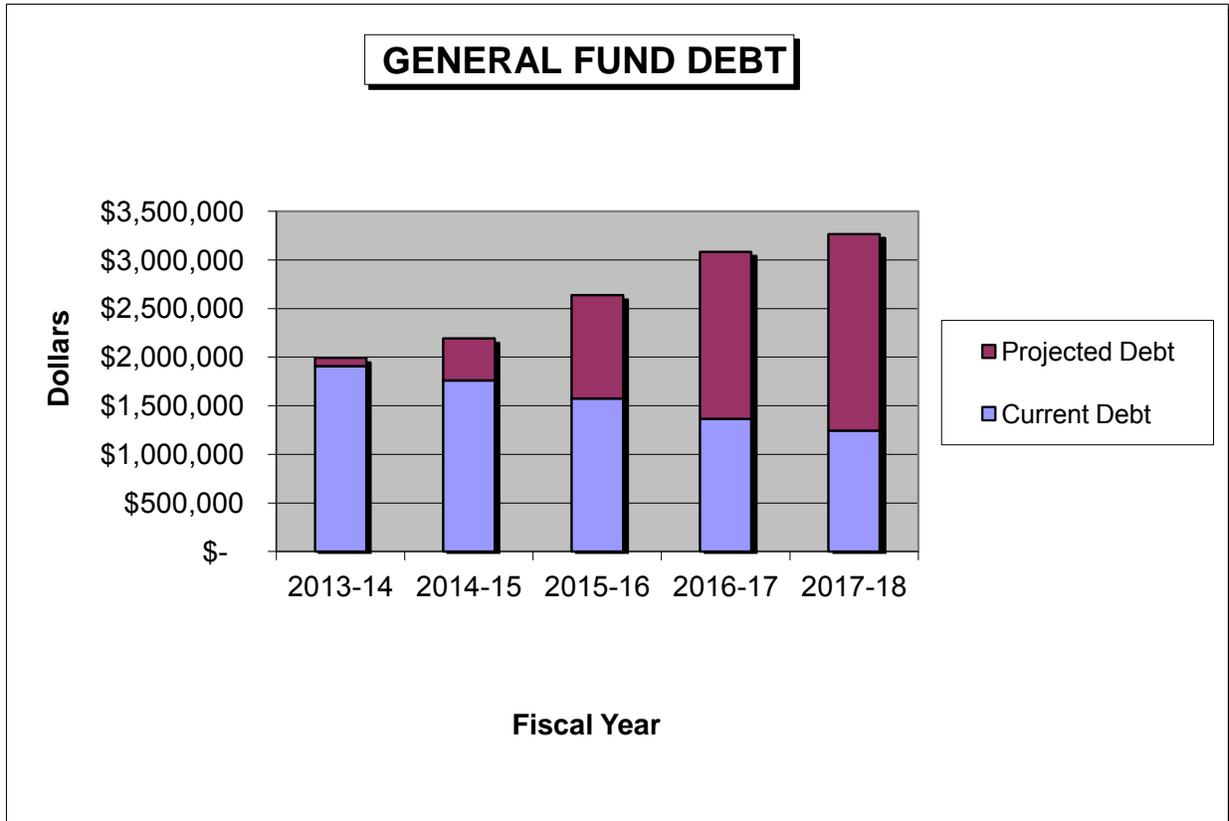
**Current debt is net of the following debt that will have offsetting revenues:

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Hydro-electric debt	\$ 644,247	\$ 640,633	\$ 604,823	\$ 594,440	\$ 597,658
Water Treatment Plant debt applicable to DANC	\$ 34,385	\$ 32,123	\$ 30,786	\$ 31,568	\$ 30,804
Wastewater Treatment Plant debt applicable to DANC	\$ 34,877	\$ 269,409	\$ 264,159	\$ 252,360	\$ 241,282

DEBT

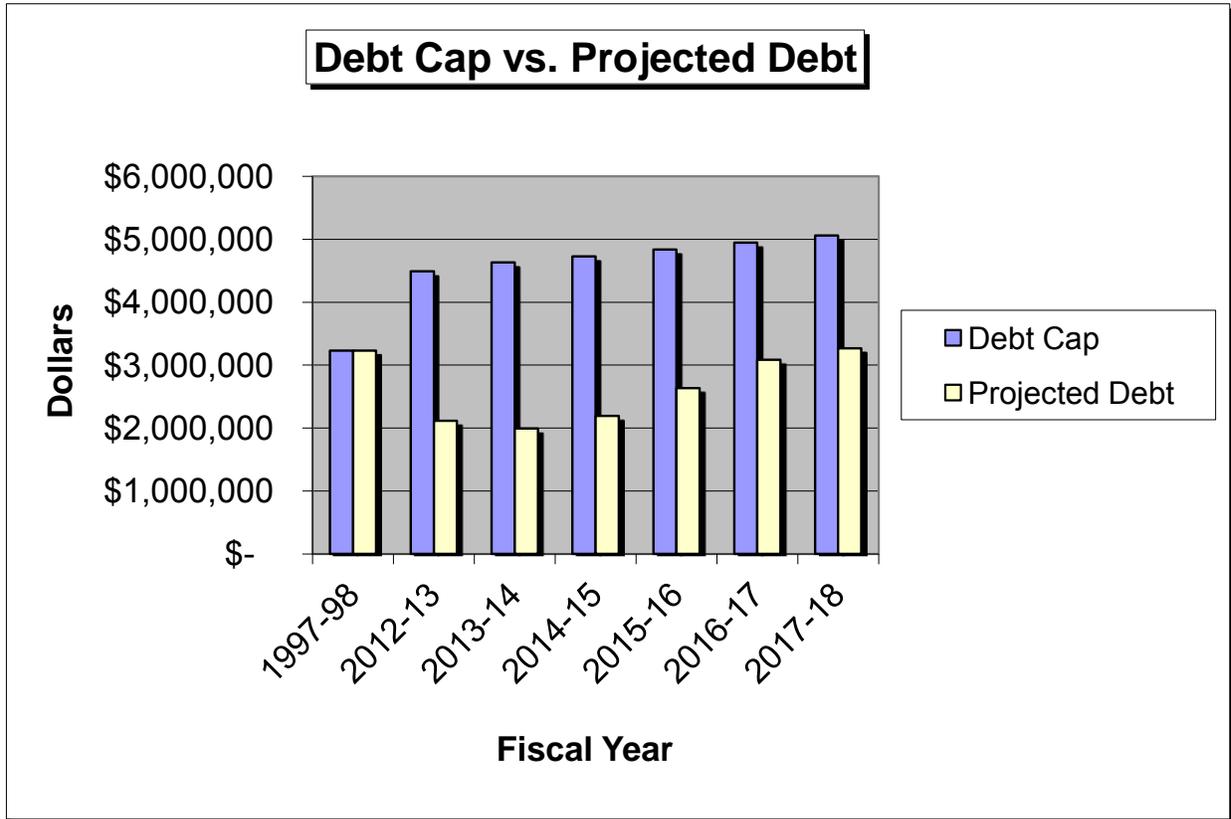
GENERAL FUND

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Current Debt	\$ 1,906,871	\$ 1,759,924	\$ 1,574,309	\$ 1,366,309	\$ 1,243,509
Projected New Debt	\$ 85,250	\$ 433,700	\$ 1,062,588	\$ 1,716,853	\$ 2,022,897
TOTAL	<u>\$ 1,992,121</u>	<u>\$ 2,193,624</u>	<u>\$ 2,636,897</u>	<u>\$ 3,083,162</u>	<u>\$ 3,266,406</u>



GENERAL FUND DEBT CAP

<u>Fiscal Year</u>		<u>Debt Cap</u>	Actual / Projected <u>Debt</u>
1997-98	base year	\$ 3,231,475	\$ 3,231,475
2012-13	actual	\$ 4,491,029	\$ 2,117,594
2013-14	actual	\$ 4,632,790	\$ 1,992,121
2014-15	projected	\$ 4,728,787	\$ 2,193,624
2015-16	projected	\$ 4,837,059	\$ 2,636,897
2016-17	projected	\$ 4,947,810	\$ 3,083,162
2017-18	projected	\$ 5,061,097	\$ 3,266,406



The general fund has a self-imposed debt cap established by City Council. The base year for the cap is FY 1997-98 and the base amount represent's FY 1997-98's principal and interest payment. The base amount has been increased each year by the Consumer Price Index - All Urban Consumers (1982-84 = 100). Part of the City's capital budget process is to project the self-imposed debt cap for the next 4 fiscal years and compare the actual and projected debt amounts for those years to the self-imposed limit and develop a plan that stays under the debt cap limit.

The City excludes the debt payments (actual and projected) related to the hydro-electric facility from the self-imposed debt cap calculation as the hydro-electric plant generates revenue significant enough to cover the related debt payments.

Debt excluded from the debt cap calculation:

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Hydro-electric debt	\$ 644,247	\$ 640,633	\$ 604,823	\$ 594,440	\$ 597,658

**CITY OF WATERTOWN
CAPITAL BUDGET
FY 2013/14 - FY 2017/18**

<u>Funding Source</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>
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GENERAL FUND - Facility Improvements

Arena						
Bleacher replacement	D	\$ 450,000	\$ -	\$ -	\$ -	\$ -
Storage pole barn	D	\$ 275,000	\$ -	\$ -	\$ -	\$ -
Arena Rehabilitation Project	D	\$ 3,630,000	\$ -	\$ -	\$ -	\$ -
Total Arena		\$ 4,355,000	\$ -	\$ -	\$ -	\$ -
Athletics						
Restroom renovations - North	O	\$ -	\$ 30,000	\$ -	\$ -	\$ -
Total Athletics		\$ -	\$ 30,000	\$ -	\$ -	\$ -
DPW Newell Street Facilities						
Exterior Freight Delivery System and Building Modifications	R	\$ 150,000	\$ -	\$ -	\$ -	\$ -
Employee parking lot	O	\$ -	\$ -	\$ -	\$ 150,000	\$ -
Buildings and Grounds garage	D	\$ -	\$ -	\$ -	\$ -	\$ 2,100,000
Total DPW Newell Street Facilities		\$ 150,000	\$ -	\$ -	\$ 150,000	\$ 2,100,000
DPW Snow Removal						
Snow Dump Platform Rehabilitation	R	\$ 90,000	\$ -	\$ -	\$ -	\$ -
Salt Storage Facility	D	\$ -	\$ -	\$ -	\$ -	\$ 225,000
Total DPW Snow Removal		\$ 90,000	\$ -	\$ -	\$ -	\$ 225,000
Fairgrounds						
Grandstand driveway and parking (phase I)	R	\$ -	\$ 100,000	\$ -	\$ -	\$ -
Grandstand driveway and parking (phase II)	R	\$ -	\$ -	\$ -	\$ 100,000	\$ -
Total Fairgrounds		\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -
Fire						
Station #1 overhead door system	O	\$ -	\$ 27,500	\$ -	\$ -	\$ -
Storage building	D	\$ -	\$ -	\$ 250,000	\$ -	\$ -
Total Fire		\$ -	\$ 27,500	\$ 250,000	\$ -	\$ -
Municipal Building						
HVAC and building envelope upgrades	D	\$ -	\$ -	\$ 1,055,000	\$ -	\$ -
Sally Port	D	\$ -	\$ -	\$ 548,000	\$ -	\$ -
Total Municipal Building		\$ -	\$ -	\$ 1,603,000	\$ -	\$ -
Police						
Range lead abatement	O	\$ -	\$ -	\$ 75,000	\$ -	\$ -
Total Police		\$ -	\$ -	\$ 75,000	\$ -	\$ -
Pools						
Flynn Pool Heating System	O	\$ -	\$ 30,000	\$ -	\$ -	\$ -
Thompson Park pool	D	\$ -	\$ -	\$ 667,000	\$ -	\$ -
Total Pools		\$ -	\$ 30,000	\$ 667,000	\$ -	\$ -
Thompson Park						
Pavilion and Restroom Roof replacement	R	\$ 200,000	\$ -	\$ -	\$ -	\$ -
Pinnacle Wood Walk Wall Rehabilitation	R	\$ -	\$ -	\$ 150,000	\$ -	\$ -
Playground cushion replacement	D	\$ -	\$ -	\$ -	\$ 150,000	\$ -
Playground replacement	D	\$ -	\$ -	\$ -	\$ 200,000	\$ -
Stone work rehabilitation	O	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
Total Thompson Park		\$ 200,000	\$ -	\$ 150,000	\$ 400,000	\$ 50,000
Total Facility Improvements						
		\$ 4,795,000	\$ 187,500	\$ 2,745,000	\$ 650,000	\$ 2,375,000
Debt						
Debt	D	\$ 4,355,000	\$ -	\$ 2,520,000	\$ 350,000	\$ 2,325,000
Operating fund transfer	O	-	87,500	75,000	200,000	50,000
Grant	G	-	-	-	-	-
Reserve fund transfer	R	440,000	100,000	150,000	100,000	-
Total Facility Improvements By Funding Sources		\$ 4,795,000	\$ 187,500	\$ 2,745,000	\$ 650,000	\$ 2,375,000

**CITY OF WATERTOWN
CAPITAL BUDGET
FY 2013/14 - FY 2017/18**

<u>Funding Source</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>
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GENERAL FUND - Vehicles and Equipment

Arena						
Zamboni	R	\$ -	\$ 100,000	\$ -	\$ -	\$ -
AWD front-mounted mower with cab and snow attachments	O	\$ -	\$ 35,000	\$ -	\$ -	\$ -
4x4 Pickup truck with plow	O	\$ -	\$ 32,000	\$ -	\$ -	\$ -
4x4 pickup truck w/plow & lift gate	O	\$ -	\$ -	\$ 35,000	\$ -	\$ -
Total Arena		\$ -	\$ 167,000	\$ 35,000	\$ -	\$ -
Bus						
Transit bus (5)	G(90%)/ R(10%)	\$ -	\$ 1,900,000	\$ -	\$ -	\$ -
Transit fare collection and processing system	O	\$ -	\$ 75,000	\$ -	\$ -	\$ -
Para-transit bus	G(90%) O(10%)	\$ -	\$ -	\$ 65,000	\$ -	\$ -
Para-transit bus	G(90%) O(10%)	\$ -	\$ -	\$ 65,000	\$ -	\$ -
Total Bus		\$ -	\$ 1,975,000	\$ 130,000	\$ -	\$ -
Central Garage						
Garage service truck w/crane	O	\$ -	\$ 75,000	\$ -	\$ -	\$ -
Total Central Garage		\$ -	\$ 75,000	\$ -	\$ -	\$ -
Code Enforcement						
Pickup truck	O	\$ -	\$ 25,000	\$ -	\$ -	\$ -
Pickup truck	O	\$ -	\$ -	\$ 25,000	\$ -	\$ -
Total Code Enforcement		\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -
DPW Administration						
Supervisor compact pickup truck	O	\$ -	\$ 27,500	\$ -	\$ -	\$ -
Engineer Technician Vehicle	O	\$ -	\$ 27,500	\$ -	\$ -	\$ -
Superintendent Vehicle	O	\$ -	\$ -	\$ 30,000	\$ -	\$ -
Total DPW Administration		\$ -	\$ 55,000	\$ 30,000	\$ -	\$ -
Electric						
Pickup truck with service body	O	\$ -	\$ 33,000	\$ -	\$ -	\$ -
Total Electric		\$ -	\$ 33,000	\$ -	\$ -	\$ -
Engineering						
4x2 Pickup truck with service body (sidewalk program)	O	\$ -	\$ -	\$ -	\$ 35,000	\$ -
Total Engineering		\$ -	\$ -	\$ -	\$ 35,000	\$ -
Fire						
Turnout gear replacements (20)	O	\$ -	\$ 51,000	\$ 51,000	\$ 51,000	\$ -
Engine 5 replacement	D	\$ -	\$ 550,000	\$ -	\$ -	\$ -
Pickup truck with plow	O	\$ -	\$ 38,500	\$ -	\$ -	\$ -
Engine 1 Refurbishment	R	\$ -	\$ -	\$ 120,000	\$ -	\$ -
Vehicle laptop replacements	O	\$ -	\$ -	\$ 50,000	\$ -	\$ -
Ladder Truck 2 Replacement	D	\$ -	\$ -	\$ -	\$ 1,335,000	\$ -
Vehicle replacement	O	\$ -	\$ -	\$ -	\$ -	\$ 42,000
Vehicle replacement	O	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Total Fire		\$ -	\$ 639,500	\$ 221,000	\$ 1,386,000	\$ 82,000
Hydro-electric Facility						
Trash rack rake equipment	D	\$ 240,000	\$ -	\$ -	\$ -	\$ -
PLC Systems Upgrade	O	\$ -	\$ 30,000	\$ -	\$ -	\$ -
Excitation System Upgrade, Unit #1-3	O	\$ -	\$ 80,000	\$ 80,000	\$ 80,000	\$ -
Total Hydro-electric Facility		\$ 240,000	\$ 110,000	\$ 80,000	\$ 80,000	\$ -
Information Technology						
Hardware / software	O	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Financial management software	D	\$ -	\$ -	\$ 500,000	\$ -	\$ -
Total Information Technology		\$ -	\$ 30,000	\$ 530,000	\$ 30,000	\$ 30,000

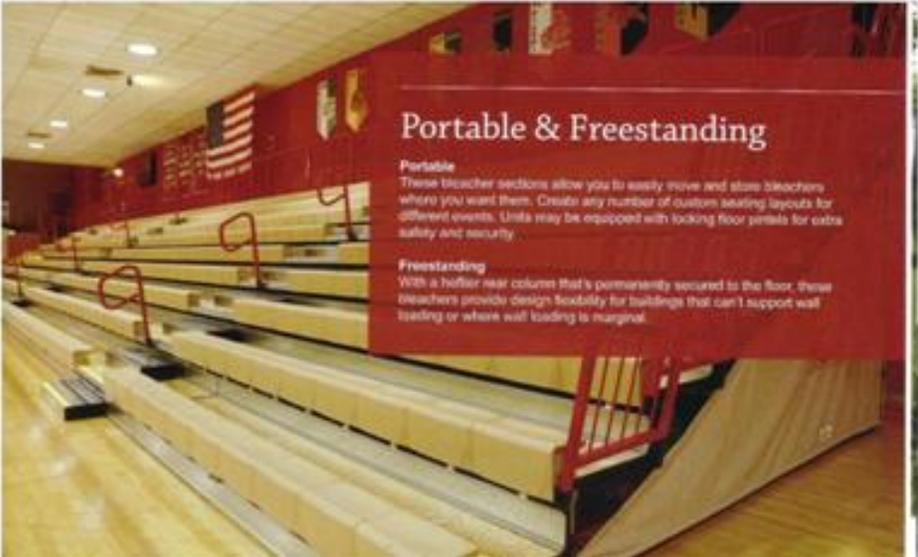
**CITY OF WATERTOWN
CAPITAL BUDGET
FY 2013/14 - FY 2017/18**

	<u>Funding Source</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>
Maintenance of Roads						
Single axle dump truck	R	\$ 100,000	\$ -	\$ -	\$ -	\$ -
Tandem axle dump truck	R	\$ -	\$ 140,000	\$ -	\$ -	\$ -
Skid steer loader	O	\$ -	\$ 32,000	\$ -	\$ -	\$ -
Tandem axle dump truck	R	\$ -	\$ -	\$ 145,000	\$ -	\$ -
Semi-tractor (used)	O	\$ -	\$ -	\$ 60,000	\$ -	\$ -
Lowboy Trailer (35T)	O	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Total Maintenance of Roads		\$ 100,000	\$ 172,000	\$ 205,000	\$ -	\$ 50,000
Municipal Maintenance						
Single axle dump sander w/plow and attachments	R	\$ 140,000	\$ -	\$ -	\$ -	\$ -
Tractor with boom mower	R	\$ 115,000	\$ -	\$ -	\$ -	\$ -
Six person 4x2 pickup truck with stake rack and lift gate	O	\$ -	\$ -	\$ 38,000	\$ -	\$ -
Total Municipal Maintenance		\$ 255,000	\$ -	\$ 38,000	\$ -	\$ -
Police						
Marked patrol vehicles (3)	O	\$ -	\$ 103,500	\$ 105,000	\$ 106,500	\$ 108,000
Un-marked vehicles (2)	O	\$ -	\$ -	\$ -	\$ 24,000	\$ -
Total Police		\$ -	\$ 103,500	\$ 105,000	\$ 130,500	\$ 108,000
Recreation						
Pickup truck with utility service body	O	\$ -	\$ 32,000	\$ -	\$ -	\$ -
Total Recreation		\$ -	\$ 32,000	\$ -	\$ -	\$ -
Refuse & Recycle						
Side load refuse packer	R	\$ 205,000	\$ -	\$ -	\$ -	\$ -
Supervisor compact pickup truck	O	\$ -	\$ 27,500	\$ -	\$ -	\$ -
Side-load Refuse Packer	R/O	\$ -	\$ -	\$ -	\$ 225,000	\$ 220,000
Green waste packer (20 yd3)	O	\$ -	\$ -	\$ -	\$ -	\$ 160,000
Total Refuse & Recycle		\$ 205,000	\$ 27,500	\$ -	\$ 225,000	\$ 380,000
Snow Removal						
Jeep w/snow plow	O	\$ -	\$ 27,000	\$ -	\$ -	\$ -
4x4 Pickup w/plow	O	\$ -	\$ 35,000	\$ -	\$ -	\$ -
4x4 snow plow with wing	R	\$ -	\$ -	\$ 240,000	\$ -	\$ -
Front-end loader (2.5yd3)	R	\$ -	\$ -	\$ 125,000	\$ -	\$ -
Jeep w/snow plow	O	\$ -	\$ -	\$ 28,000	\$ -	\$ -
Tandem axle dump truck	R	\$ -	\$ -	\$ -	\$ 145,000	\$ -
4x4 pickup w/plow and liftgate	O	\$ -	\$ -	\$ -	\$ 37,000	\$ -
4x4 snow plow with wing, underbody scraper and sander	O	\$ -	\$ -	\$ -	\$ -	\$ 245,000
Total Snow Removal		\$ -	\$ 62,000	\$ 393,000	\$ 182,000	\$ 245,000
Storm Sewers						
4x4 Backhoe	R	\$ 105,000	\$ -	\$ -	\$ -	\$ -
Single axle dump truck with sander and attachments (from FY 2012/13)	R	\$ 135,000	\$ -	\$ -	\$ -	\$ -
Trailer mounted sewer jetter (50% with sanitary sewer)	O	\$ -	\$ 25,000	\$ -	\$ -	\$ -
Hydraulic Excavator (used) (50% with sanitary sewer)	R	\$ -	\$ -	\$ -	\$ 80,000	\$ -
Total Storm Sewers		\$ 240,000	\$ 25,000	\$ -	\$ 80,000	\$ -
Thompson Park						
4x4 pickup w/plow	O		\$ 32,000			
Mower with cab and snow attachments	O		\$ 35,000			
Total Thompson Park		\$ -	\$ 67,000	\$ -	\$ -	\$ -
Total Vehicles and Equipment						
		\$ 1,040,000	\$ 3,598,500	\$ 1,792,000	\$ 2,148,500	\$ 895,000
Debt						
Debt	D	\$ 240,000	\$ 550,000	\$ 500,000	\$ 1,335,000	\$ -
Operating fund transfer	O	-	908,500	545,000	363,500	895,000
Grant	G	-	1,710,000	117,000	-	-
Reserve fund transfer	R	800,000	430,000	630,000	450,000	-
Total Vehicles and Equipment By Funding Sources		\$ 1,040,000	\$ 3,598,500	\$ 1,792,000	\$ 2,148,500	\$ 895,000

**CITY OF WATERTOWN
CAPITAL BUDGET
FY 2013/14 - FY 2017/18**

<u>Funding Source</u>		<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>
GENERAL FUND - Infrastructure						
Maintenance of Bridges						
Cayuga Avenue	D	\$ -	\$ -	\$ 400,000	\$ -	\$ -
Total Maintenance of Bridges		\$ -	\$ -	\$ 400,000	\$ -	\$ -
Sidewalk Construction						
Sidewalk Program	G(50%)/ O(50%)	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Flower Avenue East	D	\$ -	\$ 258,000	\$ -	\$ -	\$ -
Harrison Street (Riggs Ave. Phase II)	D	\$ -	\$ -	\$ 150,000	\$ -	\$ -
Newell Street (Engine Street to Whitewater Way)	D	\$ -	\$ -	\$ -	\$ 143,000	\$ -
N. Michigan / Bronson St	D	\$ -	\$ -	\$ -	\$ -	\$ 138,000
Total Sidewalk Construction		\$ 150,000	\$ 408,000	\$ 300,000	\$ 293,000	\$ 288,000
Storm Sewers						
Flower Avenue East	D	\$ -	\$ 418,000	\$ -	\$ -	\$ -
Cooper Street Outfall	D	\$ -	\$ -	\$ 225,000	\$ -	\$ -
Harrison Street (Riggs Ave. Phase II)	D	\$ -	\$ -	\$ 243,000	\$ -	\$ -
Newell Street (Engine Street to Whitewater Way)	D	\$ -	\$ -	\$ -	\$ 230,000	\$ -
Engine Street CSO Phase I	D	\$ -	\$ -	\$ -	\$ -	\$ 847,530
N. Michigan / Bronson St	D	\$ -	\$ -	\$ -	\$ -	\$ 125,000
Total Storm Sewers		\$ -	\$ 418,000	\$ 468,000	\$ 230,000	\$ 972,530
Street Construction						
CHIPS	G	\$ 520,500	\$ 475,000	\$ 475,000	\$ 475,000	\$ 475,000
Flower Avenue East	D	\$ -	\$ 1,508,000	\$ -	\$ -	\$ -
Harrison Street (Riggs Ave. Phase II)	D	\$ -	\$ -	\$ 895,000	\$ -	\$ -
Newell Street (Engine Street to Whitewater Way)	D	\$ -	\$ -	\$ -	\$ 830,000	\$ -
N. Michigan / Bronson St	D	\$ -	\$ -	\$ -	\$ -	\$ 874,000
Total Street Construction		\$ 520,500	\$ 1,983,000	\$ 1,370,000	\$ 1,305,000	\$ 1,349,000
Debt						
Debt	D	\$ -	\$ 2,184,000	\$ 1,913,000	\$ 1,203,000	\$ 1,984,530
Operating fund transfer	O	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Grant	G	\$ 595,500	\$ 550,000	\$ 550,000	\$ 550,000	\$ 550,000
Reserve fund transfer	R	\$ -	\$ -	\$ -	\$ -	\$ -
Total Infrastructure By Funding Sources		\$ 670,500	\$ 2,809,000	\$ 2,538,000	\$ 1,828,000	\$ 2,609,530
GENERAL FUND GRAND TOTAL		\$ 6,505,500	\$ 6,595,000	\$ 7,075,000	\$ 4,626,500	\$ 5,879,530
Facility Improvements						
Facility Improvements		\$ 4,795,000	\$ 187,500	\$ 2,745,000	\$ 650,000	\$ 2,375,000
Vehicles and Equipment		\$ 1,040,000	\$ 3,598,500	\$ 1,792,000	\$ 2,148,500	\$ 895,000
Maintenance of Bridges		\$ -	\$ -	\$ 400,000	\$ -	\$ -
Sidewalk Reconstruction		\$ 150,000	\$ 408,000	\$ 300,000	\$ 293,000	\$ 288,000
Storm Sewers		\$ -	\$ 418,000	\$ 468,000	\$ 230,000	\$ 972,530
Street Reconstruction		\$ 520,500	\$ 1,983,000	\$ 1,370,000	\$ 1,305,000	\$ 1,349,000
General Fund Grand Total by Category		\$ 6,505,500	\$ 6,595,000	\$ 7,075,000	\$ 4,626,500	\$ 5,879,530
Debt						
Debt	D	\$ 4,595,000	\$ 2,734,000	\$ 4,933,000	\$ 2,888,000	\$ 4,309,530
Operating fund transfer	O	\$ 75,000	\$ 1,071,000	\$ 695,000	\$ 638,500	\$ 1,020,000
Grant	G	\$ 595,500	\$ 2,260,000	\$ 667,000	\$ 550,000	\$ 550,000
Reserve fund transfer	R	\$ 1,240,000	\$ 530,000	\$ 780,000	\$ 550,000	\$ -
General Fund Grand Total By Funding Sources		\$ 6,505,500	\$ 6,595,000	\$ 7,075,000	\$ 4,626,500	\$ 5,879,530

**FISCAL YEAR 2013-2014
CAPITAL BUDGET REQUEST
FACILITY IMPROVEMENTS
ARENA**

PROJECT DESCRIPTION	COST
<p>Arena Bleacher Replacements:</p> <p>The Parks and Recreation Department is requesting replacement of the bleachers that are currently in the Arena. The current bleachers were installed in 1978. There are many areas of the bleachers that pose a safety risk to our spectators. With the numerous events that take place in the Arena, the Arena staff is required to move the bleachers and open and close them numerous times throughout the year. The Department is requesting to purchase portable bleachers. With the purchase of the new bleachers, the Parks and Recreation Department will be also be able to offer more seating for events held at the Arena.</p>  <p>Funding to support this project will be through the issuance of a 10 year serial bond with projected FY 2013-14 debt service of \$56,250.</p>	<p>\$450,000</p>
TOTAL	\$450,000

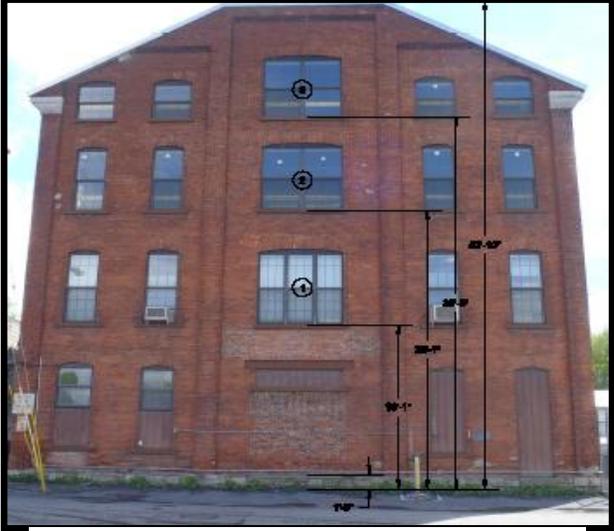
FISCAL YEAR 2013-2014 CAPITAL BUDGET REQUEST FACILITY IMPROVEMENTS ARENA

PROJECT DESCRIPTION	COST
<p>Arena Storage Building</p> <p>This project entails a 50' x 100' Pre-engineered Metal Building (PEMB) to provide materials storage, vehicle storage, and limited admin. Space to support operations of the Parks and Rec. Department for the Fairgrounds and Arena. Work includes a concrete slab, PEMB, lighting, and power and heat to the small admin. space. It will also provide a mustering area for staff, covered area for vehicles for preventative maintenance checks, and a lay out area for equipment.</p> <div style="text-align: center; margin: 10px 0;"> </div> <p>Funding to support this project will be through the issuance of a 5 year serial bond with projected FY 2013-14 debt service of \$61,875.</p>	<p>\$275,000</p>
TOTAL	\$275,000

**FISCAL YEAR 2013-2014
CAPITAL BUDGET REQUEST
FACILITY IMPROVEMENTS
ARENA**

PROJECT DESCRIPTION	COST
<p>Fairgrounds Arena Rehabilitation Project</p> <p>This project entails the design and rehabilitation and expansion of the arena. The project includes: evaluation and repair of the roof and trusses, replacement and upgrade of the fire suppression system, concrete floor repair, renovation and expansion of the locker rooms and restrooms, improved zamboni access, expansion of the vestibule and administration office areas, and parking expansion/upgrades.</p> <p>The intent of the project is to upgrade the entire facility while creating a venue that supports increased and expanded year-round use.</p>  <p>Funding to support this project will be through the issuance of a 15 year serial bond with projected FY 2015-16 debt service of \$350,900.</p>	<p>\$3,630,000</p>
TOTAL	\$3,630,000

**FISCAL YEAR 2013-2014
CAPITAL BUDGET
FACILITY IMPROVEMENTS
NEWELL STREET FACILITY**

PROJECT DESCRIPTION	COST
<p>Exterior Freight Delivery System</p> <p>This project will enable the City to eliminate the previously identified, fiscal year 2016/2017 \$800,000 Administration Building Freight Elevator Replacement Project. The scope involves the installation of freight access doors on each of the three upper floors and the purchase of a telescopic materials loader that will be equipped with a freight handling platform. The loader will be multi-tasked for various interdepartmental functions where outreach loading and unloading is required.</p> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> <p>Funding to support this project will be through a transfer from the General Fund's Capital Reserve Fund.</p>	<p>\$150,000</p>
TOTAL	\$150,000

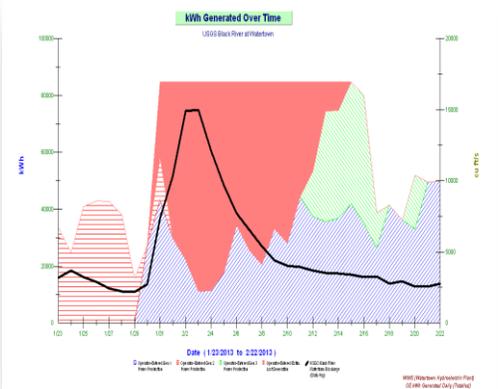
**FISCAL YEAR 2013-2014
CAPITAL BUDGET
FACILITY IMPROVEMENTS
SNOW REMOVAL**

PROJECT DESCRIPTION	COST
<p data-bbox="152 436 699 474">Snow Dump Platform Rehabilitation</p> <p data-bbox="152 520 1268 810">Reconstruction of the existing concrete snow dump platform located along the Black River. The site has been used for a snow dump area since the 1940's. DPW last performed repairs to the facility approximately 20 years ago. The DPW snow dumping platform incurred significant damage in May 2011. This is attributable to both the age of the structure and the significant rainfall which combined to cause a slope failure at the dumping chute.</p>  <p data-bbox="152 1654 1260 1734">Funding to support this project will be through a transfer from the General Fund's Capital Reserve Fund.</p>	<p data-bbox="1312 436 1455 474">\$90,000</p>
TOTAL	\$90,000

**FISCAL YEAR 2013-2014
CAPITAL BUDGET
FACILITY IMPROVEMENTS
THOMPSON PARK**

PROJECT DESCRIPTION	COST
<p>Thompson Park Pavilion and Restroom Roof Replacement</p> <p>The pavilion roof at Thompson Park totally replaced in 1988 at a cost of approximately \$110,000. This structure is our signature pavilion and is used daily from early spring until late fall hosting such events as charity walks, receptions, picnics, religious services and other special community events. The Pavilion also hosts a few winter activities from time to time. The roof has continued to deteriorate despite efforts to patch and repair annually where possible. In the last couple of years the support structure has begun to show noticeable deterioration. Also to be included in this project will be the replacement of the Thompson Park Restroom roofs that are of similar construction and which were also last renovated in the late 1980s. This budget request will cover the estimated costs associated with the engineering evaluation, bid preparation and construction.</p>  <p>Funding to support this project will be through a transfer from the Tourism Fund (\$46,733) and General Fund's Capital Reserve Fund (\$153,267).</p>	<p>\$200,000</p>
TOTAL	\$200,000

FISCAL YEAR 2013-2014 CAPITAL BUDGET VEHICLES AND EQUIPMENT HYDRO-ELECTRIC FACILITY

PROJECT DESCRIPTION	COST
<p>Trash Rack Raking System Upgrade</p> <p>Generation performance data indicates that the 20 year old existing raking system is adversely impacted during winter operations partly due to its design configuration. While ice formation on the river and racks cannot be prohibited, much time is lost (and hence generation production) due to the extensive delays endured because of the particular equipment itself. Upgrading to a “knuckle style” rake will improve this condition enabling the City to avoid a significant amount of the losses currently endured.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>	<p>\$240,000</p>
<p>Funding to support this project will be through the issuance of a 5 year serial bond with projected FY 2013-14 debt service of \$54,000.</p>	
TOTAL	\$240,000

**FISCAL YEAR 2013-2014
CAPITAL BUDGET
VEHICLES AND EQUIPMENT
MAINTENANCE OF ROADS**

PROJECT DESCRIPTION	COST
<p>Six-Person Single Axle Dump Truck</p> <p>Vehicle 1-040 is a 1994 International 4600 series six-person crew cab dump truck used in road maintenance. It is used exclusively for “patching”. Cold mix in the off season and hot mix asphalt in the summer months. The truck has approximately 19,000 hours. It has had an engine replacement ten years ago and the present engine will need replacement or major overhaul. The truck has had work done to the cab floors and the box due to deterioration. This unit is used daily during the construction season and “as needed” in the winter time to keep up with the pot holes. The replacement will be purchased off NYSOGS procurement with the present unit to be traded towards the purchase.</p>  <p>Funding to support this project will be through a transfer from the General Fund’s Capital Reserve Fund.</p>	<p>\$100,000</p>
TOTAL	\$100,000

**FISCAL YEAR 2013-2014
CAPITAL BUDGET
VEHICLES AND EQUIPMENT
BUILDINGS & GROUNDS MAINTENANCE**

PROJECT DESCRIPTION	COST
<p>Single Axle Dump Sander w/ Plow & Attachments</p> <p>Vehicle 1-095 is a 2001 International 4700 single axle dump truck that is assigned to Buildings and Grounds in the summer and is equipped with a sander and plow for snow removal in the winter. It has nearly 10,000 hours. There is a lot of deterioration to the cab especially the cowl area. It is a first line truck throughout the year. The truck will be transferred to a secondary status and will get less use and should give satisfactory service for a few more years. A 1987 single axle dump truck will be surplus to the City's needs after this truck is placed in-service and will be disposed of at auction.</p>  <p>Funding to support this project will be through a transfer from the General Fund's Capital Reserve Fund.</p>	\$140,000
TOTAL	\$140,000

**FISCAL YEAR 2013-2014
CAPITAL BUDGET
VEHICLES AND EQUIPMENT
BUILDINGS & GROUNDS MAINTENANCE**

PROJECT DESCRIPTION	COST
<p>Tractor w/ Boom Mower</p> <p>Vehicle 1-068 is a 1999 CASE Model CX-90 four wheel drive tractor with an ALAMO side arm boom mower with attachments. It is used for the mowing of sewer easements/rights of way, roadside over guide rails and general brush control throughout the City. It has been a troublesome unit from the beginning. The unit has sustained three catastrophic failures. Two transmission failures and the latest a complete engine failure this past fall.</p>  <p>Funding to support this project will be through a transfer from the General Fund's Capital Reserve Fund.</p>	<p>\$115,000</p>
TOTAL	\$115,000

**FISCAL YEAR 2013-2014
CAPITAL BUDGET
VEHICLES AND EQUIPMENT
REFUSE & RECYCLING**

PROJECT DESCRIPTION	COST
<p>Tandem Axle Side Load Refuse Packer</p> <p>Vehicle 1-003 is a 1994 Freightliner Model FL 80 chassis with a 25 yd³ side load refuse packer with a right hand stand up drive option and TOTER lifter. It is presently a “reserve” refuse packer. The replacement unit will be put in service and one of the City’s present 2006 refuse packers will be a “backup” unit. This truck has approximately 19,000 hours and the packer mechanism is weak and will not compact the refuse to completely fill the truck. The engine needs an overhaul or replacement. The hydraulics and electrical systems need an overhaul. It will be replaced by a one person right hand drive stand up drive side load packer. This truck will have to be advertised and bid. The present unit will be traded towards the purchase of the new unit.</p>  <p>Funding to support this project will be through a transfer from the General Fund’s Capital Reserve Fund.</p>	<p>\$205,000</p>
TOTAL	\$205,000

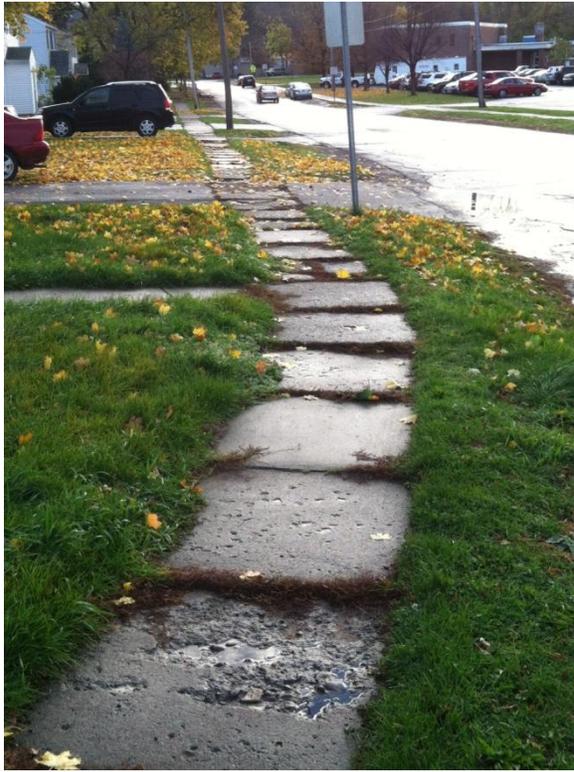
**FISCAL YEAR 2013-2014
CAPITAL BUDGET
VEHICLES AND EQUIPMENT
STORM SEWER**

PROJECT DESCRIPTION	COST
<p>4X4 Backhoe</p> <p>Vehicle 1-085 is a 1998 JCB 214 series 4x4 tractor loader backhoe equipped with a hydraulically extendible arm. It is also equipped with provisions for the installation of a hydraulic breaker in place of the rear bucket for rock removal and is also equipped with a “side dump” bucket on the front for work in tight urban streets. The machine has approximately 6500 hours. The City will retain the present breaker to be used on the replacement machine. The machine will be replaced by a like size equipped machine so all present attachments will be compatible. It will be purchased from NY SOGS procurement if possible. The present machine will be traded towards the replacement.</p>  <p>Funding to support this project will be through a transfer from the General Fund's Capital Reserve Fund.</p>	<p>\$105,000</p>
TOTAL	\$105,000

**FISCAL YEAR 2013-2014
CAPITAL BUDGET
VEHICLES AND EQUIPMENT
MUNICIPAL MAINTENANCE**

PROJECT DESCRIPTION	COST
<p>Single Axle Dump Truck with Plow</p> <p>Vehicle 1-94 is a 2000 International single axle, “double-duty”, dump truck owned and operated by the storm sewers division but converted to a sander plow combination unit during the winter season. The unit has in excess of 10,500 operating hours. It will be replaced by a like unit. The truck and equipment will be purchased from NYSOGS contract. This present truck will go to a second line status and replace a 1987 International single axle dump truck has in excess of 14,000 hours and is in poor condition. The 1987 truck will either be sold at the City’s surplus vehicle auction or traded towards the replacement truck.</p>  <p>Funding to support this project will be through a transfer from the General Fund (A 9950.0900).</p>	<p>\$135,000</p>
TOTAL	\$135,000

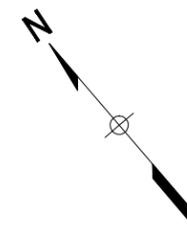
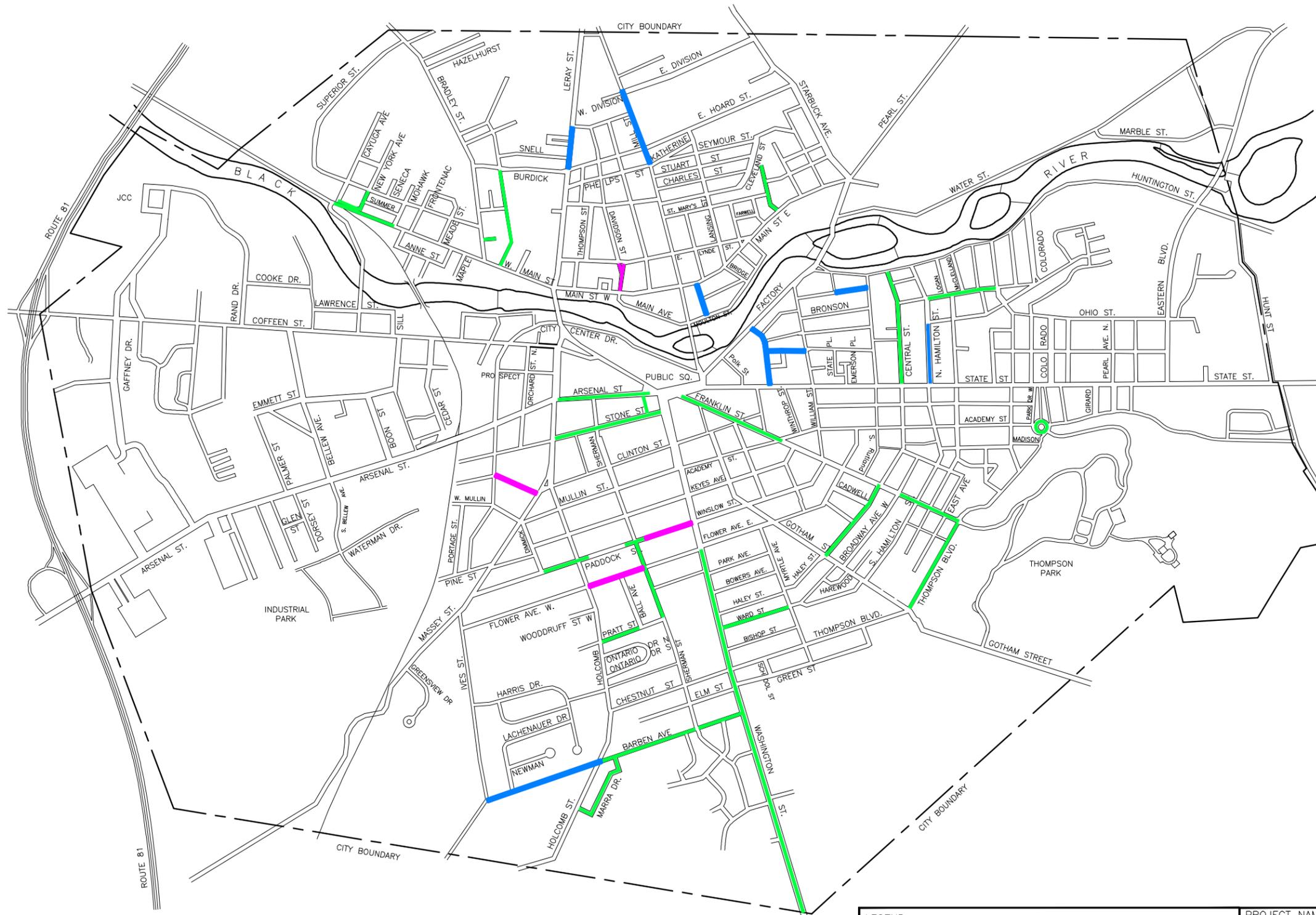
**FISCAL YEAR 2013-2014
CAPITAL BUDGET
INFRASTRUCTURE
SIDEWALK CONSTRUCTION**

PROJECT DESCRIPTION	COST
<p>Annual City Sidewalk Replacement Program</p> <p>This funding supports the city’s Sidewalk Improvement Special Assessment District #9. Areas included in this district are California Avenue, Harewood Avenue, Haley Street, Knickerbocker Drive, Ohio Street, and Ward Street.</p>  <p>Funding to support this program will be through special assessment billings (\$75,000) and a transfer from the General Fund (A 9950.0900 - \$75,000).</p>	<p>\$150,000</p>
TOTAL	\$150,000

**FISCAL YEAR 2012-2013
CAPITAL BUDGET
INFRASTRUCTURE
CHIPS-STREET PAVING PROGRAM**

STANDARD STREET PAVING BY CITY CREWS			
STREET	FROM	TO	COST
Grove Street	Main Street East	Moulton Street	\$45,000
Total:			\$45,000
STANDARD PAVING w/CURBING BY CITY CREWS			
STREET	FROM	TO	COST
Barben Avenue	Ives Street	Holcomb Street	\$89,000
Burchard Street	Lee Street	Rutland Street	\$55,000
			\$144,000
		Total:	

SURFACE MILL, CURBING AND PAVING BY CITY CREWS			
STREET	FROM	TO	COST
Leray Street	Highland Avenue	Burdick Street	\$60,500
Mill Street	Division Street	Katherine Street	\$78,000
Emerson Street	High Street	Mechanic Street	\$43,500
Mechanic Street	State Street	Factory Street	\$69,500
Hamilton Street N.	State Street	Gill Street	\$80,000
		Total:	\$331,500
		Total:	\$520,500



LEGEND:	
—	PROJECTS COMPLETED 2009 – 2011
—	PROJECTS COMPLETED FY 2012-13
—	PROJECTS TO BE COMPLETED FY 2013-14

PROJECT NAME:		CITY OF WATERTOWN PUBLIC WORKS DEPARTMENT	
DESIGNED BY:	RH	APPROVED BY:	
DRAWN BY:	JAC	DATE:	
DATE:	04/04/13	SCALE:	N.T.S
TITLE:	2009-2014 STREET OVERLAY PROJECTS		MAP NUMBER:

MAP NUMBER:	PROJECT NAME:	TITLE:
	CITY OF WATERTOWN PUBLIC WORKS DEPARTMENT	2009-2014 STREET OVERLAY AND RECONSTRUCTION PROJECTS

REVISION:	DESCRIPTION OF REVISION:	DATE:	BY:

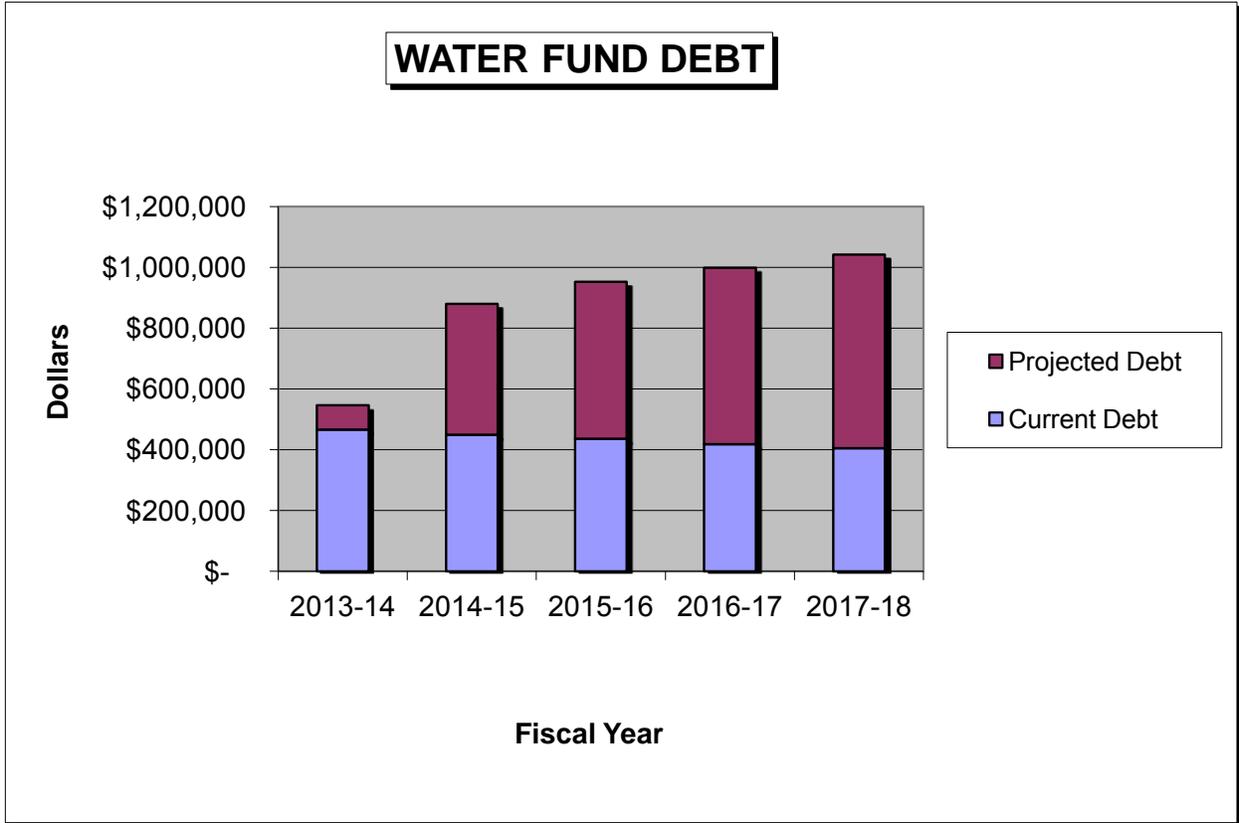
**CITY OF WATERTOWN, NEW YORK
DEPARTMENT OF PUBLIC WORKS
ROOM 206, MUNICIPAL BUILDING
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601**

TEL: (315) 785-7770 FAX: (315) 785-7752

DEBT

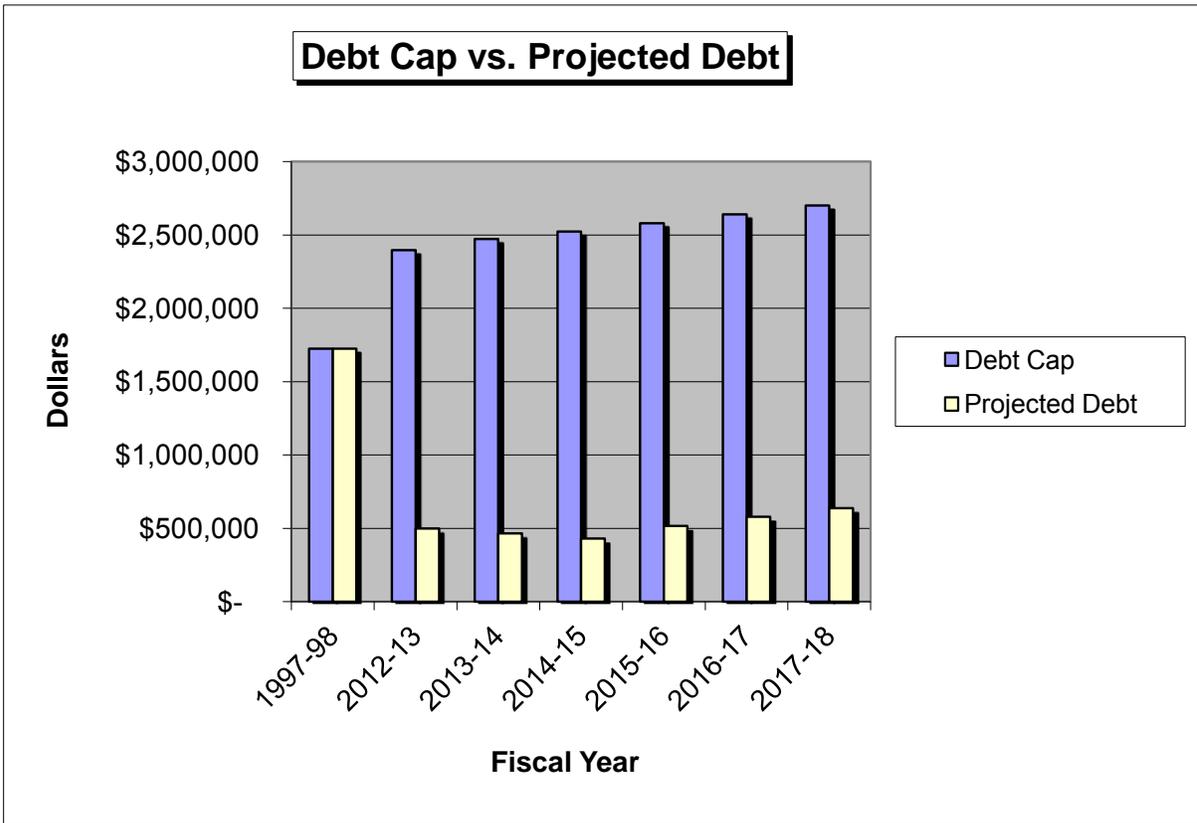
WATER FUND

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Current Debt	\$ 466,494	\$ 449,217	\$ 436,361	\$ 418,865	\$ 405,264
Projected New Debt	\$ 80,133	\$ 431,413	\$ 516,353	\$ 579,738	\$ 637,332
TOTAL	\$ 546,627	\$ 880,630	\$ 952,714	\$ 998,603	\$ 1,042,596



WATER FUND DEBT CAP

<u>Fiscal Year</u>		<u>Debt Cap</u>	<u>Actual / Projected Debt</u>
1997-98	base year	\$ 1,724,127	\$ 1,724,127
2012-13	actual	\$ 2,396,152	\$ 498,715
2013-14	actual	\$ 2,471,787	\$ 466,494
2014-15	projected	\$ 2,523,005	\$ 431,413
2015-16	projected	\$ 2,580,773	\$ 516,353
2016-17	projected	\$ 2,639,864	\$ 579,738
2017-18	projected	\$ 2,700,307	\$ 637,332



The water fund has a self-imposed debt cap established by City Council. The base year for the cap is FY 1997-98 and the base amount represent's FY 1997-98's principal and interest payment. The base amount has been increased each year by the Consumer Price Index - All Urban Consumers (1982-84 = 100). Part of the City's capital budget process is to project the self-imposed debt cap for the next 4 fiscal years and compare the actual and projected debt amounts for those years to the self-imposed limit and develop a plan that stays under the debt cap limit.

The City excludes the debt payments (actual and projected) related to the water service contract with the Development Authority of the North Country (DANC) from the self-imposed debt cap calculation as DANC's pro-rata share of the water treatment plant's debt service is included as an offsetting revenue in the water fund.

Debt excluded from the debt cap calculation:

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Water Treatment Plant debt applicable to DANC	\$ 34,385	\$ 32,123	\$ 30,786	\$ 31,568	\$ 30,804

**CITY OF WATERTOWN
CAPITAL BUDGET
FY 2013/14 - FY 2017/18**

**Funding
Source FY 2013-14 FY 2014-15 FY 2015-16 FY 2016-17 FY 2017-18**

WATER FUND

Facility Improvements						
Dosing Station Dam - Downstream Refacing	O	\$ -	\$ 150,000	\$ -	\$ -	\$ -
Dosing station ph control facility design	O	\$ -	\$ -	\$ 80,000	\$ -	\$ -
Dosing station ph Facility	D	\$ -	\$ -	\$ -	\$ 300,000	\$ -
Total Facility Improvements		\$ -	\$ 150,000	\$ 80,000	\$ 300,000	\$ -
Vehicles and Equipment						
Meter replacement program	D	\$ 325,000	\$ 325,000	\$ 325,000	\$ -	\$ -
Coagulation Basin Dredger	R / D	\$ 375,000	\$ -	\$ -	\$ -	\$ -
Backhoe wheeled loader	O	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Automated distribution system flushing valves	O	\$ -	\$ -	\$ 30,000	\$ -	\$ -
Backhoe Loader	O	\$ -	\$ -	\$ -	\$ 125,000	\$ -
4x4 pickup truck with plow and lift gate	O	\$ -	\$ -	\$ -	\$ 40,000	\$ -
Pickup truck (compact)	O	\$ -	\$ -	\$ -	\$ 25,000	\$ -
Total Vehicles and Equipment		\$ 700,000	\$ 325,000	\$ 455,000	\$ 190,000	\$ -
Water Mains						
Flower Avenue East	D	\$ -	\$ 522,000	\$ -	\$ -	\$ -
Harrison Street (Riggs Ave. Phase II)	D	\$ -	\$ -	\$ 303,660	\$ -	\$ -
Newell Street (Engine Street to Whitewater Way)	D	\$ -	\$ -	\$ -	\$ 290,000	\$ -
N. Michigan / Bronson St	D	\$ -	\$ -	\$ -	\$ -	\$ 292,000
Total Water Mains		\$ -	\$ 522,000	\$ 303,660	\$ 290,000	\$ 292,000
WATER FUND GRAND TOTAL		\$ 700,000	\$ 997,000	\$ 838,660	\$ 780,000	\$ 292,000
Summary by Category						
Facility Improvements		\$ -	\$ 150,000	\$ 80,000	\$ 300,000	\$ -
Vehicles and Equipment		\$ 700,000	\$ 325,000	\$ 455,000	\$ 190,000	\$ -
Water Main Replacement		\$ -	\$ 522,000	\$ 303,660	\$ 290,000	\$ 292,000
Water Fund Grand Total by Category		\$ 700,000	\$ 997,000	\$ 838,660	\$ 780,000	\$ 292,000
Summary by Funding Source						
Debt	D	\$ 187,000	\$ 847,000	\$ 628,660	\$ 590,000	\$ 292,000
Operating fund transfer	O	\$ 375,000	\$ 150,000	\$ 210,000	\$ 190,000	\$ -
Grant	G	\$ -	\$ -	\$ -	\$ -	\$ -
Reserve fund transfer	R	\$ 138,000	\$ -	\$ -	\$ -	\$ -
Water Fund Grand Total By Funding Sources		\$ 700,000	\$ 997,000	\$ 838,660	\$ 780,000	\$ 292,000

**FISCAL YEAR 2013-2014
CAPITAL BUDGET
VEHICLES AND EQUIPMENT
WATER METER REPLACEMENTS**

PROJECT DESCRIPTION	COST
<p>Water Meter Replacements:</p>  <p>There are nearly 9,000 metered water services in the City of Watertown. The City has been since FY 2006-07 systematically upgrading the “manual read” to “radio read” units, currently averaging 440 meter replacements per year. At this pace it will take 16 years to complete the program. To accomplish the routine readings, it currently requires 2 individual each with their own City vehicle three months to read the residential meters once and the larger commercial meters three times each. With all the 9,000 meters being the newer “radio reads,” one individual could accomplish the same task in one or perhaps two days. Departmental staffing and vehicle count would reduce by 2 each once the replacement program is completed. Half way through the replacement, each category would reduce by 1. What is planned is an accelerated 3 year program with this years amount, therefore, being one third the effort.</p> <p>WATER FUND \$ 325,000 SEWER FUND <u>325,000</u> TOTAL <u>\$650,000</u></p> <p>Funding to support the Water Fund’s portion (\$325,000) of the project will be through the issuance of a 10 year serial bond with projected FY 2014-15 debt service of \$40,625.</p>	<p>\$650,000</p>
TOTAL	\$650,000

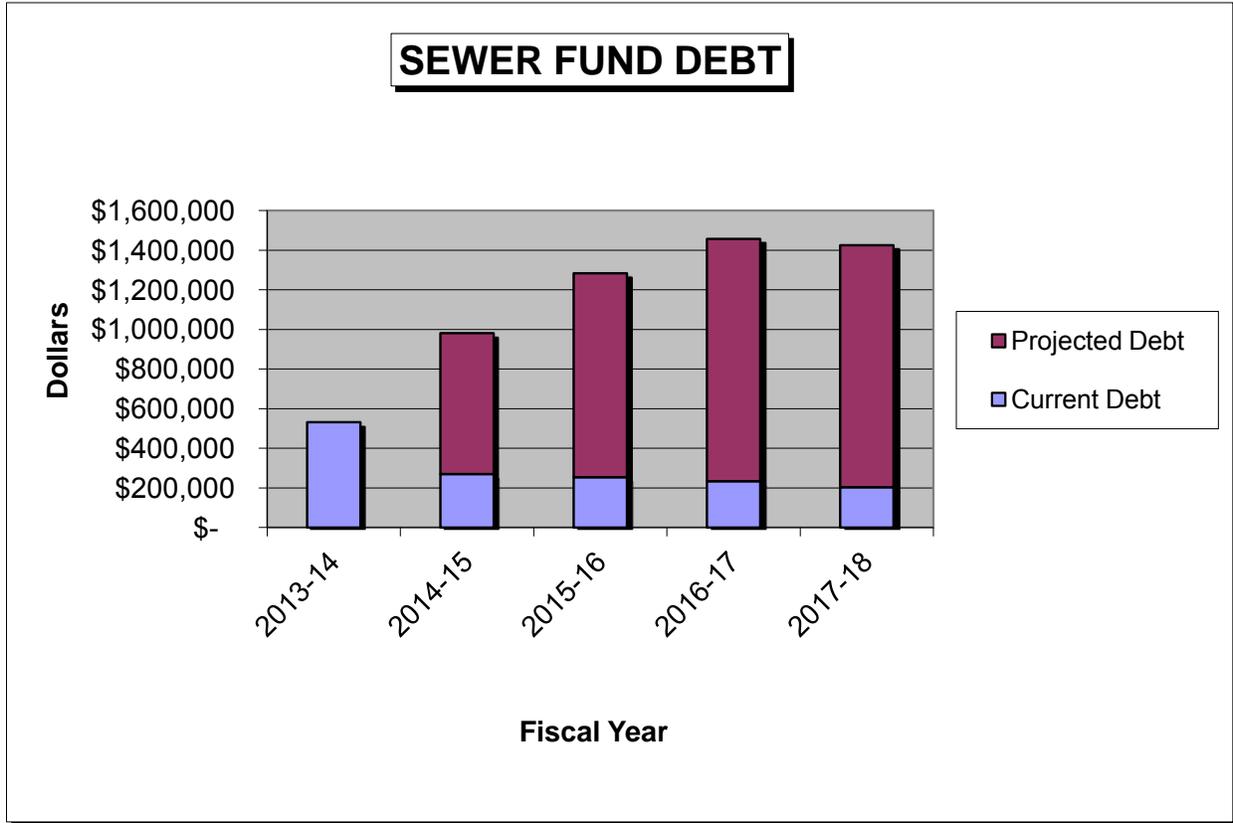
**FISCAL YEAR 2013-2014
CAPITAL BUDGET
VEHICLES AND EQUIPMENT
COAGULATION BASIN DREDGER**

PROJECT DESCRIPTION	COST
<p>Coagulation Basin Dredger:</p> <p>Based upon consultative guidance, the City will dredge its coagulation basin once every two years. Contracting the dredging services cost the City \$80,000 to \$100,000 per operation. Cost and pay back analysis indicates it to be more cost effective to own, operate and maintain our own dredging equipment and in the process gain the ability to dredge every year (further enhancing treatment at the Water Purification Facility).</p> <p>The cost to the City would be to acquire the dredger, and construct a pole barn, concrete ramp and rail launching system adjacent to the coagulation basin. Operation and maintenance would be accomplished by existing staff.</p>  <p>Funding to support the project will be \$138,000 from the Coagulation Basin Reserve Fund and a transfer of \$237,000 from the Water Fund (F.9950.0000).</p>	<p>\$375,000</p>
TOTAL	\$375,000

DEBT

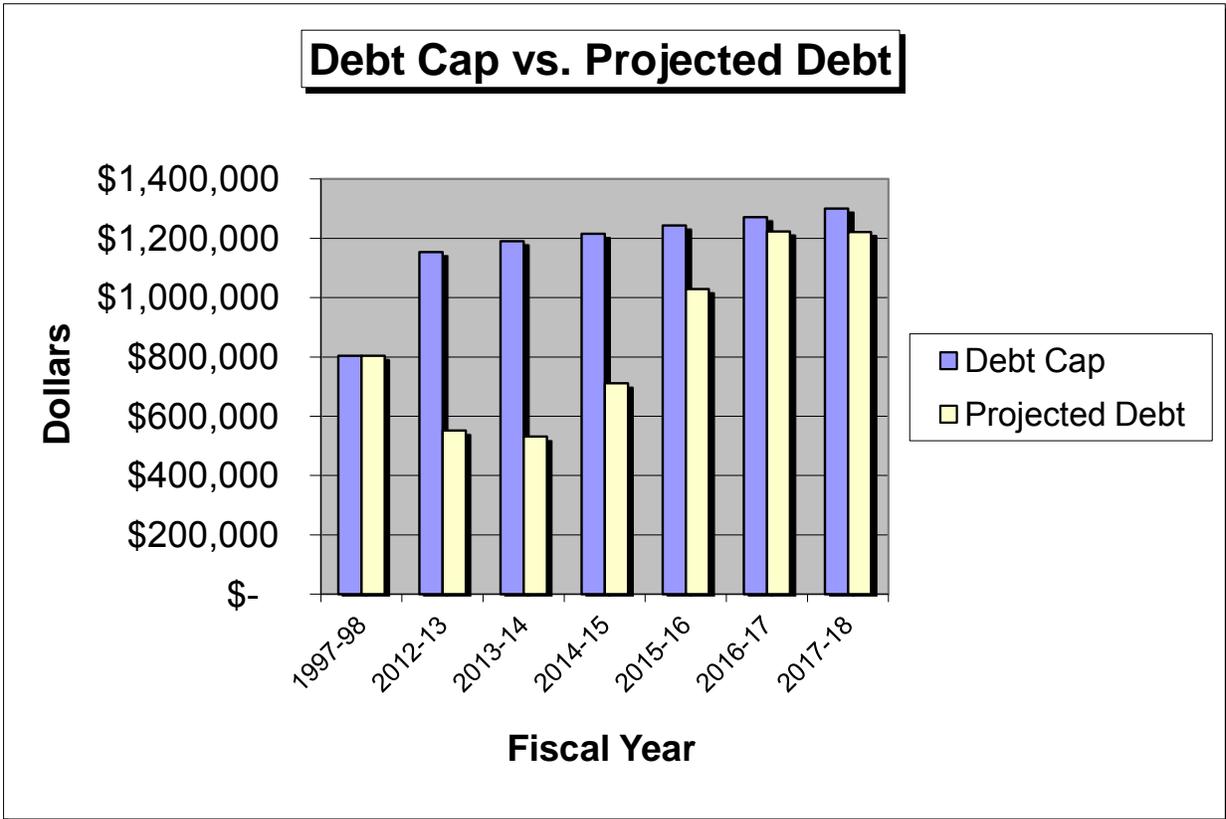
SEWER FUND

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Current Debt	\$ 531,482	\$ 270,192	\$ 254,551	\$ 234,428	\$ 204,303
Projected New Debt	\$ -	\$ 710,875	\$ 1,028,410	\$ 1,222,524	\$ 1,220,771
TOTAL	<u>\$ 531,482</u>	<u>\$ 981,067</u>	<u>\$ 1,282,961</u>	<u>\$ 1,456,952</u>	<u>\$ 1,425,073</u>



SEWER FUND DEBT CAP

<u>Fiscal Year</u>		<u>Debt Cap</u>	<u>Actual / Projected Debt</u>
1997-98	base year	\$ 803,836	\$ 803,836
2012-13	actual	\$ 1,153,788	\$ 552,221
2013-14	actual	\$ 1,190,208	\$ 531,482
2014-15	projected	\$ 1,214,870	\$ 710,875
2015-16	projected	\$ 1,242,686	\$ 1,028,410
2016-17	projected	\$ 1,271,139	\$ 1,222,524
2017-18	projected	\$ 1,300,244	\$ 1,220,771



The sewer fund has a self-imposed debt cap established by City Council. The base year for the cap is FY 1997-98 and the base amount represent's FY 1997-98's principal and interest payment. The base amount has been increased each year by the Consumer Price Index - All Urban Consumers (1982-84 = 100). Part of the City's capital budget process is to project the self-imposed debt cap for the next 4 fiscal years and compare the actual and projected debt amounts for those years to the self-imposed limit and develop a plan that stays under the debt cap limit.

The City excludes the debt payments (actual and projected) related to the sewer service contract with the Development Authority of the North Country (DANC) from the self-imposed debt cap calculation as DANC's pro-rata share of the wastewater treatment plant's debt service is included as an offsetting revenue in the sewer fund.

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Wastewater Treatment Plant debt applicable to DANC	\$ 34,877	\$ 269,409	\$ 264,159	\$ 252,360	\$ 241,282

**CITY OF WATERTOWN
CAPITAL BUDGET
FY 2013/14 - FY 2017/18**

**Funding
Source FY 2013-14 FY 2014-15 FY 2015-16 FY 2016-17 FY 2017-18**

SEWER FUND

Facility Improvements						
Sludge disposal process modification program	D	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -
Trickling filter distributor assemblies (lead set)	D	\$ -	\$ 500,000	\$ -	\$ -	\$ -
Final B settling tank chain	O	\$ -	\$ -	\$ 70,000	\$ -	\$ -
Trickling filter distributor assemblies (lag set)	D	\$ -	\$ -	\$ 500,000	\$ -	\$ -
Total Facility Improvements		\$ -	\$ 1,500,000	\$ 570,000	\$ -	\$ -

Vehicles and Equipment						
Meter replacement program	O	\$ 325,000	\$ 325,000	\$ 325,000	\$ -	\$ -
Trailer mounted sewer jetter (50% with storm sewer)	O	\$ -	\$ 25,000	\$ -	\$ -	\$ -
Single axle dump truck	O	\$ -	\$ 125,000	\$ -	\$ -	\$ -
Variable speed drive raw sewage lift pump	O	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -
4x2 pick up with service body	O	\$ -	\$ -	\$ -	\$ 38,000	\$ -
Hydraulic Excavator (used) (50% with sanitary sewer)	O	\$ -	\$ -	\$ -	\$ 80,000	\$ -
Total Vehicles and Equipment		\$ 325,000	\$ 475,000	\$ 350,000	\$ 143,000	\$ -

Sanitary Sewers						
Flower Avenue East	D	\$ -	\$ 447,000	\$ -	\$ -	\$ -
Cooper Street Outfall Replacement	D	\$ -	\$ -	\$ 225,000	\$ -	\$ -
Harrison Street (Riggs Ave. Phase II)	D	\$ -	\$ -	\$ 260,000	\$ -	\$ -
Newell Street (Engine Street to Whitewater Way)	D	\$ -	\$ -	\$ -	\$ 246,000	\$ -
Engine Street CSO Phase I	D	\$ -	\$ -	\$ -	\$ -	\$ 847,530
N. Michigan / Bronson St	O	\$ -	\$ -	\$ -	\$ -	\$ 74,000
Total Sanitary Sewers		\$ -	\$ 447,000	\$ 485,000	\$ 246,000	\$ 921,530

SEWER FUND GRAND TOTAL			\$ 325,000	\$ 2,422,000	\$ 1,405,000	\$ 389,000	\$ 921,530
<hr/>							
Facility Improvements		\$ -	\$ 1,500,000	\$ 570,000	\$ -	\$ -	
Vehicles and Equipment		\$ 325,000	\$ 475,000	\$ 350,000	\$ 143,000	\$ -	
Sanitary Sewers		\$ -	\$ 447,000	\$ 485,000	\$ 246,000	\$ 921,530	
Sewer Fund Grand Total by Category		\$ 325,000	\$ 2,422,000	\$ 1,405,000	\$ 389,000	\$ 921,530	
<hr/>							
Debt	D	\$ -	\$ 2,272,000	\$ 1,310,000	\$ 246,000	\$ 847,530	
Operating fund transfer	O	325,000	150,000	95,000	143,000	74,000	
Grant	G	-	-	-	-	-	
Reserve fund transfer	R	-	-	-	-	-	
Sewer Fund Grand Total By Funding Sources		\$ 325,000	\$ 2,422,000	\$ 1,405,000	\$ 389,000	\$ 921,530	
			-	-	-	-	-

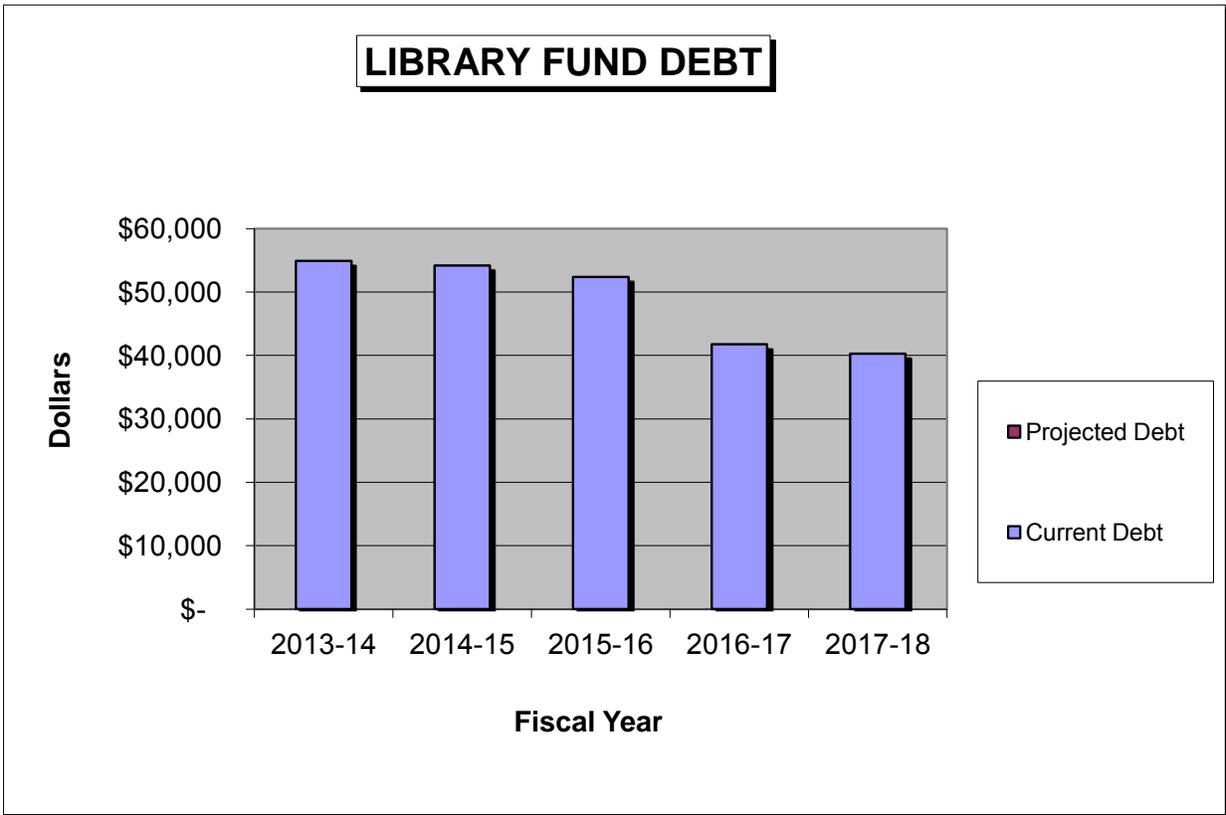
**FISCAL YEAR 2013-2014
CAPITAL BUDGET
VEHICLES AND EQUIPMENT
WATER METER REPLACEMENTS**

PROJECT DESCRIPTION	COST
<p>Water Meter Replacements:</p>  <p>There are nearly 9,000 metered water services in the City of Watertown. The City has been since FY 2006-07 systematically upgrading the “manual read” to “radio read” units, currently averaging 440 meter replacements per year. At this pace it will take 16 years to complete the program. To accomplish the routine readings, it currently requires 2 individual each with their own City vehicle three months to read the residential meters once and the larger commercial meters three times each. With all the 9,000 meters being the newer “radio reads,” one individual could accomplish the same task in one or perhaps two days. Departmental staffing and vehicle count would reduce by 2 each once the replacement program is completed. Half way through the replacement, each category would reduce by 1. What is planned is an accelerated 3 year program with this years amount, therefore, being one third the effort.</p> <p>WATER FUND \$ 325,000 SEWER FUND <u>325,000</u> TOTAL <u>\$650,000</u></p> <p>Funding to support the Sewer Fund’s portion of the project will be through a transfer from the Sewer Fund (G 9950.0900).</p>	<p>\$650,000</p>
TOTAL	\$650,000

DEBT

LIBRARY FUND

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Current Debt	\$ 54,916	\$ 54,176	\$ 52,389	\$ 41,759	\$ 40,294
Projected New Debt	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 54,916	\$ 54,176	\$ 52,389	\$ 41,759	\$ 40,294



**CITY OF WATERTOWN
CAPITAL BUDGET
FY 2013/14 - FY 2017/18**

**Funding
Source FY 2013-14 FY 2014-15 FY 2015-16 FY 2016-17 FY 2017-18**

LIBRARY FUND

Facility Improvements						
Mezzanine stained glass rehabilitation	O	\$ -	\$ 24,000	\$ -	\$ -	\$ -
Carpet Replacement - Lower Floor and Childrens Area	O	\$ -	\$ -	\$ 49,000	\$ -	\$ -
Lighting Project in Historical Part of Building	O	\$ -	\$ -	\$ -	\$ 48,000	\$ -
Window replacements	O	\$ -	\$ -	\$ -	\$ -	\$ 18,250
Total Facility Improvements		\$ -	\$ 24,000	\$ 49,000	\$ 48,000	\$ 18,250
Vehicles and Equipment						
		\$ -	\$ -	\$ -	\$ -	\$ -
Total Vehicles and Equipment		\$ -	\$ -	\$ -	\$ -	\$ -
LIBRARY FUND GRAND TOTAL						
		\$ -	\$ 24,000	\$ 49,000	\$ 48,000	\$ 18,250
Facility Improvements		\$ -	\$ 24,000	\$ 49,000	\$ 48,000	\$ 18,250
Vehicles and Equipment		\$ -	\$ -	\$ -	\$ -	\$ -
Library Fund Grand Total by Category		\$ -	\$ 24,000	\$ 49,000	\$ 48,000	\$ 18,250
Debt	D	\$ -	\$ -	\$ -	\$ -	\$ -
Operating fund transfer	O	-	24,000	49,000	48,000	18,250
Grant	G	-	-	-	-	-
Reserve fund transfer	R	-	-	-	-	-
Library Fund Grand Total By Funding Sources		\$ -	\$ 24,000	\$ 49,000	\$ 48,000	\$ 18,250
		-	-	-	-	-

MULTI
YEAR
FINANCIAL
PLAN

Disclaimer

Although this document was prepared under the highest professional standards, the City of Watertown, New York, including its officers, employees, and agents, does not guarantee the accuracy or completeness of any information contained herein and as such specifically disclaims all warranties, expressed or implied, with respect to the use of this information or any results with respect thereto.

This multi-year financial plan consists of management's assumptions, estimates, forecasts, and analyses. Management makes no representation to the fitness, merchantability, or use of such information for any purpose.

The information contained herein shall in no way be construed to represent an offer, ability, or willingness on the part of the City of Watertown, including its officers, employees, and agents, to enter into or provide funding for a contract with any person or organization including but not limited to, vendors and employees.

The information contained herein shall in no way be construed to constitute a recommendation, or be relied upon, with respect to any personal or business decision, including but not limited to, the purchase or sale of debt issued by the City.

Introduction

Although the City's distribution from New York State's Aid and Incentives for Municipalities (AIM) program is no longer contingent upon the City preparing a multi-year financial plan the City continues to prepare the multi-year financial plan as it is a critical component to its financial planning for the future of the City.

This plan uses the 2013-14 Budget as the base year from which forecasts were calculated. The report also includes actual financial data for the four prior fiscal years (2009-10 through estimated 2012-13). This financial forecast was developed using the General, Water, and Sewer funds as the major funds of the City. In addition, information was obtained relative to future capital projects from the five year Capital budget included in the 2013-14 Budget.

It is important to note that forecasted information contained in this report cannot be relied upon for accuracy and/or as a projection of the City's fiscal well being and in no event should it be used in making investment decisions. It is also important to note the following limitations with forecasting:

- There will always be uncertainty about the future
- There will always be factors unknown at the time the forecast is developed that will influence fiscal and operating conditions

- Forecasts are based upon current knowledge, trends, expectations, and policies, any and all of which may change, affecting the accuracy of the forecast

Assumptions

Some of the assumptions made in developing the financial forecast included:

Estimated 2012-13

The amounts presented as the 2012-13 estimated figures were based on the actual revenue and expenditure amounts as of February 28, 2013 projected to June 30, 2013 based upon our current knowledge, trends and expectations.

Cost of Living Increase

Wherever a cost of living increase was calculated into an estimate, the percentage used (2.97%) was the historical average of the annual changes in the consumer price index (CPI), not seasonally adjusted, for all urban consumers, all items, base period 1982-84=100. The same CPI factor was used for all four years. The CPI information was obtained from the U.S. Department of Labor web site.

Property Tax Levy

The property tax levy was held constant at the fiscal year 2013-14 level in the initial surplus/deficit forecast for fiscal years 2014-15 through 2017-18. Only after all of the other revenue and expenditure forecasts were made, did this model then consider increasing the tax levy as a possible solution to any deficit forecasted.

Sales Tax Revenue

Sales tax revenue was increased by 3.5% annual growth for fiscal year 2014-15 through 2017-18.

Taxable Assessed Valuation

Based on discussions with the City Assessor taxable assessed values for fiscal year 2014-15 through 2017-18 are expected to increase 1% annually.

State Aid Revenue Sharing

State Aid revenue sharing for the fiscal years 2014-15 through 2017-18 was held constant at the FY 2013-14 base funding level of \$4,703.

Personal Services

For any year in which there was no collective bargaining agreement in place for a union, personal service costs were forecasted at 2%. Otherwise personal service costs for all unions were forecasted at the current collective bargaining agreement rates. No increases or decreases to current staffing levels are planned at this time.

Employee Benefits

The Employees' Retirement System rates used for the forecasted fiscal years were increased from the 21.4% for the fiscal year 2013-14 budget to 22.1% for fiscal year 2014-15, 20.8% for fiscal year 2015-16, 19.8% for fiscal year 2016-17 and 18.8% for fiscal year 2017-18 due to the dramatic stock market decline in 2008. The Police and Fire Retirement System rate used for the forecasted fiscal years were increased from the 29.2% for the fiscal year 2013-14 budget to 30.7% for fiscal year 2014-15, 28.1% for fiscal year 2015-16, 26.8% for fiscal year 2016-17 and 25.6% for fiscal year 2017-18 due to the dramatic stock market decline in 2008.

Health insurance costs were forecasted to increase 9.00% in fiscal year 2014-15 and 8.0% for each fiscal year thereafter.

Debt Service

Debt Service costs were obtained from the City's debt schedules plus projected debt service costs related to the five year capital budget.

**City of Watertown
Five Year Financial Plan, Fiscal Years 2013/14 through 2017/18
Major Fund Summary**

	Actual		Estimated	Proposed	Forecast				
	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
General Fund									
Revenues	\$35,036,788	\$36,160,480	\$36,713,100	\$39,754,273	\$38,155,525	\$38,802,897	\$39,740,858	\$40,729,209	\$41,764,351
Expenditures by Object	\$34,326,934	\$36,454,545	\$37,830,571	\$41,153,624	\$41,049,635	\$42,310,911	\$43,287,647	\$44,567,301	\$45,781,472
Surplus (Deficit)	\$709,854	(\$294,065)	(\$1,117,471)	(\$1,399,351)	(\$2,894,110)	(\$3,508,013)	(\$3,546,789)	(\$3,838,092)	(\$4,017,122)
Unreserved Fund Balance	\$10,996,929	\$11,012,523	\$9,972,732	\$8,804,193	\$7,207,233	\$4,286,369	\$1,576,730	(\$1,679,212)	(\$5,664,183)
Water Fund									
Revenues	\$4,794,682	\$4,580,641	\$4,707,612	\$4,796,738	\$4,755,700	\$4,760,109	\$4,810,691	\$4,815,196	\$4,827,323
Expenditures by Object	\$4,716,585	\$4,746,547	\$4,793,938	\$4,542,480	\$4,948,700	\$5,106,426	\$5,344,289	\$5,486,889	\$5,461,001
Surplus (Deficit)	\$78,097	(\$165,906)	(\$86,326)	\$254,258	(\$193,000)	(\$346,317)	(\$533,598)	(\$671,693)	(\$633,679)
Unreserved Fund Balance	\$1,015,931	\$776,107	\$907,637	\$1,178,584	\$1,123,584	\$777,267	\$243,670	(\$428,024)	(\$1,061,703)
Sewer Fund									
Revenues	\$4,482,177	\$5,038,423	\$5,198,460	\$5,182,374	\$5,309,800	\$5,825,243	\$5,691,393	\$5,739,934	\$5,977,696
Expenditures by Object	\$4,418,590	\$5,046,098	\$4,953,626	\$5,864,468	\$5,488,951	\$5,858,226	\$6,224,098	\$6,567,568	\$6,594,605
Surplus (Deficit)	\$63,587	(\$7,675)	\$244,834	(\$682,094)	(\$179,151)	(\$32,983)	(\$532,705)	(\$827,634)	(\$616,910)
Unreserved Fund Balance	\$1,153,785	\$1,462,088	\$1,971,830	\$1,361,070	\$1,193,772	\$1,172,367	\$641,987	(\$185,647)	(\$802,557)
All Major Funds									
Revenues	\$44,313,647	\$45,779,544	\$46,619,172	\$49,733,385	\$48,221,025	\$49,388,250	\$50,242,942	\$51,284,339	\$52,569,369
Expenditures by Object	\$43,462,109	\$46,247,190	\$47,578,135	\$51,560,572	\$51,487,286	\$53,275,562	\$54,856,033	\$56,621,759	\$57,837,079
Surplus (Deficit)	\$851,538	(\$467,646)	(\$958,963)	(\$1,827,187)	(\$3,266,261)	(\$3,887,313)	(\$4,613,092)	(\$5,337,419)	(\$5,267,710)
Unreserved Fund Balance	\$13,166,645	\$13,250,718	\$12,852,199	\$11,343,846	\$9,524,588	\$6,236,004	\$2,462,387	(\$2,292,883)	(\$7,528,443)

City of Watertown
 Five Year Financial Plan, Fiscal Years 2013/14 through 2017/18
 Property Tax Worksheet

	Actual				Adopted	Projected				Avg. Annual Increase 2009-present	Assumptions 2014/15 - 2017/18				Description
	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18		2014-15	2015-16	2016-17	2017-18	
Levy and Assessed Value / Rate															
Levy	\$ 7,269,995	\$ 7,472,375	\$ 7,287,119	\$ 7,373,612	\$ 7,520,705	\$7,520,705	\$7,520,705	\$7,520,705	\$7,520,705	1%	0%	0%	0%	0%	Levy held constant to determine financial effect
Assessed Value of Taxable Property	\$ 931,309,788	\$ 999,381,290	\$1,009,575,758	\$1,020,156,961	\$1,028,442,627	\$1,038,727,053	\$1,049,114,324	\$1,059,605,467	\$1,070,201,522	3%	1%	1%	1%	1%	Per City Assessor
Tax Rate per \$1,000 of Assessed Value	\$ 7.393	\$ 7.477	\$ 7.218	\$ 7.211	\$ 7.296	\$7.240	\$7.169	\$7.098	\$7.027	0%	-1%	-1%	-1%	-1%	Calculated from levy and assessed value
Full Value and FV Rate															
Equalization Rate (available from ORPS)	92.50	95.00	95.00	89.00	87.00	85.00	83.00	81.00	79.00	-2%	-2%	-2%	-2%	-2%	Per City Assessor
Full Market Value of Taxable Property (000's)	\$1,006,821,392	\$1,051,980,305	\$1,062,711,324	\$1,146,243,776	\$1,182,117,962	\$1,222,031,827	\$1,263,993,161	\$1,308,154,898	\$1,354,685,471	4%	3%	3%	3%	4%	Calculated from assessed value and equalization rate
Tax Rate per \$1000 of Full Value	\$ 7.221	\$ 7.103	\$ 6.857	\$ 6.433	\$ 6.362	\$ 6.154	\$ 5.950	\$ 5.749	\$ 5.552	-3%	-3%	-3%	-3%	-3%	Calculated from levy and full value
Tax Limit															
Property Tax Limit	\$ 16,336,178	\$ 18,156,517	\$ 19,744,495	\$ 20,660,122	\$ 21,381,140	\$ 21,799,499	\$ 22,660,341	\$ 23,508,392	\$ 24,490,166	7%	2%	4%	4%	4%	2% of full value - 5-yr rolling avg
Exclusions to Tax Limit	\$ 5,037,660	\$ 4,642,704	\$ 6,024,590	\$ 4,866,767	\$ 2,916,570	\$ 5,198,179	\$ 5,385,232	\$ 6,266,838	\$ 6,272,783	-13%	78%	4%	16%	0%	Estimated amount of exclusions
Tax Levy Subject to Limit	\$ 2,232,335	\$ 2,829,671	\$ 1,262,529	\$ 2,506,845	\$ 4,604,135	\$ 2,322,526	\$ 2,135,473	\$ 1,253,867	\$ 1,247,922	20%	-50%	-8%	-41%	0%	Calculated from levy minus exclusions

City of Watertown
Five Year Financial Plan, Fiscal Years 2013/14 through 2017/18
General Fund Revenues

					Proposed 2013-14	Forecast				Avg. Annual Increase 2009- present	Assumptions 2014/15 - 2017/18				Description
	2009-10	Actual 2010-11	2011-12	Estimate 2012-13		2014-15	2015-16	2016-17	2017-18		2014-15	2015-16	2016-17	2017-18	
Revenues															
Real Property Taxes*	\$7,316,832	\$7,054,030	\$7,307,193	\$7,383,113	\$7,461,055	\$7,461,214	\$7,459,296	\$7,457,370	\$7,455,421	1%	0%	0%	0%	0%	Held constant
Real Property Tax Items	243,460	315,951	292,557	289,135	282,850	289,876	297,111	304,561	312,232	5%	2%	2%	3%	3%	Projected PILOT payments based on agreements
Sales and Use Tax*	15,223,095	16,007,070	17,215,058	17,490,973	18,100,000	18,733,500	19,389,173	20,067,794	20,770,166	4%	4%	4%	4%	3%	Projected annual increases of 3%
Other Non-Prop Taxes	761,756	838,576	780,966	740,774	736,000	757,835	780,317	803,466	827,302	-1%	3%	3%	3%	3%	CPI
Departmental Income	4,050,470	4,940,165	4,321,481	4,019,864	4,958,050	5,118,113	5,320,921	5,534,276	5,758,733	6%	3%	4%	4%	4%	CPI or held constant depending on revenue item
Other Local Revenue	552,662	555,001	665,651	640,508	534,645	525,927	554,631	598,668	653,047	0%	-2%	5%	8%	9%	CPI or held constant depending on revenue item
State Aid - AIM *	4,988,373	4,799,192	4,703,208	7,803,208	4,703,208	4,703,208	4,703,208	4,703,208	4,703,208	5%	0%	0%	0%	0%	Held constant
State Aid - Mortgage Tax *	398,710	351,984	307,384	458,018	350,000	360,383	371,075	382,083	393,418	0%	3%	3%	3%	3%	CPI
State Aid Other *	399,536	476,538	357,932	354,237	380,667	342,169	345,309	348,541	351,868	0%	-10%	1%	1%	1%	CPI or held constant depending on revenue item
Federal Aid*	306,582	189,833	299,957	270,384	310,600	168,477	173,765	179,219	184,845	6%	-46%	3%	3%	3%	CPI
Interfund Transfers	795,312	632,140	461,713	304,059	338,450	342,195	346,052	350,023	354,112	-18%	1%	1%	1%	1%	Decreasing transfers from Debt Service Fund
Total Revenues	\$35,036,788	\$36,160,480	\$36,713,100	\$39,754,273	\$38,155,525	\$38,802,897	\$39,740,858	\$40,729,209	\$41,764,351	2%	2%	2%	2%	3%	
Nonrecurring Revenues Included in Revenue, Above (List):*															
AIM advancement	-	-	-	3,100,000	-	-	-	-	-						
801 housing PILOT balloon payment	-	-	-	-	-	-	-	-	-						
Fed Aid, Public Safety Grants	127,336	56,886	111,265	125,242	-	-	-	-	-						
Nonrecurring Revenues	\$127,336	\$56,886	\$111,265	\$3,225,242	\$0	\$0	\$0	\$0	\$0						
Recurring Revenues	\$34,909,452	\$36,103,594	\$36,601,835	\$36,529,031	\$38,155,525	\$38,802,897	\$39,740,858	\$40,729,209	\$41,764,351						

City of Watertown
Five Year Financial Plan, Fiscal Years 2013/14 through 2017/18
General Fund Expenditures

											Avg. Annual Increase 2009- present	Assumptions 2014/15 - 2017/18				Description	
	2009-10	Actual 2010-11	2011-12	Estimate 2012-13	Adopted 2013-14	2014-15	2015-16	2016-17	2017-18	2014-15		2015-16	2016-17	2017-18			
Expenditures by Object**																	
Personal Services*	14,353,890	14,863,736	15,071,265	15,309,399	15,947,189	16,265,272	16,589,716	16,920,650	17,258,202	3%	2%	2%	2%	2%	Known and estimated collective bargaining agreements		
Equipment and Capital Outlay*	479,201	672,393	1,842,327	3,759,993	1,911,075	1,614,770	1,489,045	1,202,826	1,034,613	67%	-16%	-8%	-19%	-14%	CPI		
Contractual*	4,918,363	5,253,337	5,298,917	6,329,081	6,705,414	6,730,734	6,685,404	6,875,284	7,070,797	8%	0%	-1%	3%	3%	CPI		
Debt (Principal and Interest)*	3,794,158	4,546,364	3,303,602	2,762,930	2,654,119	2,834,257	3,241,720	3,677,602	3,864,064	-7%	7%	14%	13%	5%	Per actual debt schedule + projected capital projects		
Employee Benefits*	9,762,112	10,017,216	10,729,783	11,556,820	12,531,970	13,569,096	13,949,030	14,521,193	15,145,937	6%	8%	3%	4%	4%	Projected increases for retirement and health insurance		
Interfund Transfers to Other Funds	1,019,210	1,101,499	1,584,677	1,435,402	1,271,868	1,307,078	1,343,333	1,380,663	1,419,101	8%	3%	3%	3%	3%	CPI		
Total Expenditures (by Object)	\$34,326,934	\$36,454,545	\$37,830,571	\$41,153,624	\$41,021,635	\$42,321,207	\$43,298,249	\$44,578,218	\$45,792,713	5%							
Expenditures By Function**																	
General Governmental Support	\$3,538,381	\$3,736,789	\$4,033,169	\$4,290,881	\$4,595,180	\$4,697,455	\$4,749,904	\$4,865,205	\$4,984,959	7%	2%	1%	2%	2%	Result of analysis of expenditures by object		
Public Safety	14,398,062	15,447,205	15,953,272	16,965,570	17,767,950	18,250,926	18,327,404	18,703,520	19,101,332	5%	3%	0%	2%	2%	Result of analysis of expenditures by object		
Transportation	5,137,519	5,228,135	5,118,686	5,412,319	5,810,150	5,815,448	5,931,989	6,085,904	6,246,172	3%	0%	2%	3%	3%	Result of analysis of expenditures by object		
Economic Opp & Developmt	52,440	54,183	73,700	63,200	57,000	58,691	60,432	62,225	64,071	4%	3%	3%	3%	3%	Result of analysis of expenditures by object		
Culture and Recreation	1,130,994	1,188,578	1,324,025	1,706,287	1,857,662	1,832,145	1,871,030	1,913,780	1,958,012	14%	-1%	2%	2%	2%	Result of analysis of expenditures by object		
Home and Community Services	1,313,072	1,193,893	1,328,790	1,281,175	1,385,981	1,410,895	1,448,276	1,488,979	1,531,509	2%	2%	3%	3%	3%	Result of analysis of expenditures by object		
Employee Benefits (retirees only)	3,561,694	3,545,653	3,429,619	3,618,210	3,882,725	4,229,312	4,565,161	4,927,840	5,319,493	2%	9%	8%	8%	8%	Result of analysis of expenditures by object		
Debt Service	3,794,158	4,546,364	3,303,602	2,762,930	2,654,119	2,834,257	3,241,720	3,677,602	3,864,064	-7%	7%	14%	13%	5%	Result of analysis of expenditures by object		
Interfund Transfers to Other Funds	1,400,614	1,513,745	3,265,708	4,734,852	2,586,868	2,908,078	2,818,333	2,569,163	2,439,101	31%	12%	-3%	-9%	-5%	Result of analysis of expenditures by object		
Other	-	-	-	318,200	424,000	284,000	284,000	284,000	284,000	#DIV/0!	-33%	0%	0%	0%	Includes contingency		
Total Expenditures (by Function)	\$34,326,934	\$36,454,545	\$37,830,571	\$41,153,624	\$41,021,635	\$42,321,207	\$43,298,249	\$44,578,218	\$45,792,713	5%							
Nonrecurring Expenditures Included Above (List):																	
Transfer to Capital Reserve Fund	-	-	-	3,100,000	-	-	-	-	-								
Fire / Police grant expenditures	141,484	63,207	123,628	139,158	-	-	-	-	-								
Nonrecurring Expenditures	\$141,484	\$63,207	\$123,628	\$3,239,158	\$0	\$0	\$0	\$0	\$0								

City of Watertown
Five Year Financial Plan, Fiscal Years 2013/14 through 2017/18
General Fund Surplus (Deficit), Reserves, and Impact of Local Actions

	Actual		Estimate		Adopted 2013-14	Forecast			
	2009-10	2010-11	2011-12	2012-13		2014-15	2015-16	2016-17	2017-18
Surplus (Deficit)	\$ 709,854	\$ (294,065)	\$ (1,117,471)	\$ (1,399,351)	\$ (2,866,110)	\$ (3,518,310)	\$ (3,557,391)	\$ (3,849,009)	\$ (4,028,362)
Budgetary Reserves and Other Net Assets*									
Fund Equity, Beg. of Year	\$ 11,330,181	\$ 12,132,926	\$ 11,901,035	\$ 10,783,564	\$ 12,484,213	\$ 9,618,103	\$ 6,099,793	\$ 2,542,402	\$ (1,306,607)
Fund Equity, End of Year	\$ 12,040,035	\$ 11,838,861	\$ 10,783,564	\$ 12,484,213	\$ 9,618,103	\$ 6,099,793	\$ 2,542,402	\$ (1,306,607)	\$ (5,334,969)
Reserved Fund Balance - Capital	\$ 910,162	\$ 755,354	\$ 369,415	\$ 3,430,020	\$ 2,132,870	\$ 1,545,720	\$ 708,570	\$ 126,420	\$ 94,270
Reserved Fund Balance - Encumbrances	\$ 132,944	\$ 70,984	\$ 441,417	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Unreserved Fund Balance - Appropriated	\$ 700,000	\$ 1,496,223	\$ 1,581,027	\$ 1,564,310	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance - Unappropriated	\$ 10,296,929	\$ 9,516,300	\$ 8,391,705	\$ 7,239,883	\$ 7,235,233	\$ 4,304,073	\$ 1,583,832	\$ (1,683,027)	\$ (5,679,239)
Unreserved Fund Balance as a Percentage of Subsequent Year's Revenue	30.41%	30.00%	25.09%	23.07%	18.65%	10.83%	3.89%	-4.03%	-13.33%
Potential Strategies to Promote Fiscal Balance									
<i>Describe Recurring Local Actions:</i>									
Increase property tax levy by 2% - FY 14/15						\$ 147,472	\$ 147,472	\$ 147,472	\$ 147,472
Increase property tax levy by 2% - FY 15/16						\$ -	\$ 150,422	\$ 150,422	\$ 150,422
Increase property tax levy by 2% - FY 16/17						\$ -	\$ -	\$ 153,430	\$ 153,430
Increase property tax levy by 2% - FY 17/18						\$ -	\$ -	\$ -	\$ 156,499
Reduce departmental operating expenses						\$ -	\$ -	\$ -	\$ -
Cut/delay proposed capital projects						\$ -	\$ -	\$ -	\$ -
Departmental income - increase fees						\$ -	\$ -	\$ -	\$ -
<i>Describe Nonrecurring Local Actions:</i>									
Appropriate unreserved fund balance					\$ 1,564,310	\$ 2,783,688	\$ 2,422,347	\$ 2,790,535	\$ 3,388,389
Appropriate reserved fund balance					\$ 61,800	\$ 57,150	\$ 57,150	\$ 57,150	\$ 32,150
Appropriate reserved fund balance					\$ 1,240,000	\$ 530,000	\$ 780,000	\$ 550,000	\$ -
<i>Describe State Actions:</i>									
<i>Describe Other Actions:</i>									
Total Effect of Potential Strategies to Promote Fiscal Balance					\$ 2,866,110	\$ 3,518,310	\$ 3,557,391	\$ 3,849,009	\$ 4,028,362
Fiscal Condition AFTER Adjusting for Effects of All Strategies to Promote Fiscal Balance									
New Surplus (Deficit)	\$ 709,854	\$ (294,065)	\$ (1,117,471)	\$ (1,399,351)	\$ (2,866,110)	\$ -	\$ -	\$ -	\$ -
Fund Equity, Beg. of Year	\$ 11,330,181	\$ 12,132,926	\$ 11,901,035	\$ 10,783,564	\$ 12,484,213	\$ 9,618,103	\$ 6,247,265	\$ 2,987,768	\$ (409,917)
Fund Equity, End of Year	\$ 12,040,035	\$ 11,838,861	\$ 10,783,564	\$ 12,484,213	\$ 9,618,103	\$ 6,247,265	\$ 2,987,768	\$ (409,917)	\$ (3,830,456)
Reserved Fund Balance - Capital	\$ 910,162	\$ 755,354	\$ 369,415	\$ 3,430,020	\$ 2,132,870	\$ 958,570	\$ (715,730)	\$ (1,905,030)	\$ (1,969,330)
Reserved Fund Balance - Encumbrances	\$ 132,944	\$ 70,984	\$ 441,417	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Unreserved Fund Balance - Appropriated	\$ 700,000	\$ 1,496,223	\$ 1,581,027	\$ 1,564,310	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 10,296,929	\$ 9,516,300	\$ 8,391,705	\$ 7,239,883	\$ 7,235,233	\$ 5,038,695	\$ 3,453,498	\$ 1,245,113	\$ (2,111,126)
Unreserved Fund Balance as a Percentage of Subsequent Year's Revenue	30.41%	30.00%	25.09%	23.07%	18.65%	12.68%	8.48%	2.98%	-4.96%

City of Watertown
 Five Year Financial Plan, Fiscal Years 2013/14 through 2017/18
 Water Fund

	Actual				Estimate	Proposed 2013-14	Forecast				Avg. Annual Increase 2009- present	Assumptions 2014/15 - 2017/18				Description	
	2009-10	2010-11	2011-12	2012-13	2013-14		2014-15	2015-16	2016-17	2017-18		2014-15	2015-16	2016-17	2017-18		
Revenues																	
Real Property Tax and Tax Items *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	N/A	N/A	N/A	N/A	N/A	N/A to Water Fund
Water Rents and Charges	\$ 4,364,412	\$ 4,464,267	\$ 4,591,989	\$ 4,732,432	\$ 4,687,000	\$ 4,694,374	\$ 4,744,919	\$ 4,749,386	\$ 4,761,474	2%	0%	1%	0%	0%	0%	0%	Water rents held constant, adjusted DANC for debt service
Other (Interest, Penalties, Misc.)	\$ 84,318	\$ 110,171	\$ 68,663	\$ 63,306	\$ 67,700	\$ 64,736	\$ 64,772	\$ 64,810	\$ 64,849	-2%	-4%	0%	0%	0%	0%	0%	Incremental increases
Interfund Transfers	\$ 345,952	\$ 6,203	\$ 46,935	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	115%	0%	0%	0%	0%	0%	0%	Decreasing transfers from Debt Service Fund
Total Revenues	\$ 4,794,682	\$ 4,580,641	\$ 4,707,587	\$ 4,796,738	\$ 4,755,700	\$ 4,760,109	\$ 4,810,691	\$ 4,815,196	\$ 4,827,323	0%	1%	1%	0%	0%	0%	0%	
Expenditures																	
Personal Services*	\$ 1,289,600	\$ 1,287,448	\$ 1,277,160	\$ 1,296,173	\$ 1,355,895	\$ 1,383,013	\$ 1,410,673	\$ 1,438,887	\$ 1,467,664	1%	2%	2%	2%	2%	2%	2%	Known and estimated collective bargaining agreements
Equipment and Capital Outlay *	\$ 13,162	\$ 29,612	\$ 58,160	\$ 147,030	\$ 86,500	\$ -	\$ -	\$ -	\$ -	N/A	N/A	N/A	N/A	N/A	N/A	N/A	CPI
Contractual *	\$ 1,299,317	\$ 1,340,190	\$ 1,466,345	\$ 1,583,237	\$ 1,718,963	\$ 1,769,959	\$ 1,822,467	\$ 1,876,533	\$ 1,932,203	7%	3%	3%	3%	3%	3%	3%	CPI
Debt Service (Principal and Interest) *	\$ 1,108,432	\$ 985,383	\$ 967,364	\$ 520,932	\$ 583,880	\$ 912,752	\$ 983,500	\$ 1,030,170	\$ 1,073,400	-12%	56%	8%	5%	4%	4%	4%	Per debt schedules plus projected new debt
Employee Benefits *	\$ 974,246	\$ 917,398	\$ 875,827	\$ 758,944	\$ 813,462	\$ 875,702	\$ 902,649	\$ 936,300	\$ 972,734	-4%	8%	3%	4%	4%	4%	4%	Projected increases for retirement and health insurance
Interfund Transfers to Other Funds *	\$ 31,828	\$ 186,516	\$ 149,082	\$ 235,893	\$ 390,000	\$ 165,000	\$ 225,000	\$ 205,000	\$ 15,000	147%	-58%	36%	-9%	-93%	-93%	-93%	Projected capital project transfers
Total Expenditures	\$ 4,716,585	\$ 4,746,547	\$ 4,793,938	\$ 4,542,209	\$ 4,948,700	\$ 5,106,426	\$ 5,344,289	\$ 5,486,889	\$ 5,461,001	1%	2%	3%	5%	3%	3%	3%	
Surplus (Deficit)	\$ 78,097	\$ (165,906)	\$ (86,351)	\$ 254,529	\$ (193,000)	\$ (346,317)	\$ (533,598)	\$ (671,693)	\$ (633,679)								
Potential Strategies to Promote Fiscal Balance																	
<i>Describe Local Actions</i>																	
Increase water rates (FY 14/15 = 5.1%)						\$ 196,317	\$ 196,317	\$ 196,317	\$ 196,317								
Increase water rates (FY 15/16 = 2.1%)						\$ -	\$ 237,281	\$ 237,281	\$ 237,281								
Increase water rates (FY 16/17 = 3.2%)						\$ -	\$ -	\$ 238,096	\$ 238,096								
Increase water rates (FY 17/18 = -0.9%)						\$ -	\$ -	\$ -	\$ (38,015)								
Appropriate debt reserve fund balance					\$ -	\$ -	\$ -	\$ -	\$ -								
Appropriate fund balance					\$ 55,000	\$ 150,000	\$ 100,000	\$ -	\$ -								
Appropriate coagulation reserve fund balance					\$ 138,000	\$ -	\$ -	\$ -	\$ -								
<i>Describe State Actions</i>																	
<i>Describe Other Actions</i>																	
Total Effect of Potential Strategies to Promote Fiscal Balance					\$ 193,000	\$ 346,317	\$ 533,598	\$ 671,693	\$ 633,679								

	Actual				Estimate	Proposed 2013-14	Forecast			
	2009-10	2010-11	2011-12	2012-13	2013-14		2014-15	2015-16	2016-17	2017-18
Budgetary Reserves and Other Net Assets										
Fund Equity, Beg. of Year	\$ 1,261,215	\$ 1,339,312	\$ 1,173,406	\$ 1,087,055	\$ 1,341,584	\$ 1,148,584	\$ 802,267	\$ 268,670	\$ (403,024)	
Fund Equity, End of Year	\$ 1,339,312	\$ 1,173,406	\$ 1,087,055	\$ 1,341,584	\$ 1,148,584	\$ 802,267	\$ 268,670	\$ (403,024)	\$ (1,036,703)	
Reserved Fund Balance - Debt Service	\$ 172,854	\$ 100,176	\$ 47,545	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Reserved Fund Balance - Repair Reserve	\$ 148,817	\$ 179,497	\$ 117,093	\$ 138,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Reserved Fund Balance - Encumbrances	\$ 1,710	\$ 117,626	\$ 14,780	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	
Unreserved Fund Balance - Appropriated	\$ 26,227	\$ 22,245	\$ 14,638	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Unreserved Fund Balance - Unappropriated	\$ 989,704	\$ 753,862	\$ 892,999	\$ 1,178,584	\$ 1,123,584	\$ 777,267	\$ 243,670	\$ (428,024)	\$ (1,061,703)	
Unreserved Fund Balance as % of next fiscal year revenues after rate adjustments	21.61%	16.01%	18.62%	24.78%	23.60%	16.16%	5.06%	-8.87%	-21.99%	
Fiscal Condition After Adjusting for Effects of All Strategies to Promote Fiscal Balance										
New Surplus (Deficit)					\$ -	\$ (150,000)	\$ (100,000)	\$ -	\$ -	
Fund Equity, Beg. of Year					\$ 1,341,584	\$ 1,148,584	\$ 998,584	\$ 898,584	\$ 898,584	
Fund Equity, End of Year					\$ 1,148,584	\$ 998,584	\$ 898,584	\$ 898,584	\$ 898,584	
Reserved Fund Balances					\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	
Unreserved Fund Balance					\$ 1,123,584	\$ 973,584	\$ 873,584	\$ 873,584	\$ 873,584	
Unreserved Fund Balance as % of next fiscal year revenues after rate adjustments	21.61%	16.01%	18.62%	24.78%	22.67%	20.24%	18.14%	18.10%	18.10%	

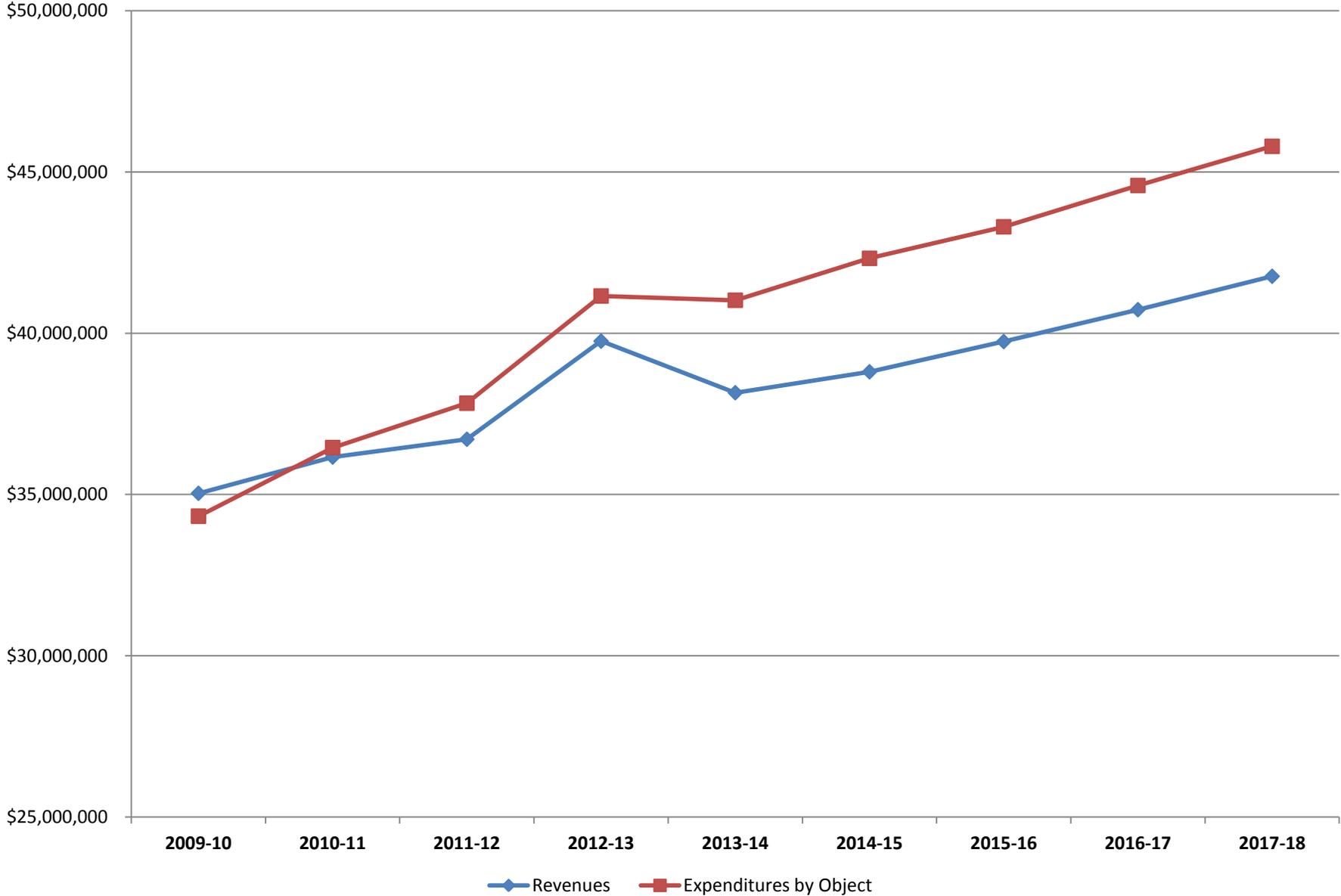
City of Watertown
Five Year Financial Plan, Fiscal Years 2013/14 through 2017/18
Sewer Fund

	Actual				Estimate	Proposed 2013-14	Forecast				Avg- Annual Increase 2009- present	Assumptions 2014/15 - 2017/18					Description	
	2009-10	2010-11	2011-12	2012-13	2014-15		2015-16	2016-17	2017-18	2014-15		2015-16	2016-17	2017-18				
Revenues																		
Real Property Tax and Tax Items *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A to Sewer Fund
Sewer Rents and Charges	\$ 4,407,798	\$ 5,017,475	\$ 5,382,398	\$ 5,109,424	\$ 5,216,500	\$ 5,749,890	\$ 5,615,985	\$ 5,664,469	\$ 5,902,172	5%	10%	-2%	1%	4%	4%	4%	4%	Sewer rents held constant, adjusted DANC for debt service
Other (Interest, Penalties, Misc.)	\$ 104,520	\$ 96,701	\$ 85,845	\$ 71,950	\$ 92,300	\$ 74,353	\$ 74,408	\$ 74,465	\$ 74,523	-2%	-19%	0%	0%	0%	0%	0%	0%	Held constant
Interfund Transfers	\$ 526,105	\$ 84,284	\$ 17,551	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	-64%	0%	0%	0%	0%	0%	0%	0%	Decreasing transfers from Debt Service Fund
Total Revenues	\$ 5,038,423	\$ 5,198,460	\$ 5,485,794	\$ 5,182,374	\$ 5,309,800	\$ 5,825,243	\$ 5,691,393	\$ 5,739,934	\$ 5,977,696	1%	10%	-2%	1%	4%	4%	4%	4%	
Expenditures																		
Personal Services*	\$ 1,022,613	\$ 1,013,292	\$ 1,039,092	\$ 1,159,199	\$ 1,206,861	\$ 1,230,998	\$ 1,255,618	\$ 1,280,731	\$ 1,306,345	4%	2%	2%	2%	2%	2%	2%	2%	Known and estimated collective bargaining agreements
Equipment and Capital Outlay *	\$ 85,794	\$ 50,084	\$ 34,309	\$ 155,766	\$ 181,220	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	74%	-72%	0%	0%	0%	0%	0%	0%	CPI
Contractual *	\$ 1,668,445	\$ 1,779,463	\$ 1,760,889	\$ 2,199,244	\$ 2,225,015	\$ 2,291,023	\$ 2,358,990	\$ 2,428,973	\$ 2,501,032	8%	3%	3%	3%	3%	3%	3%	3%	CPI
Debt Service (Principal and Interest) *	\$ 683,416	\$ 692,420	\$ 642,445	\$ 586,103	\$ 566,364	\$ 1,250,476	\$ 1,547,120	\$ 1,709,311	\$ 1,666,356	-5%	121%	24%	10%	-3%	-3%	-3%	-3%	Per debt schedules plus projected new debt
Employee Benefits *	\$ 651,886	\$ 633,337	\$ 679,875	\$ 694,056	\$ 809,491	\$ 870,728	\$ 902,370	\$ 940,554	\$ 981,873	6%	8%	4%	4%	4%	4%	4%	4%	Projected increases for retirement and health insurance
Interfund Transfers to Other Funds *	\$ 306,436	\$ 877,502	\$ 797,016	\$ 1,070,100	\$ 500,000	\$ 165,000	\$ 110,000	\$ 158,000	\$ 89,000	40%	-67%	-33%	44%	-44%	-44%	-44%	-44%	Projected capital project transfers
Total Expenditures	\$ 4,418,590	\$ 5,046,098	\$ 4,953,626	\$ 5,864,468	\$ 5,488,951	\$ 5,858,226	\$ 6,224,098	\$ 6,567,568	\$ 6,594,605	6%	7%	6%	6%	0%	0%	0%	0%	
Surplus (Deficit)	\$ 619,833	\$ 152,362	\$ 532,168	\$ (682,094)	\$ (179,151)	\$ (32,983)	\$ (532,705)	\$ (827,634)	\$ (616,910)									
Potential Strategies to Promote Fiscal Balance																		
<i>Describe Local Actions</i>																		
Increase sewer rates (FY 13/14 = 0.0%)						\$ (0)	\$ (0)	\$ (0)	\$ (0)									
Increase sewer rates (FY 14/15 = 8.5%)						\$ -	\$ 330,380	\$ 330,380	\$ 330,380									
Increase sewer rates (FY 15/16 = 5.3%)						\$ -	\$ -	\$ 422,254	\$ 422,254									
Increase sewer rates (FY 16/17 = -4.7%)						\$ -	\$ -	\$ -	\$ (135,724)									
Appropriate debt reserve fund balance					\$ 11,853	\$ 11,578	\$ 2,325	\$ -	\$ -									
Appropriate fund balance					\$ 167,298	\$ 21,405	\$ 200,000	\$ 75,000	\$ -									
<i>Describe State Actions</i>																		
<i>Describe Other Actions</i>																		
Total Effect of Strategies to Promote Fiscal Balance					\$ 179,151	\$ 32,983	\$ 532,705	\$ 827,634	\$ 616,910									
Budgetary Reserves and Other Net Assets																		
Fund Equity, Beg. of Year	\$ 864,557	\$ 1,484,390	\$ 1,636,752	\$ 2,168,920	\$ 1,486,826	\$ 1,307,675	\$ 1,274,692	\$ 741,987	\$ (85,647)									
Fund Equity, End of Year	\$ 1,484,390	\$ 1,636,752	\$ 2,168,920	\$ 1,486,826	\$ 1,307,675	\$ 1,274,692	\$ 741,987	\$ (85,647)	\$ (702,557)									
Reserved Fund Balance - Debt Service	\$ 236,394	\$ 150,287	\$ 65,945	\$ 25,756	\$ 13,903	\$ 2,325	\$ -	\$ -	\$ -									
Reserved Fund Balance - Encumbrances	\$ 94,211	\$ 24,377	\$ 131,145	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000									
Unreserved Fund Balance - Appropriated	\$ -	\$ 12,114	\$ 468,380	\$ 167,298	\$ -	\$ -	\$ -	\$ -	\$ -									
Unreserved Fund Balance	\$ 1,153,785	\$ 1,449,974	\$ 1,503,450	\$ 1,193,772	\$ 1,193,772	\$ 1,172,367	\$ 641,987	\$ (185,647)	\$ (802,557)									
Unreserved Fund Balance as % of next fiscal year revenues before rate adjustments	22.19%	26.43%	29.01%	22.48%	20.49%	20.60%	11.18%	-3.11%	-13.43%									
Fiscal Condition After Adjusting for Effects of All Strategies to Promote Fiscal Balance																		
New Surplus (Deficit)					\$ (167,298)	\$ (21,405)	\$ (200,000)	\$ (75,000)	\$ -									
Fund Equity, Beg. of Year					\$ 1,486,826	\$ 1,307,675	\$ 1,286,270	\$ 1,086,270	\$ 1,011,270									
Fund Equity, End of Year					\$ 1,307,675	\$ 1,286,270	\$ 1,086,270	\$ 1,011,270	\$ 1,011,270									
Reserved Fund Balances					\$ 113,903	\$ 102,325	\$ 100,000	\$ 100,000	\$ 100,000									
Unreserved Fund Balance					\$ 1,193,772	\$ 1,183,945	\$ 986,270	\$ 911,270	\$ 911,270									
Unreserved Fund Balance as % of next fiscal year revenues after rate adjustments	22.19%	26.43%	29.01%	22.48%	20.49%	20.80%	17.18%	15.24%	15.24%									

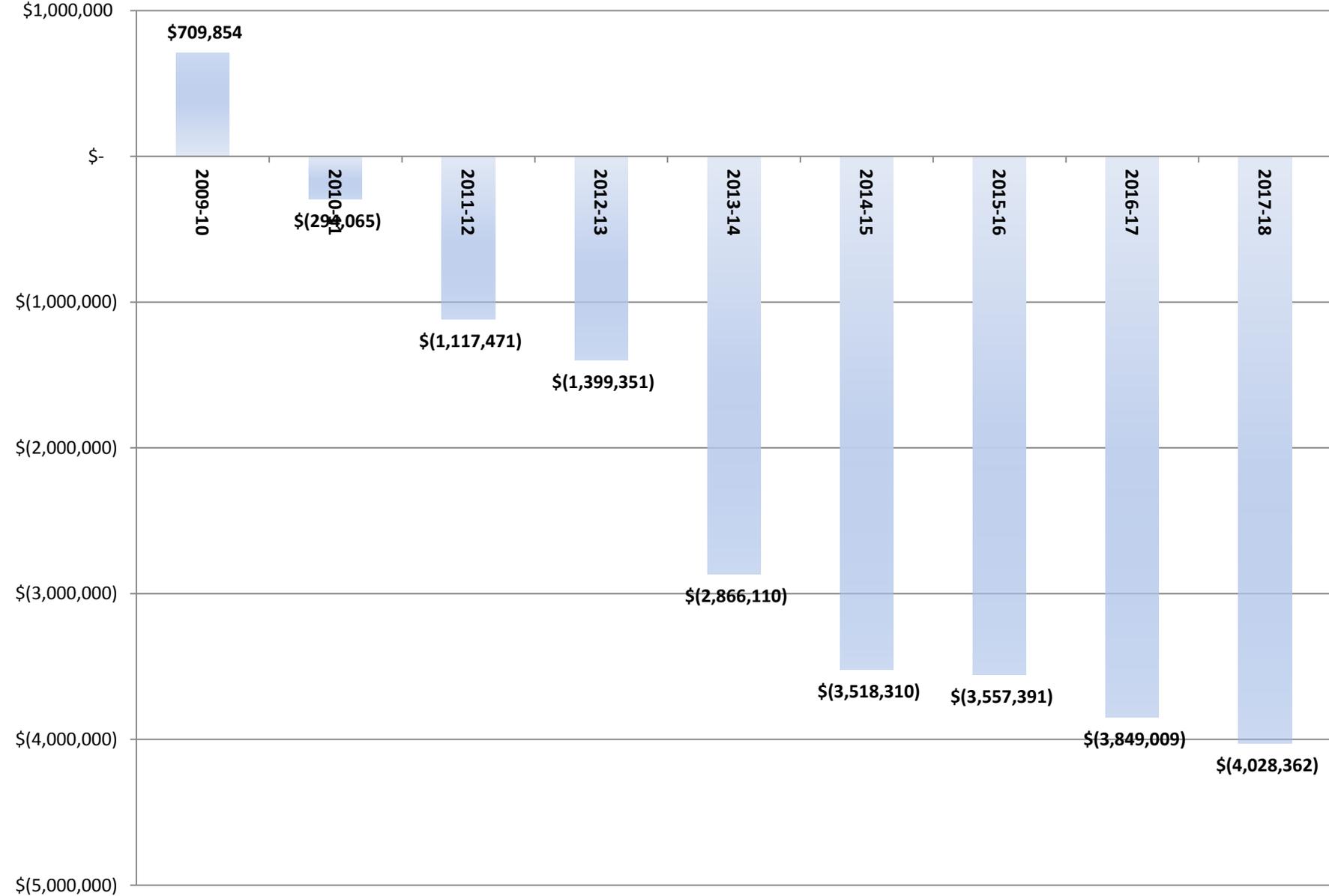
**City of Watertown
Five Year Financial Plan, Fiscal Years 2013/14 through 2017/18
Employment / Salary Negotiations**

Bargaining Unit	Date of Contract	Length of Contract	Actual		Proposed			Forecast				
			2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	
Police	7/1/2012	2 years	2.50%	2.50%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Fire	7/1/2011	3 years	0.00%	3.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
CSEA	7/1/2010	3 years	2.50%	1.50%	1.50%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
IBEW	7/1/2010	3 years	3.25%	0.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Number of Employees*												
Total			435	430	432	478	476	476	476	476	476	476
Full-time			318	314	316	327	325	325	325	325	325	325
Part-time			31	35	35	46	46	46	46	46	46	46
Seasonal			86	81	81	105	105	105	105	105	105	105
Full-time equivalents (FTE's)			370	359	361	359	357	357	357	357	357	357

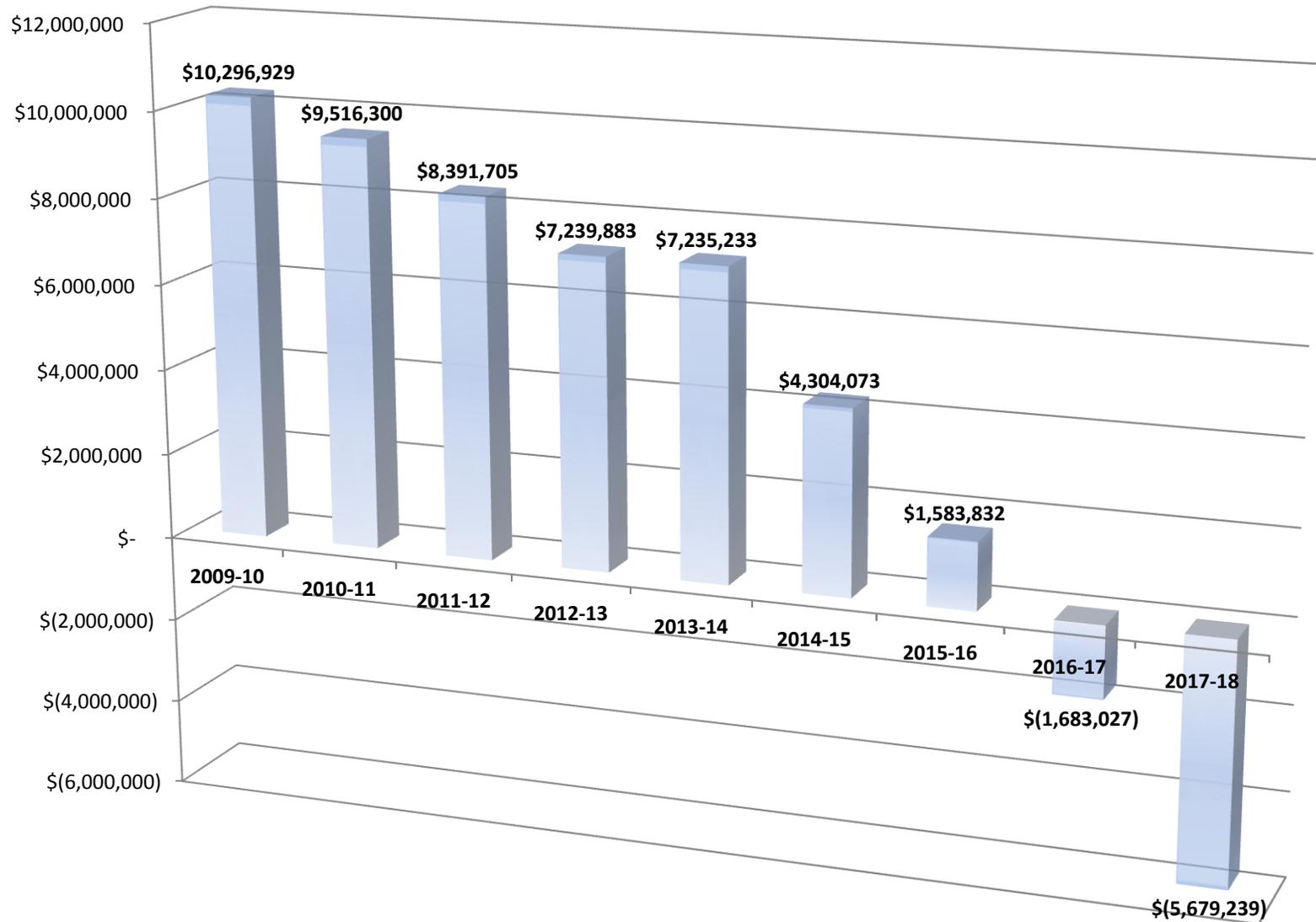
General Fund: Revenues and Expenditures



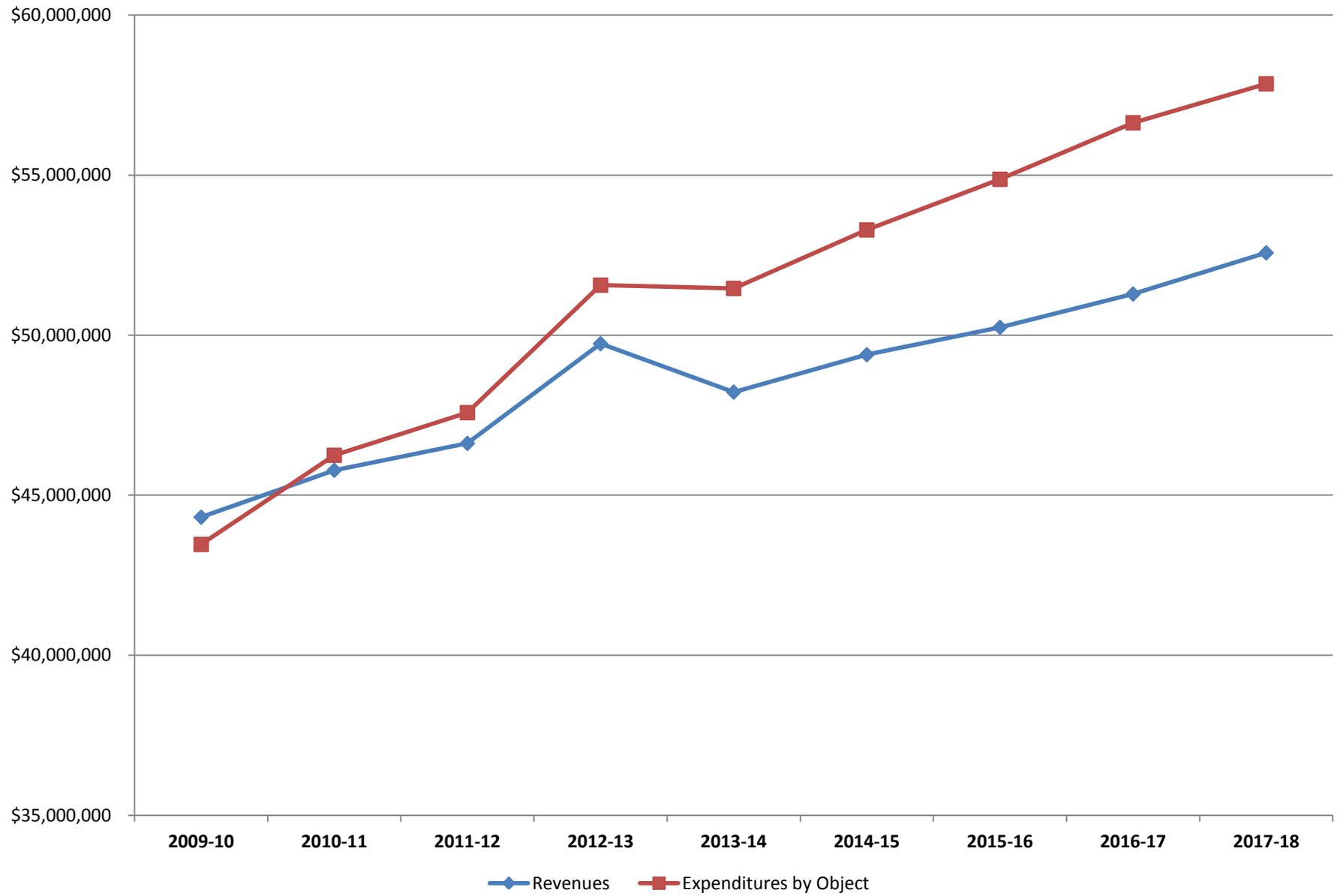
General Fund: Surplus (Deficit)



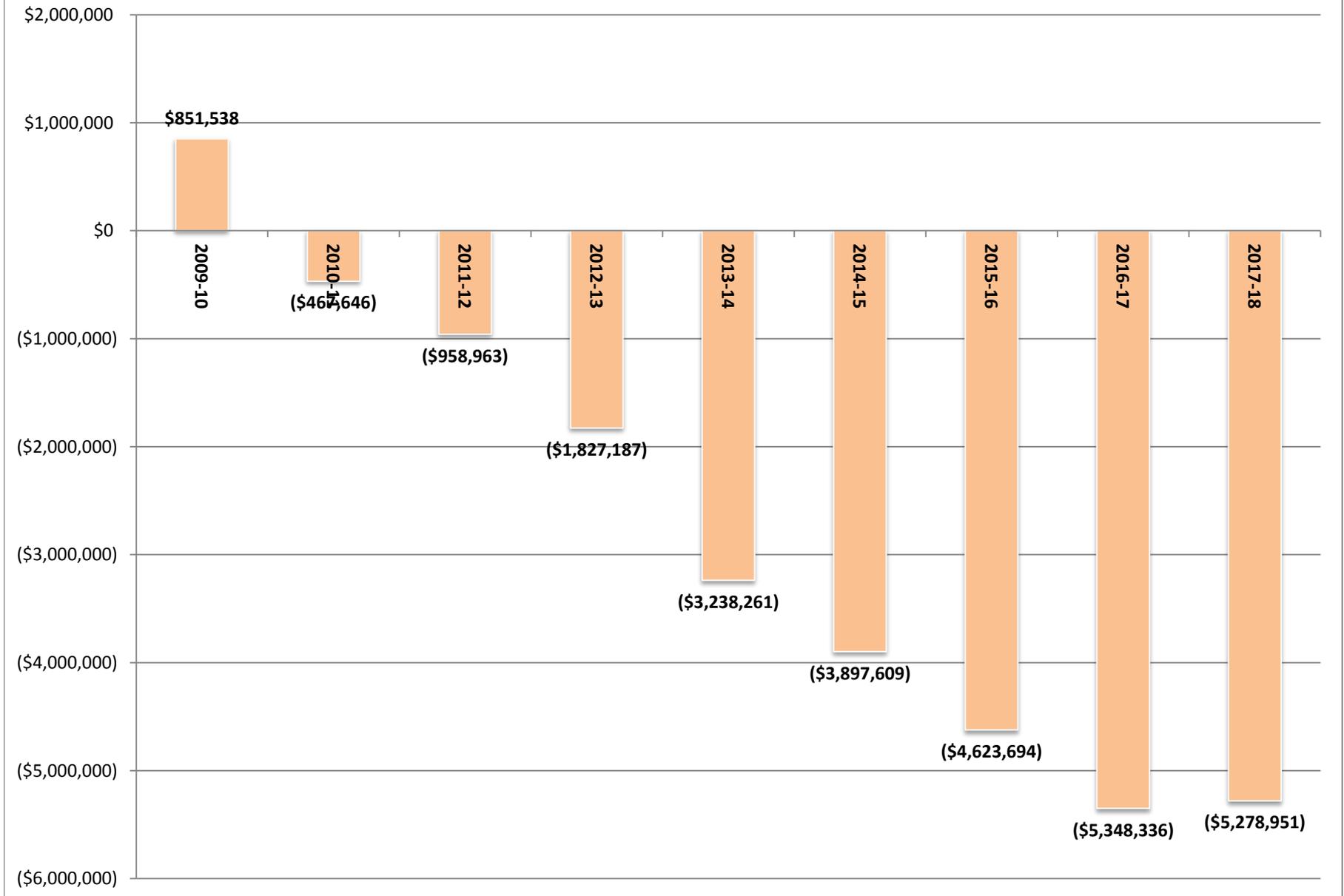
General Fund Unreserved - Unappropriated Ending Fund Balance (Actual and Projected)



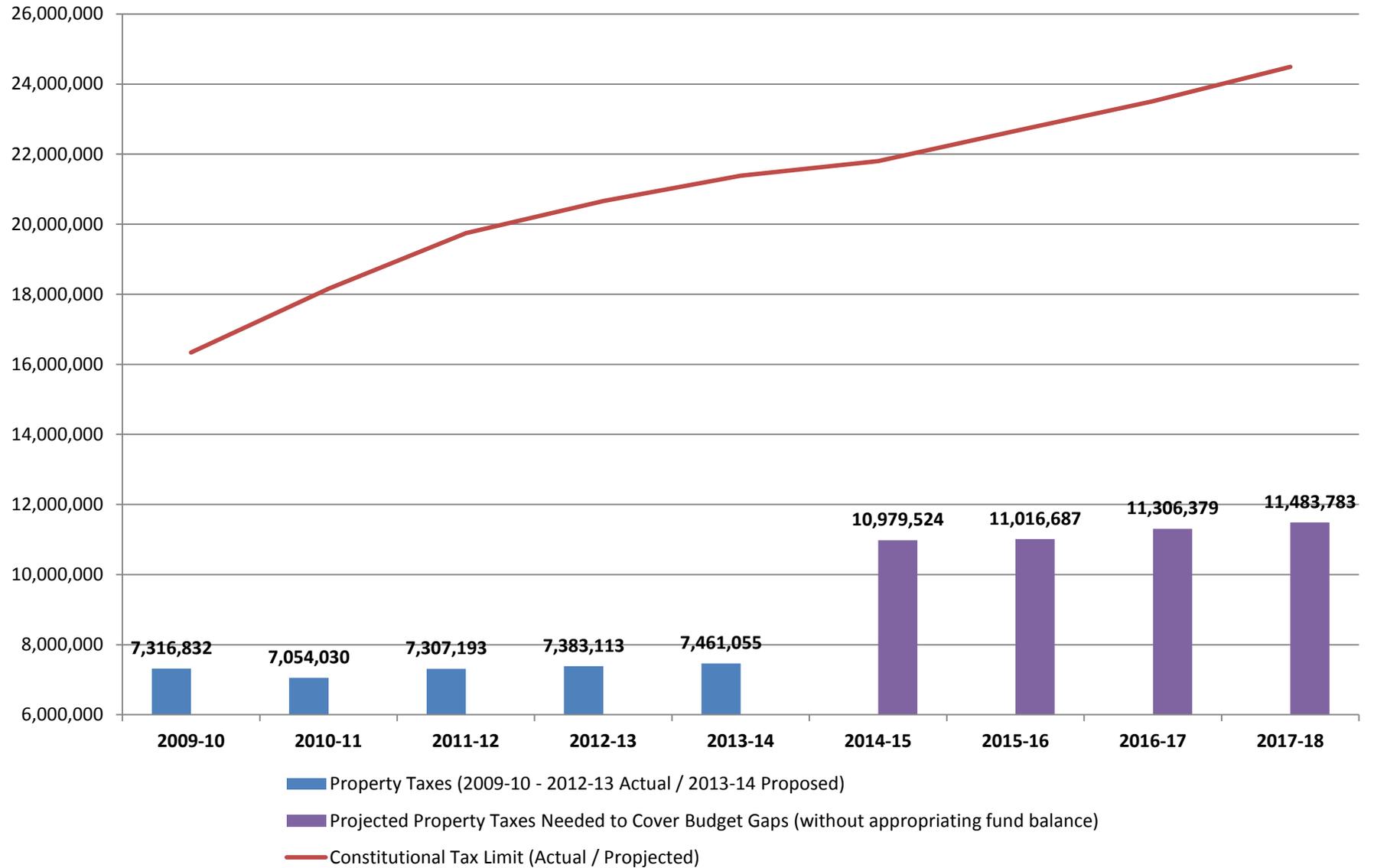
Major Funds: Revenues and Expenditures



Major Funds: Surplus (Deficit)



Property Tax Levy Necessary to Cover Projected Budget Gaps



EXEMPTION
IMPACT
REPORT

City of Watertown 2013 Exemption Impact Report

The following report has been designed to both meet the requirements of Real Property Tax Law §495 and to provide additional information to gauge the impact of exemptions.

Name - Legal Authority

Description

U.S.A. OWNED - RPTL §400(1) Real property that is owned by the U.S. Government.

\$10,542,800 - 0.71%

of parcels 3

PILOT Payments \$0

Impact* \$7.92

STATE MANDATED

NYS OWNED - RPTL §404(1) Real property owned by the State of New York or any of its departments or agencies.

\$20,315,150 - 1.37%

of parcels 30

PILOT Payments \$0

Impact* \$15.13

STATE MANDATED

CITY OWNED - RPTL §406(1) Real property that is owned by a city, is located within the boundaries of the owning municipal corporation, and is held for public use.

\$83,896,750 - 5.64%

of parcels 214

PILOT Payments \$0

Impact* \$58.90

STATE MANDATED

COUNTY OWNED - RPTL §406(1) Real property that is owned by a county, is located within the boundaries of the owning municipal corporation, and is held for public use.

\$35,709,300 - 2.40%

of parcels 108

PILOT Payments \$0

Impact* \$26.20

STATE MANDATED

SCHOOLPROP - RPTL §408 Real property owned by a school district or Board of Cooperative Educational Services (BOCES).

\$35,692,000 - 2.40%

of parcels 11

PILOT Payments \$0

Impact* \$26.19

STATE MANDATED

Ind Develop Agency - RPTL §412-a & Gen Muny L §874 Real property that is owned or under the control of a municipal industrial development agency (IDA) and is located and used as required

\$12,359,800 - 0.83%

of parcels 6

PILOT Payments \$64,099

Impact* \$2.70

STATE MANDATED

***The impact is based on the cost of the exemption minus any PILOT payments to the average single family home owner. Calculation assumes the average assessment of \$106,786 and a tax levy of \$7,520,705 (Proposed) .**

City of Watertown 2013 Exemption Impact Report

The following report has been designed to both meet the requirements of Real Property Tax Law §49E and to provide additional information to gauge the impact of exemptions.

Name - Legal Authority

Description

NotForProfit-Char - RPTL §420-a Real property that is owned by a nonprofit corporation or association organized or conducted exclusively for charitable purposes and is used for carrying out this purpose.
 \$6,713,100 - 0.45%
 # of parcels 8
 PILOT Payments \$0
 Impact* \$5.06
 STATE MANDATED

NotForProfit-Educ - RPTL §420-a Real property that is owned by a nonprofit corporation or association organized or conducted exclusively for educational purposes and is used for carrying out this purpose.
 \$1,334,600 - 0.09%
 # of parcels 3
 PILOT Payments \$0
 Impact* \$1.01
 STATE MANDATED

NotForProfit-Hosp - RPTL §420-a Real property that is owned by a nonprofit corporation or association organized or conducted exclusively for hospital purposes and is used for carrying out this purpose.
 \$66,475,400 - 4.47%
 # of parcels 15
 PILOT Payments \$0
 Impact* \$47.41
 STATE MANDATED

NotForProfit-Moral - RPTL §420-a Real property that is owned by a nonprofit corporation or association organized or conducted exclusively for the moral or mental improvement of men, women, or children and is used for carrying out this purpose.
 \$12,669,500 - 0.85%
 # of parcels 23
 PILOT Payments \$0
 Impact* \$9.50
 STATE MANDATED

NotForProfit-Relig - RPTL §420-a Real property that is owned by a nonprofit corporation or association organized or conducted exclusively for religious purposes and is used for carrying out this purpose.
 \$43,085,520 - 2.90%
 # of parcels 61
 PILOT Payments \$0
 Impact* \$31.40
 STATE MANDATED

HOSTEL - RPTL §422 Real property owned by certain private housing companies that is used for a hostel for the mentally ill or retarded.
 \$2,371,450 - 0.16%
 # of parcels 19
 PILOT Payments \$0
 Impact* \$1.80
 STATE MANDATED

***The impact is based on the cost of the exemption minus any PILOT payments to the average single family home owner. Calculation assumes the average assessment of \$106,786 and a tax levy of \$7,520,705 (Proposed) .**

City of Watertown 2013 Exemption Impact Report

The following report has been designed to both meet the requirements of Real Property Tax Law §49E and to provide additional information to gauge the impact of exemptions.

Name - Legal Authority	Description
NOPROF-HSG - RPTL §422 \$8,568,700 - 0.58% # of parcels 4 PILOT Payments \$0 Impact* \$6.45 STATE MANDATED	This exemption applies to property owned by certain private housing companies that is used for housing and auxiliary facilities for aged persons of low income.
NPROFNURSG - RPTL §422 \$21,170,700 - 1.42% # of parcels 1 PILOT Payments \$0 Impact* \$15.75 STATE MANDATED	Real property owned by certain private housing companies that is used for a nursing home or other health-related facility for low-income persons.
CEMTRYASSC - RPTL §446 \$285,500 - 0.02% # of parcels 1 PILOT Payments \$0 Impact* \$0.22 STATE MANDATED	Real property that is actually and exclusively used for cemetery purposes, or consists of unimproved land in which interments are reasonably and in good faith anticipated.
Veterans Organization - RPTL §452 \$691,100 - 0.05% # of parcels 2 PILOT Payments \$0 Impact* \$0.52 STATE MANDATED	Real property owned by a corporation, association, or post of war veterans of the U.S. Armed Forces (such as the American Legion).
CLERGY - RPTL §460 \$4,500 - 0.00% # of parcels 3 PILOT Payments \$0 Impact* \$0.00 STATE MANDATED	Real property that is owned by a member of the clergy who is engaged in the work of his or her religious denomination to the extent of \$1,500 of assessed value.
Religious Residence - RPTL §462 \$1,395,700 - 0.09% # of parcels 9 PILOT Payments \$0 Impact* \$1.06 STATE MANDATED	Real property that is owned by a religious corporation and is used by the officiating clergyman of that corporation for residential purposes.

***The impact is based on the cost of the exemption minus any PILOT payments to the average single family home owner. Calculation assumes the average assessment of \$106,786 and a tax levy of \$7,520,705 (Proposed) .**

City of Watertown 2013 Exemption Impact Report

The following report has been designed to both meet the requirements of Real Property Tax Law §495 and to provide additional information to gauge the impact of exemptions.

Name - Legal Authority	Description
NOPROFMED - RPTL §486 & Ins L §4310(j) \$1,530,800 - 0.10% # of parcels 2 PILOT Payments \$0 Impact* \$1.16 STATE MANDATED	Real property owned by nonprofit medical indemnity corporations, dental indemnity corporations, health service corporations, and hospital service corporations.
RAILROAD - RPTL §489-d, 489-dd \$2,543,153 - 0.17% # of parcels 1 PILOT Payments \$0 Impact* \$1.93 STATE MANDATED	Transportation property of railroads receiving ceiling values determined by the NYS Board of Real Property Services is exempt from taxation and special ad valorem levies to the extent that its assessed value exceeds the ceiling value.

Sub Totals for State Mandated Exemptions

Exempt amount \$367,355,523

of parcels 524

% of assessment roll 24.69%

PILOT payments \$64,099.00

Impact* \$260.32

Name - Legal Authority	Description
PHFL Article 5 - PHFL §125, §127 \$13,629,750 - 0.92% # of parcels 13 PILOT Payments \$37,756 Impact* \$6.34 LOCAL OPTION	New or rehabilitated dwellings that are located in substandard or insanitary areas, owned by redevelopment companies, and used for low-income or moderate-income housing.
Housing Dev Fund CTS - PHFL §577(1),(3) \$5,859,300 - 0.39% # of parcels 3 PILOT Payments \$0 Impact* \$4.42 LOCAL OPTION	Real property that is owned or under the control of a housing development fund company which is a subsidiary of the NYS Urban Development Corporation (UDC) but is not organized on a not-for-profit basis, and is used for co-op low-income housing.

***The impact is based on the cost of the exemption minus any PILOT payments to the average single family home owner. Calculation assumes the average assessment of \$106,786 and a tax levy of \$7,520,705 (Proposed) .**

City of Watertown 2013 Exemption Impact Report

The following report has been designed to both meet the requirements of Real Property Tax Law §495 and to provide additional information to gauge the impact of exemptions.

Name - Legal Authority

Description

<p>Municipal Housing - Pub Hsng L §52(3), 52(5), 52(6) \$19,807,200 - 1.33% # of parcels 10 PILOT Payments \$46,000 Impact* \$10.07 LOCAL OPTION</p>	<p>Real property that is owned or under the control of a municipal housing authority (MHA), financed or aided by a municipality or the federal government, but not by New York State, and used for low-income housing.</p>
<p>Town O/S Limits - RPTL §406(2) \$250,000 - 0.02% # of parcels 1 PILOT Payments \$0 Impact* \$0.19 LOCAL OPTION</p>	<p>Two types of property owned by a town outside its boundaries: (1) a sewage disposal plant or system owned by any municipality and (2) a water plant, pumping station, water treatment plant, watershed, or reservoir. The exemption is allowed only if agreed to in writing by the governing board of the taxing jurisdiction in which the property is located.</p>
<p>NotForProfit-Permis - RPTL §420-b \$983,000 - 0.07% # of parcels 3 PILOT Payments \$0 Impact* \$0.75 LOCAL OPTION</p>	<p>Real property that is owned by a nonprofit corporation or association organized exclusively for one or more specific purposes (bible, tract, benevolent, missionary, infirmary, public playground, scientific, literary, bar association, medical society, library, patriotic, historical, development of good sportsmanship for persons under age 18 through the conduct of supervised athletic games, or enforcement of laws relating to children or animals) and is used exclusively for carrying out one or more of these purposes. Each of these purposes is exempt unless specifically revoked by local law, ordinance, or resolution (after a public hearing).</p>
<p>Home Imp 421-F City - RPTL §421-f \$297,165 - 0.02% # of parcels 8 PILOT Payments \$0 Impact* \$0.23 LOCAL OPTION</p>	<p>One- and two-family residences that are reconstructed, altered, or improved where the increase in value is greater than \$3,000. Exempt amount is the additional value due to improvements up to \$80,000. This exemption applies only to the City and is given only in the event that the exemption is greater than the \$50,000 School limit.</p>
<p>Home Imp 421-F City & S - RPTL §421-f \$613,216 - 0.04% # of parcels 47 PILOT Payments \$0 Impact* \$0.47 LOCAL OPTION</p>	<p>One- and two-family residences that are reconstructed, altered, or improved where the increase in value is greater than \$3,000. Exempt amount is the additional value due to improvements up to \$50,000.</p>

***The impact is based on the cost of the exemption minus any PILOT payments to the average single family home owner. Calculation assumes the average assessment of \$106,786 and a tax levy of \$7,520,705 (Proposed) .**

City of Watertown 2013 Exemption Impact Report

The following report has been designed to both meet the requirements of Real Property Tax Law §49E and to provide additional information to gauge the impact of exemptions.

Name - Legal Authority

Description

<p>% VET CT - RPTL §458 \$2,159,759 - 0.15% # of parcels 52 PILOT Payments \$0 Impact* \$1.64 LOCAL OPTION</p>	<p>Real property owned by a veteran (or a qualifying family member) that was purchased with proceeds from certain forms of government compensation known as "eligible funds". Before it's repeal in 1994 this exemption was given to all recipients of the standard eligible fund exemption requiring a change to the exempt amount in proportion to the change in assessed value of the veteran's property resulting from a revaluation.</p>
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<p>VETFUNDC/T - RPTL §458 \$24,850 - 0.00% # of parcels 11 PILOT Payments \$0 Impact* \$0.02 LOCAL OPTION</p>	<p>Real property owned by a veteran (or a qualifying family member) that was purchased with proceeds from certain forms of government compensation known as "eligible funds".</p>
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<p>VET COM CT - RPTL §458-a \$11,196,728 - 0.75% # of parcels 547 PILOT Payments \$0 Impact* \$8.41 LOCAL OPTION</p>	<p>The primary residence of a veteran of the United States Armed Services who actively served during a period of war and served in a combat zone.</p>
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<p>VET DIS CT - RPTL §458-a \$5,496,838 - 0.37% # of parcels 233 PILOT Payments \$0 Impact* \$4.15 LOCAL OPTION</p>	<p>The primary residence of a veteran who sustained service-related disabilities, as evidenced by receipt of disability compensation rating from the Veterans Administration or the Department of Defense are eligible for a percentage exemption equal to one-half of their disability rating.</p>
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<p>VET WAR CT - RPTL §458-a \$4,954,740 - 0.33% # of parcels 402 PILOT Payments \$0 Impact* \$3.74 LOCAL OPTION</p>	<p>The primary residence of a veteran of the United States Armed Services who actively served during a period of war.</p>
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<p>AGED C/T - RPTL §467 \$89,136 - 0.01% # of parcels 4 PILOT Payments \$0 Impact* \$0.07 LOCAL OPTION</p>	
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***The impact is based on the cost of the exemption minus any PILOT payments to the average single family home owner. Calculation assumes the average assessment of \$106,786 and a tax levy of \$7,520,705 (Proposed) .**

City of Watertown 2013 Exemption Impact Report

The following report has been designed to both meet the requirements of Real Property Tax Law §495 and to provide additional information to gauge the impact of exemptions.

Name - Legal Authority

Description

AGED C/T/S - RPTL §467 \$2,512,716 - 0.17% # of parcels 89 PILOT Payments \$0 Impact* \$1.90 LOCAL OPTION	Real property that is owned by persons 65 years of age or older whose income does not exceed \$18,500.
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Bus Improv 485-B - RPTL §485-b \$9,688,228 - 0.65% # of parcels 37 PILOT Payments \$0 Impact* \$7.29 LOCAL OPTION	Newly constructed commercial and industrial facilities at a cost exceeding \$10,000 are exempt for 50% of new construction's value. Exemption decreases each year until fully taxable in year 11.
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EDZ 485-E - RPTL §485-e \$14,666,350 - 0.99% # of parcels 25 PILOT Payments \$0 Impact* \$10.98 LOCAL OPTION	Real property that is located in a designated empire zone and is constructed or improved after the zone is designated is exempt for 100% of new construction value for 7 years. Exemption expires in year 11 after 3 years of partial exemption.
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Sub Totals for Local Option Exemptions

Exempt amount \$92,228,976
 # of parcels 1485
 % of assessment roll 6.20%
 PILOT payments \$83,755.64
 Impact* \$60.66

Grand Totals for All Exemptions

Exempt amount \$459,584,499
 # of parcels 2009
 % of assessment roll 30.89%
 PILOT payments \$147,854.64
 Impact* \$320.98

***The impact is based on the cost of the exemption minus any PILOT payments to the average single family home owner. Calculation assumes the average assessment of \$106,786 and a tax levy of \$7,520,705 (Proposed) .**