

CITY OF WATERTOWN, NEW YORK
AGENDA
Monday, February 5, 2018

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, February 5, 2018, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 1 - Appointment to the Board of Assessment Review, Benjamin E. Grass
- Resolution No. 2 - Appointment to the Board of Assessment Review, Laurel K. Zarnosky
- Resolution No. 3 - Approving the Agreement Between Dr. Jon A. Emerton and the City of Watertown for Health Officer
- Resolution No. 4 - Approving Lease Agreement, The Greater Watertown Red and Black, Inc.
- Resolution No. 5 - Accepting Bid for Trailer Mounted Sewer Jetter, Department of Public Works
- Resolution No. 6 - Authorizing Aubertine and Currier, PLLC to Apply for Site Plan Approval on City-Owned Right-of-Way
- Resolution No. 7 - Rejecting Bid for Pouring Rights at the City Municipal Arena

ORDINANCES

LOCAL LAW

PUBLIC HEARING

7:30 p.m.

City of Watertown 2015 Community Development Block Grant Annual Action Plan Amendment

OLD BUSINESS

Tabled

Resolution Authorizing the Sale of Four Surplus Emergency Light Bars, Police Department

STAFF REPORTS

1. NYS Information Technology Audit – Corrective Action Plan
2. Youth Softball League
3. Offer to Purchase 158 and 168 Academy Street
4. Surplus Sales Results for January 2018
5. Community Development Block Grant (CDBG) 2018 Annual Action Plan Public Hearing
6. Donation of Bubble Balls
7. Complete Streets Annual Progress Report – Calendar Year 2017
8. Quarterly Financial Report
9. NYS Office of the State Comptroller 2017 Annual Report on Local Governments
10. NYS Office of the State Comptroller Sales Tax Report
11. Lead Service Line Replacement Program Award

NEW BUSINESS

EXECUTIVE SESSION

To discuss the employment history of a particular individual.

WORK SESSION

Next Work Session is scheduled for Monday, February 12, 2018, at 7:00 p.m.

ADJOURNMENT

NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS TUESDAY, FEBRUARY 20, 2018.

Res Nos. 1 and 2

January 31, 2018

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Appointments to the Board of Assessment Review

We presently have two vacancies on the Board of Assessment Review. The Annual Assessment Review Hearing is scheduled on February 13, 2018.

Attached for City Council consideration are two Resolutions appointing Benjamin E. Grass and Laurel K. Zarnosky to the Board of Assessment Review.

RESOLUTION

Page 1 of 1

Appointment to the Board of Assessment Review,
Benjamin E. Grass

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

RESOLVED that the following individual is appointed to the Board of Assessment Review effective immediately for a five-year term, such term expiring on September 30, 2022:

Benjamin E. Grass
168 Ward Street
Watertown, New York 13601

Seconded by

RESOLUTION

Page 1 of 1

Appointment to the Board of Assessment Review,
Laurel K. Zarnosky

- Council Member HENRY-WILKINSON, Ryan J.
- Council Member HORBACZ, Cody J.
- Council Member RUGGIERO, Lisa A.
- Council Member WALCZYK, Mark C.
- Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

RESOLVED that the following individual is appointed to the Board of Assessment Review effective immediately to fill the unexpired term of Lisa L’Huillier, such term expiring on September 30, 2021:

Laurel K. Zarnosky
447 Flower Avenue East
Watertown, New York 13601

Seconded by

Res No. 3

January 31, 2018

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Approving the Agreement Between Jon A. Emerton, M.D. and the City of Watertown

Municipalities in New York State are required to have a Health Officer. As the City's Health Officer, Dr. Jon A. Emerton is responsible for enforcing public health issues affecting City residents, including, but not limited to, the remedying of unsanitary conditions which can affect public health and safety.

Dr. Emerton has served as the City's Health Officer for the past eight years and wishes to continue in this capacity.

The attached resolution for Council consideration authorizes an Agreement with Dr. Emerton to serve as Health Officer for the City of Watertown for another four-year term commencing on January 1, 2018.

RESOLUTION

Page 1 of 1

Approving the Agreement Between Dr. Jon A. Emerton and the City of Watertown for Health Officer

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown is interested in contracting for professional health officer services, and

WHEREAS the City of Watertown is required by law to have a Health Officer, and

WHEREAS Dr. Jon A. Emerton, 178 Thompson Boulevard, Watertown, New York, has expressed interest in continuing to provide these services to the City of Watertown,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that it hereby approves the Agreement between the City of Watertown and Dr. Jon A. Emerton, a copy of which is attached and made a part of this resolution, and

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

Seconded by

AGREEMENT

BETWEEN

JON A. EMERTON, M.D.

and

THE CITY OF WATERTOWN, NEW YORK

This Agreement, made this _____ date of _____, 2018, by and between the City of Watertown, New York, chartered under the Laws of New York State, having a principal place of business at the Municipal Building, 245 Washington Street, Watertown, New York 13601, herein referred to as "City" and Jon A. Emerton, M.D., who resides at 178 Thompson Boulevard, Watertown, New York, herein referred to as "Health Officer."

WITNESSETH

WHEREAS the City is interested in contracting for Health Officer services from Jon A. Emerton, M.D., such that he may act as the local Health Officer of the City of Watertown.

NOW THEREFORE IN CONSIDERATION of the mutual covenants herein, and other good and valuable consideration, it is agreed as follows:

Section 1: The Health Officer will be charged with the enforcement of the provisions of Chapter 172 of the City Code. He shall have the jurisdiction and power to take such steps as may be necessary to carry out the provisions of that Chapter and of Title 2 of the New York Public Health Law. The Health Officer, or his duly authorized representative appointed by him, shall examine complaints and notices concerning conditions dangerous or detrimental to life or public health and may, when in his judgment imminent danger exists or is believed to exist, enter into and examine premises, buildings, lots and enclosures where such conditions are known or reasonably believed to exist.

Section 2: Payment for Services. For Health Officer services, under Section 1, the Health Officer shall be compensated at an annual rate of \$1,200 per year. Such payment shall be made monthly in the amount of \$100. In addition to the annual rate, the City shall pay Dr. Emerton at the rate of \$250 per hour for work directed by the City.

Section 3: Office Space. It is hereby agreed that the City will be under no obligation to provide office space for the services of the City Health Officer.

Section 4: Precedence of State Laws. This Section shall refer most particularly to the Public Health Law and Sanitary Code of the State of New York and such other State Laws as delegate the authority of enforcement to the local Health Officer.

Term. The term of this Agreement shall be for a four-year period commencing on January 1, 2018, and running through December 31, 2021, and shall continue until a successor is appointed and qualifies. Subject to agreement by both parties, this Agreement may be extended for an additional four-year term.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers or representatives on this ____ day of _____, 2018.

Sharon Addison, City Manager

Jon A. Emerton, M.D.

Res No. 4

January 31, 2018

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Red & Black Lease Agreement

Attached for City Council consideration and approval is a Lease Agreement between the City of Watertown and the Red & Black football team for the 2018 through 2021 seasons. As stated in the attached report of Superintendent Erin Gardner, we look forward to welcoming back the team for another three years. The changes to this lease agreement are listed below. This pricing, as well as the terms and conditions, was agreed to by Red and Black Head Coach at their meeting on January 17. City staff will be available to answer any questions at the Council meeting.

- The fees associated with this lease agreement have increased. The flat fee for the season's practice schedule has increased by \$100.00 to \$1500.00 and the game fee has increased by \$25.00 to \$175.00 for a day game and \$225.00 for a night game.
- The flat fee requiring the Red & Black to pay the City for concession sales is increased \$100 to \$850.00. The flat fee for the exclusive rights of signage has also increased \$100 to \$400.00
- Red and Black will have the right to sell beer at the games or enter into a sub-franchise agreement with an entity who shall obtain an SLA license for beer sales.

RESOLUTION

Page 1 of 1

Approving Lease Agreement, The Greater Watertown Red and Black, Inc.

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

WHEREAS the City is a municipal corporation organized under the laws of the State of New York and, as such, owns a facility known as the Alex T. Duffy Fairgrounds within the City of Watertown, and the Fairgrounds are a community recreational facility, and

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

WHEREAS in pursuit of that public purpose, the City desires to contract for the use, operations, management and maintenance of the Fairgrounds multi-purpose field and all football-related activities, and

WHEREAS the Greater Watertown Red and Black, Inc. owns and operates a football team as a member and franchise of the Northeast Football Alliance, and

WHEREAS Greater Watertown Red and Black, Inc. desires to have its team, Red and Black, play football games within the confines of the Fairgrounds,

NOW THEREFORE BE IT RESOVLED that the City Council of the City of Watertown approves the Lease Agreement between the City of Watertown and the Greater Watertown Red and Black, Inc., attached hereto and made part thereof, and

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

Seconded by



**CITY OF WATERTOWN, NEW YORK
PARKS & RECREATION DEPARTMENT**

Watertown Municipal Arena
600 William T. Field Drive
Watertown, New York 13601
parksrec@watertown-ny.gov
Phone (315) 785-7775 • Fax (315) 785-7776



Date: January 17, 2018
To: Sharon Addison, City Manager
From: Erin E. Gardner, Superintendent of Parks and Recreation
Subject: Lease Agreement with the Watertown Red and Black

Attached for Council consideration and approval is the 2018-2021 Lease Agreement for the Watertown Red and Black semi-professional football team.

The Watertown Red and Black is the oldest semi-pro football team in the United States, having been established in 1896 and are part of the Northeast Football Alliance. Having the Red and Black use the Fairgrounds as their home base is great for the City. Typically the team plays their games on Saturday evenings and average about 500 fans per game. The relationship between the Red and Black and the Parks and Recreation Department has always been excellent.

The Parks and Recreation Department looks forward to another 3 years of working with the Red and Black owners, coaches, players and fans. Superintendent Gardner will be present at the Council Meeting to answer questions Council Members may have.

LEASE AGREEMENT

**THE CITY OF WATERTOWN, NEW YORK
AND
GREATER WATERTOWN RED AND BLACK, INC.**

This Lease is being made and is intended to be effective as of April 1, 2018 between the City of Watertown, New York, with its principal offices located at 245 Washington Street, Watertown, New York 13601 (“City”) and Greater Watertown Red and Black, Inc., with its principal offices located at 1358 Washington Street, Watertown, New York, (“Football”).

INTRODUCTION

WHEREAS, the City is a municipal corporation organized under the laws of the State of New York and, as such, owns a facility known as the Alex T. Duffy Fairgrounds (the “Fairgrounds”) within the City of Watertown, and the Fairgrounds are a community recreational facility; and

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

WHEREAS, in pursuit of that public purpose, the City desires to contract for the use, operation, management and maintenance of the Fairgrounds multi-purpose field and all Northeast Football Alliance football-related activities; and

WHEREAS, Football owns and operates a seasonal football team as a member and franchise of the Northeast Football Alliance; and

WHEREAS Football desires to have its team, Red and Black (the “Team”), play football games within the confines of the Fairgrounds; and

WHEREAS, the City has undertaken a substantial capital improvement project for the Fairgrounds in furtherance of the public purpose of keeping football in the City for the recreation, entertainment and welfare of the people of the City, including the economic benefit such a team can bring.

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

AGREEMENT

Section I – Term of Lease

The initial term of this Lease shall be for a three-year period from April 1, 2018 through March 31, 2021.

Section II – Premises Leased

The City agrees to lease to Football the premises generally known as the Alex T. Duffy Fairgrounds football field and all incidents thereto, including the bleachers and scoreboard, consisting of essentially that area bounded by the multi-purpose field fence separating the field from the remainder of the Fairgrounds, together with the immediately adjacent parking areas (the “Premises”). This lease also provides for rental of the storage/locker areas highlighted in yellow on the map attached as Exhibit A to this Agreement. Restrooms and locker rooms in the Grandstand are part of the Leased Premises when Football is practicing or playing a game on leased fields owned by the City. Restrooms and additional locker rooms may be used as needed depending upon availability. The Fairgrounds multi-purpose #5 field will be made available for practice purposes. In the event this field cannot be used, one of the other nearby fields may be used.

Section III – Non-Assignability and Non-Exclusivity

a. The City and Football agree that it is the purpose of this Agreement to contract for the use, operation, management and maintenance of the Premises, and that this is an agreement for the privilege of Football to use the Premises only for the purpose of semi-pro football. This Lease Agreement may not be assigned by Football to any person or entity, and Football agrees that the City’s consent to any assignment may be withheld for any reason, and in its sole discretion.

b. The City agrees not to enter into a lease for the Premises with any other Professional or Semi-Pro Football team during the term of this lease, without the written consent of Football.

c. It is further understood that this Lease Agreement is non-exclusive, meaning that, at those times when the Premises are not being used for Football’s purposes, the City retains the right to make the Premises available for other uses to the extent that the use will not interfere with those purposes. By express understanding, it will not be interference for the City to allow the playing field to be used by college, high school, youth leagues or other sporting teams. At such times, it shall be the City’s responsibility to maintain the Premises in good repair.

Section IV – Compensation (Rent)

a. As a compensation for the use of the Premises, and during the term of this Lease, Football shall pay to the City fees as follows:

Rental of Storage Space	\$650.00 per year
Day Game	\$175.00per game
Night Game	\$225.00 per game
Practice	\$1500.00 for the season

Day game means any game that ends before 6:00 p.m.

Night game means any game that begins at or extends beyond 6:00 p.m.

When scheduling the use of the City’s fields, the City will give games priority over practices and events.

Football will provide the City Department of Parks and Recreation and the City Comptroller’s Office with a schedule detailing all planned field use for games, practices and camps no later than April 1st of each year

b. Payment must be made to the City by the 1st day of the month for that month’s scheduled field time. If full payment is not made by Football by the 1st day of the month for that month’s scheduled field time or any other unpaid invoice is over 30 days outstanding, Football will not be authorized use of the facility until full payment is made. An invoice will be generated by the City at the month’s end for any additional field time used above and beyond scheduled time by Football, payable within 30 days. Football shall not receive credit for any unused, but scheduled, field time unless 48 hours of notice is given to the Parks and Recreation Department or in the event of inclement weather.

Section V – Concessions and Advertising

a. The City and Football agree that for Football events during the term of this Lease Agreement, concessions rights for the sale of food and non-alcoholic drink as well as for football souvenir items sold on the Premises shall be exclusive to Football. The City shall not permit nor allow mobile units or other vendors or concessions upon the Premises during events or activities being conducted by Football without the written consent of Football

b. All expenses incurred in providing concessions shall be at the sole expense of Football.

c. Football shall pay the City \$850.00 for rights to sell concessions on the Leased Premises for the term of this lease. Full payment must be made to the City by April 1st of each year.

d. Football will be allowed to sell Advertising to be placed upon the side line fences, ticket booths and the press box, on the Leased Premises and on the scoreboard. Mounting of advertising on City property must be approved in advance by the City. Football is not authorized to hang political signage of any kind. Football is not authorized to sell advertising and install signs in any other areas of the Leased Premises without the written consent of the City. It will be the responsibility of Football to install and remove the Advertising. By April 1st of each year, Football will be responsible for a flat fee of \$400 to have exclusive rights for signage.

Section VI – Franchise for Sale of Alcoholic Beverages

a. Football desires to provide for the sale of beer at the professional games to be held pursuant to this Agreement, and the City grants such franchise upon the terms outlined in this section. Football may provide such sales itself or enter into a sub-franchise agreement with a person or entity who or which shall obtain a SLA license for beer sales for the Watertown Municipal Fairgrounds Main Multi-Purpose Field at 667 William T. Field Drive is limited to the term of this Agreement.

Football, and any sub-franchise agreement with a licensed vendor shall provide that both Football and the vendor, shall be bound by the terms of the City's "ABC Law, Rules and Guidelines," as the same may, from time to time, be amended. A copy of the City's current "ABC Law, Rules and Guidelines" is attached to this Agreement as Exhibit "B" Football and any sub-franchisee shall also be specifically bound by the terms and conditions of any license issued by the State Liquor Authority.

Football or its sub-franchisee shall provide the City with a copy of any application for the license, and shall, at a minimum as part of the application, show the locations of all points of sale; indicate the manner in which control of the sale of alcoholic beverages will be maintained; contain an acknowledgement that it will discontinue the service of alcohol at any time when directed to do so by the shift supervisor of the Watertown City Police; provide proof of its liquor liability insurance coverage in the amount of \$1,000,000.00 individual/\$2,000,000.00 aggregate; and represent that the times of alcohol service must be no earlier than one hour prior to the commencement of any game and that all service will be discontinued by the end of the third quarter.

Football acknowledges that, as the party responsible for the sub-franchisee, it is obligated not to permit the sale of alcoholic beverages in violation of the New York Alcoholic Beverage and Control Law, the New York Penal Law, and/or the New York General Obligations Law. If it is determined that Football or its sub-franchisee has sold beverages in violation of any of the applicable rules and regulations, including any term of this agreement, Football's right to sell or contract with a sub-franchisee for the sale of alcohol on the premises will be immediately revoked.

Football acknowledges that the City of Watertown is not involved in the sale of alcoholic beverages, and agrees to defend and indemnify the City, including reimbursement of the City's reasonable attorneys' fees, from any and all claims, civil or criminal, arising from any claimed violations of law pertaining to, or statutory duty arising from, the sale of alcoholic beverages.

(1) Football Games: At no time shall alcohol sales begin more than one hour prior to the start of the game, and all alcohol sales will cease at the end of the third quarter.

(2) Other events: The sale of alcohol shall not be allowed more than one hour prior to the commencement of the event and shall stop at least one half hour prior to the scheduled conclusion of the event. "Other events" are defined as only the events taking place during the week of the Jefferson County Fair, or as specifically approved by the City Manager. Football acknowledges that this Lease Agreement contains no right to sponsor concerts or other events, and that City consent for the same may be withheld for any reason whatsoever.

Section VII – Adequacy of Leased Premises

a. Football represents that the premises satisfy the requirements of the Northeast Football Alliance and that the City shall not be obligated to make any change to the Premises during the term of this Lease to satisfy any requirements of Football or the Northeast Football Alliance.

b. Football shall certify in writing to the City that it has accepted, in good order and repair, the Premises. This certification by Football shall include a statement that Football has examined and knows the condition of the Premises and has received the same in good repair and working order. Any exceptions by Football to the condition of the Premises at the time of their receipt shall be provided to the City in writing.

Section VIII – Maintenance

a. The City agrees that it will keep the Premises, including any structural or capital repairs and improvements, in good repair during the term of this Lease, and at its own expense. The City further agrees that it shall bear the cost of electric facilities and electric service to the Premises.

b. Football agrees to provide custodial maintenance of the Premises during the term of the Lease. Football is responsible for cleaning the Leased Premises after every game or practice. If Football has not cleaned the Leased Premises by 10:00 a.m. the day following a game or practice, the City will clean the Leased Premises and Football will reimburse the City as described below:

1 st offense	\$50 Fee, plus actual cost
2 nd offense	\$100 Fee plus, actual cost
3 rd offense	\$250 Fee plus, actual cost
After 3 offenses (each offense)	\$500 Fee plus, actual cost

If the City is compelled to do custodial maintenance, as described above, Football will pay the bill for such work performed by the City before they will be allowed to use the Leased Premises for a game or practice.

c. Football shall keep the Premises secure and keep unauthorized persons out of the grandstand area.

d. The City agrees that it will maintain the football field. Football acknowledges, however, that the City's employees are not responsible for the laying and removal of football equipment prior to, during, or after any particular football game or practice.

e. If all or any part of the Premises are damaged or destroyed by Football, or by any of its agents or employees, or by any of Football's patrons, or during any event for which Football is responsible, (for example, damage, or destruction to the goal post), Football agrees that it will immediately cause repairs or, if the City repairs the damage, that it will reimburse the City for such damage or destruction. The City reserves the right to close any non-paved or unimproved areas from parking in order to avoid damage to our fields and green areas.

Section IX – Parking Fees

Football acknowledges that the City reserves the right to assess a one dollar (\$1.00) parking charge, per car, at each home game for the Team. This amount may increase at the City's sole discretion. The parties agree that the City shall be responsible for collecting the fee, and that all proceeds from parking shall inure to the City.

Section X – Insurance

a. Football agrees to name the City as an additional named insured for its liability coverages, and to provide proof of general liability insurance in the amount of \$500,000/\$1,000,000 combined single limit. Football shall provide the City with copies of its declaration pages for the policy or policies during the duration of the Lease Agreement. Football's policies of insurance may not limit the City's coverage as an additional insured to vicarious liability issues only.

b. The City will insure the Premises to cover only the City's interest in the event of damage due to fire or other hazard. Football agrees that, if the Premises are materially damaged by fire or other casualty, the City is not obligated to restore the Premises, and

Football will have no claim under this Lease against the City for not restoring the Premises.

c. Football shall procure and maintain Workers' Compensation insurance and disability insurance in accordance with the laws of the State of New York. This insurance shall cover all persons who are employees of Football under the laws of the State of New York. Proof of said insurance shall be provided to the City of Watertown upon signing of this Agreement.

Section XI – Hold Harmless

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

Section XII – Venue and Applicable Law

a. The City and Football agree that the venue of any legal action arising from a claimed breach of this Lease is in the Supreme Court, State of New York, in and for the County of Jefferson.

b. This Agreement shall be construed in accordance with the laws of the State of New York.

Section XIII – Right of Access

The City reserves the right to enter the Premises by its duly authorized representatives at any reasonable time which does not interfere or conflict with the conduct of business of Football, for the purposes of inspecting the Premises, performing any work necessary required on the part of the City, exhibiting the Premises, or in the performance of its police powers.

Section XIV – Return of Premises

Football agrees to return the Premises to the City, upon the expiration of this Lease, in as good condition as when Football received possession of the Premises, reasonable wear and tear excepted, and excepting damage to the Premises caused by

others when the Premises were not under the control of Football. The City and Football will conduct a walk-through of the Premises at the beginning of the Lease term. The City and Football will conduct an initial walk-through of the Premises at the end of each season. Upon expiration of the Lease, the City and Football will conduct a final walk through of the Premises.

Section XV – Desire to Renew Notice

Football shall provide the City with a ninety (90) day written notice of its desire to discuss the option to renew this Agreement.

Section XVI – Notice

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

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

To Football: George Ashcraft, General Manager
Greater Watertown Red and Black, Inc.
1358 Washington Street
Watertown, New York 13601

A party may change the address to which notices are to be sent by written notice actually received by the other party.

IN WITNESS WHEREOF, the City and Football will have caused this Lease to be executed by authorized agents to be effective as of April 1, 2018

THE CITY OF WATERTOWN, NEW YORK

By: _____
Sharon Addison, City Manager

GREATER WATERTOWN RED AND BLACK,
INC.

By: _____
William Caprara, Owner

ABC Law Rules and Guidelines

- You must provide the City of Watertown with a copy of your license certificate at least 24 hours before the start of your event.

- You as the licensee are responsible for the activities of employees and patrons in all parts of the licensed premises, even if you are not always physically present, to ensure that the business is operating in accordance with the ABC Law.
- Your license certificate must be displayed so that it is in a conspicuous place inside the premises near the point of sale. Copies of the certificate for posting purposes are not acceptable.
- If you wish to make any changes in the structure of your corporation, or if you wish to change the individuals on the license, you must file the appropriate application and obtain approval from the Authority before making these changes.
- Appropriate books and records detailing purchases with invoices and the amount of each sale must be maintained at the premises and made available for inspection by SLA investigators.
- Bartenders, waitresses, waiters, hostesses and/or any persons who handle and receive payment for alcoholic beverages must be at least 18 years old.
- Bus persons and dishwashers who handle containers which have held alcoholic beverages must be at least 16 years old and must be directly supervised by someone at least 21 years old.
- According to Section 260.21 of the Penal Law, persons under the age of 16 must be accompanied by a parent or guardian to enter an on premises establishment.
- Alcoholic beverages must be consumed on the premises.
- Hours of sale are determined by the closing hours in the county where your establishment is located and your license/permit. Be sure you know the proper hours.
- You must have a valid bond in effect at all times.
- Purchases of alcoholic beverages must be made from duly licensed manufacturers and wholesalers. Purchases from retail stores or from any other retail licensee for resale are not permitted.
- Gambling of any type, either professional or social, is not permitted on any licensed premises. Exceptions are the sale of lottery tickets when licensed by the

Division of the Lottery and bingo or games of chance when authorized by the State Racing and Wagering Board.

- Refilling or tampering with the contents of any container containing alcoholic beverages is not permitted.
- An alcoholic beverage must be dispensed from the container in which it was received from the wholesaler.
- Any plans to make major physical changes or to substantially alter the licensed premises in any way may require permission from the authority prior to construction.
- Patrons may consume drinks purchased before closing hours up until one-half hour after the legal closing hours.
- To prevent sales to minors, ask for proof. It is a crime to give or sell alcoholic beverages to anyone under the age of 21. You should instruct your employees to check for proof of age before selling any alcoholic beverages. Acceptable documents for identification:
 - Valid New York State driver's license or a valid driver's license from any other state or Canada.
 - Valid identification issued by the New York Department of Motor Vehicles (non-Driver ID card).
 - Valid United States military identification.
 - Valid passport or visa from the United States government or any other country.

**College ID OR Sheriff's ID Cards
are NOT acceptable Proof of Age.**

- Have a written policy on what you expect from employees when making alcoholic beverage sales and post the policy for all employees to see.
- Post a "Date Born After" sign in close proximity to all cash registers.
- Establish an ongoing training and education program for all employees.
- Be sure your bartenders, wait staff and clerks understand that they can be arrested for selling alcoholic beverages to minors and/or intoxicated people.
- Support your employees when they refuse to make a sale.
- Encourage responsible drinking when advertising your establishment. Do not use advertising and/or promotions which are designed as inducements for teenagers to drink.

Recognize the signs of intoxication

Slurred speech

Mood swings

The smell of alcohol

Loud, abusive, profane language

Staggering or falling

Res No. 5

January 26, 2018

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Accepting Bid for Trailer Mounted Sewer Jetter,
Department of Public Works

The City Purchasing Department has advertised and received sealed bids for a new and unused Trailer Mounted Sewer Jetter for the Department of Public Works. As stated in the attached reports from Purchasing Manager Amy M. Pastuf and Superintendent Eugene P. Hayes, this unit will be charged equally between the Storm Sewer and Sanitary Sewer account codes.

Invitations to bid were also issued to five (5) prospective bidders, with three (3) bids received and publicly opened and read in the City Purchasing Department on Thursday, January 25, 2018, at 11:00 a.m.

City Purchasing Manager Amy Pastuf reviewed the bids received with Superintendent Gene Hayes, and it is their recommendation that the City Council accept the bid received from Cyncon Equipment, Inc. as the lowest responsive bidder in the amount of \$63,948. Funding is contained in the Fiscal Year 2017-18 Sewer Fund and Sanitary Sewer Budgets. Staff is also recommending that Council accept optional bid items No. 1 and No. 2 to enhance the usefulness and safety of the unit, bringing the total bid amount to \$72,183.

A Resolution has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Accepting Bid for Trailer Mounted
Sewer Jetter, Department of Public Works

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

WHEREAS the City Purchasing Department has advertised and received sealed bids for a Trailer Mounted Sewer Jetter for the Department of Public Works, and

WHEREAS invitations to bid were also issued to five (5) prospective bidders, with three (3) bids received and publicly opened and read in the City Purchasing Department on Thursday, January 25, 2018, at 11:00 a.m., and

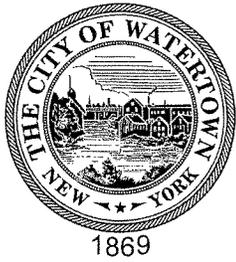
WHEREAS City Purchasing Manager Amy Pastuf reviewed the bids received with Superintendent of Public Works Eugene Hayes, and it is their recommendation that the City Council accept the bid from Cyncon Equipment, Inc. as the lowest responsive bidder,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the bid submitted by Cyncon Equipment, Inc., as being the lowest responsive bidder meeting City specifications for the Trailer Mounted Sewer Jetter in the amount of \$63,948, and

BE IT FURTHER RESOLVED that the City Council of the City of Watertown also accepts optional bid items No. 1 and No. 2 to enhance the usefulness and safety of the unit for a total bid amount of \$72,183, and

BE IT FURTHER RESOLVED that City Manager Sharon Addison is hereby authorized and directed to sign all contracts associated with implementing the award to Cyncon Equipment, Inc.

Seconded by



CITY OF WATERTOWN, NEW YORK

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

Amy M. Pastuf
 Purchasing Manager

MEMORANDUM

TO: Sharon Addison, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: Bid 2018-02 – Trailer Mounted Sewer Jetter
DATE: 10/06/2017

The City's Purchasing Department advertised in the Watertown Daily Times on December 28, 2017 calling for sealed bids for purchase of a new and unused Trailer Mounted Sewer Jetter for use in the Storm and Sanitary Sewer Systems. This Invitation to Bid included the base bid of the trailer-mounted sewer jetter and three options for City Council to consider. The first option, **Bid Item 1**, adds an Auto Level Wind function, **Bid Item 2** upgrades the tethered remote pendant to a wireless pendant with similar control function and **Bid Item 3** requested extended warranty options for entire unit and or engine.

This purchase of this equipment is part of the Adopted 2017-2018 Budget, and can be found on page 282 of the Budget Book.

The Purchasing Department issued Invitations to Bid to five (5) prospective bidders and received three (3) sealed bid submittals. The Purchasing Department publically opened and read the sealed bids on January 25, 2018 at 11:00 am, local time. The bid tabulation for the bid is shown below.

Description	Cyncon Equipment, Inc.	Ice Companies, Inc.	Tracy Road Equipment
	Rush, NY	Wilmington, NC	Adams Center, NY
Base Bid			
Trailer-Mounted Sewer Jetter	\$63,948.00	\$87,595.00	\$77,785.00
Specify Color	White/Blue	Yellow or Black	Yellow
Specify Engine make and Model	Caterpillar 91Hp	Cat Diesel 9000-0048 91 Hp	Cummins 85 Hp
Options:			
1. Auto Level Wind	\$5,231.00	\$3,495.00	\$7,058.00
2. Upgrade tethered remote pendant to a wireless pendant with similar control functions	\$3,004.00	\$2,000.00	\$1,653.00
3. Please provide extended warranty options for entire unit and or engine if available	Not Available	Not Available	Not Available
Total Options	\$8,235.00	\$5,495.00	\$8,711.00
Total Base with Total Options	\$72,183.00	\$93,090.00	\$86,496.00

DPW Superintendent Gene Hayes and the Purchasing Department reviewed the responses to ensure that they complied with the specifications. Cyncon Equipment, Inc. proposed a bid that is lower than the three other bids received.

Staff recommends that City Council award the bid for purchase of a new and unused Trailer Mounted Sewer Jetter to **Cyncon Equipment, Inc.** for **\$63,948.00** as the lowest responsive responsible bidder. Staff requests that City Council also approve **Bid Item 1 (\$5,231.00)** and **Bid Item 2 (\$3,004.00)** for a bid total of **\$72,183.00** as the options will enhance the usefulness and safety of the unit. If there are any questions concerning this recommendation, please contact me at your convenience.

	<h1>MEMORANDUM</h1> <h2>Dept. Public Works</h2>	E.P. Hayes
		Superintendent
		Date: 01-26-18
		Ref: PW 001-18
To:	Sharon Addison, City Manager	
Subject:	Trailer Mounted Sewer Jetter Recommendation to Purchase	

On Thursday, January 25, 2018, three (3) sealed "Trailer Mounted Sewer Jetter" bid packages were publicly opened at 11:00 A.M. by Amy Pastuf, Purchasing Manager, Room 205, Municipal Building, 245 Washington Street, Watertown, New York.

This was a single item bid requesting price and delivery on a new and unused, trailer-mounted sewer jetter for use by the City of Watertown Public Works Department. The results of the bid opening are as follows:

Description	Cyncon Equipment, Inc.	Ice Companies, Inc.	Tracy Road Equipment
	Rush, NY	Wilmington, NC	Adams Center, NY
Base Bid:			
Trailer-Mounted Sewer Jetter	\$63,948.00	\$87,595.00	\$77,785.00
Make Model	Sewer Equip Co America 747 Series	ICE Mud Dog	O'Brien 7000 Series
Engine Make and Model	Caterpillar 91-Hp	Caterpillar 91-Hp	Cummins 85-Hp
Options:			
1. Auto Level Wind	\$5,231.00	\$3,495.00	\$7,058.00
2. Upgrade tethered remote to wireless	\$3,004.00	\$2,000.00	\$1,653.00
Total Options	\$8,235.00	\$5,495.00	\$8,711.00
Total Results:			
Base with Options	\$72,183.00	\$93,090.00	\$86,496.00

The purchase of this unit will be charged equally between the A-8140, Storm Sewer and G-

8120, Sanitary Sewer individual account codes as detailed on pages 282 and 310 of the 2017-18 Approved Capital Budget with a total budget of \$65,000. While the base bid was below that budgeted, after further review and consideration I am recommending that the two options listed be included in this purchase as they are features which will address/provide for the essential health safety of our employees/operators. Combined, these options will enable the crew members to avoid direct exposure to the sewer mist/spray commonly encountered during cleaning operations and provide better machine control in remote locations.

The inclusion of both these health safety protective options will increase the total budgeted cost by \$7,183.00. This “shortfall” can be made whole with surplus/remaining funding from the two benefitting accounts on specific line items contained in this year’s approved budget where the actual purchases were made earlier in this fiscal year. Namely:

	Budgeted	Actual	A8140	G8120
Sewer Jetter	\$65,000	\$72,183	\$3,592	\$3,592
	Funding	From The	Following	
Manhole Cutter	\$24,000	\$19,250	\$2,375	\$2,375
Pipe Laser	\$5,400	\$4,973	\$214	\$214
74.5 hrs @ \$13.50 for MWI Vacancy				\$1,013
StormWater Coalition Membership	\$3,500	\$1,500	\$1,003	\$1,006
			\$0	-\$3
Municipal Worker I Open Position				
G8120	10/10/17 to Presentt			

It is my recommendation, as Superintendent of Public Works, that the award for the Trailer Mounted Sewer Jetter go to the lowest priced, qualified bid submittal meeting all of the City’s specification requirements: Cyncon Equipment Inc. Rush, NY for their Sewer Equipment Company of America, Model 747 trailer mounted sewer jetter complete with the Auto Rewind and Remote Wireless Pendant control options for a total combined price of \$72,183.00.

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

Gene

cc: Jim Mills, City Comptroller
 Amy Pastuf, City Purchasing Manager
 Pat Keenan, Sewer Maintenance Supervisor
 DPW file: Trailer Mounted Sewer Jetter



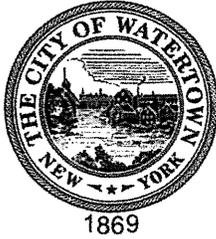
CITY OF WATERTOWN, NEW YORK

CITY HALL
 245 WASHINGTON STREET
 WATERTOWN, NEW YORK 13601-3380

Trailer Mounted Sewer Jetter
2018-02
Bid Opening Date: January 25, 2018 at 11:00 AM

The following results are bids as presented at the bid opening and do not represent an award.

Description	Cyncon Equipment, Inc.	Ice Companies, Inc.	Tracy Road Equipment			
	Rush, NY	Wilmington, NC	Adams Center, NY			
Base Bid						
Trailer-Mounted Sewer Jetter	\$63,948.00	\$87,595.00	\$77,785.00			
Specify Color	White/Blue	Yellow or Black	Yellow			
Specify Engine make and Model	Caterpillar 91Hp	Cat Diesel 9000-0048 91 Hp	Cummins 85 Hp			
Options:						
1. Auto Level Wind	\$5,231.00	\$3,495.00	\$7,058.00			
2. Upgrade tethered remote pendant to a wireless pendant with similar control functions	\$3,004.00	\$2,000.00	\$1,653.00			
3. Please provide extended warranty options for entire unit and or engine if available	NA	NA				
Total Options	\$8,235.00	\$5,495.00	\$8,711.00			
Total Base with Total Options	\$72,183.00	\$93,090.00	\$86,496.00			
Non-Collusive Bidding Certificate	X	X	X			
Certificate of Compliance with the Iran Divestment Act	X	X	X			
Vendor Certification	X	X	X			



CITY OF WATERTOWN, NEW YORK

CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380

Bid 2018-02 Bid Response Form

<u>Item Description</u>		<u>Qty</u>		<u>Unit Price</u>		<u>Extended Price</u>
Base Bid:						
Trailer –Mounted Sewer Jetter		1		\$63,948 ⁰⁰		\$63,948 ⁰⁰
Specify Color: <u>WHITE / BLUE</u>						
Specify Engine Make and Model: <u>CATERPILLAR 91 HP</u>						
Options:						
1. Auto Level Wind		1		\$5,231 ⁰⁰		\$5,231 ⁰⁰
2. Upgrade tethered remote pendant to a wireless pendant with similar control functions		1		\$3,004 ⁰⁰		\$3,004 ⁰⁰
3. Please provide extended warranty options for entire unit and or engine if available		1		\$ N/A		\$ N/A
Total Options				\$ 8,235 ⁰⁰		\$ 8,235 ⁰⁰
Total Base Bid with Total Options				\$ 72,183⁰⁰		

Delivery to take place 30-150 calendar days ARO (After Receipt of Order)

Bid Submittals must include:

- * Non-Collusion Certificate
- * Certificate of Compliance with Iran Divestment Act
- * Exceptions or Limitations to Bid Specifications and Conditions
- * Bidders Acknowledgement of Term and Conditions
- * Contractor's Qualification Statement
- * Provide engine manufacturers warranty with bid

Name: CYNCOE EQUIPMENT INC

Contact: RICHARD WILCOX, GEN. MGR

Address: 7494 W. HENRIETTA RD.

Telephone: 585-533-2500

ROSA, N.Y. 14543

Fax: 585-533-2501

E-Mail: RWILCOX@CYNCOE.COM

Website: WWW.CYNCOE.COM

Bid Proposal Certifications

EXCEPTIONS OR LIMITATIONS TO BID SPECIFICATIONS AND CONDITIONS

This page must be completed and signed by the vendor in order for your bid to be considered by the City of Watertown.

A. If any exceptions or limitations to the bid conditions and specifications are part of your bid, you must check box 1 (below) and indicate the limitation on this page.

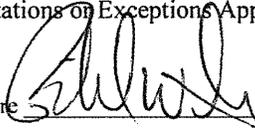
B. If no exceptions or limitations are part of your bid, you must check box 2 (below).

1. The following limitations or qualifications are included in this bid:

- a. Delivery:
- b. Freight or Delivery Charges:
- c. Pricing:
- d. Other (please specify):

2. No Limitations or Exceptions Apply

Authorized Signature



Title

GENERAL MANAGER

Please sign here

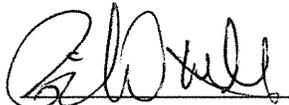
BIDDERS ACKNOWLEDGEMENT OF TERMS AND CONDITIONS

The City of Watertown reserves the right to award bids by total (aggregate), group (subcategory) or individual (line-by-line), whichever is in the best interest of City of Watertown.

By signing below and submitting this bid for consideration by the City of Watertown, the bidder acknowledges that he/she has read, understood and agreed to all aspects of the General and Special Specifications, Instructions and Conditions, and all appendices and the Bidder Response Form as presented without reservation or alteration. The Bidder, Bidder affiliates and any other agency that intercedes on the Bidder's behalf also agrees to hold the City of Watertown harmless and not responsible for any hardship that can or potentially could be caused and subsequently impacts the bidder as a result of this bid.

Please sign here

Authorized Signature:



Title

GENERAL MANAGER

Printed Name:

RICHARD WILCOX

Company Name

CYNCON EQUIPMENT LLC.

Address:

7494 W. HENRIETTA RD. ROSA, NY 14543

Phone Number:

585-533-2500

Fax Number

585-533-2501

E-mail address:

RWILCOX@CYNCON.COM

Website:

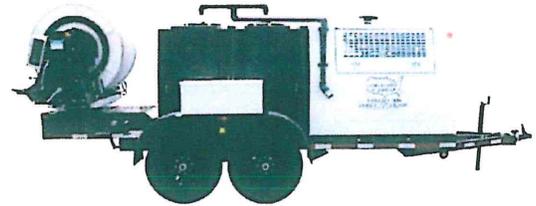
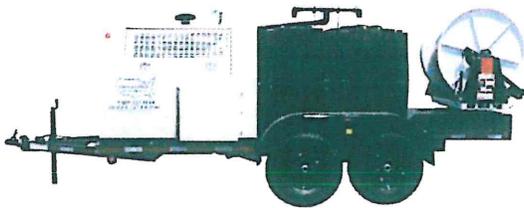
CYNCON.COM

BEST PRODUCTS, BEST LOCAL SUPPORT



545 & 747 Series

Sewer Equipment Company of America built its first 747 Trailer Jet with a rotating hose reel in 1993. Throughout its evolution, the 747 series of jetters has been the industry standard by which others are judged. Whether it is longevity, operator safety, overall value or available options that you are looking for, the current offering of 747 trailer and truck jets are without peer in the marketplace.

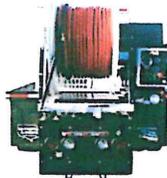
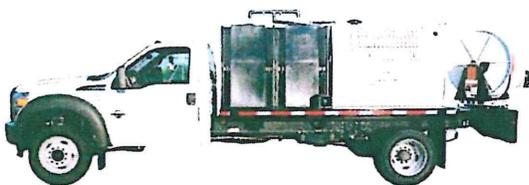


Longevity starts with choosing the proper components and continues with meticulous design and assembly. With gas engines and triplex plunger run-dry water pumps as standard equipment, users are assured of a vast support network and the utmost performance and reliability for the life of their system. Frames made of fully welded $\frac{1}{4}$ " x 2" x 6" steel tubing maximize strength and corrosion resistance, and every trailer is certified by the National Association of Trailer Manufacturers, assuring you of adherence to all Federal D.O.T regulations and safety standards.

While our stout frames limit flex and sway while towing, our available Duraprolene water tanks are fully baffled to eliminate surging while stopping and turning with a load of water. Once on the job, our standard rotating safety reel allows the operator to position the trailer in the safest possible manner while simply rotating the reel to conveniently face the access point. The NEMA 4 water-tight control panel swivels with the reel to allow safe access regardless of reel position.

Our unique ECO operating system allows the engine to run at a 33% lower RPM than traditional designs, saving you operating 33% lower RPM than traditional designs, saving you operating costs on fuel every day and creating a safer and more pleasant work environment for your operators. Long term value is also created with design features like a welded, one piece enclosure and components that are painted prior to assembly to eliminate points of corrosion.

Any machine requirements necessary to get your job done, a 747 can be built to meet it. If a truck is more suited to your application, the 747 is offered to mount on your chassis or a factory provided unit with up to 3,000 gallons of water capacity. When truck mounted, power can be delivered by an auxiliary engine or via PTO hydrostatic drive from the chassis' power plant. Budget minded customers can look to the 545 series, which has the same construction features of the 747, but is without an engine and pump enclosure, or with engine enclosure only. Additional machine options include various pump configurations, wireless and tethered remote controls, tool storage, dual reels, safety lighting, integral CCTV system and more!



TOLL FREE 800.323.1604

MODEL 545 & 747 SERIES

ONE PIECE ENCLOSURE: Our one piece enclosure is designed to maintain its cosmetic and functional integrity throughout the life of your equipment. While most manufacturers bolt individual panels together to achieve its purpose this practice leads to rusting panels, missing fasteners and overall degradation of the equipment. In addition to the structural and cosmetic integrity, these enclosures function to maintain temperatures above freezing in most conditions. With steel or aluminum available as materials of construction, as well as the 80,000 BTU heater or various types of insulation packages, our units are designed for the harshest weather and road conditions.

DURAPROLENE WATER TANK: Many manufactures choose to build using plastic, however at Sewer Equipment, we offer trademarked DURAPROLENE tanks. Unlike typical "poly" materials of construction that are rotational molded and non-repairable, our DURAPROLENE material can be repaired long after the warranty has expired. In addition, our design is fully baffled, yielding dramatically improved stopability. It is UV stabilized for protection from the sun and the surface is textured to provide a long lasting finish that will withstand the test of time and keep your unit looking first rate long into the future.

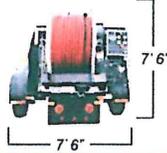
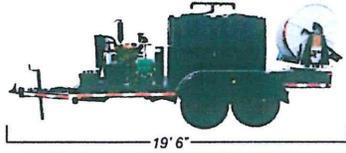


BOX TUBE FRAME: As we all know, a steel box tube cross section is stronger than a "C" channel cross section. However, tube construction also costs more money. While this is indeed true, it also leads to a stronger and longer lasting frame designed to withstand the strenuous rigors of any application you throw at it. It is for this reason we utilize this concept in all our products and provide our customers with the best value in the market.

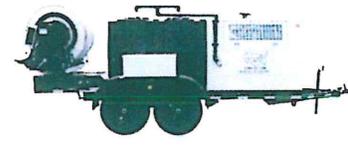
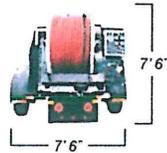
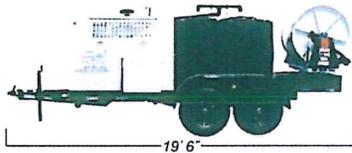
NEMA 4 WIRING: Moisture can cause havoc on electrical systems which is why we choose to protect our electrical systems with NEMA rated enclosures. NEMA is an acronym for National Electrical Manufacturers Association and this organization specifies design criteria for electrical enclosures and their sealing abilities. Rather than just run wires to and from various devices, we choose to design our products to resist the rigors of your application by utilizing these enclosures on our products and eliminate the maintenance issues related to moisture intrusion in electrical systems which do not use these methods.

SEWEREQUIPMENT.COM

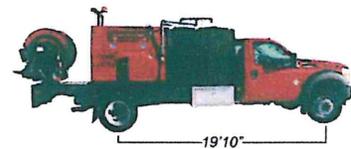
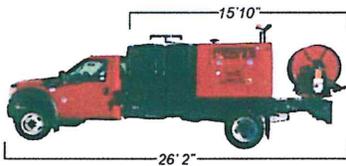
BEST PRODUCTS, BEST LOCAL SUPPORT



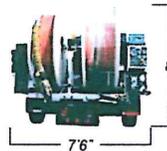
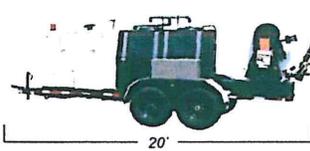
MODEL	LENGTH	WIDTH	HEIGHT	MAX WATER CAPACITY	AXLE CONFIGURATIONS	MAX HOSE CAPACITY	HOSE SIZE
545	19' 6"	7' 6"	7' 6"	700 gallon	Single or Tandem Axle	1000'	1/2" - 1"



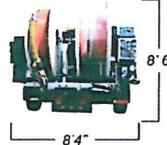
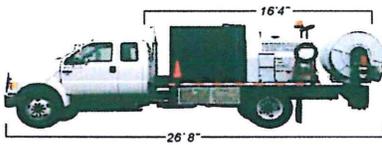
MODEL	LENGTH	WIDTH	HEIGHT	MAX WATER CAPACITY	AXLE CONFIGURATIONS	MAX HOSE CAPACITY	HOSE SIZE
747	19' 6"	7' 6"	7' 6"	700 gallon	Single or Tandem Axle	1000'	1/2" - 1"



MODEL	LENGTH	WIDTH	HEIGHT	MAX WATER CAPACITY	AXLE CONFIGURATIONS	MAX HOSE CAPACITY	HOSE SIZE
747 TK	26' 2"	8' 4"	8' 6"	700 gallon	Single or Tandem Axle	1000'	1/2" - 1"



MODEL	LENGTH	WIDTH	HEIGHT	MAX WATER CAPACITY	AXLE CONFIGURATIONS	MAX HOSE CAPACITY	HOSE SIZE
747 TV	20'	7' 6"	8'	700 gallon	Single or Tandem Axle	1000'	1/2" - 1"



MODEL	LENGTH	WIDTH	HEIGHT	MAX WATER CAPACITY	AXLE CONFIGURATIONS	MAX HOSE CAPACITY	HOSE SIZE
747 TK-TV	26' 8"	8' 4"	8' 6"	1500 gallon	Single or Tandem Axle	1000'	1/2" - 1"

TOLL FREE 800.323.1604

Detailed Specifications Trailer Mounted Sewer Jetter

It is the intent of these specifications to describe the minimum requirements for a new, unused trailer mounted, engine driven high pressure sewer jetter to be used by the City of Watertown DPW for the maintenance of both sanitary and storm sewer pipes. The unit bid shall be specifically designed for the removal of sand, dirt, grease, detergents, and other materials normally found in municipal sanitary and storm sewer pipes. The machine described will be designed to deliver high performance capabilities, long term durability and provide maximum safety and convenience for operators. All parts not specifically mentioned which are required for complete unit shall conform in design, strength, quality of material, and workmanship to the highest standards of engineering practice.

A: Trailer

The trailer carrying the jetting equipment shall meet all applicable Federal Department of Transportation Standards. The trailer will be constructed in accordance with industry standard practices and be designed to carry the full weight of the equipment and fully loaded water tanks.

The trailer frame shall be heavy gauge, steel tubing construction with a primary frame of 2"x6". All frame members shall have sealed end caps welded in place. Any attachments and or penetrations in the frame shall be sealed to prevent moisture migration.

The trailer will be equipped with complete ICC light group, reflectors and lighted license plate holder. All lighting including clearance lights will be LED. Tail lights shall be recessed in the trailer frame for maximum protection from damage as well as resistance to road vibration. Tail lights mounted to fenders or protruding from the face of the trailer frame are NOT acceptable. Unit will be equipped with two (2) minimum 7,000 lb. capacity leaf spring axles. Torsion suspension will not be accepted. Both trailer axels will be equipped with electric brakes including break away protection.

Unit will be equipped with four (4) radial tires with carrying capacity equal or greater than trailer GVW. Wheels will be billet aluminum construction. A spare wheel with mounted tire matching the original equipment wheel & tires will be provided. The spare tire need not be attached to the trailer.

Trailer unit will be equipped with:

Heavy-duty fenders, bolted to the frame. Weld on fenders are not acceptable.
Triple tube tongue
Tongue jack with wheel
2-5/16" ball type hitch
Safety chains
7 Pin Flat RV Plug

The water pump, engine and associated components will be fully enclosed in a shrouded single compartment. The shroud shall be constructed of painted steel and will allow for ease of maintenance, protection against vandalism and protection from inclement weather. The shroud shall be a one-piece welded steel construction to minimize corrosion at joints and provide increased structural integrity. Bolt-together shrouds are not acceptable.

The shroud shall be mounted to the trailer frame via elastomeric mounting pads, which will allow the shroud to float as well as eliminate any nuisance rattles.

The shroud shall include a minimum of three (3) fully hinged access doors that are locking and keyed alike. These doors shall be fully recessed for the protection of interior components from weather and vandalism. Door hinges shall be constructed of stainless steel with stainless steel fasteners connecting the doors to the shroud. Ventilation in the above doors shall be via louvered openings again to maintain optimum aerodynamics as well as resistance to weather infiltration.

The interior of the shroud shall have sufficient interior lighting to provide the operator illumination while performing routine checks of the engine and pump.

The unit shall be painted in the manufacturer's standard color. Please Specify Color.

Prior to painting, all metal shall be cleaned and etched with a phosphoric wash to insure permanent bond of primer and paint.

All components of the unit whether purchased or manufactured shall be BOTH primed and painted prior to assembly in order to assure maximum resistance to corrosion. Painting after the assembly process is NOT acceptable.

B: Engine

The engine shall be a diesel powered, water-cooled, four cylinder type with industrial style governor, air cleaner and muffler. Please provide engine make and model.

The engine shall meet all current, applicable emission standards.

The engine will have a minimum 85 horsepower rating. The engine drive assembly must be designed so that it maximizes the horsepower and torque of the engine while reducing the wear on the engine.

The engine will be equipped with integral low oil and high water temperature warning/shutdown systems.

The engine shall be equipped with an automotive style clutch with a spring loaded pressure plate and self-sustaining lever operator for positive engagement of water pump. The clutch engagement must be located at the operator's station.

A diesel fuel tank with sufficient capacity to provide for 6 hours of continuous operation and will be mounted within or below the frame for safety. A fuel gauge on or near the tank will be provided. Fill port labeled "Diesel" with Tank Capacity.

Decibel level at the operator station while the unit is operating under load shall be no greater than 83 dB for a 40 GPM / 2000 PSI unit as detailed.

Please provide engine manufacturers warranty with bid.

C: Engine/Chassis Electrical

The main power supply shall have circuit protection and come direct from the unit's battery. All functions shall de-energize when the ignition switch is turned off. The ignition switch shall be used to energize various relays but not as a main power source.

A dedicated ground shall be supplied to the control panel to assure a positive ground for all devices. Local grounding of the devices is not acceptable.

All electrical connections shall be made via water-tight NEMA 4 equivalent splices. All splices shall be soldered and insulated with shrink tubing.

All electrical wiring shall be protected from impact & chafing by a suitable loom.

D: Hydraulic System

The hydraulic power system for driving the units systems shall consist of a pump directly driven by the engine. The hydraulic pump shall have a minimum operating capacity of at least 8 GPM and a tank with a strainer that can be cleaned or replaced as well as an inspection port. Shut-off valves will be installed on the suction lines to facilitate servicing of the hydraulic pump without the need of draining.

The hydraulic tank and fill port shall be labeled as such.

E: Water System

1) Water Pump:

The water pump shall be a positive displacement, heavy duty, single acting triplex type having a capacity of at least 40 GPM at 2000 PSI. Please specify pump manufacturer and model.

The water pump shall be of a "run dry" design capable of not less than 30 minutes run dry time without damage to the pump.

The high-pressure pump and hose will be protected from freezing with an air purge valve that will allow removal of all water from the system.

As standard equipment, the unit will have a recirculation valve that allows the operator to run water through the entire jetting system during cold weather operation while stationary or in transit.

Pump suction to be constructed of corrosion resistant PVC piping with integral "Y" strainer for protecting the pump.

The water pump shall be equipped with drain valves for protection during freezing conditions. Pump drive belt must be equipped with a safety guard.

Engine speed for 40 GPM / 2000 PSI pumps shall not exceed 1500 RPM.

2) Water Tank:

The unit will have a total water capacity of at least 700 gallons. The unit will be constructed with two separate water storage tanks with each tank having a minimum capacity of 350 gallons. Single tank design is not acceptable.

Tanks shall be constructed of minimum 3/8" thick high density polyethylene. This polyethylene material shall be U.V. stabilized for protection against damaging ultraviolet rays.

Tank color shall be black to minimize light penetration that can cause growth of algae. Clear or translucent tanks are not acceptable.

Tank shall be vented and have a tank top porthole to permit inspection and cleaning of tank. The porthole will have a two part lid which provides a smaller opening for filling or with a complete removal of lid allowing for a larger opening for tank cleaning and inspection.

The tank will have a 2" drain valve located at the front of the trailer.

Tanks constructed of steel will not be acceptable due to the potential of water pump damage by rust and corrosion particles.

An overhead type tank filling assembly with a 2-1/2" fire hydrant fitting shall be located on the curbside and labeled "Water Fill".

A positive air gap anti-siphon system shall be incorporated to protect potable water supplies from foreign objects in the tank.

A tank top strainer will also be supplied to filter water supply.
A water level sight gauge shall be provided.

Tanks must be secured with a resilient nylon strap that wraps around tank. Bolt on tanks or tanks secured with metal straps will not be accepted.

The water tanks will have a 5 year manufacturer's warranty covering defects in materials and workmanship.

3) Water System Piping:

All piping systems subjected to high pressure shall use zinc chromate plated steel fittings with minimum burst pressure of four times the system pressure. Hose working pressure ratings shall exceed the maximum system pressure.

A "Y" strainer with a minimum of 40-mesh screen shall be installed in the PVC suction line at a location accessible for cleaning.

All piping shall be installed to drain by gravity through suitable openings equipped with plugs, drain cocks, or ball valves.

Pressure to the cleaning nozzle, shall be regulated by an overload relief valve. To control water flow from water pump, a single lever control shall regulate direction of water either to hose reel or back to tank (recirculation) utilizing a high-pressure valve assembly. This single lever control shall control a 3-way valve. The recirculation ability of this system allows for use of unit in sub-freezing temperatures.

Water delivery to hose reel shall pass through a single 90-degree swivel rotary coupling.

4) Rotating Hose Reel

The hose reel shall have a minimum reel capacity of 700' of ¾" sewer cleaning hose.

The unit will be supplied with 500 feet of 3/4" ID of Sewer Hose with an operating pressure of 2,500 PSI and a minimum burst pressure of 7,500 PSI. A minimum 10 foot leader hose will be provided.

The hose reel will be constructed of 1/4" steel, designed to withstand maximum working pressure without distortion. Reel flanges shall be 1-1/2" and shall be designed to prevent hose damage from contact during all normal working conditions.

The design of the reel shall include a minimum 1/4" deep "shoulder" machined into the shaft that traps the reel between the bearing blocks on the either side of the reel. This shoulder shall minimize side-to-side movement of the reel and prevent the shaft from sliding out from the reel and creating a safety hazard. In addition, the shoulders shall improve the ability of the system to handle any thrust loadings on the reel assembly.

The reel shall be an enclosed structure with no moving parts and no hoses exposed to the outside of the reel. This will protect the hoses and minimize the chance of injuries due to moving parts. Exposed hoses shall not be acceptable.

All hoses used to supply the hose reel or its hydraulic system shall be flexible and shall be fully enclosed in a shroud and routed underneath the reel structure below the reel drum. The hoses shall be fully secured and protected against chafing and rubbing.

The reel shall be driven with hydraulic power in both directions, either with or without the water pump in operation. The hydraulic drive shall have sufficient power to retract the hose when fully extended into the pipe with the cleaning nozzle in operation.

The hose reel will rotate a full 190 degrees providing easy access to manholes. The 190 degree rotation will enable the operator to position the machine out of the traffic pattern and provide protection for him while operating the machine. The hose reel is mounted on an industrial swivel bearing that is sealed and eliminates contamination from dirt. The industrial swivel bearing shall have a minimum load bearing weight of 5,000 Ft.-lbs. The bearing design shall have no wear points except the greasable ball bearings and the races, which are constructed of hardened steel to minimize wear. The bearing design minimizes any friction for easy pivoting. The rotating hose reel will lock into position using a spring-loaded safety pin at 2" intervals.

Rotating reels using plastic material and/or sliding contact or other wear surfaces for swivel action will not be accepted.

5) Hand Gun

The water system will include a wash-down gun, 25' of 1/2" ID hose and will be equipped with a quick-disconnect fitting near the operator's station.

The gun shall be a machine grip with trigger shut-off and guard.

The high-pressure hose shall have a rating of 2,000-PSI working pressure and an 8,000 PSI burst pressure.

The cleaning system shall have its own relief set at 500 PSI.

F: Operator Station/Control Panel

A single, right hand (curb) side control panel mounted on the rotating hose reel shall provide access to all necessary operating controls. The control panel shall rotate with the reel. Designs that position controls on the left/traffic side of the jetter are not acceptable.

All switches and/or engine controls shall be housed in a NEMA 4 enclosure to insure maximum protection against the elements.

All switches, gauges & indicators on the control panel will be suitable for wet conditions.

All electrical connections shall be made via water-tight NEMA 4 equivalent splices.

All splices shall be soldered and insulated with shrink tubing.

A dedicated ground shall be supplied to the control panel to assure a positive ground for all devices. Local grounding of the devices is not acceptable.

All electrical wiring shall be protected by suitable loom.

Controls mounted on the rotating hose reel panel will consist of:

- Starter with key lock starting switch
 - Emergency Shutdown Switch
 - Electronic Throttle Control
 - Tachometer (Lighted)
 - Volt meter (Lighted)
 - Oil pressure gauge (Lighted)
 - Water pressure gauge (Lighted)
 - Water Supply On/Off
 - Hour meter (Lighted)
 - 12-volt plug for spotlight
 - Light switches
 - Low water warning light
 - Rotating Beacon Switch
- The unit will be supplied with a footage meter mounted on the hose reel

The hydraulic controls for the rotating hose reel will consist of:

- A variable speed control
- Three position directional control for forward, neutral and reverse motions of the reel

Remote Pendant

The unit will be supplied with a remote pendant control with 25' cord for ease of operator use when the manhole is not adjacent to unit. The pendant shall be tethered to the control panel via a quarter turn, military grade quick connector. The tether cable shall be constructed of Teflon coated, multi-wire color-coded control cable. The pendant controls shall be in a NEMA 4 housing and will use watertight toggle controls and shall be labeled with permanent labels for identifying each function.

The pendant control will include controls for:

- Hose reel pay out and retrieve
- Variable speed control
- Water on/off
- Throttle up/down
- Kill switch.

G: Accessory Items

Finned style nozzle extension

Tri-Point (chisel) Nozzle with Ceramic Inserts

HW-70 (high-flow) Nozzle with Ceramic Inserts

Nozzle Rack

25' Fill hose

Minimum 10 foot long leader hose

Tiger Tale hose protector

Manhole top roller assembly

Operator Station Flood Light

Rotating Beacon mounted above engine compartment with switch at control panel

Lighted control panel

Parts & Service manual for water pump

Parts & service manual for engine

Trailer will be delivered with all required DMV documentation for licensing in New York State.

Trailer will have a valid New York State Safety Inspection

Minimum 4 hour on site Operator & Mechanic training covering machine operation and basic servicing/troubleshooting.

Warranty statement for entire unit and engine assembly must be provided.

Options:

Please provide pricing on the following options:

1) Auto Level Wind - The hose reel shall be equipped with an Automatic Level Wind, which allows for "hands-free" winding of sewer hose onto the hose reel. This option will incorporate a drive system, which scrolls a pivoting four roller head back and forth across the hose reel for proper winding of sewer hose onto reel. Four roller head shall be easily calibrated left and right without the need for tools. The system is equipped with a hydraulic controlled elevation system, which incorporates dual cylinders and a pivot arm to raise and lower the level wind guide depending on location of manhole. Level Wind raises/lowers minimum of 45 degrees.

2) Upgrade tethered remote pendant to a wireless pendant with similar control functions.

3) Please provide extended warranty options for entire unit and or engine if available.

End of Specifications

**FISCAL YEAR 2017-2018
CAPITAL BUDGET
VEHICLES AND EQUIPMENT
STORM SEWER**

PROJECT DESCRIPTION	COST
<p>Trailer Mounted Sewer Jetter</p> <p>This request is to purchase a new trailer mounted sewer jetter that will be used for the routine cleaning of sanitary and storm sewer pipes. This units small size makes it well suited to access sewers located in right of ways and easements currently not accessible with the Departmnets truck mounted unit</p> <p>The proposed unit will have a 600 gallon water tank and will be equipped with 500' of jetter hose. With the capacity to clean up to 18" diameter pipes, this unit can serve as a back-up to our primary unit offering redundancy the Department currently does not have. Equipped with water tank heaters, the new unit offers the capability to respond to main sewer blockages in cold weather conditions. With a total unit cost of \$65,000, funding for this unit is split ½ with A8140 Storm Sewers and ½ G8120 Sanitary Sewers.</p> <div style="text-align: center;">  </div> <p>Funding to support this project will be from a transfer (\$32,500) from the General Fund (A.9950.0900) and a transfer (\$32,500) from the Sewer Fund (G.9950.0900).</p>	<p>\$65,000</p>
TOTAL	\$65,000

FISCAL YEAR 2017-2018
 CAPITAL BUDGET
 VEHICLES AND EQUIPMENT
 SANITARY SEWER

PROJECT DESCRIPTION	COST
<p>Trailer Mounted Sewer Jetter</p> <p>This request is to purchase a new trailer mounted sewer jetter that will be used for the routine cleaning of sanitary and storm sewer pipes. This units small size makes it well suited to access sewers located in right of ways and easements currently not accessible with the Departmnets truck mounted unit</p> <p>The proposed unit will have a 600 gallon water tank and will be equipped with 500' of jetter hose. With the capacity to clean up to 18" diameter pipes, this unit can serve as a back-up to our primary unit offering redundancy the Department currently does not have. Equipped with water tank heaters, the new unit offers the capability to respond to main sewer blockages in cold weather conditions. With a total unit cost of \$65,000, funding for this unit is split ½ with A8140 Storm Sewers and ½ G8120 Sanitary Sewers.</p> <div style="text-align: center;">  </div> <p>Funding to support this project will be from a transfer (\$32,500) from the General Fund (A.9950.0900) and a transfer (\$32,500) from the Sewer Fund (G.9950.0900).</p>	<p>\$65,000</p>
TOTAL	\$65,000

Res. No. 6

January 31, 2018

To: The Honorable Mayor and City Council

From: Michael A. Lumbis, Planning and Community Development Director

Subject: Authorizing Aubertine and Currier, PLLC to apply for Site Plan Approval on City-owned Right-of-Way.

Aubertine and Currier, PLLC has applied on behalf of the Watertown Housing Authority (WHA) for Site Plan Approval for various site improvements at the Maywood Terrace apartment complex. One of the proposed improvements is to pave the existing grass margin on the north side of Moulton Street.

Since the margin is part of the Moulton Street right-of way, it is therefore City property, and thus Aubertine and Currier needs the City of Watertown's permission to apply for Site Plan Approval for this proposed work.

The City Council should note that parking in the margin is illegal under City Code. There are two existing exceptions written into the code, one on Bronson Street and the other on Thompson Boulevard. If Council approved this site plan next month, it would also need to add a third such exemption for this section of Moulton Street.

The only effect this Resolution has is to authorize Aubertine and Currier to apply for Site Plan Approval on City-owned right-of-way. It does not constitute approval of the site plan, nor does it constitute granting an exception to the margin parking prohibition. All this resolution does is give Aubertine and Currier permission to make the application.

The Planning Board will consider the Site Plan Approval application at its March 6, 2018 meeting, where it will vote on a recommendation to City Council. The application will then go before City Council for approval at the Council's March 19, 2018 meeting, unless the Planning Board votes to table it.

RESOLUTION

Page 1 of 1

Authorizing Aubertine and Currier, PLLC to Apply for Site Plan Approval on City-Owned Right-of-Way

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa L.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

WHEREAS on January 23, 2018, Aubertine and Currier, PLLC applied for Site Plan Approval on behalf of the Watertown Housing Authority for site improvements at the Maywood Terrace Housing Complex, and

WHEREAS said site improvements involve paving a grassed margin that lies within the City right-of-way, and

WHEREAS whenever any entity applies for Site Plan Approval on any land that the applying entity does not own, it must obtain permission from the landowner to apply for Site Plan Approval on the landowner's behalf, and

WHEREAS Aubertine and Currier has applied for Site Plan Approval for work that would occur on City Property and requires the City of Watertown's permission to make said application.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby authorizes Aubertine and Currier to apply for Site Plan Approval in connection with City-owned right-of-way on Moulton Street adjacent to the Maywood Terrace Apartment Complex.

Seconded by

Res No. 7

January 31, 2018

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Rejecting Bid for Pouring Rights at the City Municipal Arena

The City Purchasing Department has advertised and received sealed bids for Pouring Rights at the City Municipal Arena per City specifications.

Invitations to bid were also issued to four (4) prospective firms, with one (1) bid received and publicly opened and read in the City Purchasing Department on Wednesday, January 24, 2018, at 11:00 a.m.

City Purchasing Manager Amy Pastuf reviewed the bids received with Superintendent Erin Gardner and me, and it is our recommendation that the City Council reject the bid received from Coca-Cola Bottling Company in Syracuse, New York, in the amount of \$4,000 and repeat the RFP. As noted in the attached report of Purchasing Manager Amy Pastuf, Staff performed an analysis of the product pricing and consideration to determine the advantages of the proposal. Staff also reached out to Pepsi and was advised that they had overlooked the proposal and were not able to finish it in time.

A Resolution has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Rejecting Bid for Pouring Rights at the City Municipal Arena

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

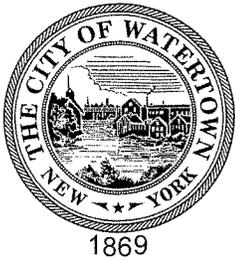
WHEREAS the City Purchasing Department has advertised and received sealed bids for Pouring Rights at the City Municipal Arena per city specifications, and

WHEREAS invitations to bid were also issued to four (4) prospective firms, with one (1) bids received and publicly opened and read in the City Purchasing Department on Wednesday, January 24, 2018, at 11:00 a.m., and

WHEREAS City Purchasing Manager Amy Pastuf reviewed the bid received with Superintendent Erin Gardner and City Manager Sharon Addison, and it is their recommendation that the City Council reject the bid from the Coca-Cola Bottling Company in Syracuse, New York,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby rejects the bid submitted by Coca-Cola Bottling Company in Syracuse, New York, to allow for a repeat of the RFP.

Seconded by



CITY OF WATERTOWN, NEW YORK

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

Amy M. Pastuf
Purchasing Manager

MEMORANDUM

TO: Sharon Addison, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: RFP 2017-10 – Pouring Rights at the City Municipal Arena – Recommendation
DATE: 1/31/2018

The City's Purchasing Department advertised in the Watertown Daily Times on December 29, 2017 calling for proposals for Pouring Rights at the City Municipal Arena Watertown as per City specifications.

The City of Watertown Purchasing Department issued Proposal Invitations to four (4) prospective firms and received one (1) proposal. The Purchasing Department publically opened and read the proposal on January 24, 2018 at 11:00 am, local time. The bid tabulation is below:

Description	Coca-Cola Bottling Company
	Syracuse, NY
Annual Consideration	\$4,000.00

It should be noted that both Pepsi and Coca Cola were contacted one week prior to the proposal due date to remind them of the project. Pepsi did reach out to staff on the due date to state that they had overlooked the proposal and were not able to finish it in time. Pepsi indicated that they were still interested in submitting a proposal should the City decide to repeat the RFP.

The City Manager, Parks and Recreation Department and Purchasing Department reviewed the submittal received. Coca Cola has been the sole provider of bottled beverages for the Municipal Arena since January 19, 2017. The prior consideration for exclusive retail exposure for this term was also \$4,000.00. Staff performed an analysis of the product pricing and consideration to determine the advantages of the proposal.

Although Coca Cola maintained the lump sum annual payment, the case cost for the product increased almost 36% on the highest selling product. Coca Cola will also increase the case cost "roughly 3%" each year. The price increases nearly negate the lump sum annual payment in 2018 and will overshadow it in the following three years.

Staff recommends that City Council reject this proposal and solicit new proposals for review.

If there are any questions concerning this recommendation, please contact me at your convenience.

2017		Products					Totals
		20 oz. Carbonated/Non-Carbonated	20 oz. Powerade	20 oz. Dansani Water	16 oz. Energy	15.2 oz. MM Juices to Go	
	Current Cost per Case	\$20.16	\$19.68	\$11.76	\$35.04	\$26.40	
	# Cases Purchased last year	860	118	253	57	16	1304
	NY State Deposit per Case	\$1.20	\$0.00	\$1.20	\$1.20	\$0.00	
	Total Cost	\$18,369.60	\$2,322.24	\$3,278.88	\$2,065.68	\$422.40	\$26,458.80

2018	Proposed Cost per Case	\$27.36	\$22.08	\$15.84	\$37.68	\$27.76	
	NY State Deposit per Case	\$1.20	\$0.00	\$1.20	\$1.20	\$0.00	
	Cost Increase/Case	\$7.20	\$2.40	\$4.08	\$2.64	\$1.36	
	% Increase	35.71%	12.20%	34.69%	7.53%	5.15%	
	Total Cost based on 2017 Sales and Proposed Cost	\$24,561.60	\$2,605.44	\$4,311.12	\$2,216.16	\$444.16	\$34,138.48
	Total Increase based on new Pricing	\$6,192.00	\$283.20	\$1,032.24	\$150.48	\$21.76	\$7,679.68
	Rebate per Case	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	
	Expected Rebate based on 2017 Sales	\$1,720.00	\$236.00	\$506.00	\$114.00	\$32.00	\$2,608.00
	Total Annual Expected Cost Increase based on 2017 Sales	\$4,472.00	\$47.20	\$526.24	\$36.48	-\$10.24	\$5,071.68

2019	3% Projected Increase/Case	\$28.18	\$22.74	\$16.32	\$38.81	\$28.59	
	NY State Deposit per Case	\$1.20	\$0.00	\$1.20	\$1.20	\$0.00	
	Total Cost based on 2017 Sales and Proposed Cost	\$25,267.49	\$2,683.60	\$4,431.35	\$2,280.59	\$457.48	\$35,120.51

2020	3% Projected Increase/Case	\$29.03	\$23.42	\$16.80	\$39.97	\$29.45	
	NY State Deposit per Case	\$1.20	\$0.00	\$1.20	\$1.20	\$0.00	
	Total Cost based on 2017 Sales and Proposed Cost	\$25,994.55	\$2,764.11	\$4,555.18	\$2,346.96	\$817.55	\$36,478.35

2021	3% Projected Increase/Case	\$29.90	\$24.13	\$17.31	\$41.17	\$30.33	
	NY State Deposit per Case	\$1.20	\$0.00	\$1.20	\$1.20	\$0.00	
	Total Cost based on 2017 Sales and Proposed Cost	\$26,743.43	\$2,847.03	\$4,682.73	\$2,415.32	\$485.35	\$37,173.85

Public Hearing – 7:30 p.m.

January 30, 2018

To: The Honorable Mayor and City Council
From: Michael A. Lumbis, Planning and Community Development Director
Subject: City of Watertown 2015 Community Development Block Grant Annual Action Plan Amendment Public Hearing

A Public Hearing has been scheduled for 7:30 p.m. on February 5, 2018, as part of the effort to gather public input on the proposed amendment to the City's Community Development Block Grant (CDBG) 2015 Annual Action Plan.

On May 4, 2015, the City Council adopted the City's CDBG 2015 Annual Action Plan. The plan included various projects for the 2015-2016 fiscal year including an owner occupied housing rehabilitation program, a rental housing rehabilitation program, sidewalk and ADA ramp construction projects, a tree planting project and a playground improvement project. Many of the projects have been completed or are near completion; however, there have been changes in the cost of several projects that necessitate an amendment to the plan to reflect the various budget changes.

The list of projects and their associated budgets are listed in the table on the left. The list of projects and their revised budgets are shown in the table on the right.

Project	Original Budget
Owner Occupied Rehab	\$370,000.00
Rental Rehab	\$120,000.00
Near East Sidewalk	\$90,000.00
Near East Playground	\$90,000.00
Huntington Tree Planting	\$8,000.00
ADA Ramps Phase 1	\$52,000.00
Planning & Admin.	\$54,662.00
Total	\$784,662.00

Project	Proposed Budget
Owner Occupied Rehab	\$370,000.00
Rental Rehab	\$120,000.00
Near East Sidewalk	\$111,259.72
Near East Playground	\$53,153.58
Huntington Tree Planting	\$4,177.79
ADA Ramps Phase 1	\$71,408.91
Planning & Admin.	\$54,662.00
Total	\$784,662.00

As you can see, the costs of the Near East Sidewalk Project and the ADA Sidewalk Ramp Phase 1 Project were higher than originally estimated while the tree planting project came in under budget. Since our annual funding allocation from HUD is fixed, the overruns in the sidewalk and ramp projects have to be made up by reducing line items elsewhere in the budget.

In order to make up the shortfall in both the ADA Ramp Project and Sidewalk Project, Staff is proposing to decrease the budget in the Playground Project from \$90,000 to \$53,153.58. Decreasing the budget for the project means that we will not be able to complete the improvements as originally proposed. The scope of the Near East Playground Project originally included new playground equipment and associated site improvements at the North Hamilton Street Playground and the Academy Street Playground. With this proposed amendment, we are proposing to only complete improvements at the North Hamilton Street Playground and eliminate the improvements at the Academy Street Playground.

However, realizing that the Academy Street Playground Project is an important project and very much needed for the neighborhood, we are proposing to include it in the proposed 2018-2019 Annual Action Plan that will be presented to the City Council in the coming months.

In addition to the public hearing, amending an annual action plan requires several steps including drafting a narrative that describes the amendment and making it available for the public to review during a 30-day public comment period. The draft amendment has been completed and is available for review on the City's website at <http://www.watertown-ny.gov/DocumentView.asp?DID=1480>.

The 30-day public comment period is currently underway, and the City will be accepting comments on the proposed amendment through February 20, 2018. After the conclusion of the public comment period, Staff will present a resolution to the City Council at the March 5, 2018 meeting that will approve the amendment.

Tabled

January 31, 2018

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Authorizing the Sale of Four Emergency Light Bars,
Police Department

The Police Department has four surplus emergency light bars that were removed from decommissioned vehicles prior to their sale. They are no longer useful and therefore no longer of value to the City. As stated in the amended report of City Purchasing Manager Amy M. Pastuf, these light bars could be sold through Auctions International's online website.

This Resolution was tabled at the January 16, 2018 meeting. The attached report from Police Chief Charles P. Donoghue provides the additional information requested on the reuse and condition of the light bars.

RESOLUTION

Page 1 of 1

Authorizing the Sale of Four Surplus
Emergency Light Bars,
Police Department

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

Council Member Cody J. Horbacz

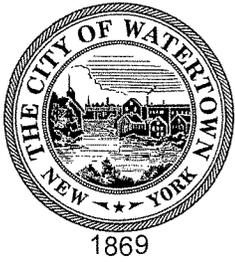
WHEREAS the City of Watertown has four surplus emergency light bars that are no longer of value to the City, the description of which is attached and made a part of this resolution, and

WHEREAS these light bars may have some value best determined by on-line auction,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that it hereby authorizes the sale, by on-line auction, of four surplus emergency light bars from the Police Department, and

BE IT FURTHER RESOLVED that final acceptance of such bids shall constitute acceptance of the same by the City Council.

Seconded by Council Member Mark C. Walczyk



CITY OF WATERTOWN, NEW YORK

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Amy M. Pastuf
Purchasing Manager

MEMORANDUM

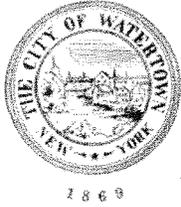
TO: Sharon Addison, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: Surplus Sale of Police Department Light Sets - AMENDED
DATE: 1/24/2018

The Purchasing Department is requesting City Council's permission to auction surplus emergency light sets from the City of Watertown Police Department. The group includes four (4) Whelen emergency bar lights. As noted in the attached memo, the Department has determined that the items are no longer useful as they are older technology, do not fit the new patrol vehicles and are therefore no longer of value to the City. This request is for the City Council to authorize the Purchasing Department to accept the highest offer at time of sale.

Thank you for your consideration in this matter.

Copy: Jim Mills, City Comptroller
Police Chief Chip Donoghue

Enclosures



City of Watertown, New York
Police Department

Metro-Jeff Public Safety Building
751 Waterman Drive
Watertown, NY 13601

Phone (315) 786-2610
Fax (315) 786-2613
wpd@watertown-ny.gov



Charles P. Donoghue
Chief of Police

January 19th, 2018

RE: Surplus Whelen Bar Lights

We currently have four (4) Whelen LED emergency bar lights that came off 2008-2009 Ford Crown Victoria's, which are no longer being manufactured. These bar lights are old technology, wiring systems and control boxes making them obsolete for our current fleet. All lights are recommended for auction at this time.

Respectfully Submitted:



SURPLUS ITEMS

The following items are surplus to the City's needs. The items are located at the Public Safety Building.

DESCRIPTION	Department
Surplus emergency light bars	Police Department

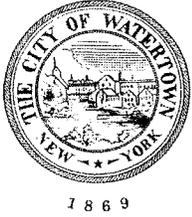


January 31, 2018

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: NYS Information Technology Audit – Corrective Action Plan

In response to the recent NYS Comptroller's Audit of Information Technology policies and processes, the City has developed a Corrective Action Plan to address their findings.

We are required to submit the attached documents prior to March 1, 2018, to the NYS Comptroller. Therefore, we are requesting City Council feedback no later than February 9 in order to consolidate and ensure the timeliness of our response.



CITY OF WATERTOWN, NEW YORK

ROOM 302, WATERTOWN CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
(315) 785-7720

SHARON ADDISON
City Manager

November 11, 2017

Rebecca Wilcox, Chief Examiner
Office of the State Comptroller
State Office Building, Room 409
333 East Washington Street
Syracuse, New York 13202-1428

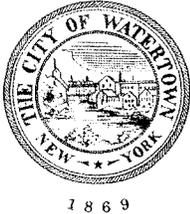
Dear Chief Examiner Wilcox:

Enclosed, please find The City of Watertown's Corrective Action Plan in response to the Information Technology Report of Examination and the recommendations contained therein. Please do not hesitate to contact us if you have any questions regarding its contents.

Sincerely,

Joseph Butler, Jr.
Mayor

DRAFT



CITY OF WATERTOWN, NEW YORK

ROOM 302, WATERTOWN CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
(315) 785-7720

SHARON ADDISON
City Manager

City of Watertown Corrective Action Plan

Unit Name:

Audit Report Title:

Audit Report Number:

For each recommendation included in the audit report, the following is our corrective action(s) taken or proposed. For recommendations where corrective action has not been taken or proposed, we have included the following explanations.

1. Audit Recommendation:

Adopt written IT policies to address individual access rights, disaster recovery, backups, disposal of electronic devices and password security management.

Implementation Plan of Action(s):

The IT Manager will draft written IT policies and will present to Council to adopt. The IT policies will address the following:

- User account management; including, but not limited to, password security management
- New Technology File System (NTFS) and other access/rights security
- Disaster recovery; including, but not limited to, natural disasters and data backup
- Disposal of electronic devices

Implementation Date:

IT policies will be drafted and presented to Council by September 1, 2018.

Person Responsible for Implementation:

City Council, City Manager, and IT Manager

2. Audit Recommendation:

Periodically review and update all IT policies to reflect changes in technology and the City's computing environment.

Implementation Plan of Action(s):

The IT Manager will review written IT policies periodically. Changes to written policies will be presented to Council to adopt.

Implementation Date:

Define a process to review and update, as necessary, established policies on an periodic basis by December 1, 2018.

Person Responsible for Implementation:

DRAFT



CITY OF WATERTOWN, NEW YORK

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245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
(315) 785-7720

SHARON ADDISON
City Manager

City Council, City Manager, IT Manager

3. Audit Recommendation:

Ensure IT cybersecurity awareness training is provided to personnel who use City IT resources.

Implementation Plan of Action(s):

The IT Manager and HR Manager will identify cyber security awareness training and implement the training for all employees using the City's IT resources to reduce the risk of a security breach.

Implementation Date:

Implement a formal cyber security awareness training program by July 1, 2018.

Person Responsible for Implementation:

City Manager, HR Manager and IT Manager

4. Audit Recommendation:

Evaluate all existing network and financial system user accounts, disable or remove any deemed unnecessary and periodically review for necessity and appropriateness.

Implementation Plan of Action(s):

The IT Manager, in conjunction with Department Heads, will identify the appropriate network and financial system user access required for each City position. Department Heads will evaluate and scrutinize all enabled user accounts to determine whether the access is appropriate for conducting City business. Any access that is deemed no longer necessary will be disabled. In addition, the IT Manager will establish a process to periodically audit user accounts for obsolescence and appropriate access rights.

Implementation Date:

This evaluation has begun, and we anticipate concluding the first review of all accounts by July 1, 2018. Accordingly, a process will also be established and conducted periodically from that date to determine appropriate access, unless a change in employment status necessitates more immediate action.

Person Responsible for Implementation:

City Manager, HR Manager, IT Manager and Department Heads

5. Audit Recommendation:

Determine whether the use of shared accounts is appropriate or if network access should be limited to unique user accounts.

Implementation Plan of Action(s):



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SHARON ADDISON
City Manager

The IT Manager in conjunction with Department Heads will review the use of any remaining shared user accounts and will eliminate as many as possible while not interfering with any deemed necessary to maintain functionality.

Implementation Date:

This evaluation has begun, and we anticipate concluding review of shared accounts by April 30, 2018.

6. Audit Recommendation:

Ensure procedures are implemented for any IT policies adopted or updated by the Council.

Implementation Plan of Action(s):

The IT Manager will define a procedure to implement new or updated IT policies as adopted by the Council.

Implementation Date:

The procedure to implement adopted and updated IT policies will be established by August 1, 2018.

Person Responsible for Implementation:

City Manager, & IT Manager, Department Heads

Signed:

Name
[Title]

Date

DRAFT



**CITY OF WATERTOWN, NEW YORK
PARKS & RECREATION DEPARTMENT**

Watertown Municipal Arena
600 William T. Field Drive
Watertown, New York 13601
parksrec@watertown-ny.gov
Phone (315) 785-7775 • Fax (315) 785-7776



ERIN E. GARDNER
Superintendent

Date: January 30, 2018
To: Sharon Addison, City Manager
From: Erin E. Gardner, Superintendent of Parks and Recreation
Subject: Youth Softball League

The Parks and Recreation Department has received a request from Angelina Evans, President of the Watertown Softball League to implement a youth softball league, much like the youth baseball league we currently offer.

According to Ms. Evans, this would be quite popular for the girls in and around the City. The estimated cost to add the program to the 17/18 fiscal year is \$3,763.00. These costs include staff time, registration fee, game softballs and officials. The estimated revenue is \$3,600.00 assuming 75% of the players are city residents and 25% of the players are non-city residents.

As Superintendent of Parks and Recreation, I would highly recommend that this program be offered through the Parks and Recreation Department. We have the field availability at Marble Fields and the Watertown Softball League would donate their equipment. I believe that if we have the means to do so, we can offer girls the same opportunities that we offer boys. The league would run from April-July and each level would be scheduled 10 games as well as play-off games.

Superintendent Gardner will be in attendance to answer any questions Council may have.

January 30, 2018

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Offer to Purchase 158 and 168 Academy Street

The City has received the attached offer of \$1,000 from Alexandra Woodruff to purchase 158 and 166 Academy Street. The houses in the below picture have recently been demolished. Ms. Woodruff owns the property at 414 Gotham Street.



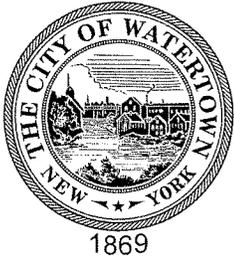
Submission for Purchase of (2) Academy Street Vacant Lots
Alexandra Woodruff
414 Gotham Street, Watertown NY
lexewoodruff@yahoo.com

I am proposing to purchase the two (2) Academy Street Vacant Lots that recently had houses that were demolished. I am interested in these two lots to be purchased together for \$1,000. I am interested in these two properties because they are close to my property, and my kitchen window over looks them. I am invested in what is put there because I would have to look at it everyday.

I love Watertown, and I would like it to be something special. I am proposing a beautification of these two lots by moving my current garden that is outside of the city, into the city. My garden consists of thousands of flowering plants. One particularly attractive part of my garden is the over 1200 tulips, when they bloom in the spring, it is something really great to look at. Something like this in the city of Watertown would be really great. In addition, I thought I would plant a couple of plants that are currently on the endangered species list in NY, including an Oak tree, in which I already had planted on at my house currently.

To sum up my proposal, I am offering \$1000 for both of the lots in hopes to implement a beautification plan of the now vacant properties. You will not be disappointed in this decision!

Alexandra Woodruff



CITY OF WATERTOWN, NEW YORK

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

Amy M. Pastuf
Purchasing Manager

MEMORANDUM

TO: Sharon Addison, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: Surplus Sales Results for January 2018
DATE: 1/25/2018

The City of Watertown recently held an on-line auction utilizing the services of Auctions International. The items auctioned were previously deemed surplus by a Resolution of City Council. The auction was “live” for two weeks. The results are shown below:

Lot Number	Title	Current Bid	High Bidder	# of Bids	Auction ID
1	Large Lot of Miscellaneous Bikes	\$500.00	Chief14	29	13117
2	Green Instep Stroller	\$10.00	Chief14	1	13117
3	Invacare Wheel Chair	\$10.00	Chief14	1	13117
4	Black Split Ripstick Skateboard	\$10.00	Chief14	1	13117
5	Bag of Tools	\$16.00	sas4702	4	13117
	January 2018 Total Surplus Sales	\$546.00			

If you have any questions, please let me know.

January 30, 2018

To: The Honorable Mayor and City Council

From: Michael A. Lumbis, Planning and Community Development Director

Subject: Community Development Block Grant (CDBG) 2018 Annual Action Plan
Public Hearing

Planning Staff is beginning the process of developing the City's 2018 Annual Action Plan for the CDBG Program. One of the requirements in developing the plan is to hold a public hearing to obtain input from citizens, involved agencies and interested persons regarding the development of funding priorities and projects that will be included in the plan.

In addition to the public hearing, we will be contacting constituency groups and organizations that are identified in our Citizen Participation Plan and will discuss the plan at an upcoming City Council work session.

In order to remain on schedule for submitting the final plan to HUD by the May 15, 2018 deadline, Staff is recommending that the City Council schedule a public hearing for the CDBG 2018 Annual Action Plan for 7:30 p.m. on Monday, March 5, 2018.



Date: January 31, 2018
To: The Honorable Mayor and City Council
From: Snowtown USA Co-Chair Erin E. Gardner
Subject: Donation of Bubble Balls

Through the Northern New York Community Foundation, Snowtown USA has purchased 18 Bubble Balls to be used for Snowtown USA events and fundraisers. These bubble balls include both adult and child sizes. The Snowtown USA committee has voted to donate the bubble balls to the City of Watertown Parks and Recreation Department for the City's use as well. The value of the bubble balls is \$1,500.00. The Snowtown USA committee asks that City Council accept this donation. Thank you!

January 31, 2018

To: The Honorable Mayor and City Council

From: The Complete Streets Committee (Geoffrey Urda, Planner; Justin Wood, City Engineer; Eugene Hayes, Superintendent of Public Works; Charles Donoghue, Police Chief; Matthew Roy, Human Resources Manager)

Subject: Complete Streets Annual Progress Report – Calendar Year 2017

On January 17, 2017, the City Council adopted a Complete Streets Policy for the City of Watertown. Section 8 of the policy, titled “Reporting,” requires the Complete Streets Committee to prepare a written annual progress report that measures the success of the policy and present it to City Council. In accordance with this requirement, the Complete Streets Committee is submitting the following report summarizing the first year of the enacted policy.

The policy identifies various performance measures that the report should include, but does not limit the report to only those measures. A data summary of the required performance measures is at the end of this report.

In its first year, the Complete Streets Committee met eight times and reviewed six upcoming transportation projects. Major projects reviewed included Western Boulevard, Main Street West and Washington Street. Among the improvements that resulted or will result from these reviews were a 10-foot wide shared-use path along the west side of the planned Western Boulevard construction that will be accompanied by sharrows on Gaffney Drive, and 4-to-3 lane road diets on the 1200-to-1600 blocks of Washington Street and the 700-to-900 blocks of Main Street West. Both road diets also included bicycle lanes.

Other projects reviewed included Flower Avenue East, Knickerbocker Drive and Bellew Avenue. The Committee recommended upgrading to five-foot wide sidewalks along Flower Avenue East for a one-mile span to replace the existing four-foot wide walks. While no major Complete Streets improvements were recommended for the other two projects, the Committee vetted each of them for opportunities to improve safety for all users and did not seek an exception to the policy from the City Council for either of them.

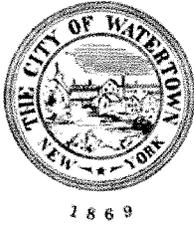
The Complete Streets Policy also charged the Committee with developing a checklist within one year of the policy’s adoption, a task that the Committee completed during Fall 2017. A finished checklist is now ready to use for all future reviews and that checklist is attached to this report as Appendix A.

In addition to the above-required tasks, the Complete Streets Committee also invited local stakeholders to one of its meetings to learn more about the nationwide Complete Streets initiative in general and about the Committee's local responsibilities in particular. Local agencies that sent representatives included the Watertown City School District, Volunteer Transportation Center, Transitional Living Services, Jefferson Rehabilitation Center and the Association for the Blind and Visually Impaired of NNY.

Below are various data from the policy's prescribed performance measures:

1. Linear Feet of new or repaired pedestrian accommodation: 3,650
2. Number of new or repaired curb ramps along City streets: 31
3. Number of crosswalk and intersection improvements: 6
4. Number of transit facilities installed or improved: 0
5. Total miles of new bike lanes: 1.25 miles
6. Number of street trees planted: 122
7. Number of traffic-calming features installed: 7
8. School district walker data: 2,374 of an estimated 3,877 K-12 students are eligible for bus transportation to/from school. The remaining 1,503 are designated as walkers. Data is unavailable at this time as to how many of the students designated as walkers actually walk or ride their bicycle to school as opposed to receiving a ride to school from their parents, caregivers or legal guardians.
9. A list of approved exceptions to this policy: 0

A detailed breakdown by type of improvement and location is attached as Appendix B.



Appendix A: City of Watertown Complete Streets Checklist

Background:

The City of Watertown promotes a comprehensive, integrated transportation network with infrastructure and design that allows safe and convenient travel along and across streets for all users, including pedestrians, bicyclists, transit riders, motorists, commercial and emergency vehicles, and for people of all ages and of all abilities.

The Complete Streets Policy calls for the establishment of a checklist to be filled out during a project review to determine compliance with the policy.

Complete Streets Checklist:

The following checklist should be used in the earliest stages of concept development and preliminary engineering to ensure that all modes of transportation are considered.

This checklist was designed to assist the City's Complete Streets Committee in planning and designing transportation projects that appropriately accommodate bicycles, pedestrians, transit users and those with disabilities, in addition to accommodating motorists.

The Complete Streets Committee should ensure the checklist is reviewed at the earliest stage of a project, and is responsible for ensuring the checklist is completed prior to the advancement of a project to final design.

Using the Checklist:

The Complete Streets Checklist is a tool to use throughout concept development and preliminary engineering to ensure that all developed alternatives reflect compliance with the Complete Streets policy.

When completing the checklist, a brief description is required for each item as a means to document that the Complete Streets Committee has considered the item. The explanation can include supporting documentation.

Priorities and Exceptions:

Priorities

Early consideration of the land use and transportation context of the project is critical. The context factors that should be given high priority include the following:

- a. Whether the corridor provides a primary access to a significant destination, such as a community or regional park or recreational area, a school, a shopping/commercial area, an employment center or dense multifamily housing;
- b. Whether any significant trip generator, such as one or more of those described above, is currently proposed or planned for the project area and has the potential to increase travel demand in the future;
- c. Whether the corridor provides access across a natural or man-made barrier such as a river or freeway;
- d. Whether the corridor is in an area where a relatively high number of users of non-motorized transportation modes can be anticipated;
- e. Whether a road corridor provides important continuity or connectivity links for an existing trail or path network; or
- f. Whether nearby routes that provide a similar level of convenience and connectivity already exist.

City of Watertown Complete Streets Checklist

Project Name: _____

Street Type: _____

Average Daily Traffic: _____

Truck Volumes (estimated percentage): _____

Design Speed: _____ **Land Use:** _____

ESTABLISHING PRIORITIES

A "YES" answer to any of these questions identifies the project as one in which high priority and consideration should be provided for, including Complete Streets elements.

Environmental Context and Connectivity (pedestrian, bicycle, and transit accommodations)				
<i>Checklist Consideration</i>		<i>Yes</i>	<i>No</i>	<i>Explanation and Date of Comment</i>
Does the project provide a main route to a significant destination?	Park/Recreation area	<input type="checkbox"/>	<input type="checkbox"/>	
	School	<input type="checkbox"/>	<input type="checkbox"/>	
	Shopping/Commercial area	<input type="checkbox"/>	<input type="checkbox"/>	
	Employment center	<input type="checkbox"/>	<input type="checkbox"/>	
	Community facility	<input type="checkbox"/>	<input type="checkbox"/>	
	Other:			
Does the project provide access across a natural or synthetic barrier?	Natural feature	<input type="checkbox"/>	<input type="checkbox"/>	
	Man-made feature	<input type="checkbox"/>	<input type="checkbox"/>	
Does the project provide continuity or connectivity links for an existing trail or a path network across the city?	Off-road trail facility	<input type="checkbox"/>	<input type="checkbox"/>	
	On-road trail facility	<input type="checkbox"/>	<input type="checkbox"/>	
	Other:			
Are there nearby routes that provide a similar level of convenience and connectivity?		<input type="checkbox"/>	<input type="checkbox"/>	
Are there any future trip generators in the vicinity of the proposed project that might attract pedestrian, bicycle or transit trips?		<input type="checkbox"/>	<input type="checkbox"/>	

CONSTRAINTS

Are there constraints to consider in reviewing this project for possible inclusion of Complete Streets elements?

<i>Constraint Type</i>	<i>Yes</i>	<i>No</i>	<i>Explanation and Date of Comment</i>
Right-of-Way	<input type="checkbox"/>	<input type="checkbox"/>	
Utilities	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental	<input type="checkbox"/>	<input type="checkbox"/>	
Funding	<input type="checkbox"/>	<input type="checkbox"/>	
Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	
Existing Condition	<input type="checkbox"/>	<input type="checkbox"/>	
Other:			

COMPLETE STREETS ELEMENT REVIEW

For each of the sections below, indicate whether a Complete Streets Element is/is not included. Provide an explanation of the element to be used or rationale why the element is not being included.

<i>Complete Streets Element</i>	<i>Checklist Consideration</i>	<i>Recommended</i>	<i>Not Recommended</i>	<i>Explanation and Date of Comment</i>
Traffic Calming				
Does the roadway design consider elements to improve safety for pedestrians, bicyclists, and motorists?	Narrower driving lanes			
	Lane reduction			
	Other:			
Pedestrian Facilities				
Reduce pedestrian crossing distance at intersections where high motor vehicle counts and high pedestrian counts are expected.	Pedestrian bridge			
	Curb bump-outs			
	Other:			

<i>Complete Streets Element</i>	<i>Checklist Consideration</i>	<i>Recommended</i>	<i>Not Recommended</i>	<i>Explanation and Date of Comment</i>
Does the project provide appropriate pedestrian accommodations?	Sidewalks			
	Crosswalks			
	Mid-block crosswalks			
	Buffers between roadway and sidewalks			
	Lighting			
	Street furniture			
	Other:			
Consider exclusive pedestrian timing or leading pedestrian intervals where pedestrian crossing volumes are high enough.				
Bicycle Facilities				
Does the project provide appropriate bicycle accommodations?	Improved shoulders			
	Bike path (off street)			
	Bike lane			
	Bike sharrow			
	Bike racks			
	Other bike parking			
	Other:			
Transit Facilities				
Does the project provide appropriate transit accommodations?	Transit shelters			
	Bus turnout			
	Public seating			
	Signage/maps			
	Trash/recycling receptacles			
	Other:			

<i>Complete Streets Element</i>	<i>Checklist Consideration</i>	<i>Recommended</i>	<i>Not Recommended</i>	<i>Explanation and Date of Comment</i>
On-Street Parking				
Is there existing parking? Yes <input type="checkbox"/> No <input type="checkbox"/> Should parking be added or reduced? Yes <input type="checkbox"/> No <input type="checkbox"/>	Parking on one side?			
	Parking on both sides?			
Streetscaping				
Does the project include streetscaping along newly constructed or reconstructed roadways? If so, what kind of elements?	Street trees			
	Landscape plantings			
	Planters			
	Buffer strips			
	Other:			
ADA Accessibility				
Does it include appropriate ADA design features?	Curb ramps			
	Detectable warning surface			
	Crossing distance consideration			
	Signal timing			
	Other:			

IMPLEMENTATION AND EVALUATION

<i>Checklist Consideration</i>		<i>Yes</i>	<i>No</i>	<i>Explanation and Date of Comment</i>
Maintenance Are there any added maintenance projections for this project? Yes <input type="checkbox"/> No <input type="checkbox"/>	Pavement rehabilitation	<input type="checkbox"/>	<input type="checkbox"/>	
	Pavement marking	<input type="checkbox"/>	<input type="checkbox"/>	
	Street sweeping	<input type="checkbox"/>	<input type="checkbox"/>	
	Snow removal	<input type="checkbox"/>	<input type="checkbox"/>	
	Street trees	<input type="checkbox"/>	<input type="checkbox"/>	
	Site furnishings	<input type="checkbox"/>	<input type="checkbox"/>	
	Pavers	<input type="checkbox"/>	<input type="checkbox"/>	
	Other:	<input type="checkbox"/>	<input type="checkbox"/>	
Performance Measures Have you identified appropriate Performance Measures for the project according to the Complete Streets Annual Progress Report?	Quantitative Measures	<input type="checkbox"/>	<input type="checkbox"/>	
	Other:	<input type="checkbox"/>	<input type="checkbox"/>	

Completed By: _____
(Print name and title)

Date: _____

Appendix B: City of Watertown Complete Streets Performance Measures



- 1) Linear feet (LF) of new or repaired pedestrian accommodation
 - Huntington Street (1,050 LF)
 - Sidewalk program (1,000 LF)
 - Sidewalk permits (1,600 LF)
- 2) Number of new or repaired curb ramps installed along City streets
 - Community Development Block Grant (CDBG) Ramps (9)
 - Consolidated Local Street and Highway Improvement Program (CHIPS) Ramps (22)
- 3) Number of crosswalk and intersection improvements
 - Washington Street (1)
 - Enhanced crosswalks at Barben Avenue
 - Factory Street (3)
 - Installed Accessible Pedestrian Signals (APS) at the intersections with Huntington Street, High Street and Mill Street
 - Polk Street (1)
 - Painted new crosswalk
 - Mechanic Street (1)
 - Painted new crosswalk
- 4) Number of transit facilities installed or improved
 - None for Calendar Year 2017
- 5) Total miles of new bike lanes
 - Washington Street (0.75 mi.)
 - Main Street West (0.5 mi.)
 - Total: 1.25 miles
- 6) Number of street trees planted
 - 122
 - California Avenue North (20)
 - Huntington Street (18)
 - Marble Street (14)
 - Superior Street (12)
 - Other various locations (58)
- 7) Number of traffic calming features installed
 - Washington Street (1)
 - Traffic lane modification - added center turn lane, advance signage
 - Main Street West (1)
 - Traffic lane modification - added center turn lane, advance signage

- Hunt Street (1)
 - Rapid flash beacon at Black River Trail Crossing
- Factory Street (4)
 - Two rapid flash beacons, sharrows, pedestrian refuge island

8) School District Walker Data

- Estimated 3,877 total K-12 students, Of that total, 1,503 are ineligible for transportation to/from school (“walkers”)
- The other 2,374 are eligible (“busers”)

- Watertown High School (Grades 9-12)
 - 674 eligible
 - 342 walkers

- Case (Grades 7-8)
 - 370 eligible
 - 155 walkers

- Wiley (Grades 5-6)
 - 498 eligible
 - 99 walkers

 - Overall, the Grades 5-12 campus has 2,138 total students, of which 1,542 are eligible for the bus.

- Knickerbocker
 - 142 eligible
 - 227 walkers

- North
 - 277 eligible
 - 216 walkers

- Ohio
 - 90 eligible
 - 237 walkers

- Sherman
 - 193 eligible
 - 129 walkers

- Starbuck
 - 130 eligible
 - 69 walkers

9) List of exceptions

- None in Calendar Year 2017

January 26, 2018

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Quarterly Financial Report

Attached for City Council review is the Financial Report for the quarter ended December 31, 2017.

**CITY OF WATERTOWN
FY 2017/18 FINANCIAL REPORT (UNAUDITED)
THROUGH THE QUARTER ENDING DECEMBER 31, 2017**

GENERAL FUND SUMMARY

General Fund Summary	2017-18 Adopted Budget	YTD Actual	%	Prior YTD Actual	2016-17 Actual
Revenues	\$ 41,192,000	\$ 23,183,097	56.28%	\$ 21,861,265	\$ 40,845,417
Expenditures (1)	\$ 43,089,808	\$ 21,320,250	49.48%	\$ 20,470,601	\$ 40,180,817
Net Change in Fund Balance	\$ (1,897,808)	\$ 1,862,846		\$ 1,390,664	\$ 664,600

(1) Expenditure budget amount includes \$386,963 of encumbrances carried over from FY 2016/17. FY 2017/18 Adopted Budget appropriated \$1,510,845 of fund balance.

GENERAL FUND REVENUES

General fund revenues are up \$1,321,831 or 6.05% compared to last year due mostly to the sale of excess hydro-electricity (\$794,997). The 10 largest general fund budgeted revenues account for over 92% of the total general fund revenues. A summary of general fund revenues is as follows:

GENERAL FUND REVENUES	2017-18 Adopted Budget	YTD Actual	Y-T-D % of Budget	Prior Y-T-D	2016-17 Actual
State Admin. Sales & Use Tax	\$ 18,275,000	\$ 9,561,578	52.32%	\$ 9,357,624	\$ 17,816,807
Real Property Tax Items	\$ 9,111,644	\$ 9,109,387	99.98%	\$ 8,753,335	\$ 8,687,919
State Aid, Per Capita	\$ 4,703,208	\$ 83,452	1.77%	\$ 83,452	\$ 4,703,208
Sale of Surplus Power	\$ 3,820,000	\$ 2,245,140	58.77%	\$ 1,450,143	\$ 4,756,904
Refuse and Garbage Charges	\$ 878,000	\$ 500,309	56.98%	\$ 472,613	\$ 827,556
State Aid, Mortgage Tax	\$ 325,000	\$ 209,153	64.35%	\$ 144,929	\$ 263,961
Utilities Gross Income Tax	\$ 283,000	\$ 141,656	50.06%	\$ 110,921	\$ 274,504
Interfund Transfers	\$ 200,000	\$ 93,033	46.52%	\$ 85,845	\$ 259,058
State Mass Transportation Assistance	\$ 268,000	\$ 125,556	46.85%	\$ 128,537	\$ 279,926
Bus Fares	\$ 135,000	\$ 66,821	49.50%	\$ 61,132	\$ 131,183
Subtotal	\$ 37,998,852	\$ 22,136,084	58.25%	\$ 20,648,530	\$ 38,001,026
All Other General Fund Revenues	\$ 3,193,148	\$ 1,047,013	32.79%	\$ 1,212,735	\$ 2,844,391
Total	\$ 41,192,000	\$ 23,183,097	56.28%	\$ 21,861,265	\$ 40,845,417

Real Property Taxes: Gross property tax revenue for FY 17-18 is \$9,104,893 which represents an increase of \$355,207 or 4.06% over FY 16-17.

Interest and Penalties on Property Taxes: Revenue is up compared to last year by \$5,080 or 12.86%.

Sales Tax Revenue: The City's sales tax collections are up compared to last year by \$203,954 or 2.18%. Compared to the adopted budget revenue is down by \$36,696 or 0.38%.

Sale of Surplus Power: The City's sale of surplus power is up \$794,997 or 54.82% compared to last year. Compared to budget revenue is up \$750,512 or 50.21%.

Utilities Gross Income Tax Revenue: Under General Municipal Law, the City imposes a 1% tax on the gross income from every utility doing business in the City. Revenue is up compared to last year by \$30,735 or 27.71%.

Mortgage Tax Revenue: The City receives 1/2% tax for each mortgage recorded on property located within the City. Revenue for the year is up \$64,224 or 44.31% compared to last year.

NYS Unrestricted Aid and AIM funding: The City's revenue from the NYS Aid and Incentives to Municipalities (AIM) program has remained at the same level since FY 2011-12 with the exception of the one-time spin-up of \$3,100,000 received in FY 2012/13 that was placed into a Capital Reserve Fund.

**CITY OF WATERTOWN
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THROUGH THE QUARTER ENDING DECEMBER 31, 2017**

GENERAL FUND EXPENDITURES

The following 10 departments / categories represent over 83% of the General Fund budgeted expenditures. General fund expenditures increased by \$849,649 or 4.15% compared to last year mostly due to the increased cost of health insurance premiums (\$513,693).

GENERAL FUND EXPENDITURES	2017-18		Y-T-D % of Budget	Prior Y-T-D	2016-17
	Adopted Budget	YTD Actual			Actual
Fire	\$ 8,669,185	\$ 4,970,029	57.33%	\$ 4,835,412	\$ 9,546,189
Police	\$ 8,651,600	\$ 4,636,532	53.59%	\$ 4,497,057	\$ 8,193,386
Department of Public Works	\$ 5,420,052	\$ 2,492,383	45.98%	\$ 2,370,502	\$ 4,655,721
Health Insurance-Retirees	\$ 4,214,012	\$ 2,138,101	50.74%	\$ 1,845,709	\$ 3,669,936
Debt Service	\$ 3,034,444	\$ 1,652,915	54.47%	\$ 1,631,726	\$ 2,834,144
Parks and Recreation	\$ 1,864,353	\$ 901,032	48.33%	\$ 991,120	\$ 1,945,241
Library Transfer	\$ 1,399,839	\$ 658,604	47.05%	\$ 678,219	\$ 1,148,599
Bus	\$ 1,136,170	\$ 464,149	40.85%	\$ 541,614	\$ 979,356
Traffic Control & Lighting	\$ 859,248	\$ 385,185	44.83%	\$ 346,390	\$ 773,188
Transfer to Capital Projects	\$ 683,500	\$ 114,902	16.81%	\$ -	\$ 883,484
SUBTOTAL	\$ 35,932,404	\$ 18,413,832	51.25%	\$ 17,737,747	\$ 34,629,244
All Other Departments/Transfers	\$ 7,157,404	\$ 2,906,418	40.61%	\$ 2,732,854	\$ 5,551,573
TOTAL	\$ 43,089,808	\$ 21,320,250	49.48%	\$ 20,470,601	\$ 40,180,817

GENERAL FUND - PERSONAL SERVICES

largest departmental budgeted personal services. These 10 departments represent over 79% of the budgeted general fund personal service expenditures. Fire department overtime increased compared to last year by \$68,411 or 21.43%. Police department overtime increased by \$18,606 or 9.94%. It is important to keep in mind that differences are minimal due to the Watertown Firefighters Association, Watertown Police Benevolent Association and Civil Service Employees Association members all being paid based on expired contracts.

Department	2017-18		Y-T-D % of Budget	Prior Y-T-D	2016-17
	Adopted Budget	YTD Actual			Actual
Fire	\$ 5,102,606	\$ 2,612,686	51.20%	\$ 2,598,380	\$ 5,353,346
Police	\$ 5,107,478	\$ 2,508,175	49.11%	\$ 2,529,906	\$ 4,717,896
DPW Snow Removal	\$ 495,247	\$ 109,949	22.20%	\$ 121,981	\$ 588,197
Engineering	\$ 428,283	\$ 203,962	47.62%	\$ 182,471	\$ 419,158
Municipal Executive	\$ 251,036	\$ 124,198	49.47%	\$ 126,317	\$ 406,724
DPW Central Garage	\$ 377,571	\$ 170,363	45.12%	\$ 155,691	\$ 358,444
Comptroller	\$ 345,645	\$ 167,122	48.35%	\$ 160,476	\$ 344,816
DPW Refuse & Garbage	\$ 348,465	\$ 140,482	40.31%	\$ 146,145	\$ 270,835
Bus	\$ 478,021	\$ 202,684	42.40%	\$ 180,995	\$ 292,204
DPW Administration	\$ 256,507	\$ 126,514	49.32%	\$ 128,123	\$ 251,183
SUBTOTAL	\$ 13,190,859	\$ 6,366,135	48.26%	\$ 6,330,486	\$ 13,002,803
All Other Departments	\$ 3,357,756	\$ 1,739,916	51.82%	\$ 1,718,599	\$ 2,879,651
TOTAL	\$ 16,548,615	\$ 8,106,051	48.98%	\$ 8,049,085	\$ 15,882,453

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WATER FUND

Revenues are down compared to last year by \$248,884 or 10.74% due primarily to the reduction in water provided to the Army via DANC. Revenues received from DANC are down \$191,511 compared to last year. Fort Drum's consumption of water was higher than normal during the first six months but has since returned to normal levels. Expenditures are up \$174,092 or 07.53% compared to last year mostly due to the increased health insurance premiums (\$53,145).

	2017-18			2016-17	
Water Fund Summary	Adopted Budget	Y-T-D Actual	Y-T-D % of Budget	Prior Y-T-D	Actual
Revenues	\$ 5,483,000	\$ 2,068,333	37.72%	\$ 2,317,217	\$ 5,415,974
Expenditures (1)	\$ 5,512,299	\$ 2,486,401	45.11%	\$ 2,312,309	\$ 4,801,799
Net Change in Fund Balance	\$ (29,299)	\$ (418,068)		\$ 4,908	\$ 614,175

(1) Expenditure budget amount includes \$29,299 of encumbrances carried over from FY 2016/17. FY 2017/18 Adopted Budget appropriated \$-0- of fund balance.

SEWER FUND

Revenues increased compared to last year by \$296,716 or 11.06% mostly due to increased revenues from leachate and sludge haulers (\$114,438) and other governments such as DANC (\$153,249). Expenditures are up by \$52,123 or 2.00%.

	2017-18			2016-17	
Sewer Fund Summary	Adopted Budget	Y-T-D Actual	Y-T-D % of Budget	Prior Y-T-D	Actual
Revenues	\$ 6,217,000	\$ 2,979,935	47.93%	\$ 2,683,219	\$ 6,154,084
Expenditures (1)	\$ 6,343,055	\$ 2,660,391	41.94%	\$ 2,607,359	\$ 6,464,182
Net Change in Fund Balance	\$ (126,055)	\$ 319,544		\$ 75,860	\$ (310,098)

(1) Expenditure budget amount includes \$13,084 of encumbrances carried over from FY 2016/17. FY 2017/18 Adopted Budget appropriated \$112,971 of fund balance.

LIBRARY FUND

Excluding the transfer from the General Fund, revenues decreased compared to last year by \$2,613 or 7.66% mostly due to a decrease in fine revenues. Expenditures increased compared to last year by \$2,566 or 0.37%.

	2017-18			2016-17	
Library Fund Summary	Adopted Budget	Y-T-D Actual	Y-T-D % of Budget	Prior Y-T-D	Actual
Revenues	\$ 1,474,444	\$ 690,086	46.80%	\$ 712,313	\$ 1,221,393
Expenditures	\$ 1,482,193	\$ 691,496	46.65%	\$ 688,930	\$ 1,260,247
Net Change in Fund Balance	\$ (7,749)	\$ (1,410)		\$ 23,382	\$ (38,854)

(1) Expenditure budget amount includes \$7,749 of encumbrances carried over from FY 2016/17. FY 2017/18 Adopted Budget appropriated \$-0- of fund balance.

The majority of the library revenues are in the same line item as the library business expense (operated by the library) in the General Fund Expenditures section. All available library revenues such as fines and grants are utilized prior to any transfer from the General Fund.

SELF-INSURANCE FUND

Revenues increased compared to last year by \$708,375 or 16.17% due to the 18.38% increase in premiums. Expenditures increased by \$228,939 or 4.61% compared to last year.

	2017-18			2016-17	
Self-Insurance Fund Summary	Adopted Budget	Y-T-D Actual	Y-T-D % of Budget	Prior Y-T-D	Actual
Revenues	\$ 10,503,275	\$ 5,088,896	48.45%	\$ 4,380,521	\$ 9,458,867
Expenditures	\$ 10,503,275	\$ 5,192,040	49.43%	\$ 4,963,101	\$ 10,797,719
Net Change in Fund Balance	\$ -	\$ (103,145)		\$ (582,581)	\$ (1,338,852)

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	2017-18	YTD Actual	Y-T-D % of Budget	Prior Y-T-D	2016-17	Current YTD vs. Prior YTD	
	Adopted Budget				Actual	Variance	%
General Fund Revenues							
Real Property Taxes	\$ 9,105,044	\$ 9,104,893	100.00%	\$ 8,749,686	\$ 8,749,686	\$ 355,207	4.06%
Special Assessments (sidewalks)	\$ 6,600	\$ 4,494	68.09%	\$ 3,649	\$ 4,265	\$ 845	23.16%
Real Property Tax Reserve	\$ -	\$ -	0.00%	\$ -	\$ (66,032)	\$ -	0.00%
Federal Payments in Lieu of Taxes	\$ 47,000	\$ -	0.00%	\$ -	\$ 45,600	\$ -	0.00%
Other Payments in Lieu of Taxes	\$ 109,000	\$ 89,018	81.67%	\$ 103,135	\$ 116,499	\$ (14,117)	-13.69%
Interest/Penalties on Property Taxes	\$ 160,000	\$ 44,591	27.87%	\$ 39,511	\$ 169,140	\$ 5,080	12.86%
State Admin. Sales & Use Tax	\$ 18,275,000	\$ 9,561,578	52.32%	\$ 9,357,624	\$ 17,816,807	\$ 203,954	2.18%
Utilities Gross Income Tax	\$ 283,000	\$ 141,656	50.06%	\$ 110,921	\$ 274,504	\$ 30,735	27.71%
Franchises	\$ 367,000	\$ 92,843	25.30%	\$ 122,402	\$ 365,158	\$ (29,559)	-24.15%
Tax Sale Advertising	\$ 18,000	\$ 90	0.50%	\$ 270	\$ 18,505	\$ (180)	-66.67%
Comptroller's Fees	\$ 8,000	\$ 5,565	69.56%	\$ 4,944	\$ 9,587	\$ 621	12.55%
Assessor's Fees	\$ 500	\$ 177	35.40%	\$ 74	\$ 303	\$ 104	140.82%
Clerk Fees	\$ 118,000	\$ 60,032	50.87%	\$ 57,113	\$ 119,255	\$ 2,919	5.11%
Civil Service Fees	\$ 250	\$ -	0.00%	\$ -	\$ 4,158	\$ -	0.00%
Police Fees	\$ 12,000	\$ 491	4.09%	\$ 2,341	\$ 1,766	\$ (1,851)	-79.05%
Demolition Charges	\$ -	\$ -	0.00%	\$ 14,429	\$ 35,833	\$ (14,429)	-100.00%
Public Works Fees	\$ 75,000	\$ 36,374	48.50%	\$ 28,364	\$ 66,979	\$ 8,010	28.24%
DPW Charges - Fuel	\$ 21,000	\$ 8,989	42.81%	\$ 8,588	\$ 18,357	\$ 401	4.67%
Bus Fares	\$ 135,000	\$ 66,821	49.50%	\$ 61,132	\$ 131,183	\$ 5,689	9.31%
Bus Advertising	\$ 15,000	\$ 7,230	48.20%	\$ 5,990	\$ 14,950	\$ 1,240	20.70%
Parks & Recreation Charges	\$ 40,890	\$ 21,505	52.59%	\$ 13,004	\$ 46,623	\$ 8,501	65.37%
Field Use Charges	\$ 47,116	\$ 16,944	35.96%	\$ 23,790	\$ 41,799	\$ (6,846)	-28.78%
Recreation Concessions	\$ 117,000	\$ 60,957	52.10%	\$ 44,809	\$ 128,197	\$ 16,147	36.04%
Stadium Charges	\$ 11,380	\$ 6,945	61.03%	\$ 12,209	\$ 13,330	\$ (5,264)	-43.12%
Arena Fees	\$ 50,000	\$ 12,433	24.87%	\$ 17,090	\$ 30,334	\$ (4,656)	-27.25%
Skating Rink Charges	\$ 258,300	\$ 178,151	68.97%	\$ 184,354	\$ 223,646	\$ (6,202)	-3.36%
Zoning Fees	\$ 5,000	\$ 1,350	27.00%	\$ 1,625	\$ 3,975	\$ (275)	-16.92%
Refuse and Garbage Charges	\$ 471,000	\$ 225,162	47.81%	\$ 217,382	\$ 443,015	\$ 7,781	3.58%
Toter Fees	\$ 407,000	\$ 275,147	67.60%	\$ 255,232	\$ 384,541	\$ 19,915	7.80%
Sale of Surplus Power	\$ 3,820,000	\$ 2,245,140	58.77%	\$ 1,450,143	\$ 4,756,904	\$ 794,997	54.82%
Taxes/Assessment Svcs. Other Govt.	\$ 5,185	\$ 5,185	100.00%	\$ 5,197	\$ 5,197	\$ (12)	-0.23%
Civil Service Charges-School District	\$ 26,000	\$ 24,055	92.52%	\$ 25,600	\$ 25,600	\$ (1,545)	-6.04%
Police Services	\$ 98,000	\$ 41,690	42.54%	\$ 35,164	\$ 101,744	\$ 6,526	18.56%
Transportation Services, Other Govts.	\$ 5,600	\$ -	0.00%	\$ -	\$ 5,600	\$ -	0.00%
Interest and Earnings	\$ 63,000	\$ 7,684	12.20%	\$ 6,546	\$ 12,886	\$ 1,138	17.39%
Rental of Real Property	\$ 78,675	\$ 56,613	71.96%	\$ 56,258	\$ 76,034	\$ 355	0.63%
Business and Occupational Licenses	\$ 7,650	\$ 2,185	28.56%	\$ 2,695	\$ 9,775	\$ (510)	-18.92%
Games of Chance Licenses	\$ 100	\$ 147	147.35%	\$ 113	\$ 60	\$ 34	30.31%
Bingo Licenses	\$ 2,500	\$ 1,250	50.01%	\$ 1,568	\$ 2,750	\$ (318)	-20.25%
Building & Alterations Permits	\$ 75,000	\$ 43,430	57.91%	\$ 71,431	\$ 92,393	\$ (28,000)	-39.20%
City Permits	\$ 7,000	\$ 6,070	86.71%	\$ 3,615	\$ 13,451	\$ 2,455	67.91%
Sanitary Sewer Permits	\$ 7,000	\$ 2,100	30.00%	\$ 2,950	\$ 4,675	\$ (850)	-28.81%
Storm Sewer Permits	\$ 1,000	\$ 1,200	120.00%	\$ 1,425	\$ 3,625	\$ (225)	-15.79%
Fines & Forfeited Bail	\$ 116,000	\$ 31,756	27.38%	\$ 54,646	\$ 117,388	\$ (22,890)	-41.89%
Scrap & Excess Materials Sale	\$ 15,000	\$ 3,199	21.32%	\$ 1,614	\$ 4,455	\$ 1,585	98.21%
Sale of Real Property	\$ 25,000	\$ -	0.00%	\$ 29,875	\$ 52,633	\$ (29,875)	-100.00%
Sale of Equipment	\$ 15,000	\$ 16,651	111.01%	\$ 900	\$ 10,695	\$ 15,751	1750.11%
Insurance Recoveries	\$ 20,000	\$ 13,899	69.49%	\$ 2,949	\$ 29,827	\$ 10,949	371.28%
Refund of Prior Year Expense	\$ 107,000	\$ 3,471	3.24%	\$ 2,285	\$ 2,323	\$ 1,187	51.94%
Gifts & Donations	\$ 5,500	\$ 3,150	57.27%	\$ 5,055	\$ 10,222	\$ (1,905)	-37.68%
Other Unclassified Revenues	\$ 1,000	\$ 386	38.64%	\$ 288	\$ 1,541	\$ 99	34.40%
Payment Processing Fees	\$ 7,000	\$ 4,514	64.48%	\$ 3,673	\$ 7,996	\$ 841	22.90%
Central Printing & Mailing	\$ 6,000	\$ 2,726	45.43%	\$ 2,825	\$ 5,209	\$ (99)	-3.52%
Central Garage	\$ 85,000	\$ 39,723	46.73%	\$ 38,850	\$ 75,946	\$ 874	2.25%
State Aid, Per Capita	\$ 4,703,208	\$ 83,452	1.77%	\$ 83,452	\$ 4,703,208	\$ -	0.00%
State Aid, Mortgage Tax	\$ 325,000	\$ 209,153	64.35%	\$ 144,929	\$ 263,961	\$ 64,224	44.31%
State Aid, Other	\$ 1,000	\$ -	0.00%	\$ -	\$ 664	\$ -	0.00%
State Reimbursement-Worker's Comp.	\$ 46,000	\$ 13,863	30.14%	\$ 12,289	\$ 42,275	\$ 1,574	12.81%
State Reimbursement-Court Security	\$ 34,000	\$ -	0.00%	\$ -	\$ 28,433	\$ -	0.00%
State Reimbursement-Court Postage	\$ 1,752	\$ 876	50.00%	\$ 876	\$ 1,752	\$ -	0.00%
State Reimbursement-CHIPS	\$ 162,000	\$ 71,245	43.98%	\$ 147,911	\$ 266,410	\$ (76,665)	-51.83%
State Mass Transportation Assistance	\$ 268,000	\$ 125,556	46.85%	\$ 128,537	\$ 279,926	\$ (2,981)	-2.32%

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	2017-18			Prior Y-T-D	2016-17		Current YTD vs. Prior YTD	
	Adopted Budget	YTD Actual	Y-T-D % of Budget		Actual	Variance	%	
State Aid-Bus Projects	\$ 6,200	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	
State Aid, Other Home & Community Service	\$ 172,750	\$ -	0.00%	\$ 4,779	\$ 27,684	\$ (4,779)	-100.00%	
Federal Aid Police Block Grant	\$ 53,000	\$ 2,772	5.23%	\$ -	\$ 323,351	\$ 2,772	#DIV/0!	
Federal Aid Highway Safety	\$ 6,800	\$ 3,487	51.28%	\$ 5,820	\$ 7,803	\$ (2,333)	-40.08%	
Federal Transportation Assistance	\$ 450,000	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	
Interfund Transfers	\$ 200,000	\$ 93,033	46.52%	\$ 85,845	\$ 259,058	\$ 7,188	8.37%	
Total Revenue	\$ 41,192,000	\$ 23,183,097	56.28%	\$ 21,861,265	\$ 40,845,417	\$ 1,321,831	6.05%	
Appropriated Fund Balance	\$ 1,897,808	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	
Revenue and Fund Balance	\$ 43,089,808	\$ 23,183,097	53.80%	\$ 21,861,265	\$ 40,845,417	\$ 1,321,831	6.05%	

General Fund Expenditures

Legislative Board	\$ 78,319	\$ 41,150	52.54%	\$ 39,821	\$ 77,543	\$ 1,330	3.34%
Mayor	\$ 29,543	\$ 19,867	67.25%	\$ 21,192	\$ 28,810	\$ (1,325)	-6.25%
Municipal Executive	\$ 472,155	\$ 388,357	82.25%	\$ 215,185	\$ 386,549	\$ 173,172	80.48%
Comptroller	\$ 580,392	\$ 309,175	53.27%	\$ 261,688	\$ 547,384	\$ 47,487	18.15%
Purchasing	\$ 146,134	\$ 78,601	53.79%	\$ 78,057	\$ 142,146	\$ 544	0.70%
Assessment	\$ 285,989	\$ 162,506	56.82%	\$ 149,245	\$ 288,436	\$ 13,261	8.89%
Tax Advertising	\$ 20,000	\$ 370	1.85%	\$ 723	\$ 21,323	\$ (353)	-48.84%
Property Acquired for Taxes	\$ 25,850	\$ 2,722	10.53%	\$ 4,875	\$ 9,977	\$ (2,153)	-44.17%
Fiscal Agent Fees	\$ 800	\$ -	0.00%	\$ -	\$ 800	\$ -	0.00%
Clerk	\$ 222,421	\$ 101,491	45.63%	\$ 116,490	\$ 210,780	\$ (14,999)	-12.88%
Law	\$ 319,500	\$ 164,911	51.62%	\$ 194,051	\$ 490,999	\$ (29,140)	-15.02%
Civil Service	\$ 66,263	\$ 31,518	47.57%	\$ 35,132	\$ 62,564	\$ (3,613)	-10.29%
Engineering	\$ 723,957	\$ 363,213	50.17%	\$ 310,791	\$ 604,752	\$ 52,422	16.87%
DPW Administration	\$ 520,800	\$ 242,819	46.62%	\$ 256,242	\$ 488,484	\$ (13,423)	-5.24%
Buildings	\$ 215,956	\$ 82,390	38.15%	\$ 99,360	\$ 183,518	\$ (16,970)	-17.08%
Central Garage	\$ 824,798	\$ 366,615	44.45%	\$ 352,970	\$ 681,326	\$ 13,645	3.87%
Central Printing & Mailing	\$ 70,085	\$ 25,189	35.94%	\$ 24,394	\$ 57,688	\$ 795	3.26%
Information Technology	\$ 519,731	\$ 240,305	46.24%	\$ 296,055	\$ 506,054	\$ (55,750)	-18.83%
Judgements & Claims	\$ 5,000	\$ -	0.00%	\$ 2,802	\$ 2,802	\$ (2,802)	-100.00%
Taxes on Property	\$ 21,250	\$ 20,791	97.84%	\$ 21,432	\$ 21,863	\$ (642)	-2.99%
Contingency	\$ 1,064,972	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Police	\$ 8,651,600	\$ 4,636,532	53.59%	\$ 4,497,057	\$ 8,193,386	\$ 139,475	3.10%
Fire	\$ 8,669,185	\$ 4,970,029	57.33%	\$ 4,835,412	\$ 9,546,189	\$ 134,617	2.78%
Control of Animals	\$ 101,231	\$ -	0.00%	\$ -	\$ 103,057	\$ -	0.00%
Safety Inspection	\$ 598,784	\$ 243,051	40.59%	\$ 289,872	\$ 488,133	\$ (46,821)	-16.15%
DPW Municipal Maintenance	\$ 554,622	\$ 376,243	67.84%	\$ 274,877	\$ 444,847	\$ 101,367	36.88%
DPW Road Maintenance	\$ 883,652	\$ 452,759	51.24%	\$ 480,823	\$ 725,254	\$ (28,064)	-5.84%
DPW Snow Removal	\$ 1,262,097	\$ 456,772	36.19%	\$ 421,642	\$ 1,187,672	\$ 35,129	8.33%
Hydro Electric Production	\$ 403,477	\$ 174,451	43.24%	\$ 151,451	\$ 349,882	\$ 23,000	15.19%
Traffic Control & Lighting	\$ 859,248	\$ 385,185	44.83%	\$ 346,390	\$ 773,188	\$ 38,795	11.20%
Bus	\$ 1,136,170	\$ 464,149	40.85%	\$ 541,614	\$ 979,356	\$ (77,464)	-14.30%
Off Street Parking	\$ 79,400	\$ 35,998	45.34%	\$ 32,598	\$ 42,971	\$ 3,400	10.43%
Community Action	\$ 15,000	\$ -	0.00%	\$ -	\$ 15,000	\$ -	0.00%
Publicity	\$ 3,500	\$ 758	21.66%	\$ 1,919	\$ 4,378	\$ (1,161)	-60.51%
Recreation Administration	\$ 287,177	\$ 150,547	52.42%	\$ 144,701	\$ 276,602	\$ 5,846	4.04%
Thompson Park	\$ 467,604	\$ 168,981	36.14%	\$ 199,524	\$ 482,553	\$ (30,543)	-15.31%
Recreation Playgrounds	\$ 45,976	\$ 34,125	74.22%	\$ 90,088	\$ 97,972	\$ (55,963)	-62.12%
Recreation Fairgrounds	\$ 154,209	\$ 52,172	33.83%	\$ 97,977	\$ 184,883	\$ (45,804)	-46.75%
Recreation Outdoor Winter Activities	\$ -	\$ -	0.00%	\$ -	\$ 147	\$ -	0.00%
Recreation Athletic Programs	\$ 138,540	\$ 74,515	53.79%	\$ 103,657	\$ 158,938	\$ (29,142)	-28.11%
Recreation Swimming Pools	\$ 150,305	\$ 116,411	77.45%	\$ 115,854	\$ 162,899	\$ 557	0.48%
Recreation Ice Arena	\$ 620,542	\$ 304,280	49.03%	\$ 239,319	\$ 581,394	\$ 64,962	27.14%
Zoning	\$ 3,000	\$ 2,023	67.43%	\$ 958	\$ 3,284	\$ 1,065	111.12%
Planning	\$ 507,400	\$ 152,338	30.02%	\$ 123,404	\$ 238,133	\$ 28,934	23.45%
DPW Storm Sewer	\$ 412,193	\$ 202,183	49.05%	\$ 150,859	\$ 263,462	\$ 51,324	34.02%
DPW Refuse & Garbage	\$ 961,889	\$ 394,992	41.06%	\$ 433,088	\$ 864,676	\$ (38,096)	-8.80%
Worker's Compensation	\$ 89,000	\$ 38,456	43.21%	\$ 44,667	\$ 102,006	\$ (6,211)	-13.91%
Unemployment Insurance	\$ 10,000	\$ 1,462	14.62%	\$ -	\$ 6,675	\$ 1,462	#DIV/0!
Health Insurance-Retirees	\$ 4,214,012	\$ 2,138,101	50.74%	\$ 1,845,709	\$ 3,669,936	\$ 292,392	15.84%
Medicare Reimbursements	\$ 388,296	\$ 186,017	47.91%	\$ 177,304	\$ 361,682	\$ 8,713	4.91%
Compensated Absences	\$ -	\$ -	0.00%	\$ -	\$ (42,624)	\$ -	0.00%

CITY OF WATERTOWN
FY 2017/18 FINANCIAL REPORT (UNAUDITED)
THROUGH THE QUARTER ENDING DECEMBER 31, 2017

	2017-18		Y-T-D % of Budget	Prior Y-T-D	2016-17		Current YTD vs. Prior YTD	
	Adopted Budget	YTD Actual			Actual	Variance	%	
Other Employee Benefits	\$ 5,000	\$ 1,808	36.16%	\$ 1,889	\$ 4,361	\$ (81)	-4.29%	
General Liability Reserve Transfer	\$ 75,000	\$ 37,500	50.00%	\$ 37,500	\$ 75,000	\$ -	0.00%	
Library Transfer	\$ 1,399,839	\$ 658,604	47.05%	\$ 678,219	\$ 1,148,599	\$ (19,614)	-2.89%	
Serial Bonds - Principal	\$ 2,329,357	\$ 1,305,947	56.06%	\$ 1,281,031	\$ 2,152,872	\$ 24,916	1.94%	
Serial Bonds-Interest	\$ 705,087	\$ 346,968	49.21%	\$ 350,695	\$ 681,272	\$ (3,727)	-1.06%	
Bond Anticipation Notes - Principal	\$ -	\$ -	0.00%	\$ -	\$ 121,000	\$ -	0.00%	
Bond Anticipation Notes-Interest	\$ -	\$ -	0.00%	\$ -	\$ 24,500	\$ -	0.00%	
Capital Fund Transfer	\$ 683,500	\$ 114,902	16.81%	\$ -	\$ 883,484	\$ 114,902	#DIV/0!	
Black River Trust Fund Transfer	\$ 10,000	\$ -	0.00%	\$ -	\$ 10,000	\$ -	0.00%	
TOTAL	\$ 43,089,808	\$ 21,320,250	49.48%	\$ 20,470,601	\$ 40,180,817	\$ 849,649	4.15%	

Water Fund Revenues

Water Rents	\$ 3,518,000	\$ 1,367,588	38.87%	\$ 1,364,613	\$ 3,488,909	\$ 2,975	0.22%
Unmetered Water	\$ 10,000	\$ 1,650	16.50%	\$ 10,165	\$ 12,756	\$ (8,516)	-83.77%
Outside User Fees	\$ 1,593,000	\$ 573,339	35.99%	\$ 821,259	\$ 1,541,172	\$ (247,920)	-30.19%
Water Service Charges	\$ 75,000	\$ 23,091	30.79%	\$ 25,459	\$ 46,945	\$ (2,368)	-9.30%
Interest & Penalties on Water Rents	\$ 62,000	\$ 27,826	44.88%	\$ 26,182	\$ 49,485	\$ 1,644	6.28%
Interest Earnings	\$ 2,000	\$ 1,215	60.73%	\$ 1,179	\$ 2,359	\$ 35	3.00%
Sale of Scrap	\$ 3,000	\$ 1,238	41.27%	\$ 1,318	\$ 3,743	\$ (80)	-6.06%
Sale of Equipment	\$ -	\$ 3,520	0.00%	\$ -	\$ -	\$ 3,520	#DIV/0!
Insurance Recoveries	\$ 1,000	\$ -	0.00%	\$ -	\$ 1,001	\$ -	0.00%
Refund of Prior Years Expenditure	\$ -	\$ 385	0.00%	\$ -	\$ -	\$ 385	#DIV/0!
Premium on Obligations	\$ -	\$ -	0.00%	\$ -	\$ 5,220	\$ -	0.00%
Unclassified Revenues	\$ 1,000	\$ 1,864	186.41%	\$ 716	\$ 2,795	\$ 1,148	160.43%
Payment Processing Fees	\$ 5,000	\$ 2,745	54.90%	\$ 2,483	\$ 5,323	\$ 262	10.57%
Metered Water Sales Funds	\$ 212,000	\$ 63,873	30.13%	\$ 63,844	\$ 180,308	\$ 29	0.05%
State Aid - Home & Community	\$ -	\$ -	0.00%	\$ -	\$ 15,958	\$ -	0.00%
Interfund Transfers	\$ 1,000	\$ -	0.00%	\$ -	\$ 60,000	\$ -	0.00%
Total Revenue	\$ 5,483,000	\$ 2,068,333	37.72%	\$ 2,317,217	\$ 5,415,974	\$ (248,884)	-10.74%
Appropriated Fund Balance	\$ -	\$ 418,068	0.00%	\$ -	\$ 6,000	\$ 418,068	#DIV/0!
Revenue and Fund Balance	\$ 5,483,000	\$ 2,486,401	45.35%	\$ 2,317,217	\$ 5,421,974	\$ 169,184	7.30%

Water Fund Expenditures

Taxes on Property	\$ 825	\$ 251	30.37%	\$ 355	\$ 789	\$ (105)	-29.48%
Contingency	\$ 51,082	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Water Administration	\$ 249,360	\$ 124,912	50.09%	\$ 128,292	\$ 241,725	\$ (3,381)	-2.64%
Source of Supply, Power and Pump	\$ 653,400	\$ 272,536	41.71%	\$ 246,065	\$ 526,377	\$ 26,471	10.76%
Water Purification	\$ 2,002,649	\$ 1,048,453	52.35%	\$ 873,894	\$ 1,762,550	\$ 174,559	19.97%
Transmission and Distribution	\$ 1,346,966	\$ 599,616	44.52%	\$ 648,085	\$ 1,212,369	\$ (48,469)	-7.48%
Worker's Compensation	\$ 7,600	\$ 3,226	42.45%	\$ 965	\$ 7,815	\$ 2,261	234.31%
Unemployment Insurance	\$ 500	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Health Insurance	\$ 243,669	\$ 106,510	43.71%	\$ 77,645	\$ 164,059	\$ 28,865	37.18%
Medicare Reimbursements	\$ 20,212	\$ 8,326	41.20%	\$ 7,604	\$ 15,796	\$ 723	9.51%
Compensated Absences	\$ -	\$ -	0.00%	\$ -	\$ (2,082)	\$ -	0.00%
Other Employee Benefits	\$ 400	\$ 157	39.25%	\$ 144	\$ 354	\$ 13	9.03%
General Liability Transfer	\$ 15,000	\$ 7,500	50.00%	\$ 7,500	\$ 15,000	\$ -	0.00%
Serial Bonds - Principal	\$ 760,979	\$ 242,843	31.91%	\$ 247,117	\$ 672,099	\$ (4,274)	-1.73%
Serial Bonds - Interest	\$ 159,657	\$ 72,071	45.14%	\$ 74,644	\$ 145,948	\$ (2,572)	-3.45%
Bond Anticipation Notes - Principal	\$ -	\$ -	0.00%	\$ -	\$ 32,500	\$ -	0.00%
Bond Anticipation Notes-Interest	\$ -	\$ -	0.00%	\$ -	\$ 6,500	\$ -	0.00%
TOTAL	\$ 5,512,299	\$ 2,486,401	45.11%	\$ 2,312,309	\$ 4,801,799	\$ 174,092	7.53%

CITY OF WATERTOWN
FY 2017/18 FINANCIAL REPORT (UNAUDITED)
THROUGH THE QUARTER ENDING DECEMBER 31, 2017

	2017-18 Adopted Budget	YTD Actual	Y-T-D % of Budget	Prior Y-T-D	2016-17 Actual	Current YTD vs. Prior YTD	
						Variance	%
Sewer Fund Revenues							
Sewer Rents	\$ 2,481,000	\$ 868,988	35.03%	\$ 960,401	\$ 2,511,386	\$ (91,413)	-9.52%
Sewer Charges	\$ 1,054,000	\$ 628,638	59.64%	\$ 514,200	\$ 1,003,841	\$ 114,438	22.26%
Interest & Penalties on Sewer Rents	\$ 60,000	\$ 25,181	41.97%	\$ 25,459	\$ 48,727	\$ (278)	-1.09%
Sewer Rents-Governments	\$ 2,152,000	\$ 1,138,566	52.91%	\$ 985,317	\$ 2,132,080	\$ 153,249	15.55%
Interest Earnings	\$ 2,000	\$ 1,775	88.73%	\$ 1,757	\$ 3,505	\$ 17	0.98%
Permit Fees	\$ 20,000	\$ 19,250	96.25%	\$ 19,125	\$ 18,625	\$ 125	0.65%
Sale of Scrap	\$ 1,000	\$ 530	52.97%	\$ -	\$ -	\$ 530	#DIV/0!
Sale of Equipment	\$ 1,000	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Premium on Obligations	\$ -	\$ -	0.00%	\$ -	\$ 6,340	\$ -	0.00%
Payment Processing Fees	\$ 5,000	\$ 2,748	54.95%	\$ 2,493	\$ 5,335	\$ 255	10.23%
Interfund Revenues	\$ 440,000	\$ 294,260	66.88%	\$ 170,400	\$ 420,177	\$ 123,860	72.69%
State Aid - CHIPSS	\$ -	\$ -	0.00%	\$ 4,068	\$ 4,068	\$ (4,068)	-100.00%
Interfund Transfer	\$ 1,000	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Total Revenue	\$ 6,217,000	\$ 2,979,935	47.93%	\$ 2,683,219	\$ 6,154,084	\$ 296,716	11.06%
Appropriated Fund Balance	\$ 112,971	\$ -	0.00%	\$ -	\$ 310,098	\$ -	0.00%
Total Revenue	\$ 6,329,971	\$ 2,979,935	47.08%	\$ 2,683,219	\$ 6,464,182	\$ 296,716	11.06%

Sewer Fund Expenditures							
Sewer Administration	\$ 242,372	\$ 117,572	48.51%	\$ 115,537	\$ 216,114	\$ 2,034	1.76%
Sanitary Sewer	\$ 473,023	\$ 264,126	55.84%	\$ 248,908	\$ 427,349	\$ 15,218	6.11%
Sewage Treatment and Disposal	\$ 3,883,444	\$ 1,730,252	44.55%	\$ 1,698,720	\$ 3,564,296	\$ 31,531	1.86%
Contingency	\$ 49,423	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Worker's Compensation	\$ 6,700	\$ 3,175	47.39%	\$ 909	\$ 7,600	\$ 2,266	249.28%
Unemployment Insurance	\$ 2,500	\$ -	0.00%	\$ 5,950	\$ 8,955	\$ (5,950)	-100.00%
Health Insurance- Retirees	\$ 212,647	\$ 120,957	56.88%	\$ 95,562	\$ 198,144	\$ 25,396	26.58%
Medicare Reimbursements	\$ 9,132	\$ 6,034	66.08%	\$ 5,715	\$ 11,616	\$ 319	5.58%
Compensated Absences	\$ -	\$ -	0.00%	\$ -	\$ 1,111	\$ -	0.00%
Other Employee Benefits	\$ 150	\$ 54	36.00%	\$ 52	\$ 121	\$ 2	3.85%
General Liability Transfer	\$ 15,000	\$ 7,500	50.00%	\$ 7,500	\$ 15,000	\$ -	0.00%
Serial Bonds - Principal	\$ 911,664	\$ 291,210	31.94%	\$ 305,852	\$ 870,029	\$ (14,642)	-4.79%
Serial Bonds - Interest	\$ 249,500	\$ 119,511	47.90%	\$ 122,653	\$ 240,118	\$ (3,142)	-2.56%
Bond Anticipation Notes-Interest	\$ -	\$ -	0.00%	\$ -	\$ 6,500	\$ -	0.00%
Transfer to Capital Fund	\$ 287,500	\$ -	0.00%	\$ -	\$ 897,229	\$ -	0.00%
TOTAL	\$ 6,343,055	\$ 2,660,391	41.94%	\$ 2,607,359	\$ 6,464,182	\$ 53,032	2.03%

Library Fund Revenues							
Library Fines	\$ 28,500	\$ 6,330	22.21%	\$ 10,494	\$ 20,808	\$ (4,164)	-39.68%
Library Grant	\$ 46,105	\$ 23,052	50.00%	\$ 23,052	\$ 46,105	\$ -	0.00%
Unclassified Revenues	\$ -	\$ -	0.00%	\$ 548	\$ 548	\$ (548)	-100.00%
State Aid, Library Construction Grant	\$ -	\$ 2,099	0.00%	\$ -	\$ 5,333	\$ 2,099	#DIV/0!
Interfund Transfer	\$ 1,399,839	\$ 658,604	47.05%	\$ 678,219	\$ 1,148,599	\$ (19,614)	-2.89%
Total Revenue	\$ 1,474,444	\$ 690,086	46.80%	\$ 712,313	\$ 1,221,393	\$ (22,227)	-3.12%
Appropriated Fund Balance	\$ -	\$ 1,410	0.00%	\$ -	\$ 38,854	\$ 1,410	#DIV/0!
Revenue and Fund Balance	\$ 1,474,444	\$ 691,496	46.90%	\$ 712,313	\$ 1,260,247	\$ (20,816)	-2.92%

Library Fund Expenditures							
Contingency	\$ 16,239	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Library Fund Expenditures	\$ 1,131,216	\$ 564,289	49.88%	\$ 583,184	\$ 1,084,663	\$ (18,895)	-3.24%
Worker's Compensation	\$ 3,400	\$ 1,414	41.58%	\$ 448	\$ 3,480	\$ 966	215.85%
Health Insurance	\$ 135,576	\$ 70,960	52.34%	\$ 61,124	\$ 119,962	\$ 9,836	16.09%
Medicare Reimbursements	\$ 13,164	\$ 7,178	54.53%	\$ 6,294	\$ 12,802	\$ 884	14.05%
Other Employee Benefits	\$ 100	\$ 36	36.00%	\$ 36	\$ 82	\$ -	0.00%
Serial Bonds - Principal	\$ 145,000	\$ 35,000	24.14%	\$ 36,000	\$ 36,000	\$ (1,000)	-2.78%
Serial Bonds - Interest	\$ 37,498	\$ 12,619	33.65%	\$ 1,845	\$ 3,258	\$ 10,774	584.04%
TOTAL	\$ 1,482,193	\$ 691,496	46.65%	\$ 688,930	\$ 1,260,247	\$ 2,566	0.37%

CITY OF WATERTOWN
FY 2017/18 FINANCIAL REPORT (UNAUDITED)
THROUGH THE QUARTER ENDING DECEMBER 31, 2017

	2017-18		Y-T-D % of Budget	Prior Y-T-D	2016-17		Current YTD vs. Prior YTD	
	Adopted Budget	YTD Actual			Actual	Variance	%	
Self-Insurance Fund Revenues								
Shared Service Charges	\$ 8,982,428	\$ 4,412,965	49.13%	\$ 3,774,681	\$ 7,563,799	\$ 638,284	16.91%	
Interest and Earnings	\$ 2,000	\$ 129	6.45%	\$ 1,077	\$ 1,640	\$ (948)	-88.03%	
Insurance Recoveries	\$ 175,000	\$ 31,696	18.11%	\$ -	\$ 645,174	\$ 31,696	#DIV/0!	
Medicare Part D reimbursement	\$ 200,000	\$ 51,091	25.55%	\$ 61,539	\$ 210,908	\$ (10,448)	-16.98%	
Refund of Prior Years Expenditure	\$ -	\$ 39,198	0.00%	\$ 13,389	\$ 20,103	\$ 25,808	192.75%	
Employee Contributions	\$ 843,847	\$ 394,283	46.72%	\$ 362,171	\$ 706,627	\$ 32,112	8.87%	
Prescription Reimbursements	\$ 300,000	\$ 159,534	53.18%	\$ 167,664	\$ 310,616	\$ (8,129)	-4.85%	
Total Revenue	\$ 10,503,275	\$ 5,088,896	48.45%	\$ 4,380,521	\$ 9,458,867	\$ 708,375	16.17%	
Appropriated Fund Balance	\$ -	\$ 103,145	0.00%	\$ 582,581	\$ 1,338,852	\$ (479,436)	-82.30%	
Revenue and Fund Balance	\$ 10,503,275	\$ 5,192,040	49.43%	\$ 4,963,101	\$ 10,797,719	\$ 228,939	4.61%	

Self-Insurance Fund Expenditures

Administration	\$ 515,789	\$ 249,709	48.41%	\$ 271,247	\$ 506,837	\$ (21,538)	-7.94%
Medical Claims	\$ 6,573,909	\$ 3,507,272	53.35%	\$ 3,222,563	\$ 7,078,067	\$ 284,709	8.83%
Pharmacy Claims	\$ 3,413,577	\$ 1,435,060	42.04%	\$ 1,469,291	\$ 3,212,815	\$ (34,232)	-2.33%
TOTAL	\$ 10,503,275	\$ 5,192,040	49.43%	\$ 4,963,101	\$ 10,797,719	\$ 228,939	4.61%

January 26, 2018

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: NYS Office of the State Comptroller 2017 Annual Report on Local Governments

Attached for City Council review is the 2017 Annual Report on Local Governments prepared by the New York State Office of the State Comptroller. The following is an excerpt from the report with the City's corresponding data.

GENERAL FUND ONLY - FISCAL YEAR ENDING JUNE 30, 2016

Financial Data for Cities (61 Total)

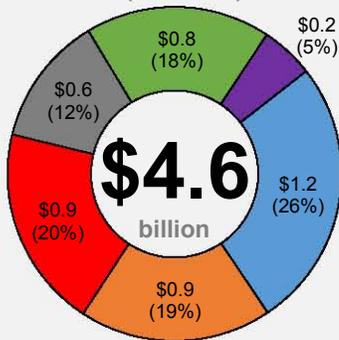
Fiscal Year Ending in 2016

Total revenues grew at an annual rate of	Real property taxes accounted for	Employee benefits grew at an annual rate of	Total debt outstanding amounted to
2.3%	26.1%	5.1%	\$3.4
over 10 years	of total revenues	over 10 years	billion

1.6%

Revenues by Source

Total Dollars (in billions)



- Real Property Taxes
- Sales and Use Taxes
- Charges for Services
- Other Local Taxes and Revenues
- State Aid
- Federal Aid

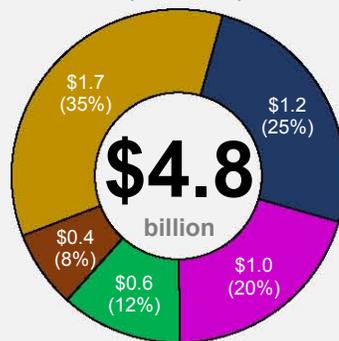
Trend (Indexed FYE 2006 = 100)



Real Property Taxes \$8.4M (21%)
Sales Tax \$17.1M (43%)
Charges for Services \$5.4M (14%)
Other Local Taxes and Revenues \$2.6M (7%)
State Aid \$5.7M (14%)
Federal Aid \$0.2M (1%)
Total \$39.4M

Expenditures by Item

Total Dollars (in billions)



- Personal Services
- Employee Benefits
- Contractual Items
- Equipment and Capital Outlay
- Debt Service

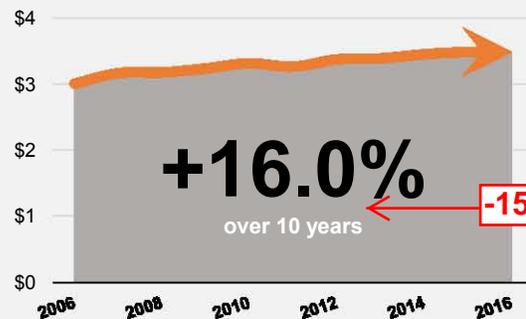
Trend (Indexed FYE 2006 = 100)



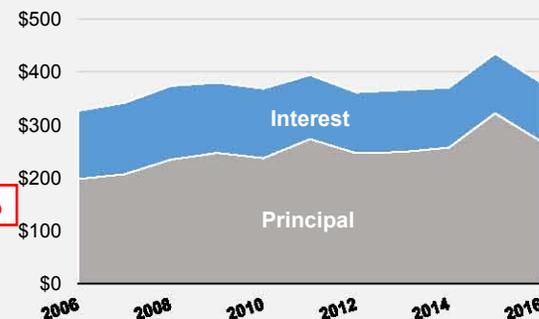
Personal Services \$16.2M (41%)
Employee Benefits \$11.8M (30%)
Contractual Items \$8.0M (20%)
Equipment and Capital Outlays \$0.5M (1%)
Debt Service \$3.1M (8%)
Total \$39.6M

Indebtedness Trends

Debt Outstanding (in billions)

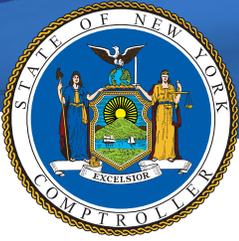


Debt Service (in millions)



Source: OSC.

Notes: Includes New York State cities except New York City. The annual rate is the compound annual growth rate. Real property tax revenues shown above also include other real property tax items such as payments in lieu of taxes (PILOTS).



Office of the NEW YORK STATE

COMPTROLLER

2017 Annual Report On Local Governments

New York State Comptroller
THOMAS P. DiNAPOLI

JANUARY 2018

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2017

Division of Local Government and School Accountability

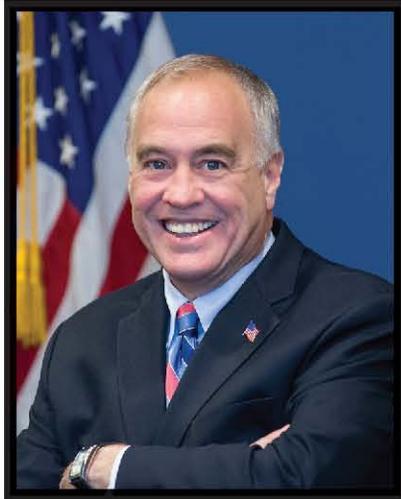
Mission and Goals

The Division of Local Government and School Accountability's mission is to serve taxpayers' interests by improving the fiscal management of local governments and schools in New York State.

To achieve our mission we have developed the following goals:

- Enable and encourage local government and school officials to maintain or improve fiscal health by increasing efficiency and effectiveness, managing costs, improving service delivery, and accounting for and protecting assets.
- Promote government reform and foster good governance in communities statewide by providing local government and school officials with up-to-date information and expert technical assistance.

A Message From New York State Comptroller Thomas P. DiNapoli



One of my biggest responsibilities as State Comptroller is to monitor the financial operations of the State's many local governments. To this end, our Division of Local Government and School Accountability conducts audits of local governments and school districts, gathers local government financial data, publishes reports on local finances, and provides training and accounting guidance to local officials.

This *2017 Annual Report on Local Governments* provides a summary analysis of the financial state of the local governments outside of New York City for local fiscal years ending in 2016. Overall, local governments have seen slow but steady growth in revenues in recent years, with slightly stronger receipts in 2016. The number of local governments and school districts in fiscal stress is the lowest it has been in the four years since the Office of the State Comptroller (OSC) introduced our Fiscal Stress Monitoring System. However, spending for employee benefits has continued to rise much faster than other expenditures during the past decade, and spending on equipment and capital projects has dropped in many places. This is worrisome, as it suggests that some local governments may be deferring making needed investments in infrastructure and other capital assets. At the same time, local governments are right to be cautious. The State's projected budget gaps and federal changes to taxes and other policy areas may signal more difficult financial terrain ahead. I recommend that local governments create multiyear financial plans to ensure that long-term needs are addressed even if times get tough.

Throughout this report you will find a series of "dashboards" – pages of summary charts and tables illustrating major trends in revenues, expenditures and indebtedness. More detailed information, including financial reports for individual local governments, is available on Open Book New York, an OSC website where the public can access account-level financial data for individual governments as well as other financial data.

This annual report also provides highlights from the Division's work during calendar 2017. Over the past year, attendance at OSC-led trainings totaled over 8,400. The Division issued 353 audits of local governments, school districts and local public authorities; this year also marked the completion of the most recent round of school district audits.

Better information leads to better understanding, which leads to informed decision-making. I am proud of the role the Division plays in helping fuel this process and enabling local governments to better serve their constituents. I hope you find this report useful, and I encourage you to visit our website and follow us on Facebook, Twitter and YouTube, where you can get the latest information about our work.

Sincerely,

Thomas P. DiNapoli
State Comptroller

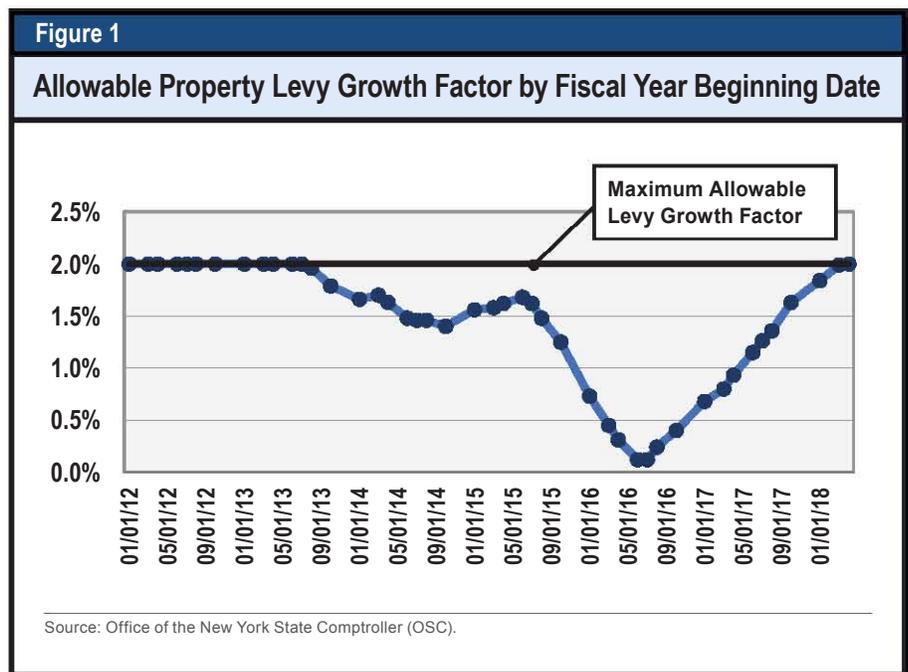
The State of Local Governments

Local government finances in New York State are complex and ever changing. This report begins with a summary of local government finances for the local fiscal year ending (FYE) in 2016 for counties, cities, towns, villages, school districts and fire districts in New York State and examines how revenues, expenditures and indebtedness have changed over time. Except where otherwise noted, New York City is excluded from the analyses.¹

For a quick overview of revenues, expenditures and debt, see the charts and tables in the dashboards accompanying the sections focusing on these three aspects of local government finances. A separate set of dashboards offers an overview of each type of local government, while detailed aggregate FYE 2016 revenue and expenditure figures are provided in a table at the end of the report.

Revenues

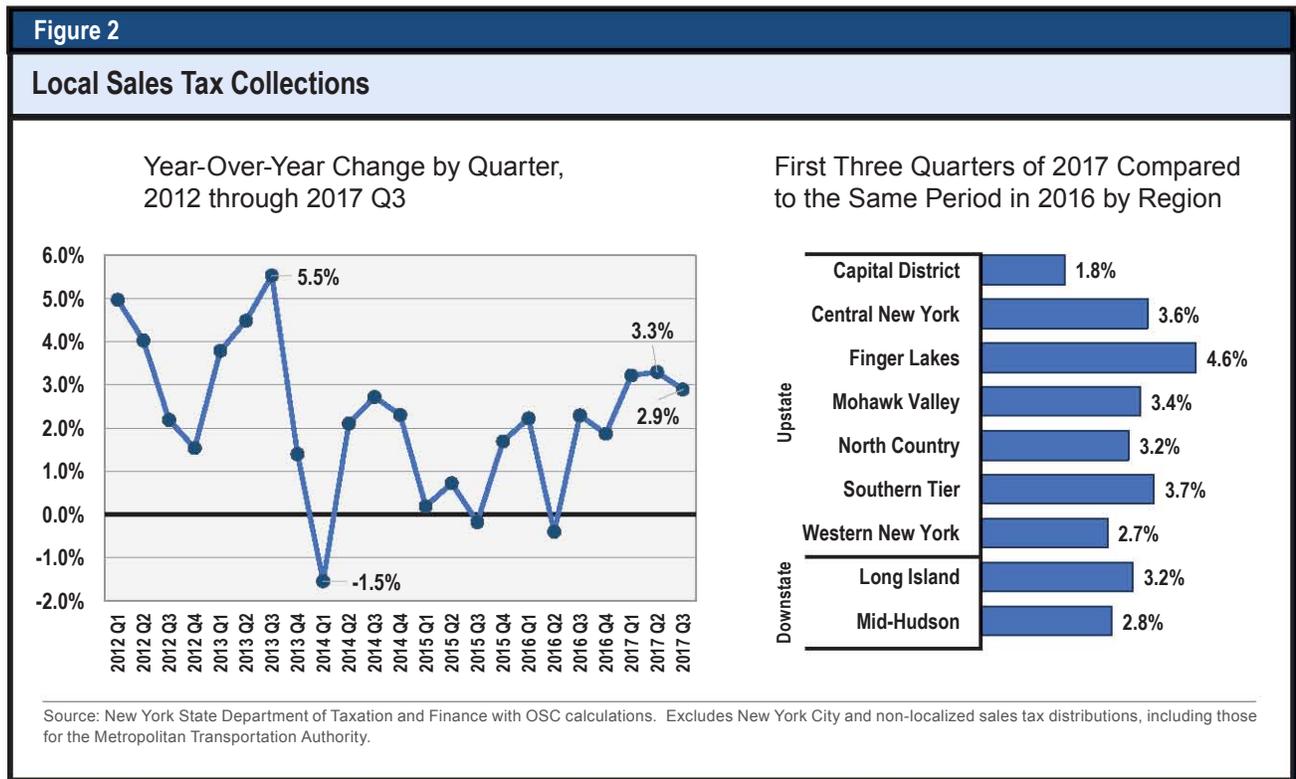
Total revenues for local governments reached \$79.1 billion for FYE 2016, an increase of 2.8 percent over 2015. This was slightly higher than recent growth rates, which had been hovering around 2 percent each year since FYE 2012. School districts received half of those revenues – \$39.6 billion – and counties collected another \$23.9 billion. The three biggest components of local government revenues are property taxes, State aid and sales taxes.



Property taxes, important to all types of local governments, have been subject to a tax levy limit law (“tax cap”) since 2012. Generally, the tax cap limits levy growth to 2 percent or the inflation rate, whichever is lower. Since 2013, an allowable levy growth factor of less than 2 percent has applied. In 2016, the growth factor approached zero by mid-year. Inflation has been increasing somewhat since then, and for entities with a fiscal year beginning on April 1, 2018, the inflation factor reached 2.05 percent, which means the allowable levy growth factor has returned to its maximum of 2.00 percent. (See Figure 1.)

State aid revenue growth has varied by type of government. Aid to school districts has been generally increasing since FYE 2011, and the most recent State budget included an aid increase of \$1 billion for the 2017-18 school year, representing a 4 percent increase over the previous year. Counties, however, have seen minimal increases, and towns saw decreases in State aid over the decade.

The sales tax, which is a major revenue source for counties and cities in particular, had shown fairly strong growth for several years after the recession, before slowing in FYEs 2015 and 2016. Collections growth during those two years was also uneven regionally, with many counties outside of New York City seeing little growth or even decreases on a year-over-year basis.² However, year-over-year collections growth was both stronger and more evenly distributed in the first three quarters of calendar year 2017. (See Figure 2.)



Revenues - All Major Classes

Fiscal Year Ending in 2016

Total revenues grew at an annual rate of

2.5%

over 10 years

School districts received

63.0%

of real property tax revenues

State aid grew at an annual rate of

2.6%

over 10 years

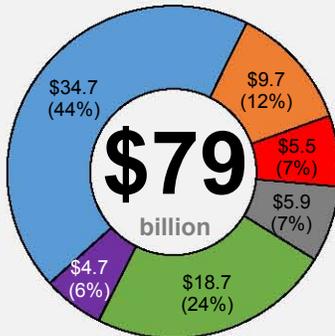
Federal aid totaled

\$4.7

billion

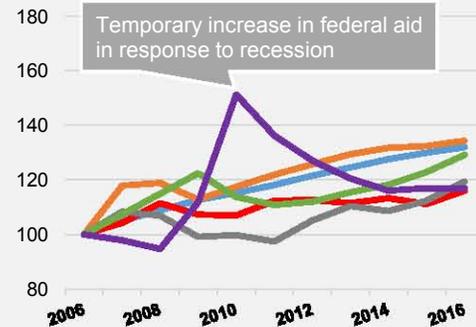
Revenues by Source

Total Dollars (in billions)



- Real Property Taxes
- Sales and Use Taxes
- Charges for Services
- Other Local Taxes and Revenues
- State Aid
- Federal Aid

Trend (Indexed FYE 2006 = 100)

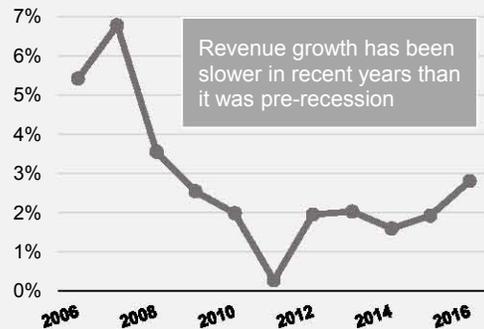


Percentage of Total for Each Class

Revenue Sources	County	City	Town	Village	School District	Fire District
Real Property Taxes	23.2%	26.1%	54.1%	49.2%	55.2%	94.1%
Sales and Use Taxes	32.2%	18.6%	9.2%	5.7%	0.7%	0.0%
Charges for Services	9.8%	19.6%	14.8%	27.2%	0.9%	<0.1%
Other Local Taxes and Revenues	12.0%	12.6%	12.5%	10.2%	2.9%	5.4%
State Aid	12.0%	17.9%	6.9%	4.9%	36.1%	0.2%
Federal Aid	10.7%	5.1%	2.4%	2.7%	4.1%	0.4%

Revenue Trends

Year-Over-Year



Annual Growth Rate

	2006 to 2011	2011 to 2016
County	2.7%	1.7%
City	2.1%	2.5%
Town	1.7%	1.9%
Village	2.4%	2.4%
School District	3.6%	2.2%
Fire District	2.9%	2.5%
Overall	3.0%	2.1%

Source: OSC

Notes: Includes New York State counties, cities, towns, villages, school districts and fire districts, except New York City. The annual rate is the compound annual growth rate. Real property tax revenues shown above also include other real property tax items such as payments in lieu of taxes (PILOTs) and school tax relief (STAR).

Expenditures

Local governments spent \$81 billion in FYE 2016. Expenditures typically exceed revenues because of the way debt proceeds are accounted for in financial reporting. School districts accounted for just about half of this spending, and counties had the next highest level of expenditures. (See Figure 3.)

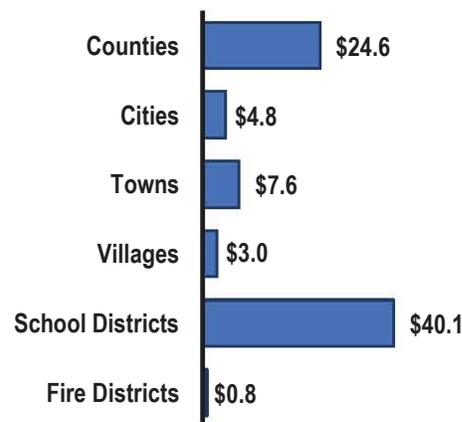
Added together, salaries and employee benefits accounted for over half of expenditures by local governments. These “people costs” were biggest – both in dollar and percentage terms – for school districts, where they accounted for nearly 70 percent of expenditures. At the other end of the spectrum are counties, where these costs accounted for 35 percent of all spending.

Employee benefits were the fastest growing item of expenditures for all classes of government. Expenditures on employee benefits increased at a compound annual growth rate of more than 4 percent from 2006 to 2016, with cities and fire districts seeing the largest increases.

Spending on equipment and capital outlay was by far the slowest growing item of expenditure, increasing by only 8 percent in total over the last ten years. Capital spending rose from 2006 through 2010, and then decreased through 2014 before rebounding over the last two years. School districts largely accounted for this uneven growth pattern, while other classes of local government have seen less dramatic variation. (See Figure 4.) Spending cuts in this area are potentially of concern as they suggest that some local governments may be deferring necessary investments in infrastructure and capital assets.

Figure 3

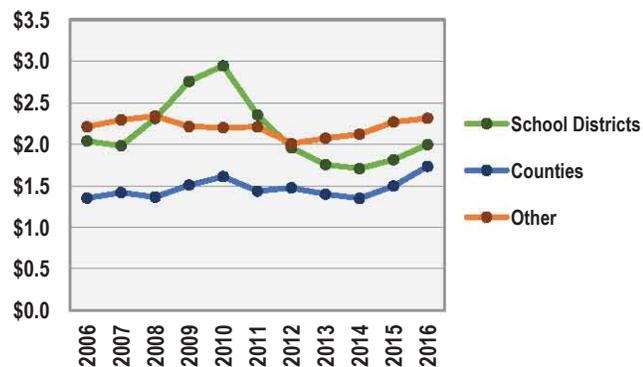
Total Expenditures by Type of Local Government
FYE 2016 (Billions)



Source: OSC. Based on local fiscal year end. Excludes entities that had not filed their financial reports by October 31, 2017.

Figure 4

Expenditures on Equipment and Capital Outlay (Billions)



Source: OSC. Based on local fiscal year end. "Other" includes cities, towns, villages and fire districts.

Expenditures - All Major Classes

Fiscal Year Ending in 2016

Total expenditures grew at an annual rate of

2.4%

over 10 years

School districts accounted for

49.5%

of total spending

Employee benefits grew at an annual rate of

4.4%

over 10 years

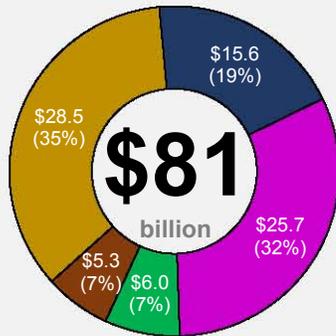
Salaries and benefits accounted for

54.4%

of total spending

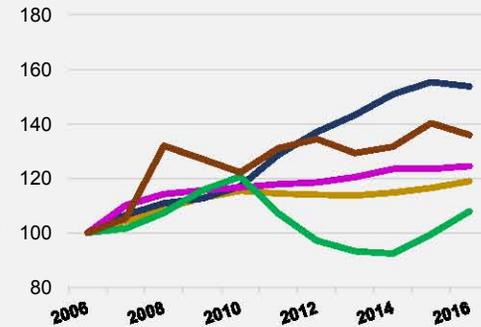
Total Expenditures by Item

Total Dollars (in billions)



- Personal Services
- Employee Benefits
- Contractual Items
- Equipment and Capital Outlay
- Debt Service

Trend (Indexed FYE 2006 = 100)

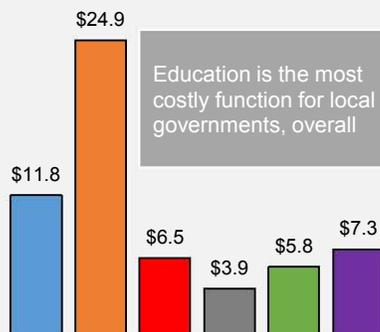


Percentage of Total for Each Class

Items of Expenditure	County	City	Town	Village	School District	Fire District
Personal Services	20.9%	35.1%	28.7%	29.4%	46.0%	18.3%
Employee Benefits	14.5%	25.2%	17.1%	17.7%	21.9%	20.4%
Contractual Items	51.9%	20.4%	31.4%	29.6%	21.0%	27.9%
Equipment and Capital Outlay	7.0%	11.7%	13.5%	14.2%	5.0%	26.7%
Debt Principal	3.7%	5.3%	7.3%	7.2%	4.6%	5.4%
Debt Interest	2.0%	2.2%	2.1%	1.8%	1.5%	1.4%

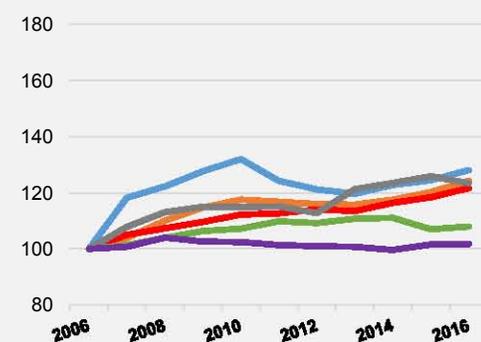
Selected Expenditures by Function

Total Dollars (in billions)



- General Government
- Education
- Public Safety
- Transportation
- Social Services
- Other

Trend (Indexed FYE 2006 = 100)



Source: OSC

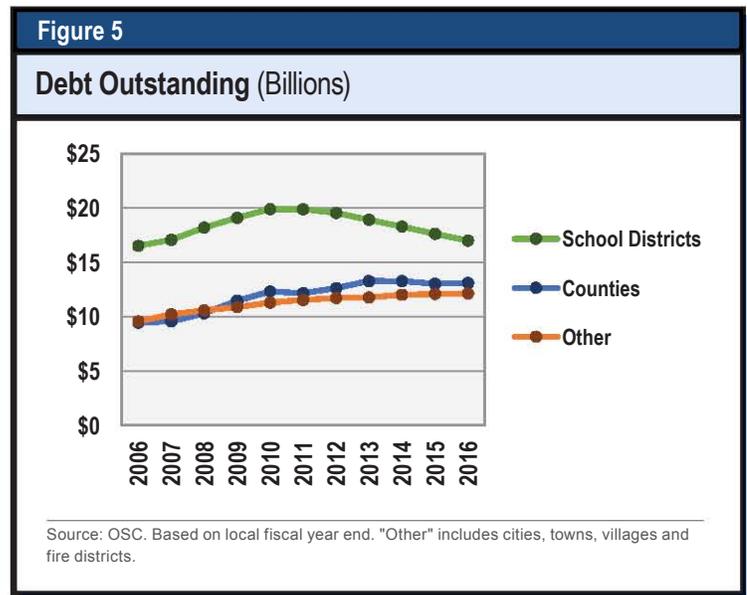
Notes: Includes New York State counties, cities, towns, villages, school districts and fire districts, except New York City. The annual rate is the compound annual growth rate. The "Other" category of selected expenditures by function includes health, sanitation, economic development, culture and recreation, community services and utilities.

Indebtedness

Local governments often issue debt to purchase equipment with a long expected useful life or to fund capital projects, for example to build or maintain infrastructure that will last for generations. However, issuing debt can be problematic if total outstanding debt gets so high as to call into question a local government's ability to repay it or if debt service begins to consume a major portion of its revenues.

Local governments had \$42.0 billion in debt outstanding in 2016. School district debt actually decreased from \$19.9 billion in FYE 2011 to \$17.0 billion in FYE 2016. However, total outstanding debt for most types of local government did not drop, and even increased slightly over the period. (See Figure 5.)

Debt service payments have been trending modestly upward over the past decade for most classes of local government, but the share of debt service applied to principal has been increasing as well. School districts had the largest increase in the share of debt service applied to principal: it increased from 59 percent in FYE 2006 to 75 percent in FYE 2016. This trend may be a positive development, as over time outstanding debt could be fully retired more rapidly. This would eventually reduce debt service, which is a fixed cost that can constrain a local government's financial flexibility.



Sometimes local governments incur unexpected expenses that exceed their budget appropriations. For example, unpredictable events, such as unusually harsh winters or equipment failures, can lead to costs that exceed available funds. In those cases, local governments sometimes need to issue short-term debt, such as budget notes, to pay for unanticipated expenditures. Short-term cash-flow borrowing may also be used to address timing issues (such as when the fiscal year begins before tax revenues are collected), or to start projects that will be funded by State or federal aid.³ In other cases, however, short-term borrowing can indicate that a local government is not managing its budget effectively, and chronic reliance on short-term borrowing can be a sign of fiscal stress. In FYE 2016, 5 percent of local governments issued short-term debt. Cities, school districts and counties were much more likely than other types of local governments to use short-term debt.

Indebtedness - All Major Classes

Fiscal Year Ending in 2016

Total debt outstanding is down

\$1.7

billion from FYE 2013

Local governments paid

\$5.3

billion in debt service

School districts account for

40.5%

of debt outstanding

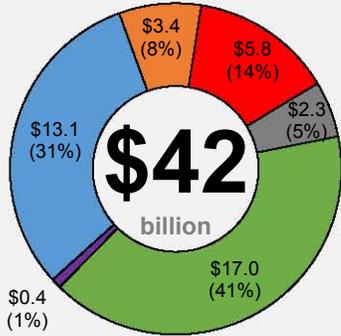
Short-term debt was issued by

4.8%

of local governments

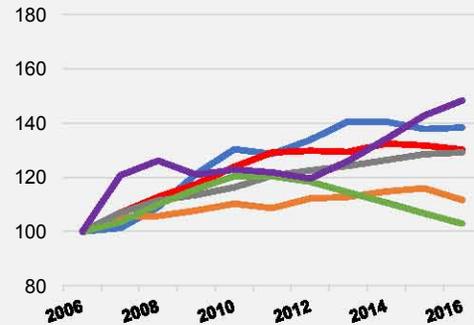
Debt Outstanding

Total Dollars (in billions)



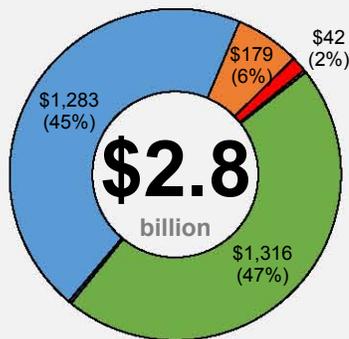
- Counties
- Cities
- Towns
- Villages
- School Districts
- Fire Districts

Trend (Indexed FYE 2006 = 100)



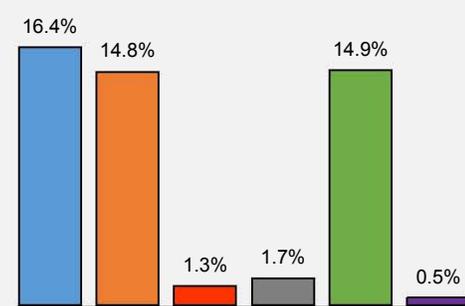
Short-Term Debt Issued

Total Dollars (in millions)



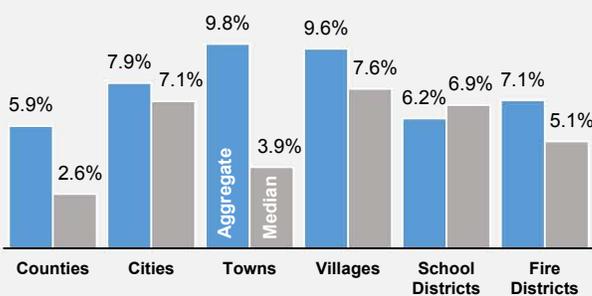
- Counties
- Cities
- Towns
- Villages
- School Districts
- Fire Districts

Percentage of Entities in Each Class That Issued Short-Term Debt

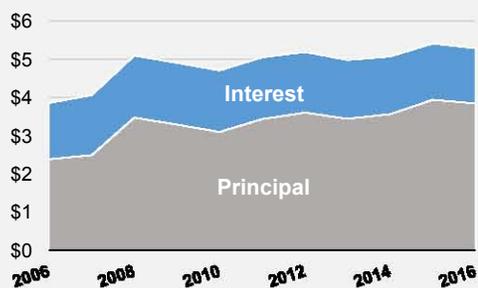


Debt Service

As a Share of Total Revenue



Trend (in billions)



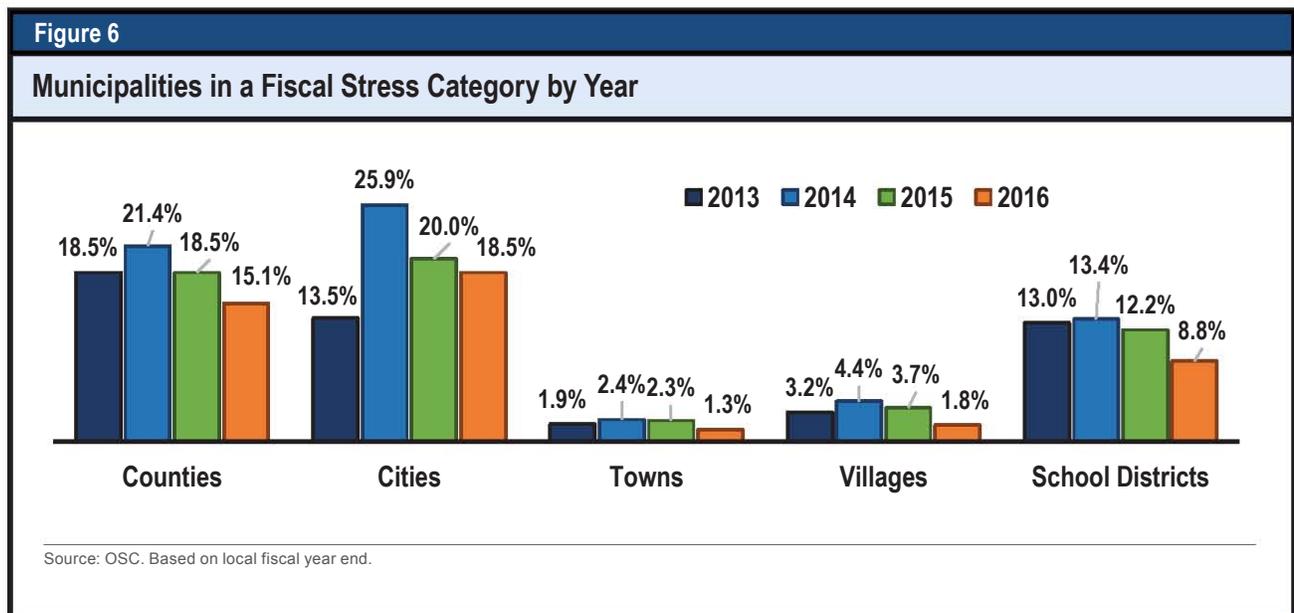
Source: OSC

Notes: Includes New York State counties, cities, towns, villages, school districts and fire districts, except New York City. Data labels that are less than 1 percent are not shown in the pie charts above. Short-term debt includes revenue anticipation notes, tax anticipation notes, budget notes and deficiency notes.

Fiscal Stress

According to the Comptroller’s Fiscal Stress Monitoring System (FSMS), the number of local governments in fiscal stress has been decreasing. Only 97 local governments and school districts were designated in some level of fiscal stress for FYE 2016, compared to 141 the year before.⁴ Across all types of local governments, the percentage experiencing fiscal stress has declined over the past three years. (See Figure 6.) Cities are more likely to experience fiscal stress than other types of local governments: 18.5 percent were in a fiscal stress category for FYE 2016, down from 25.9 percent two years earlier.

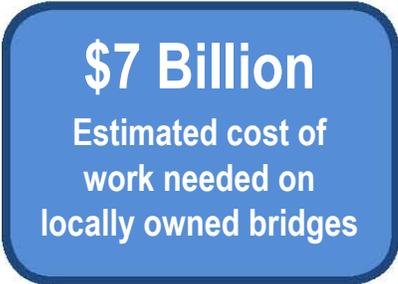
In late 2017, the Comptroller announced enhancements to FSMS. The changes, which will take effect for FYE 2017 reporting, are designed to streamline the indicators while advancing the system’s reliability.



Risks

Despite signs of decreasing fiscal stress, local governments and school districts continue to face financial pressures on many fronts. While pension contribution rates have leveled off recently, health care costs continue to rise rapidly, and many local governments need to make substantial investments in infrastructure.⁵ Billions are needed for local bridges; roads and other transportation systems also need attention.⁶ Problems with contaminated drinking water – such as those experienced in Hoosick Falls, Petersburg and Newburgh – are difficult and costly to address. Yet prevention of such issues is a challenge, since municipal water systems are often well over a century old. Waste water treatment challenges range from separating combined storm and sewer systems to replacing aging septic systems with municipal sewer systems.

Even as these needs become more urgent, the budgetary outlook for the State, a key source of aid for local governments, appears increasingly challenging. The Division of the Budget's most recent Financial Plan update projected a budget gap of \$4 billion for the 2018-19 fiscal year, with larger projected gaps in succeeding years.⁷ Such gaps could grow if tax receipts continue to come in below projections. Unresolved questions regarding future federal assistance for the State and its local governments add to the uncertainty.



\$7 Billion
Estimated cost of
work needed on
locally owned bridges

This uncertainty over the future of federal programs and funding levels reinforces the need for caution. A recent OSC report noted that direct federal aid constitutes a significant share of local government revenues, especially for counties.⁸ In 2016, local governments and school districts outside of New York City received \$4.7 billion in such direct aid. Substantial cuts to this would be difficult for many municipalities and school districts to absorb. Federal tax changes may also affect local governments. For example, changes to certain mechanisms for funding public infrastructure projects could increase costs for local governments, and the new limitations on the deductibility of local taxes may constrain property tax collections and erode property values.

Given the many areas of fiscal uncertainty, local governments and school districts must continue to budget conservatively and seek out and implement innovative ways to contain costs while continuing to provide needed services. The State encourages local governments to find new ways to reduce spending – and ultimately property taxes – by sharing services and taking other steps to increase efficiency. The enacted 2017-18 State budget requires counties to lead intergovernmental planning efforts to identify cost savings from sharing and coordination of services.⁹

Financial Data for Counties (57 Total)

Fiscal Year Ending in 2016

Total revenues grew at an annual rate of

2.2%

over 10 years

Real property taxes accounted for

23.2%

of total revenues

Employee benefits grew at an annual rate of

3.6%

over 10 years

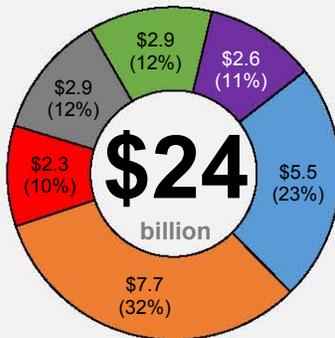
Total debt outstanding amounted to

\$13.1

billion

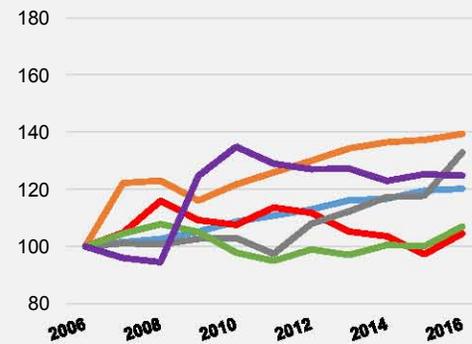
Revenues by Source

Total Dollars (in billions)



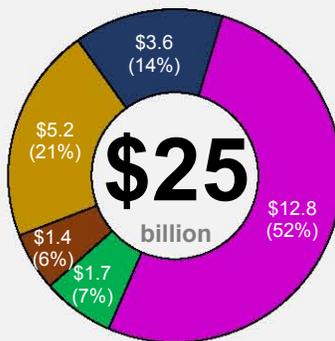
- Real Property Taxes
- Sales and Use Taxes
- Charges for Services
- Other Local Taxes and Revenues
- State Aid
- Federal Aid

Trend (Indexed FYE 2006 = 100)



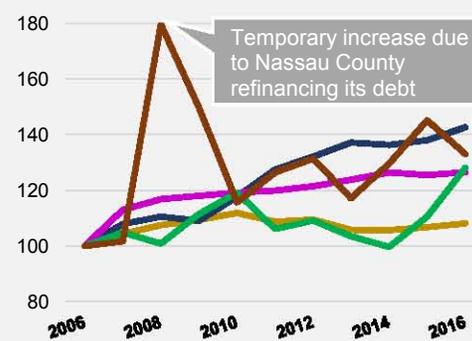
Expenditures by Item

Total Dollars (in billions)



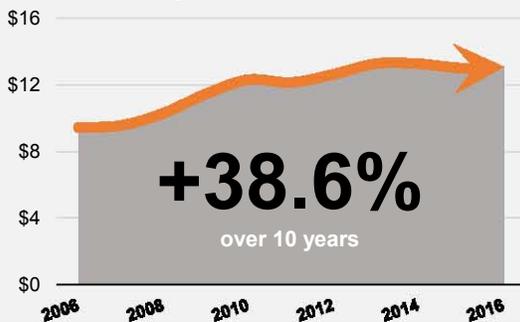
- Personal Services
- Employee Benefits
- Contractual Items
- Equipment and Capital Outlay
- Debt Service

Trend (Indexed FYE 2006 = 100)

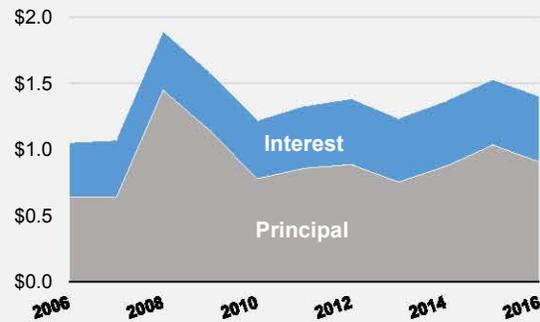


Indebtedness Trends

Debt Outstanding (in billions)



Debt Service (in billions)



Source: OSC.

Notes: Includes New York State counties except the five boroughs of New York City. The annual rate is the compound annual growth rate. Real property tax revenues shown above also include other real property tax items such as payments in lieu of taxes (PILOTs).

Financial Data for Cities (61 Total)

Fiscal Year Ending in 2016

Total revenues grew at an annual rate of

2.3%

over 10 years

Real property taxes accounted for

26.1%

of total revenues

Employee benefits grew at an annual rate of

5.1%

over 10 years

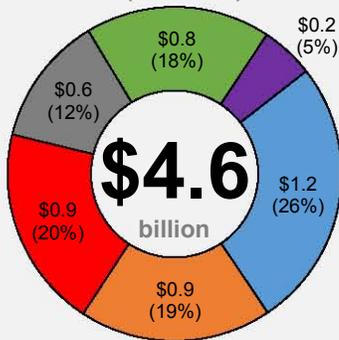
Total debt outstanding amounted to

\$3.4

billion

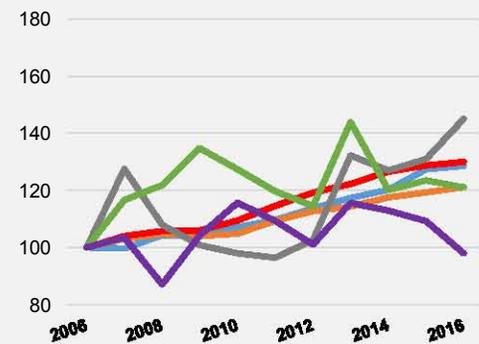
Revenues by Source

Total Dollars (in billions)



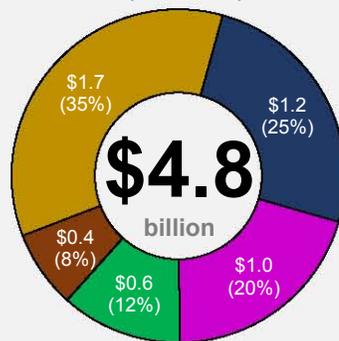
- Real Property Taxes
- Sales and Use Taxes
- Charges for Services
- Other Local Taxes and Revenues
- State Aid
- Federal Aid

Trend (Indexed FYE 2006 = 100)



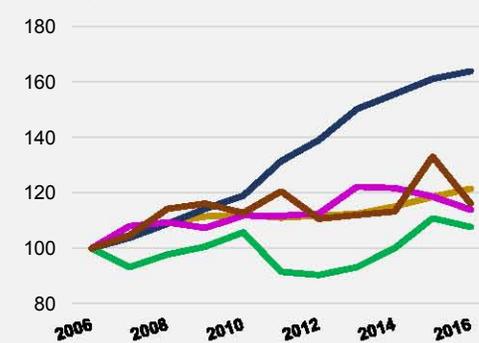
Expenditures by Item

Total Dollars (in billions)



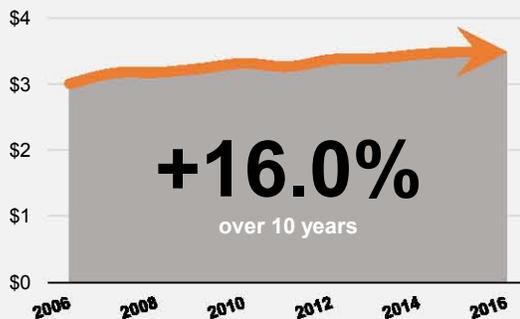
- Personal Services
- Employee Benefits
- Contractual Items
- Equipment and Capital Outlay
- Debt Service

Trend (Indexed FYE 2006 = 100)

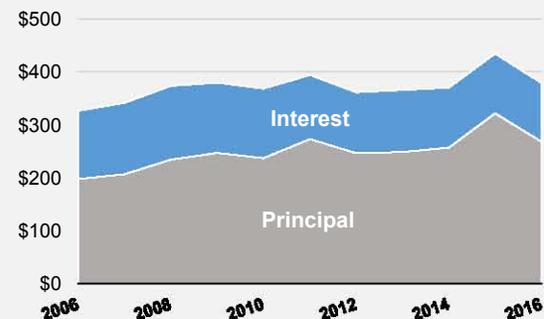


Indebtedness Trends

Debt Outstanding (in billions)



Debt Service (in millions)



Source: OSC.

Notes: Includes New York State cities except New York City. The annual rate is the compound annual growth rate. Real property tax revenues shown above also include other real property tax items such as payments in lieu of taxes (PILOTs).

Financial Data for Towns (932 Total)

Fiscal Year Ending in 2016

Total revenues grew at an annual rate of

1.8%

over 10 years

Real property taxes accounted for

54.1%

of total revenues

Employee benefits grew at an annual rate of

4.3%

over 10 years

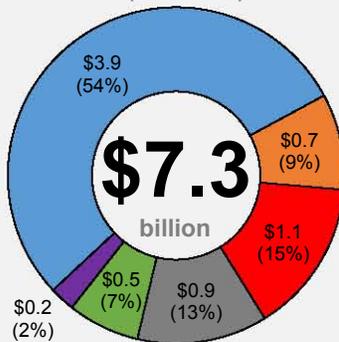
Total debt outstanding amounted to

\$5.8

billion

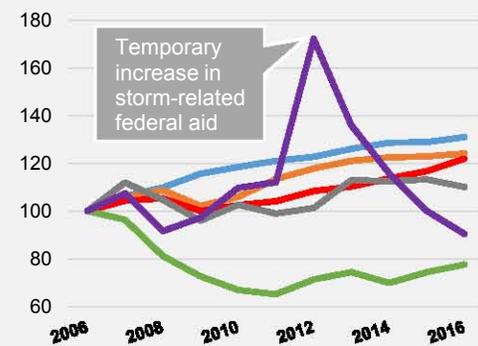
Revenues by Source

Total Dollars (in billions)



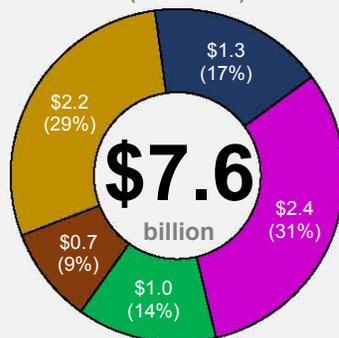
- Real Property Taxes
- Sales and Use Taxes
- Charges for Services
- Other Local Taxes and Revenues
- State Aid
- Federal Aid

Trend (Indexed FYE 2006 = 100)



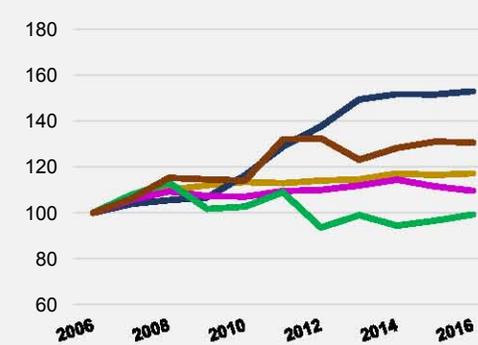
Expenditures by Item

Total Dollars (in billions)



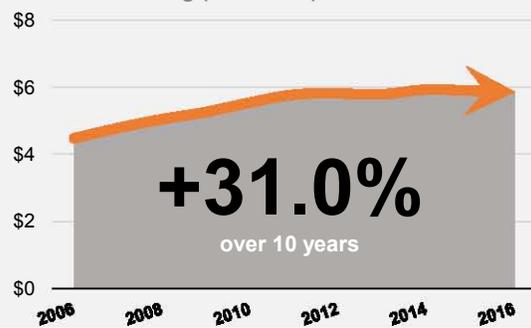
- Personal Services
- Employee Benefits
- Contractual Items
- Equipment and Capital Outlay
- Debt Service

Trend (Indexed FYE 2006 = 100)

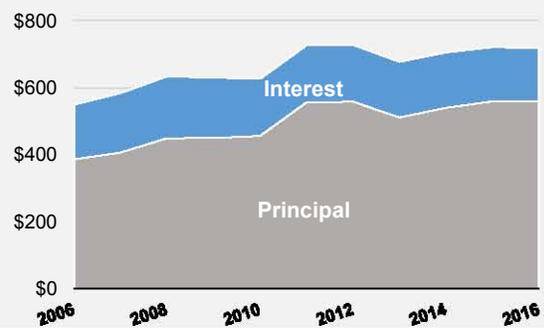


Indebtedness Trends

Debt Outstanding (in billions)



Debt Service (in millions)



Source: OSC.

Notes: Includes New York State towns. The annual rate is the compound annual growth rate. Real property tax revenues shown above also include other real property tax items such as payments in lieu of taxes (PILOTs).

Financial Data for Villages (545 Total)

Fiscal Year Ending in 2016

Total revenues grew at an annual rate of

2.4%

over 10 years

Real property taxes accounted for

49.2%

of total revenues

Employee benefits grew at an annual rate of

4.8%

over 10 years

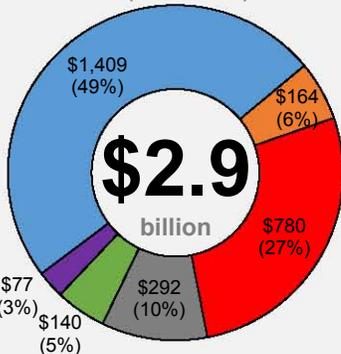
Total debt outstanding amounted to

\$2.3

billion

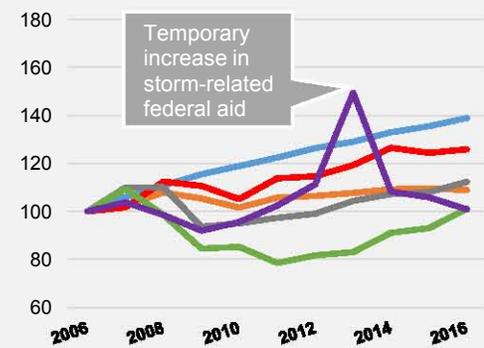
Revenues by Source

Total Dollars (in millions)



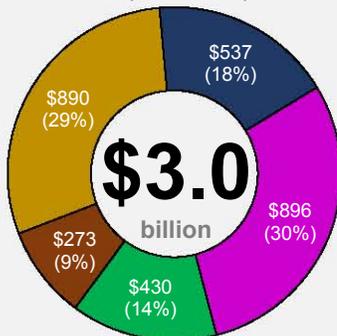
- Real Property Taxes
- Sales and Use Taxes
- Charges for Services
- Other Local Taxes and Revenues
- State Aid
- Federal Aid

Trend (Indexed FYE 2006 = 100)



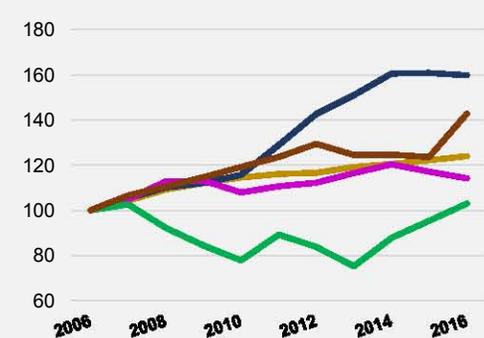
Expenditures by Item

Total Dollars (in millions)



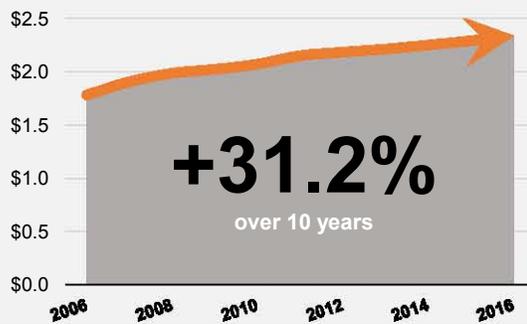
- Personal Services
- Employee Benefits
- Contractual Items
- Equipment and Capital Outlay
- Debt Service

Trend (Indexed FYE 2006 = 100)

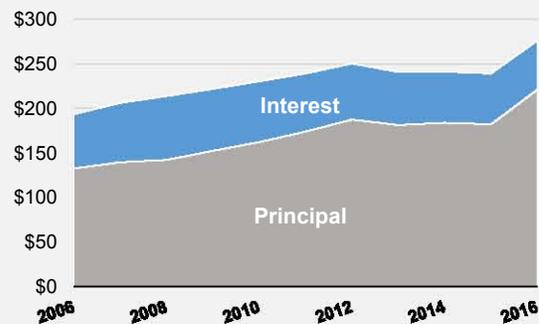


Indebtedness Trends

Debt Outstanding (in billions)



Debt Service (in millions)



Source: OSC.

Notes: Includes New York State villages. The annual rate is the compound annual growth rate. Real property tax revenues shown above also include other real property tax items such as payments in lieu of taxes (PILOTs).

Financial Data for School Districts (693 Total)

Fiscal Year Ending in 2016

Total revenues grew at an annual rate of

2.9%

over 10 years

Real property taxes accounted for

55.2%

of total revenues

Employee benefits grew at an annual rate of

4.6%

over 10 years

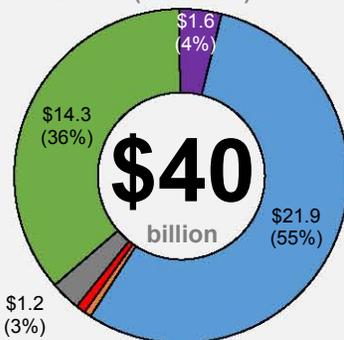
Total debt outstanding amounted to

\$17.0

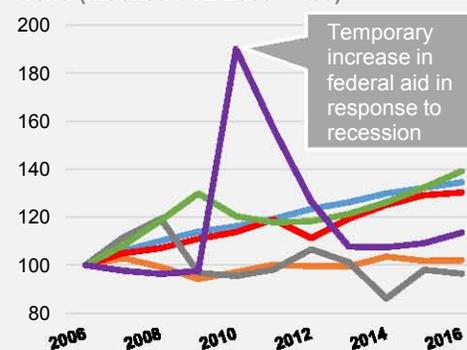
billion

Revenues by Source

Total Dollars (in billions)

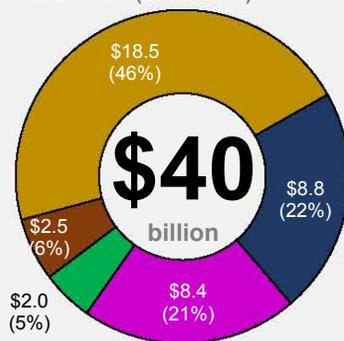


Trend (Indexed FYE 2006 = 100)

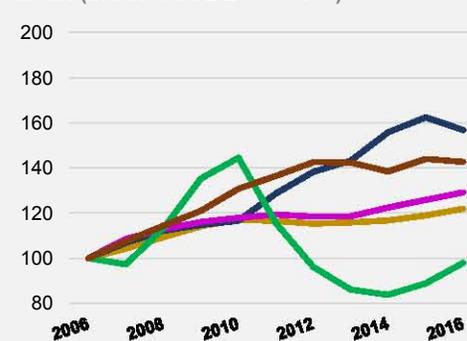


Expenditures by Item

Total Dollars (in billions)

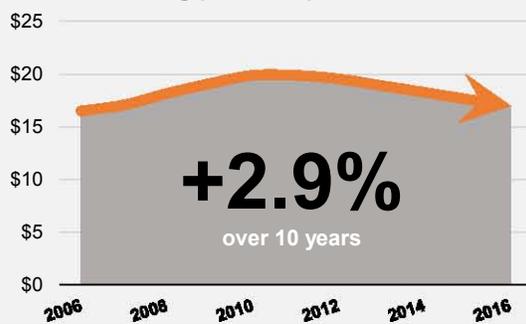


Trend (Indexed FYE 2006 = 100)

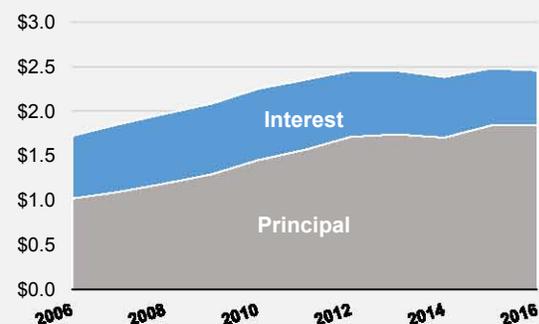


Indebtedness Trends

Debt Outstanding (in billions)



Debt Service (in billions)



Source: OSC.

Notes: Includes New York State school districts outside of New York City. The annual rate is the compound annual growth rate. Real property tax revenues shown above also include other real property tax items such as payments in lieu of taxes (PILOTs) and school tax relief (STAR). Data labels that are less than 1 percent are not shown in the charts above.

Financial Data for Fire Districts (891 Total)

Fiscal Year Ending in 2016

Total revenues grew at an annual rate of

2.7%

over 10 years

Real property taxes accounted for

94.1%

of total revenues

Employee benefits grew at an annual rate of

5.3%

over 10 years

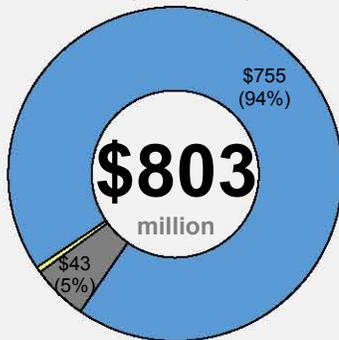
Total debt outstanding amounted to

\$414

million

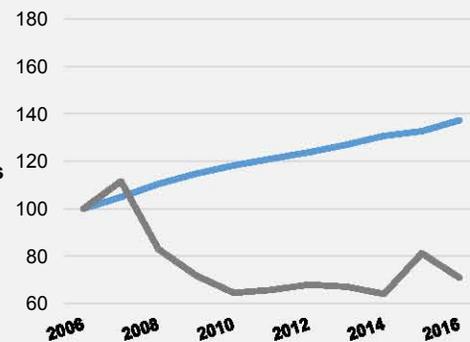
Revenues by Source

Total Dollars (in millions)



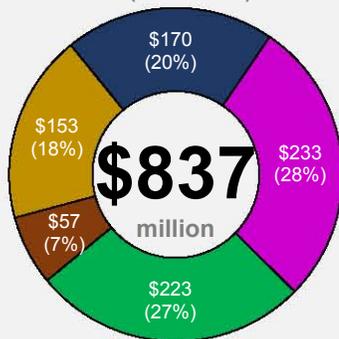
- Real Property Taxes
- Other Local Revenues
- State and Federal Aid

Trend (Indexed FYE 2006 = 100)



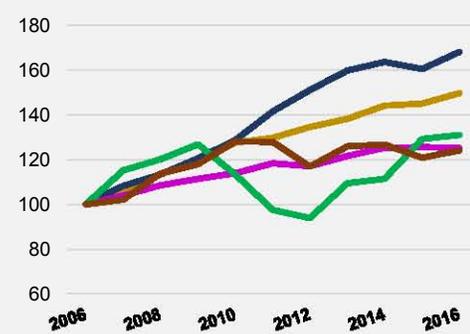
Expenditures by Item

Total Dollars (in millions)



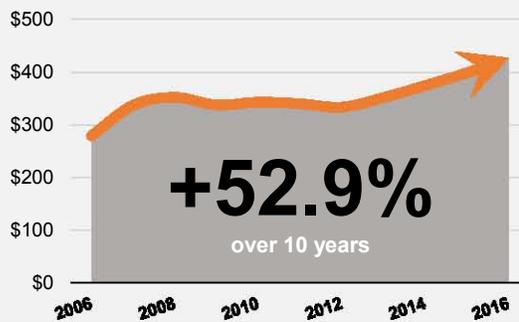
- Personal Services
- Employee Benefits
- Contractual Items
- Equipment and Capital Outlay
- Debt Service

Trend (Indexed FYE 2006 = 100)

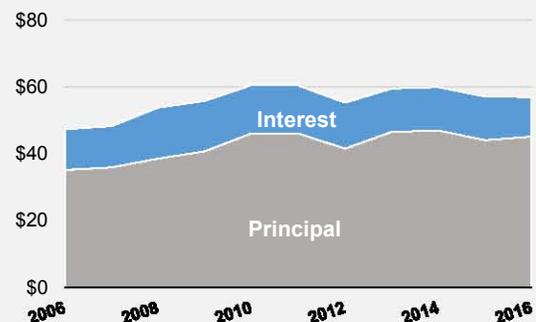


Indebtedness Trends

Debt Outstanding (in millions)



Debt Service (in millions)



Source: OSC.

Notes: Includes New York State fire districts. The annual rate is the compound annual growth rate. Real property tax revenues shown above also include other real property tax items such as payments in lieu of taxes (PILOTs). Data labels that are less than 1 percent are not shown in the charts above.

Legislation Affecting Local Governments

Recently Enacted Legislation

State Reimbursement to Counties for Certain Costs of Providing Indigent Legal Services

(Part VVV of Chapter 59 of the Laws of 2017)

This legislation amends the Executive Law to provide, among other things, that the New York State Office of Indigent Legal Services (OILS) develop written plans to ensure counsel at arraignment for criminal defendants who are eligible for publicly funded legal representation, establish caseload standards for providers of such representation, and establish initiatives, such as training for attorneys, to improve the quality of indigent defense. Counties, in consultation with OILS, must make good faith efforts to fully implement these plans by April 1, 2023. The State is to reimburse counties for costs they incur in implementing the plans.

Land Banks Exempt from Sewer Rents and Other User Charges

(Chapter 349 of the Laws of 2017)

An amendment to the Not-for-Profit Corporation Law, Section 1608 makes real property of land banks exempt from sewer rents and other user charges imposed by municipal corporations and special districts. However, land bank property for which the land bank receives rent, fees or other charges for the use of property is not exempt. Land banks were already exempt from real property taxes and certain ad valorem levies and special assessments.

OSC Enacted Legislation

Comptroller DiNapoli regularly advances legislative proposals to increase local government transparency and accountability. In 2017, the following legislation was enacted:

Fire Protection Contracts with Incorporated Fire Companies

(Chapter 294 of the Laws of 2017)

This new law amends the Town Law and the Village Law to increase transparency in the contract negotiation process for fire protection contracts between incorporated fire companies and fire districts, towns on behalf of fire protection districts, and villages.

Under the new law, prior to commencing the negotiation process for a fire protection contract, the incorporated fire company must submit to the fire district board of commissioners, town board or village board of trustees (as the case may be) a statement itemizing the estimated costs of providing services under the prospective contract.

The requirement applies to contracts commencing after March 1, 2018.

General Municipal Law and Local Finance Law “Sunset” Date Extenders

The following provisions have been extended:

- Local governments may, with the approval of the State Comptroller, temporarily invest in tax anticipation notes and revenue anticipation notes issued by any municipality, school district or district corporation other than the one investing the moneys. (Extended until July 1, 2020; Chapter 65 of the Laws of 2017)
- Municipalities may contract with the Environmental Facilities Corporation (EFC) to receive advances of loans from the Clean Water State Revolving Fund or the Drinking Water State Revolving Fund up to a stated maximum principal sum and to issue bonds or notes to the EFC evidencing the obligation to repay the advances. (Extended until September 30, 2020; Chapter 46 of the Laws of 2017)
- The expiration date of the authorization for municipalities to issue statutory installment bonds to the EFC in a principal amount not to exceed \$20 million has been extended until September 30, 2020. (Chapter 139 of the Laws of 2017)

OSC Legislative Proposals

Comptroller DiNapoli’s current legislative proposals affecting local governments include:

- **Granting OSC authority to audit local development corporations (LDCs)** and certain other organizations controlled by municipal corporations and certain other governmental entities. (A.3047/S.4827)
- **Strengthening the ethics law covering local governments** to (among other things) prohibit municipal officers and employees from acting in relation to certain matters in which they or their relatives have an interest and expanding the issues required to be addressed in local codes of ethics to include nepotism. (A. 7317)

More information about these proposals is available on the OSC website at:
www.osc.state.ny.us/legislation/index.htm

Services and Resources

Audits and Oversight

The Division helps to advance government reform and transparency throughout the State through its audit and technical assistance functions. Through these efforts, the Division is able to provide local officials and taxpayers with an independent analysis of their local governments' financial condition, as well as recommending ways to achieve cost savings and efficiencies, strategies for revenue enhancements and methods to improve controls over operations and assets.

353 The Division issued **353** audits of local governments, school districts and local public authorities in 2017.¹⁰

63 financial condition audits found ineffective budgeting practices, excessive fund balance, and inadequate policies, records and reports.

63

8 accountability audits identified more than **\$119,000** of misappropriated local government assets.

508 property tax cap calculation reviews were conducted to help local governments comply with the tax cap law.

508

Our Audit Work

21 audits identified school districts that had retained excess or improper reserves.

In **47** audits we found school districts and local governments had retained excess fund balance.

Poor budgeting practices were cited in **53** audits of school districts and local governments.

37 Information Technology (IT) Security Audits and **28** confidential IT letters revealed weaknesses potentially allowing for unauthorized access to confidential information, inappropriate use and/or exposure to ransomware threats.

55 audits recommended cost saving and revenue enhancement measures worth more than **\$22.2** million, cumulatively.

26 local governments and school districts exceeded their tax levy limits without a proper override.

Financial Condition Audit Highlights

One school district overfunded several reserves by a total of \$30.5 million, causing its tax levies to be higher than necessary.

\$30.5 million
in overfunded
reserves

A city drew down its general fund balance by about \$2.3 million over three years to pay for city operations. It also experienced unanticipated expenditures totaling \$2.2 million, causing a deficit totaling \$1.6 million.

Unbalanced budgets
\$1.6 million
deficit

One town used one-time financing sources to fund recurring expenditures and adopted budgets that were not structurally balanced. As a result, the town's four major operating funds experienced combined operating deficits totaling more than \$310,000 over three years.

Use of one-shots
\$310,000
deficit

Statewide Audits and Regional Projects

The Division undertakes audits and projects involving several local governments in a region or statewide. In 2017, the Division audited six industrial development agencies and examined their oversight of operations and project monitoring.

Accountability Audit Highlights

One fire company's treasurer made \$69,084 in unauthorized withdrawals and disbursements from company funds. This occurred because the company did not have adequate controls over bank withdrawals and credit card usage and the board of trustees did not review bills before they were paid.

\$69,084
misappropriation

A housing authority maintained a consistently high vacancy rate, resulting in lost estimated potential revenue of between \$72,000 and \$117,000. This occurred because the board did not provide clear guidance and oversight to employees. In addition, authority employees did not treat tenants and tenant applicants in a consistently fair and equitable manner.

\$72,000 -
\$117,000
in forgone rent

A school district's payroll and procurement systems were rife with errors. Forty-one out of 45 employees whose salary and wage payments were reviewed had received incorrect or unsupported payments. In total, more than \$356,600 in incorrect or unsupported payroll payments were found. Ninety-seven percent of procurement card purchases reviewed had deficiencies. In addition, the district sometimes failed to comply with competitive bidding requirements and to seek competition for professional service contracts.

\$356,600
in incorrect
payroll payments

Local Official Training

The Division provides a comprehensive array of training opportunities, including accounting schools, statewide and regional conferences, leadership institutes, workshops and webinars through the Academy for New York State's Local Officials. These programs allow Division staff to develop and maintain strong relationships with local officials across the State and to share critical knowledge that aids them in successfully fulfilling their responsibilities.

Research on Local Governments

The Division produces a wide range of research that informs OSC's legislative policy agenda, helps local officials understand the factors affecting the fiscal condition of municipalities and aids the public in making sense of available local government data.¹¹

In 2017, the Division published reports on a variety of topics, including:

- Regional economic profiles
- Local bridges
- The impact of federal aid on local governments
- Fire protection entities
- Drinking water and municipal water systems
- Regional snapshots of education spending, student characteristics and student safety
- Sales tax collection updates
- Fiscal Stress Monitoring System results

Division publications are available at:
www.osc.state.ny.us/localgov/researchpubs/index.htm

Training Highlights and Resources

In 2017, the Division conducted **136** training sessions for local officials and staff at statewide, regional and online events with total attendance of over **8,400**.

136
Training
Sessions

Over
8,400
Attendees



The Academy for New York State's **Local Officials** delivers a focused curriculum to help local officials carry out their duties. Local officials can search for training by both job role and topic. A calendar of upcoming events is also available:

www.osc.state.ny.us/localgov/academy/index.htm

Resources for Local Government Data

Open Book New York

OSC provides extensive data available for downloading so that local officials, researchers and others interested in local governments and public finance can conduct their own research and analyses.

The Comptroller's online resource for data on local governments and school districts, State contracts, public authorities and State spending and payments.

www.openbooknewyork.com/index.htm

Fiscal Stress Monitoring System

Full results for all municipalities and school districts on all of the fiscal stress indicators, plus the ability to download all of the underlying data along with reports and interactive tools to explore and understand the results.

www.osc.state.ny.us/localgov/fiscalmonitoring/index.htm

Financial Data for Local Governments

Detailed financial data sets covering up to 21 years for local governments, school districts, fire districts, industrial development corporations and other local government entities.

www.osc.state.ny.us/localgov/datanstat/findata/index_choice.htm

Real Property Tax Rates and Levies

Local government real property tax levies, taxable full value and full value tax rates from 2013 on.

www.osc.state.ny.us/localgov/orptbook/index.htm

Local Entities List

OSC maintains a list of active local governments. The list is available for downloading in both .pdf and spreadsheet formats.

www.osc.state.ny.us/localgov/datanstat/entitytable.htm

Summary of Finances for Major Classes of New York State Local Government – Fiscal Year Ending in 2016

(Excluding New York City)

(All dollar amounts in millions)	County	City	Town	Village	School District	Fire District	Total
Population - Census Estimates	11,207,616	2,212,060	8,985,803	1,912,608			
Full Value of Real Property	\$1,156,620.6	\$116,589.7	\$1,040,702.6	\$245,701.9	\$1,170,677.4		
Debt Issued:							
Bonds	\$1,968.1	\$567.5	\$666.3	\$313.7	\$1,958.9	\$67.5	\$5,542.1
Other Debt	\$1,762.9	\$350.1	\$368.9	\$175.2	\$2,825.3	\$50.8	\$5,533.3
Outstanding Debt:							
Bonds (Gross)	\$11,176.0	\$2,707.8	\$4,834.9	\$1,868.8	\$14,081.0	\$337.5	\$35,006.0
Other Debt	\$1,882.0	\$653.7	\$994.8	\$434.2	\$2,910.5	\$76.6	\$6,951.8
Total Outstanding Debt	\$13,058.0	\$3,361.6	\$5,829.7	\$2,303.0	\$16,991.5	\$414.1	\$41,957.9
Revenues:							
Real Property Taxes and Assessments	\$5,158.4	\$1,052.8	\$3,839.3	\$1,374.9	\$18,917.1	\$745.3	\$31,087.9
Other Real Property Tax Items	\$367.7	\$150.9	\$107.9	\$34.5	\$2,984.7	\$9.9	\$3,655.7
Sales and Use Tax	\$7,692.1	\$857.3	\$674.3	\$164.3	\$276.3	\$0.0	\$9,664.3
Other Non-Property Taxes	\$73.7	\$78.7	\$197.1	\$26.8	\$0.0	\$0.0	\$376.2
Charges for Services	\$2,340.6	\$901.7	\$1,081.3	\$779.9	\$364.8	\$0.0	\$5,468.3
Charges to Other Governments	\$501.7	\$92.7	\$167.9	\$90.1	\$133.7	\$14.7	\$1,000.8
Use and Sale of Property	\$458.5	\$101.7	\$133.9	\$47.8	\$486.6	\$14.8	\$1,243.3
Other Local Revenues	\$1,835.7	\$306.1	\$417.1	\$127.7	\$537.7	\$13.8	\$3,238.1
Total Local Revenues	\$18,428.4	\$3,541.9	\$6,618.9	\$2,645.9	\$23,700.9	\$798.5	\$55,734.6
State Aid	\$2,866.2	\$825.3	\$506.1	\$140.1	\$14,313.0	\$1.5	\$18,652.1
Federal Aid	\$2,563.9	\$236.5	\$177.0	\$76.6	\$1,630.3	\$2.9	\$4,687.1
Total State and Federal Revenues	\$5,430.1	\$1,061.8	\$683.0	\$216.7	\$15,943.2	\$4.5	\$23,339.2
Total Revenues	\$23,858.5	\$4,603.7	\$7,301.9	\$2,862.6	\$39,644.2	\$802.9	\$79,073.8
Expenditures:							
Personal Services	\$5,152.0	\$1,693.7	\$2,188.9	\$690.0	\$18,451.4	\$153.4	\$28,529.6
Employee Benefits	\$3,566.5	\$1,213.8	\$1,302.2	\$537.2	\$8,800.7	\$170.4	\$15,590.9
Contractual	\$12,758.7	\$984.4	\$2,395.2	\$896.2	\$8,425.9	\$233.2	\$25,693.6
Total Current Operations	\$21,477.2	\$3,892.0	\$5,886.3	\$2,323.4	\$35,678.0	\$557.1	\$69,814.0
Equipment and Capital Outlay	\$1,719.9	\$566.6	\$1,034.1	\$429.8	\$1,997.0	\$223.3	\$5,970.7
Debt Service	\$1,396.7	\$364.7	\$713.1	\$273.4	\$2,458.0	\$56.9	\$5,262.9
Principal	\$904.0	\$257.2	\$553.8	\$218.6	\$1,844.8	\$45.1	\$3,823.5
Interest	\$492.8	\$107.5	\$159.3	\$54.8	\$613.2	\$11.8	\$1,439.4
Total Expenditures	\$24,593.9	\$4,823.3	\$7,633.5	\$3,026.6	\$40,133.0	\$637.3	\$81,047.6

Sources: OSC and U.S. Census Bureau, 2016 Population Estimates.

Notes

- ¹ This report presents information and analysis of financial data on local governments in New York State. It uses data from local fiscal years ending in 2016, which is the most recent data available for all local governments, as well as historical data to study trends over time. Throughout this report, the term “local government” refers to counties, cities, towns, villages, school districts and fire districts. Except when otherwise noted, New York City and the New York City school district are excluded from the report and all analyses are based on local fiscal year end dates (FYE). New York City’s finances are overseen by another department within OSC, the Office of the State Deputy Comptroller for New York City. To view that office’s publications, please visit: www.osc.state.ny.us/osdc. Analyses for FYE 2016 exclude a small number of local governments that had not filed their annual financial reports with OSC in time for inclusion in this report. However, for most trend analyses, this report interpolates FYE 2015 data for entities that are missing data for FYE 2016 in order to avoid understating revenues and expenditures when looking at change over time.
- ² Figure 2 uses sales tax collections data from the Department of Taxation and Finance. These figures will not exactly match the sales tax revenue amounts used elsewhere in this report. The revenue amounts come from data local governments report to OSC in their annual financial reports.
- ³ The terms “short-term debt” and “cash-flow debt” in this report both refer to revenue anticipation notes, tax anticipation notes, budget notes and deficiency notes.
- ⁴ OSC, *Fiscal Stress Monitoring System Results for Municipalities: Four-Year Review, 2013-2016* (September 2017), available at: www.osc.state.ny.us/localgov/fiscalmonitoring/pdf/four-years-munis.pdf; and *Fiscal Stress Monitoring System Results for School Districts: Four-Year Review* (January 2017), available at: www.osc.state.ny.us/localgov/fiscalmonitoring/pdf/fouryearschools.pdf.
- ⁵ For employer pension contribution rates, see OSC, *Annual Report to the Comptroller on Actuarial Assumptions* (August 2017), p. 11; and U.S. Bureau of Economic Analysis, “Health Care Satellite Account,” available at: www.bea.gov/national/health_care_satellite_account.htm. On healthcare costs, see, “BEA Releases New Health Care Statistics for 2014,” available at: blog.bea.gov/category/health-care/.
- ⁶ According to data from the 2016 National Bridge Inventory, the amount needed for local bridges outside of New York City totals over \$7 billion. The data are available from the Federal Highway Administration at: www.fhwa.dot.gov/bridge/nbi/ascii.cfm. See also OSC, *Local Bridges by the Numbers* (October 2017), available at: www.osc.state.ny.us/localgov/pubs/research/local-bridges-by-the-numbers.pdf.
- ⁷ New York State Division of the Budget, FY 2018 *Executive Budget Financial Plan – Updated for Governor’s Amendments and Forecast Revisions* (February 2017), p. 27.
- ⁸ OSC, *The Impact of Federal Aid on New York’s Local Governments* (July 2017), available at: www.osc.state.ny.us/localgov/pubs/research/federal-aid-impact.pdf.
- ⁹ OSC, *Report on the State Fiscal Year 2017-18 Enacted Budget* (May 2017), p. 43.
- ¹⁰ All numbers current as of December 31, 2017. The audits highlighted include: *Hewlett-Woodmere Union Free School District, Financial Condition* (2016M-402); *City of Elmira, Financial Condition* (2017M-90); *Town of Bainbridge, Financial Management* (2016M-332); *West Ghent Volunteer Fire Company, Treasurer’s Activities* (2016M-48); *Tonawanda Housing Authority, Housing Occupancy and Information Technology* (2016M-381); *Rochester City School District, Payroll and Procurement* (2016M-435); and *Industrial Development Agency, Board Governance* (2017MS-1).
- ¹¹ For links to the Division’s research reports, see, www.osc.state.ny.us/localgov/researchpubs/index.htm.

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Division of Local Government and School Accountability

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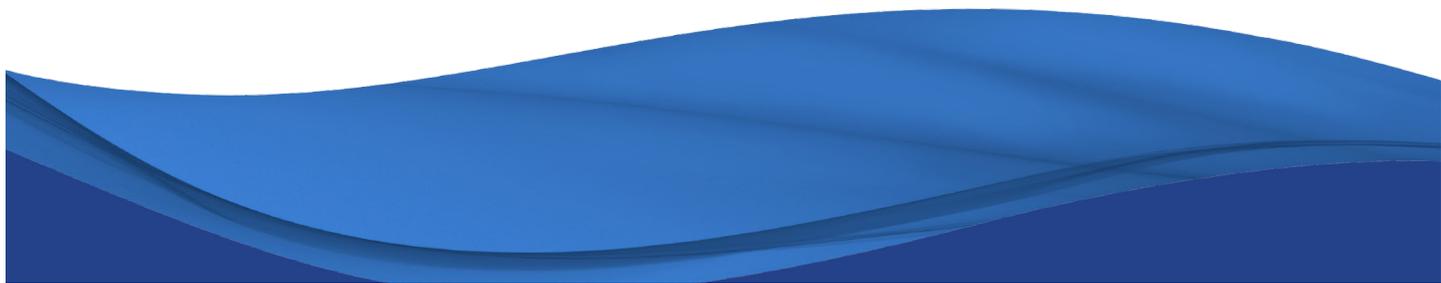
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January 30, 2018

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: NYS Office of the State Comptroller Sales Tax Report

Attached for City Council review is the “Local Sales Tax Growth in 2017 Highest in Four Years” report prepared by the New York State Office of the State Comptroller. Unfortunately, Jefferson County’s 2017 1.98% growth over 2016 lagged behind the Statewide growth of 3.88% and the North Country region’s growth of 3.59%.



Local Sales Tax Growth in 2017 Highest in Four Years

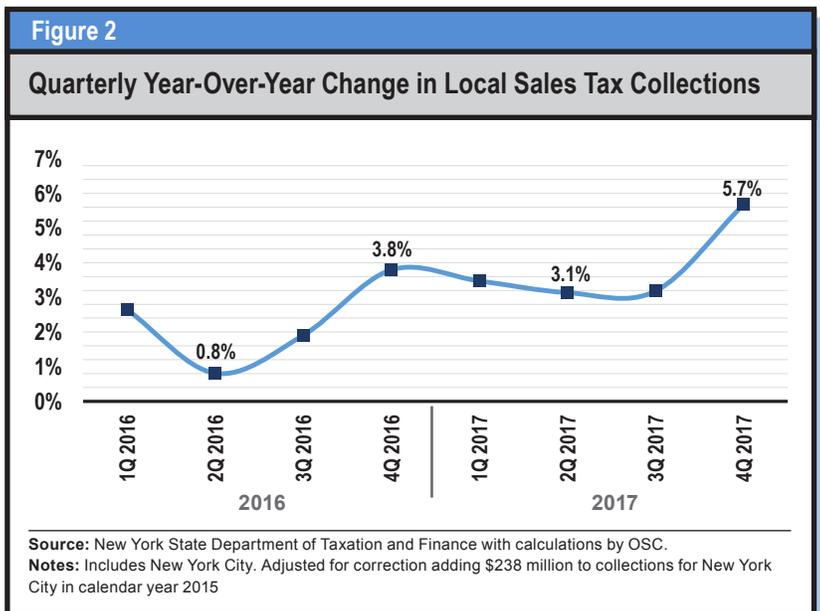
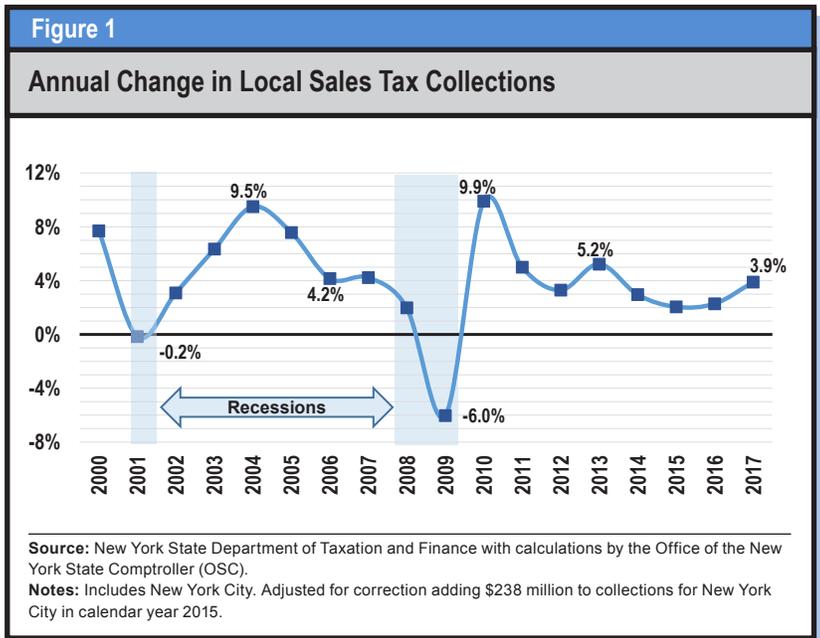
Statewide Trends

Local sales tax collections for calendar year 2017 totaled \$16.6 billion, an increase of \$620 million, or 3.9 percent, from the previous year. This marks the highest year-over-year growth since 2013.¹ (See Figure 1.)

The increase in 2017 was driven largely by growth occurring in the fourth quarter, which was nearly twice as much as each of the prior three quarters, and one-half higher than for the fourth quarter of 2016. (See Figure 2.)

Regional Trends

For most regions, 2017 year-over-year collections growth was stronger than their average annual growth rate from 2010 to 2016.² However, New York City's increase of 4.4 percent in 2017 was less than its prior years' average. Its \$7.4 billion in total collections accounted for 45 percent of total local sales tax collections statewide and over 64 percent of those downstate. (See Figure 3.)



While the City's size gives it a particularly large influence on the statewide total, in 2017, growth was strong in most areas, especially upstate. At 4.9 percent, the Finger Lakes outperformed every other region in the State, thanks to a strong year-over-year growth in collections during the second half of the year. Other upstate regions that performed well were Central New York, the Southern Tier and the Mohawk Valley, all with annual increases exceeding 4.0 percent. Lagging somewhat were the Capital District (2.8 percent) and the Western New York regions (3.1 percent).



Downstate, the Long Island and Mid-Hudson regions saw their year-over-year collections grow by 3.3 and 3.2 percent, respectively.

Influences on Trends

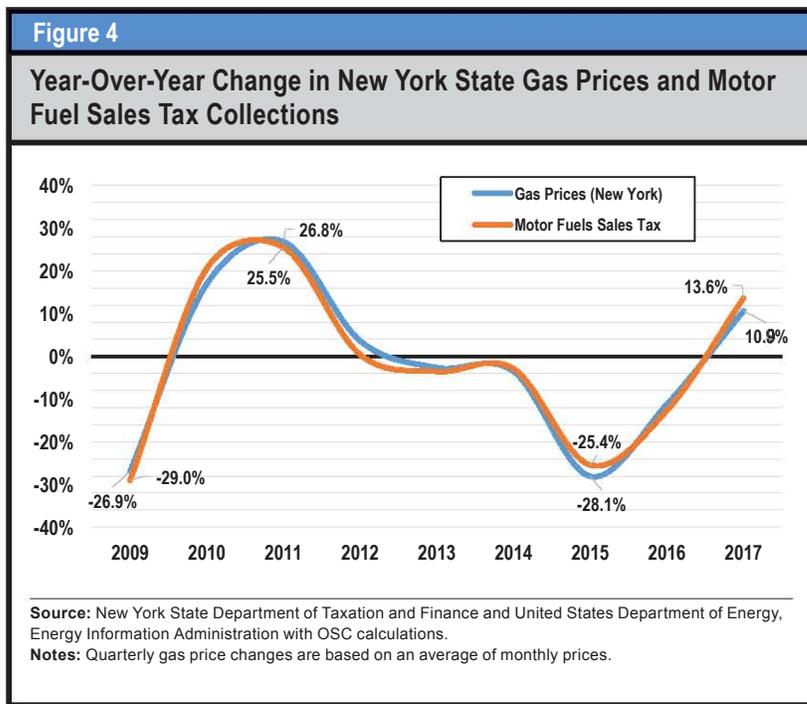
Part of the stronger growth in 2017 collections can be attributed to an increase in inflation, which was 2.1 percent for 2017. From 2013 to 2016, growth in the overall consumer price index (CPI) had been particularly low (an average annual rate of 1.1 percent), and notably lower on goods (generally taxable) than on services (often not taxed). Gas and other energy components of the CPI have contributed significantly to recent inflation increases.

Other factors that may have influenced the recent increase in collections include improved consumer confidence and stronger, though still modest, wage growth. In addition, New York State's unemployment rate was 4.6 percent in 2017, down slightly from the previous year and at its lowest since 2006.³

Motor Fuel Prices

Motor fuel prices have a directly measurable effect on local sales tax collections. In 2017, tax collections from the sale of motor fuel increased statewide for the first time since 2012. (See Figure 4.) The motor fuel component of local sales tax collections rises and falls with gas prices. For example, when gas prices plunged 28.1 percent in 2015, sales tax collections related to motor fuel decreased by 25.4 percent in the same year. This is particularly important upstate, where motor fuel represents a higher percentage of total sales tax collections.⁴

Gas prices may also affect other consumer spending habits. In November, a little over one-third of New York State residents surveyed said that current gas prices had a very serious or somewhat serious impact on their finances. Nevertheless, consumer optimism was higher in the fourth quarter than it was in the previous year, even with rising gas prices.⁵



Holiday Retail Sales

Due to a significant upswing in retail sales during the holiday season, sales tax collections tend to be highest in the fourth quarter, particularly in the months of November and December. In 2017, consumer spending and retail sales conditions for the first three quarters were steady to modest.⁶ The fourth quarter year-over-year sales tax collections growth was a strong 5.7 percent, exceeding the National Retail Federation's estimate for nationwide growth in consumer holiday spending of 3.4 percent in 2017.⁷

Outlook

Federal Tax Provisions

The federal Tax Cuts and Jobs Act, which went into effect on January 1, 2018, contains a variety of provisions which will impact taxpayers' disposable income and, in turn, their spending on goods and services. The timing of the impact of these provisions — either through increased take home pay resulting from lower federal withholding over the course of the year or increased tax liability owed with the filing of annual returns – will likely influence local sales tax collections as consumers respond to these changes.

Potential Revenue Gains from Internet Sales

The United States Government Accountability Office (GAO) recently estimated that approximately 85 percent of the largest Internet retailers in the nation have a physical presence in New York State and are legally required to collect sales tax.⁸ Because physical presence is the standard used to determine when a retailer must collect sales tax in a state, GAO estimates that at least 80 percent of sales tax revenue from all Internet retailers is already collectable in the State.

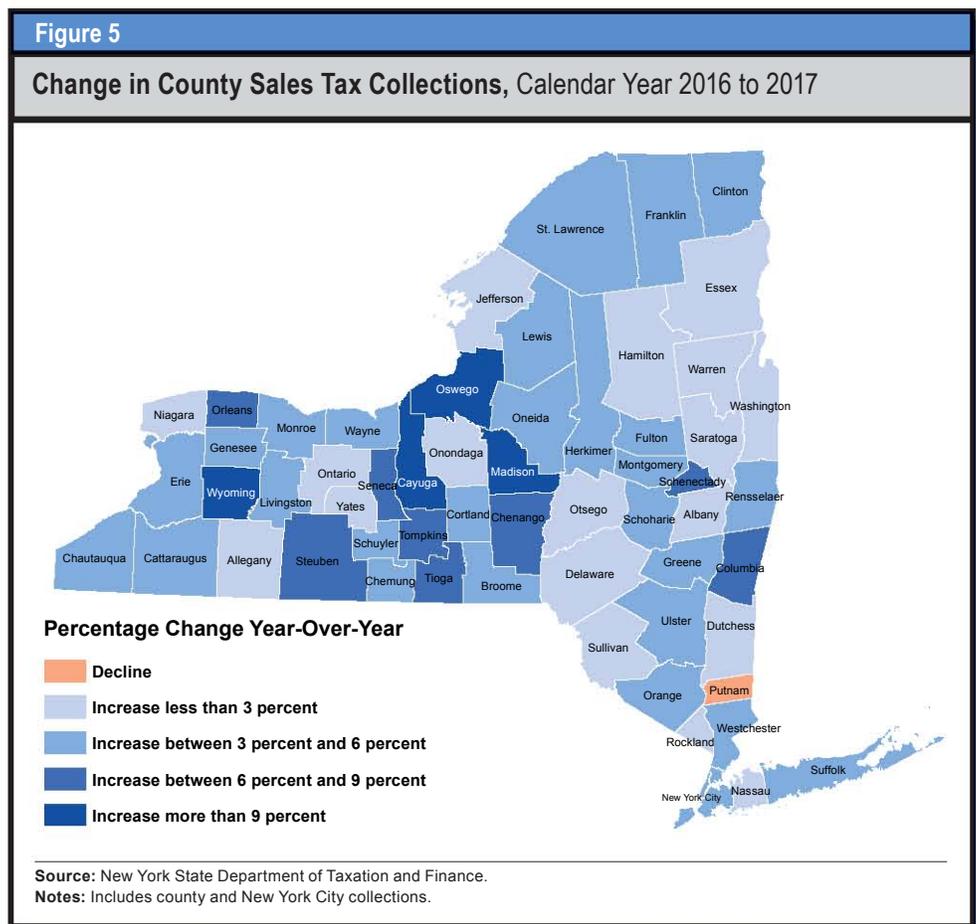
However, many small Internet sellers who utilize marketing and distribution services on marketplace platforms, such as Amazon, (“E-marketplace sellers”) may have a physical presence in one state, but sales in many. GAO estimates that these “remote sellers” collect no more than 14 to 33 percent of potential taxes on their sales. New York State and its local governments could experience potential revenue gains of \$510 million to \$880 million annually if their authority to collect taxes was expanded to include all remote sellers.⁹ The New York State Executive Budget for fiscal year 2019 proposed that certain marketplace providers be required to collect sales tax on sales from third-party vendors to New York residents, whether the vendor is located within, or outside of, the State.¹⁰ Meanwhile, the United States Supreme Court will hear an appeal of *South Dakota v. Wayfair, Inc.*, a case that could overturn the current physical presence requirement and make most internet sales taxable.¹¹

County Collections

In 2017, the average year-over-year sales tax collection growth for all counties outside of New York City was 3.6 percent. Overall, sales tax collections grew in all but one of the 57 counties (Putnam – see more below). For some smaller counties, even a moderate shift in monthly collections can significantly influence their year-over-year percentage changes. In some cases, these shifts may be due to technical adjustments.¹² For instance, Madison County experienced the strongest growth at 12.2 percent, mainly due to a \$1.5 million technical adjustment in November. Next was Oswego County, at 11.5 percent, boosted by a large technical adjustment in May. (See Figure 5.)

Down 0.4 percent, Putnam was the only county to experience a decline in 2017, and that was due to technical adjustments affecting both 2016 and 2017. Without these, the County’s collections would have grown slightly.

Albany, Delaware, Hamilton and Washington counties all had year-over-year growth rates of under one percent. In some cases, strong second half growth in sales tax collections helped counties overcome declines in the first half of 2017. For instance, Albany County’s strong growth in the months of November and December helped it recover from a first half decline of 1.5 percent, resulting in an annual increase of 0.6 percent. (For a list of county and city sales tax collections, please see Appendix on page 8.)

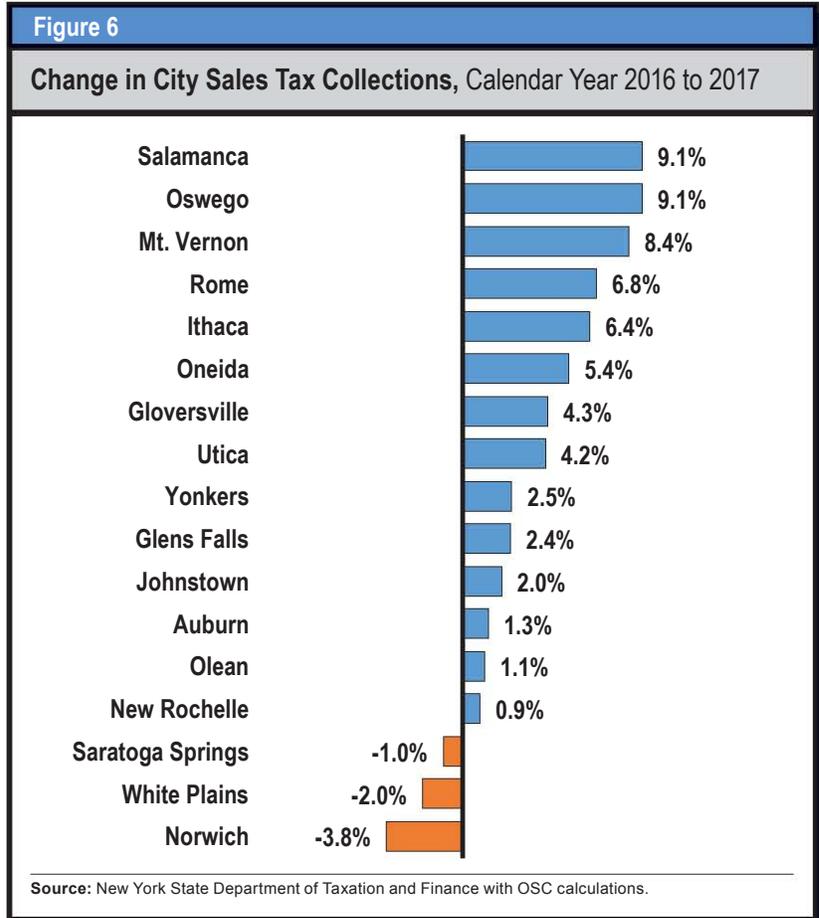


City Collections

Like New York City, 17 of the State's other cities impose their own general sales tax on goods and services. Five more separately impose a limited sales tax on consumer utilities or hotel occupancy.¹³

Most cities with a general sales tax experienced increases in year-over-year collections. (See Figure 6.) Salamanca and Oswego had the strongest growth at 9.1 percent, followed by Mount Vernon (8.4 percent). In total, cities collected \$274 million in sales tax in 2017, not including New York City.

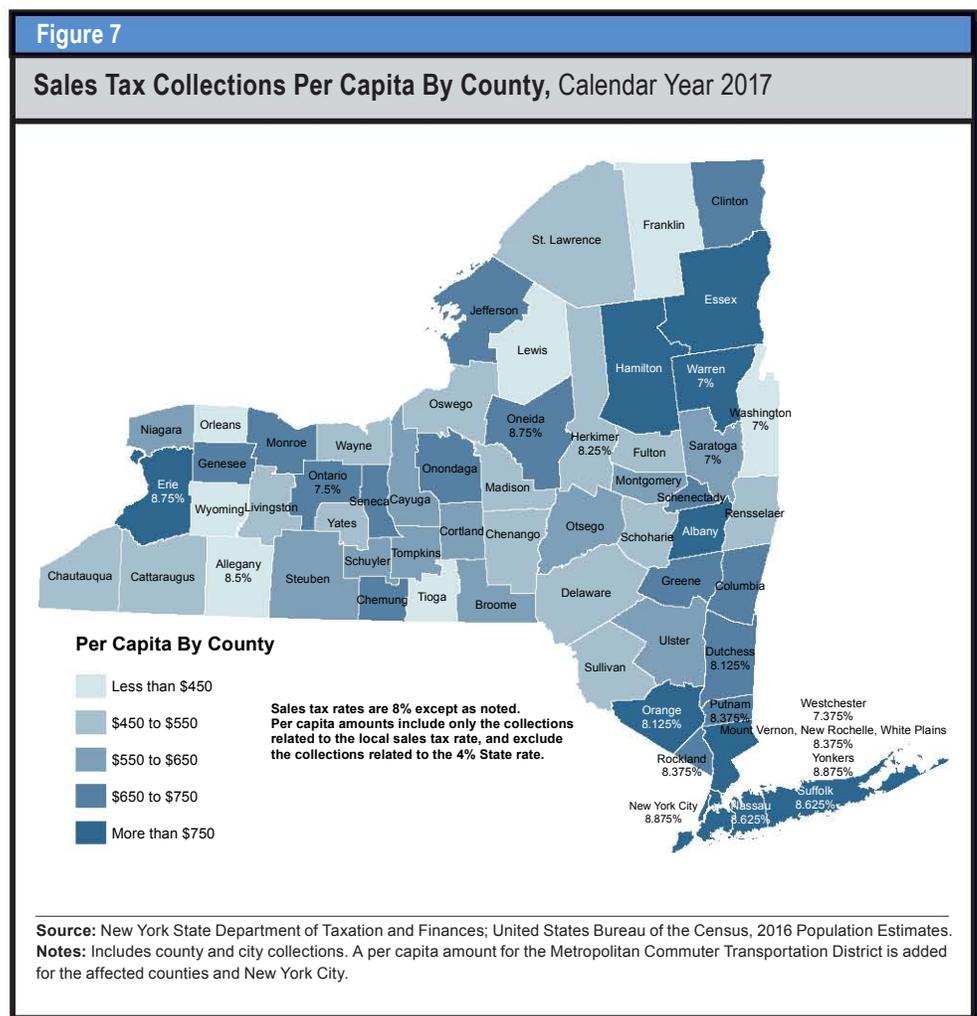
Sales tax collections in the cities of Norwich, Saratoga Springs and White Plains declined in 2017. In Saratoga Springs, a \$545,000 technical adjustment was responsible for the decline.



Per Capita Collections

In 2017, New York State's local sales tax collections per capita (not including the State share of the sales tax) were \$841, an increase of \$168, or 25.0 percent, over 2010.¹⁴ Per capita collections varied considerably across the State. They were particularly high on Long Island with Suffolk County having the highest per capita local collections (\$1,002), somewhat higher than New York City's (\$944). Nassau County's per capita local collections were the third-highest (\$929). At the other extreme, Washington County's per capita local collections were \$314, the lowest in the State, due in part to its lower sales tax rate (7 percent, of which 3 percent is the local rate).

Erie County, New York City and the Long Island counties have higher sales tax rates, which may help to explain their higher per capita collections. New York City also has a broader sales tax base than many other cities and counties, largely due to the inclusion of several services that are not typically taxed elsewhere in the State.¹⁵ Some upstate counties may have high per capita collections due to tourist attractions and concentrations of retail stores. (See Figure 7.)



Appendix: Sales Tax Collections by Region, 2016 and 2017

Region	City/ County	2016	2017	Year-Over-Year Percentage Change
Capital District		\$701,639,036	\$721,421,786	2.82%
Albany	County	\$257,584,455	\$259,089,349	0.58%
Columbia	County	\$37,056,951	\$39,744,282	7.25%
Greene	County	\$30,096,608	\$31,270,161	3.90%
Rensselaer	County	\$80,450,326	\$83,760,728	4.11%
Saratoga	County	\$116,962,671	\$119,607,928	2.26%
<i>Saratoga Springs</i>	City	\$11,934,887	\$11,819,003	-0.97%
Schenectady	County	\$94,296,356	\$101,514,960	7.66%
Warren	County	\$51,024,413	\$52,154,551	2.21%
<i>Glens Falls</i>	City	\$2,986,225	\$3,058,396	2.42%
Washington	County	\$19,246,145	\$19,402,428	0.81%
Central New York		\$487,237,894	\$509,500,695	4.57%
Cayuga	County	\$33,883,827	\$37,361,120	10.26%
<i>Auburn</i>	City	\$8,530,043	\$8,640,012	1.29%
Cortland	County	\$27,354,925	\$28,888,610	5.61%
Madison	County	\$26,128,954	\$29,320,571	12.21%
<i>Oneida</i>	City	\$4,457,691	\$4,696,747	5.36%
Onondaga	County	\$332,687,294	\$340,470,248	2.34%
Oswego	County	\$41,139,237	\$45,888,892	11.55%
<i>Oswego</i>	City	\$13,060,909	\$14,244,454	9.06%
Finger Lakes		\$723,270,203	\$758,494,124	4.87%
Genesee	County	\$37,040,250	\$38,683,226	4.44%
Livingston	County	\$30,167,806	\$31,880,449	5.68%
Monroe	County	\$469,090,254	\$492,221,356	4.93%
Ontario	County	\$79,142,082	\$81,446,602	2.91%
Orleans	County	\$15,287,529	\$16,273,192	6.45%
Seneca	County	\$23,210,684	\$25,162,068	8.41%
Wayne	County	\$41,142,230	\$42,771,432	3.96%
Wyoming	County	\$16,695,292	\$18,262,292	9.39%
Yates	County	\$11,485,328	\$11,789,717	2.65%
Long Island		\$2,464,132,384	\$2,545,505,179	3.30%
Nassau	County	\$1,128,090,482	\$1,159,400,449	2.78%
Suffolk	County	\$1,333,699,820	\$1,383,711,455	3.75%
Mid-Hudson		\$1,551,718,470	\$1,601,515,913	3.21%
Dutchess	County	\$178,056,624	\$183,017,826	2.79%
Orange	County	\$265,990,693	\$279,646,700	5.13%
Putnam	County	\$59,055,083	\$58,791,988	-0.45%
Rockland	County	\$205,084,409	\$209,114,362	1.97%
Sullivan	County	\$39,168,925	\$39,885,982	1.83%
Ulster	County	\$111,489,263	\$115,647,272	3.73%
Westchester	County	\$505,878,100	\$525,513,104	3.88%
<i>Mt. Vernon</i>	City	\$18,697,560	\$20,264,450	8.38%
<i>New Rochelle</i>	City	\$27,979,702	\$28,226,380	0.88%
<i>White Plains</i>	City	\$50,255,787	\$49,244,843	-2.01%
<i>Yonkers</i>	City	\$88,725,641	\$90,927,596	2.48%

Appendix: Sales Tax Collections by Region, 2016 and 2017

Region	City/ County	2016	2017	Year-Over-Year Percentage Change
Mohawk Valley		\$251,205,412	\$261,675,204	4.17%
Fulton	County	\$19,942,902	\$20,673,463	3.66%
Gloversville	City	\$3,291,642	\$3,433,003	4.29%
Johnstown	City	\$3,719,838	\$3,792,939	1.97%
Hamilton	County	\$3,594,006	\$3,601,307	0.20%
Herkimer	County	\$29,354,954	\$30,643,090	4.39%
Montgomery	County	\$27,806,149	\$29,450,192	5.91%
Oneida	County	\$132,157,217	\$137,035,450	3.69%
Rome	City	\$7,029,492	\$7,504,262	6.75%
Utica	City	\$9,670,920	\$10,075,034	4.18%
Schoharie	County	\$14,637,915	\$15,466,317	5.66%
North Country		\$239,508,005	\$248,104,873	3.59%
Clinton	County	\$51,372,012	\$53,467,799	4.08%
Essex	County	\$28,106,943	\$28,818,498	2.53%
Franklin	County	\$21,287,199	\$22,171,850	4.16%
Jefferson	County	\$73,630,440	\$75,086,503	1.98%
Lewis	County	\$11,409,236	\$11,889,306	4.21%
St. Lawrence	County	\$53,702,360	\$56,670,890	5.53%
Southern Tier		\$397,478,939	\$415,960,513	4.65%
Broome	County	\$121,136,385	\$126,366,075	4.32%
Chemung	County	\$55,276,035	\$57,180,048	3.44%
Chenango	County	\$21,077,374	\$22,464,640	6.58%
Norwich	City	\$1,528,044	\$1,469,460	-3.83%
Delaware	County	\$21,766,273	\$21,819,240	0.24%
Otsego	County	\$35,974,103	\$36,997,706	2.85%
Schuyler	County	\$10,322,743	\$10,704,705	3.70%
Steuben	County	\$51,927,644	\$55,360,189	6.61%
Tioga	County	\$19,409,433	\$20,870,588	7.53%
Tompkins	County	\$48,257,267	\$51,237,574	6.18%
Ithaca	City	\$10,762,471	\$11,452,021	6.41%
Western New York		\$987,357,983	\$1,017,751,086	3.08%
Allegany	County	\$19,260,103	\$19,794,121	2.77%
Olean	City	\$4,124,726	\$4,170,606	1.11%
Salamanca	City	\$584,335	\$637,294	9.06%
Cattaraugus	County	\$35,172,742	\$36,438,117	3.60%
Chautauqua	County	\$61,678,462	\$64,134,040	3.98%
Erie	County	\$740,553,552	\$764,080,389	3.18%
Niagara	County	\$116,399,679	\$118,105,012	1.47%
New York City		\$7,105,349,244	\$7,419,054,304	4.42%
Other Local		\$1,066,736,006	\$1,097,138,318	2.85%
Statewide Total		\$15,975,633,575	\$16,596,121,994	3.88%

Source: New York State Department of Taxation and Finance with OSC calculations.

Notes: Other Local includes sales tax collected on behalf of the Convention Center Development Corporation, Mass Transportation Operating Assistance Fund, Metropolitan Transit Authority Aid Trust Account and local school districts. Regional totals do not include taxes collected for these purposes, but do include cities that have a segmented sales tax.

Notes

- ¹ Unless otherwise noted, all sales tax collections data in this report are taken from the New York State Department of Taxation and Finance's AS570 reports. The AS570 reports distributions, which are called collections in this report. The rates shown in Figures 1 and 2 have been adjusted for a major multiyear technical correction to New York City's collections in 2015. For a more thorough discussion of this adjustment, see OSC, *2016 Local Sales Tax Collections*, (January 31, 2017), www.osc.state.ny.us/reports/economic/2016-local-sales-tax-collections.pdf.
- ² The fiscal year ending in 2010 represents the first full year after the last recession that ended in June 2009. Average annual growth rate is the compound annual growth rate.
- ³ U.S. Department of Labor, Bureau of Labor Statistics, *Consumer Price Index*, www.bls.gov/cpi/home.htm; New York State Department of Labor, *Current Employment Statistics Survey: Hours and Earnings: New York State*, www.labor.ny.gov/stats/ceshourearn2.asp; Siena College Research Institute, "Consumer Sentiment Remains Strong, Up this Quarter, Up from a Year Ago," *Siena College*, January 4, 2018, www.siena.edu/news-events/article/consumer-sentiment-remains-strong-up-this-quarter-up-from-a-year-ago; New York State Department of Labor, *Labor Area Unemployment Statistics Program: New York State*, www.labor.ny.gov/stats/laus.asp.
- ⁴ For a more detailed discussion of the sales tax on motor fuels, see: Office of the New York State Comptroller, *Local Sales Tax Collections Slow In First Half Of 2016: Decline in Motor Fuels Price a Continuing Drag on Sales Tax Growth*, August 2016, pp. 3-4, www.osc.state.ny.us/localgov/pubs/research/localsalestaxcollections0816.pdf.
- ⁵ For the effect of gas prices and consumer sentiment, see: Siena College Research Institute, "Consumer Sentiment Remains Strong, Up this Quarter, Up from a Year Ago," *Siena College*, January 4, 2018, www.siena.edu/news-events/article/consumer-sentiment-remains-strong-up-this-quarter-up-from-a-year-ago.
- ⁶ Board of Governors of the Federal Reserve System, *The Beige Book: Summary of Commentary on Current Economic Conditions*, September – November 2017, www.federalreserve.gov/monetarypolicy/beigebook2017.htm.
- ⁷ Ana Serafin Smith, "NRF Consumer Survey Points to Busy Holiday Season, Backs Up Economic Forecast and Import Numbers," *National Retail Federation*, October 27, 2017, www.nrf.com/media/press-releases/nrf-consumer-survey-points-busy-holiday-season-backs-economic-forecast-and.
- ⁸ United States Government Accountability Office, *Sales Tax: States Could Gain Revenue from Expanded Authority but Businesses Are Likely to Experience Compliance Costs*, November 2017, www.gao.gov/products/GAO-18-114?utm_medium=email&utm_source=govdelivery.
- ⁹ The U.S. Supreme Court ruled in the case of *Quill Corp. v. North Dakota*, 504 U.S. 298 that a state can impose upon a seller the obligation to collect and remit the state's use tax on sales to state customers only if the seller has a "substantial nexus" in the state, meaning, a physical presence as required by the Commerce Clause of the U.S. Constitution.
- ¹⁰ New York State Division of the Budget, *FY 2019 New York State Executive Budget: Revenue Article VII Legislation, Part AA*, www.budget.ny.gov/pubs/archive/fy19/exec/fy19artVIIa/REVENUEArticleVII.pdf.
- ¹¹ Supreme Court of the United States, *Granted & Noted List: Cases for Argument in October Term 2017*, January 22, 2018, www.supremecourt.gov/orders/17grantednotedlist.pdf.
- ¹² As used in this report, the term "technical adjustments" refers to any of a number of collection or distribution corrections made by the Department of Taxation and Finance that are not related to current economic activity, such as late filings or errors caught on later audit. See Department of Taxation and Finance, *AS310 – Quarterly Cash and Collection Distributions with Variances for Assessments, Late-Filed Returns, Rate Adjustments and Prior Period Adjustments*, www.tax.ny.gov/research/stats/statistics/sales_tax/government/as310.htm.
- ¹³ For a discussion of sales tax pre-emption by cities and segmented sales taxes, see: Office of the New York State Comptroller, *Local Government Sales Taxes in New York State: 2015 Update*, March 2015, p.6, www.osc.state.ny.us/localgov/pubs/research/salestax2015.pdf.
- ¹⁴ Population data taken from United States Bureau of the Census, 2016 Population Estimates. Sales tax collections include county and city collections. A per capita amount for the Metropolitan Commuter Transportation District was added to the per capita totals of New York City and of Dutchess, Nassau, Orange, Putnam, Rockland, Suffolk and Westchester counties.
- ¹⁵ New York State Department of Taxation and Finance, *Publication 750: A Guide to Sales Tax in New York State*, p. 20, www.tax.ny.gov/pdf/publications/sales/pub750.pdf.

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February 1, 2018

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Lead Service Line Replacement Program Award

On November 27, 2017, the Governor announced that the City of Watertown will be awarded \$607,629 to replace residential drinking water lead service lines. Eligibility was based on number of children with elevated blood lead levels (BLL), median household income (MHI), and the number of houses built before 1939.

Discussions regarding this award within the Water Department led to discovery that there are approximately 4,900 residential homes built before 1931 (copper was used starting in 1931 to connect service lines to water mains). Engineering fees, legal fees, municipal administration fees, construction, and site/property restoration are included.

Municipalities can use their own work force, hire external contractors, or allow homeowners to hire their own contractor. The New York State contract requirements for MWBE, wage rates and reporting will all need to be met.

City staff participated in the statewide conference call on January 31, 2018, and is developing the plan to implement this program if City Council accepts this award once the State issues a formal contract. Staff will be available to answer any questions.