

CITY OF WATERTOWN, NEW YORK
REVISED AGENDA
Monday, April 17, 2017

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, April 17, 2017, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 1 - Approving Employment Agreement Between the City of Watertown and Ann Marie Saunders, City Clerk
- Resolution No. 2 - Accepting Bid for Lead Abatement Project at Firing Range, Police Department
- Resolution No. 3 - Readopting Fiscal Year 2016-17 Sewer Fund Budget
- Resolution No. 4 - Re-Adoption of Fiscal Years 2016-17 through 2020-21 Capital Budget
- Resolution No. 5 - **(added)** Accepting Bid for Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1A, General Construction
- Resolution No. 6 - **(added)** Accepting Bid for Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1A, Electrical
- Resolution No. 7 - **(added)** Accepting Bid for Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1A, HVAC

Resolution No. 8 - Accepting Bid for Grant Writing Services
(added)

ORDINANCES

Ordinance No. 1 - An Ordinance Authorizing the Issuance of \$100,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Replacement of a Water Main at Knickerbocker Drive, in and for Said City

LOCAL LAW

PUBLIC HEARING

OLD BUSINESS

STAFF REPORTS

1. Property Taxes – 715 Morrison Street
2. Handicap Parking Spaces on Washington Street
3. Lachenauer Plaza Fountain
4. Sale of Surplus Hydro-electricity – March 2017
5. Sales Tax Revenue – March 2017

NEW BUSINESS

EXECUTIVE SESSION

To Discuss Collective Bargaining

WORK SESSION

Next Work Session is scheduled for Tuesday, April 25, 2017, at 6:30 p.m.

ADJOURNMENT

NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, MAY 1, 2017.

Res No. 1

April 11, 2017

To: Members of City Council

From: Joseph M. Butler, Jr., Mayor

Subject: Approving Employment Agreement Between the City of Watertown and
Ann M. Saunders, City Clerk

Attached is a Resolution for Council consideration, along with the proposed Employment Agreement with City Clerk, Ann M. Saunders.

April 17, 2017

RESOLUTION

Page 1 of 1

Approving Employment Agreement Between the City of Watertown and Ann Marie Saunders, City Clerk

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

WHEREAS the Charter of the City of Watertown details the Power and Duties of the Watertown City Council, and

WHEREAS in accordance with §20, Paragraph 7, the Council has a duty to enter into a contract with an appointed City Clerk for a period of time, which may, by reason of its duration, bind a future Council to its terms. However, in no event shall any Council enter into any one contract with an appointed City Clerk for a period exceeding two years,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Employment Agreement between the City of Watertown and Ann Marie Saunders, a copy of which is attached and made a part of this resolution, and

BE IT FURTHER RESOLVED that Mayor Joseph M. Butler, Jr. is hereby authorized and directed to execute the Employment Agreement on behalf of the City of Watertown.

Seconded by

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into this ____ day of April 2017, by and between the City of Watertown, New York, a municipal corporation having offices at 245 Washington Street, Watertown, New York 13601, hereinafter called "Employer" or "City Council," and Ann Marie Saunders, an individual residing at 212 Green Street, Watertown, New York 13601, hereinafter called "Employee" or "City Clerk."

WITNESSETH

WHEREAS Employer desires to employ the services of Employee as City Clerk of the City of Watertown, as provided for in the Charter of the City of Watertown; and

WHEREAS Employee desires to be employed as City Clerk of the City of Watertown; and

WHEREAS it is the desire of both parties to describe certain Employee benefits, establish certain conditions of employment and to set working conditions of said Employee; and

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

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

Section 1. Power and Duties of the City Clerk

The City Council hereby agrees to employ Employee as City Clerk of the City of Watertown to perform the functions and duties specified in the City of Watertown Charter and to perform such other legally permissible and proper duties and functions as the City Council shall from time to time assign, subject to this Agreement.

Section 2. Term

- A. The term of this Agreement shall be from May 1, 2017 through April 30, 2019.
- B. The City Clerk serves at the pleasure of the City Council and nothing herein shall be taken or construed to prevent, limit or otherwise interfere with the right of the City Council to terminate the services of the City Clerk at any time, subject only to the provisions of Section 3 of this Agreement, when effective.

- C. In the event Employee determines to voluntarily resign as City Clerk before expiration of the term of this Agreement, then Employee shall give the City Council thirty (30) calendar days of advance notice unless the parties agree otherwise.

Section 3. Early Termination and Severance Pay

- A. In the event employment of the City Clerk is terminated other than for just cause (as defined in Section 3(D)), and prior to the expiration of the term of this Agreement, the City Council agrees to pay Employee three months' salary, on a biweekly basis, as a severance. The City will, during the severance payment period, provide continuing medical insurance on the same terms as described in Section 6. Employee shall, upon such termination, also be compensated in a lump sum for all earned vacation calculated at the rate of pay in effect upon termination, less appropriate withholdings.
- B. For purposes of this Section 3, a failure of the City Council to renew the City Clerk's Agreement shall not be deemed a termination entitling the City Clerk to severance pay if the City Council shall notify the City Clerk, in writing, by February 1st of the year requiring renewal, that the Agreement shall not be renewed. If the City Council does not inform the City Clerk by February 1st of the year requiring renewal that the Agreement will not be renewed, then any subsequent failure to renew shall entitle the City Clerk to the Severance Pay called for in Section 3(A).
- C. In the event City Council at any time reduces the salary, compensation, or other benefits of the City Clerk in an amount greater than an applicable across-the-board reduction for all employees of the City, or the City Clerk resigns following a suggestion, either formal or informal, by the City Council that she resign, then in that event the City Clerk may at her option be deemed terminated, and entitled to the benefits as provided in Section 3(A). However, prior to a "deemed" termination, the City Clerk must give the City Council notice of her intention to treat a particular action as a termination and provide the City Council ten (10) days to "cure" any claimed termination.
- D. In the event the City Clerk is terminated for "just cause," the Employer's only obligation to the City Clerk is to pay all compensation and benefits accrued but unpaid at the date of termination. "Just case" is defined as the commission of a crime or other action involving dishonesty or moral turpitude.
- E. Contemporaneously with the delivery of all of the severance pay set forth at Section 3(A) above, the City Clerk shall execute and deliver to Employer a release, releasing Employer from all claims that City Clerk may have against Employer relating to the termination of employment.
- F. The terms of this Agreement shall remain in full force and effect unless and until it expires of its own terms, or is sooner terminated.

Section 4. Salary

For the term of this Agreement, Employer agrees to pay Employee for her services as City Clerk an annual gross salary of \$64,480.00, payable in installments at the same time as other employees of the City of Watertown are paid.

Section 5. Retirement and Deferred Compensation Benefits

- A. The City Clerk shall be covered by the same retirement system as all other non-public safety employees (New York State Employee Retirement System), and will enter the system as a Tier 5 employee.
- B. The City Clerk shall have the option of converting up to 3 sick days and 3 vacation days, per fiscal year, into dollars to be contributed to the Employee's Section 457 deferred compensation plan.
- C. The City Clerk shall have the right to continue health insurance into retirement with the continuing contribution of total premium established at Section 6 of this Agreement.

Section 6. Health Insurance

The Employee shall be covered by the same health plan as all other employees. If Employee elects family healthcare coverage, Employee shall contribute 19% of the total premium for said plan. If Employee elects single healthcare coverage, Employee shall contribute 25% of the total premium for said plan. Deductions for the cost of the premium contribution for the coverage elected by Employee shall be withheld from Employee's installments of salary. Employee shall be permitted to participate in the City's Section 125 Plan.

Section 7. Other Benefits

- A. Vacation: Employee shall earn twenty (20) days vacation per year, to be scheduled with consideration of other employees' requests. Employee may, at her option, carry over not more than ten (10) days of vacation leave in any one given year. Such carryover of vacation leave shall not be cumulative from year to year.
- B. Sick Leave: Employee's accrual of sick leave shall be at the rate of one (1) day per month. Accrued sick leave is not paid out in cash upon termination of employment for any reason.
- C. Holidays: The City of Watertown observes the following holidays:

New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving, Christmas.

When a holiday falls on a Saturday, Employee shall be given time off on the preceding Friday. When a holiday falls on a Sunday, Employee shall be given time off on the following Monday.

- D. Bereavement: The City of Watertown agrees to provide up to three (3) days of bereavement leave per death in the immediate family. Immediate family is defined as follows: husband, wife, mother, father, son, daughter, brother, sister, grandfather, grandmother, grandson, granddaughter, son-in-law, daughter-in-law, mother or father-in-law, brother or sister-in-law, stepson, stepdaughter.
- E. Maternity Leave: Employee shall be entitled to the same maternity leave benefits which are provided by the City to City Management and Management Confidential employees.

Section 8. Professional Development

Employer agrees to budget for and to pay for professional dues, subscriptions, travel and subsistence expenses of the City Clerk for professional participation and travel, meetings and occasions adequate to continue her professional development. Said participation on City time shall include the International Institute of Municipal Clerks and its dues, New York State Association of City and Village Clerks conference and its dues, and the New York State Association of Municipal Historians and its dues.

Section 9. Performance Evaluation

The City Council shall review and evaluate the performance of the City Clerk as required by the City's Charter. Employer agrees to review base salary and/or other benefits of the City Clerk at the time of each review.

Section 10. Hours of Work

It is recognized that the Employee must devote a great deal of time outside the normal office hours on business for the Employer, and to that end, Employee shall be allowed to establish an appropriate work schedule.

Section 11. Residency

For the term of this Agreement, Employee shall remain a resident of the City of Watertown. Employee acknowledges that City residence is a condition of retaining the Office of City Clerk.

Section 12. Indemnification

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

Section 13. Notices

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

- | | |
|--------------|--|
| (1) EMPLOYER | Mayor of the City of Watertown
Suite 302, City Hall
245 Washington Street
Watertown, NY 13601 |
| (2) EMPLOYEE | Ann Marie Saunders
212 Green Street
Watertown, NY 13601 |

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 14. General Provisions

- A. The Agreement shall constitute the entire Agreement between the parties in connection with its subject matter.
- B. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.
- C. There shall be no changes in this Agreement, unless agreed to in writing and approved by majority vote of the City Council and by Employee.
- D. This Agreement is subject to all provisions of the City Charter of Watertown, New York.

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

Date: _____

City of Watertown
By: Joseph M. Butler, Jr., Mayor

Date: _____

Ann Marie Saunders
Employee

Res No. 2

April 11, 2017

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Accepting Bid for Lead Abatement Project at Firing Range,
Police Department

The City Purchasing Department has advertised and received sealed bids for the Lead Abatement Project at the Police Department Firing Range on Huntington Island, as per City specifications.

Bid invitations were sent to nine (9) prospective bidders, with one (1) sealed bid submitted to the Purchasing Department where it was publicly opened and read on Wednesday, April 5, 2017, at 11:00 a.m.

City Purchasing Manager Amy M. Pastuf reviewed the bid received with the Police and Engineering Departments, and it is their recommendation that the City Council accept the bid submitted by MT2 in the amount of \$44,600 as the lowest qualified bidder meeting our specifications. Attached is Ms. Pastuf's report, along with a report from Chief Donoghue.

Funding to support this project will be through a transfer from the General Fund and was included in the 2016-2017 Budget.

A Resolution for Council consideration is attached.

RESOLUTION

Page 1 of 1

Accepting Bid for Lead Abatement Project at Firing Range, Police Department

Introduced by

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

WHEREAS the City Purchasing Department has advertised and received a sealed bid for the Lead Abatement Project at the Police Department Firing Range on Huntington Island, as per City specifications, and

WHEREAS bid invitations were sent to nine (9) prospective bidders, with one (1) sealed bid submitted to the Purchasing Department, and

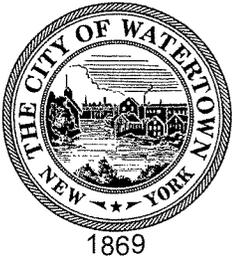
WHEREAS on Wednesday, April 5, 2017, at 11:00 a.m., the bid received was publicly opened and read, and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bid received with the Police and Engineering Departments, and it is their recommendation that the City Council accept the bid submitted by MT2,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid of MT2 in the amount of \$44,600 for the Lead Abatement Project at the Police Department Firing Range on Huntington Island as the lowest qualified bidder meeting our specifications, 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 MT2.

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

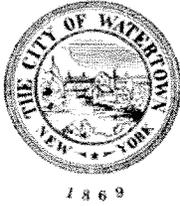
TO: Sharon Addison, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: Bid 2017-03 – Lead Abatement Project at PD Firing Range - Bid Recommendation
DATE: 4/6/2017

The City's Purchasing Department advertised in the Watertown Daily Times on March 10, 2017, calling for sealed bids for the Lead Abatement Project at the Police Department Firing Range on Huntington Island. The project consists of screening the soil for bullet fragments, recycling of the lead, treatment of the soil and the soil berm reconstruction.

The City of Watertown issued Invitations to Bid to nine (9) prospective bidders. The Purchasing Department received one (1) sealed bid. The Purchasing Department opened and read the sealed bid on April 5, 2017, 11:00 am, local time. The bid tabulation is shown below:

Description	MT2
	Arvada, CO
	Total Price
Base Price	\$44,600.00

The Police Department, Engineering and Purchasing reviewed the response to confirm that it conforms to the City's bid specifications. Although the City received only one response, it was \$2,000.00 less than the previous quote from the same company. Staff recommends that City Council award the contract for the Lead Abatement Project at the Police Department Firing Range on Huntington Island awarded to MT2 as the lowest responsive responsible bidder at \$44,600.00. If there are any questions concerning this recommendation, please contact me at your convenience.



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

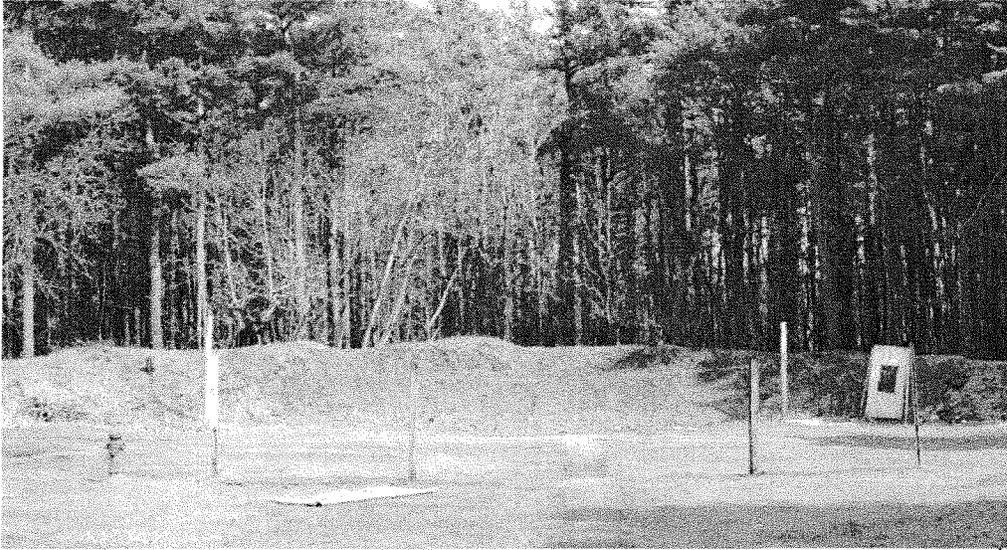
To: Amy Pastuf, Purchasing Manager
From: Charles Donoghue, Chief of Police
Subject: Lead Abatement Contract
Date: 04/06/17

In regards to the winning bidder for the lead abatement project at the Watertown Police Department Firing Range, MT2, I recommend moving forward with a contract.

Thank you,

C.P. Donoghue

FISCAL YEAR 2016-2017
 CAPITAL BUDGET
 FACILITY IMPROVEMENTS
 POLICE RANGE

PROJECT DESCRIPTION	COST
<p data-bbox="212 489 748 527">Police Range Lead Abatement Project</p> <p data-bbox="212 562 1198 800">This purpose of this project is to remove the excess buildup of lead in the Watertown Police Department Firing Range backstop. The range has been in operation since 1985 and has not been cleaned of lead since that time. The current hazards include the heightened risk of ricochet and lead contamination. The project includes the excavation and screening of the soil, recovery of lead for recycling, treatment of the soil with a lead stabilization reagent (EPA approved) and range restoration.</p>  <p data-bbox="183 1766 1144 1833">Funding to support this project will be through a transfer from the General Fund (A.9950.0900).</p>	<p data-bbox="1256 489 1386 527">\$65,000</p>
<p data-bbox="1049 1843 1198 1881">TOTAL</p>	<p data-bbox="1256 1843 1386 1881">\$65,000</p>

Res No. 3

April 13, 2017

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Authorizing Re-adoption of the FY 2016-17 Sewer Fund Budget

The City currently has a \$1,875,000 bond anticipation note maturing on June 28th. City staff is preparing to convert the note to serial bonds for these projects, as well as a few FY 2016-17 capital projects, such as the Library HVAC project and the Thompson Park playground. Included in the bond anticipation note is \$325,000 for the Sewer Fund's portion of the FY 2015-16 water meter replacement project (phase II).

Additionally, on April 3rd, City Council approved borrowing an additional \$450,000 (split equally between the Water and Sewer Funds) for the FY 2016-17 water meter replacement project (phase III). Due to the fiscal condition of the Sewer Fund, it is recommended that City Council re-adopt the Fiscal Year 2016-17 Sewer Fund Budget to appropriate the funding necessary to pay off these amounts and avoid the issuance of debt.

RESOLUTION

Page 1 of 1

Readopting Fiscal Year 2016-17
Sewer Fund Budget

Council Member HORBACZ, Cody J.
Council Member JENNINGS, Stephen A.
Council Member MACALUSO, Teresa R.
Council Member WALCZYK, Mark C.
Mayor BUTLER, Jr., Joseph M.
Total

YEA	NAY

Introduced by

WHEREAS on May 25, 2016 the City Council passed a resolution adopting the Budget for Fiscal Year 2016-17, of which \$5,699,841 was appropriated for the Sewer Fund, and

WHEREAS on January 17, 2017 the City Council passed a resolution re-adopting the Sewer Fund Budget for Fiscal Year 2016-17 in the amount of \$5,829,841 to include the funding for the hauling and tipping fees associated with the waste water treatment plant’s bio-solids, and

WHEREAS the Re-Adopted Fiscal Year 2016-17 Sewer Fund Budget did not contain funding for the full payment of the outstanding bond anticipation note principal on the water meter replacement phase II project nor funding for the transfer to the capital fund for the water meter replacement phase III project,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby re-adopts the Sewer Fund Budget for Fiscal Year 2016-17 in the total amount of \$6,347,341 and

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

<u>Revenue and Appropriated Fund Balance</u>	
G.0000.0909 Fund Balance	\$ 517,500
Total Revenues and Appropriated Fund Balance	<u>\$ 517,500</u>
 <u>Expenditures</u>	
G.9730.0600 Bond Anticipation Note – Principal	\$ 292,500
G.9950.0900 Transfer to Capital Fund	<u>\$ 225,000</u>
Total Expenditures	<u>\$ 517,500</u>

Seconded by

Res No. 4

April 12, 2017

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Fiscal Year 2016-17 Capital Fund Budget Re-adoption

At the request of Vicky Murphy, Superintendent of Water, a resolution has been prepared for City Council consideration to re-adopt the Fiscal Year 2016-17 Capital Budget to move up the Knickerbocker Drive water main replacement project at an estimated cost of \$100,000. In order to begin work as soon as the school year is over and complete the job before school resumes, staff needs to begin ordering the materials now. Also included in tonight's agenda is a bond ordinance to finance the project.

RESOLUTION

Page 1 of 1

Re-Adoption of Fiscal Years 2016-17 through
2020-21 Capital Budget

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

Introduced by

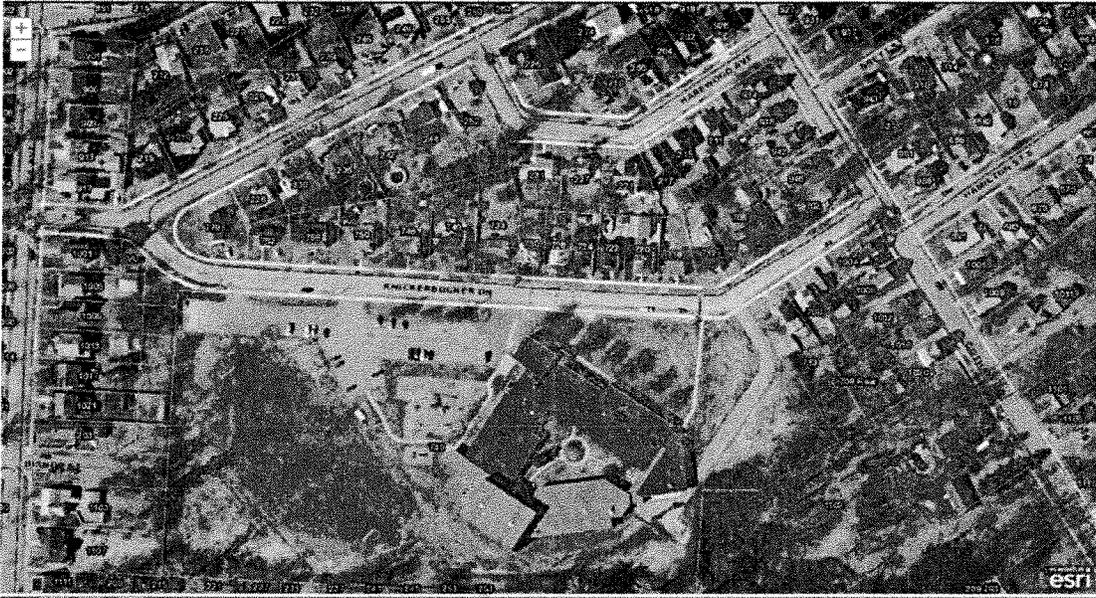
WHEREAS on May 25, 2016 the City Council adopted the Fiscal Years 2016-17 through 2020-21 Capital Budget, and

WHEREAS City Council desires to accelerate the replacement of the Knickerbocker Drive water main,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby amends the Fiscal Years 2016-17 through 2020-21 Capital Budget to add the replacement of the Knickerbocker Drive water main at an estimated cost of \$100,000 to the FY 2016-17 Capital Budget.

Seconded by

FISCAL YEAR 2016-2017
 CAPITAL BUDGET
 INFRASTRUCTURE
 WATER MAIN

PROJECT DESCRIPTION	COST
<p data-bbox="131 455 802 495">Knickerbocker Drive – Water Main Upgrade</p> <p data-bbox="131 533 1224 678">This project will replace an existing 6 inch cast iron water main with 1,000 linear feet of new 8 inch ductile iron water main, in advance of reconstruction of the street in 2018. The larger sized water main will improve water system flows and pressures in the area, and provide reliable infrastructure under the street before it's rebuilt.</p>  <p data-bbox="126 1747 1195 1820">Funding to support this project will be through the issuance of a 10 year serial bond with projected FY 2017-18 debt service of \$13,250.</p>	<p data-bbox="1279 455 1438 495">\$100,000</p>
<p data-bbox="1068 1839 1224 1879">TOTAL</p>	<p data-bbox="1279 1839 1438 1879">\$100,000</p>

Res Nos. 5, 6, 7

April 14, 2017

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Accepting Bids for Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1A

The City Purchasing Department has advertised and received sealed bids for the Watertown Water Pollution control Plant Sludge Disposal Modifications Project – Phase 1A, per City specifications.

Bid invitations were sent to eighteen (18) prospective contractors, with a total of nine (9) bids submitted to the Purchasing Department where they were publicly opened and read on Thursday, March 9, 2017, at 11:00 a.m. The bid is broken down into separate contracts as per Wicks Law, which applies to bids over \$500,000. The three contracts are for General Construction, Electrical and HVAC.

City Purchasing Manager Amy M. Pastuf reviewed the bids received with the Water Department along with GHD Consulting Services Inc., the Engineering firm hired for the project, and it is their recommendation that the City Council accept the bids submitted by the lowest qualifying bidder meeting City specifications for a total bid award for the project in the amount of \$1,006,150. The other bids received are detailed in the attached report of Mrs. Pastuf. Also attached is a letter from GHD Consulting Services Inc. in support of the bids submitted.

Resolutions for Council consideration are attached. Funding to support this project was approved on November 7, 2016 with a Bond Ordinance.

RESOLUTION

Page 1 of 1

Accepting Bid for Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1A, General Construction

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 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 Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1A, General Construction, as per City specifications, and

WHEREAS bid invitations were sent to eighteen (18) prospective contractors, with four (4) sealed bid submitted to the Purchasing Department, and

WHEREAS on Thursday, March 9, 2017, at 11:00 a.m., the bids received were publicly opened and read, and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bids received with the Water Department along with GHD Consulting Services Inc, the Engineering firm hired for the project, and it is their recommendation that the City Council accept the bid submitted by Blue Heron Construction,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid of Blue Heron Construction in the amount of \$463,000 for the Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1A, General Construction, as the lowest qualified bidder meeting our specifications, 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 Blue Heron Construction.

Seconded by

RESOLUTION

Page 1 of 1

Accepting Bid for Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1A, Electrical

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 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 Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1A, Electrical, as per City specifications, and

WHEREAS bid invitations were sent to eighteen (18) prospective contractors, with three (3) sealed bid submitted to the Purchasing Department, and

WHEREAS on Thursday, March 9, 2017, at 11:00 a.m., the bids received were publicly opened and read, and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bids received with the Water Department along with GHD Consulting Services Inc, the Engineering firm hired for the project, and it is their recommendation that the City Council accept the bid submitted by S&L Electric,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid of S&L Electric in the amount of \$193,850 for the Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1A, Electrical, as the lowest qualified bidder meeting our specifications, to include two Alternates, 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 S&L Electric.

Seconded by

RESOLUTION

Page 1 of 1

Accepting Bid for Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1A, HVAC

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 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 Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1A, HVAC, as per City specifications, and

WHEREAS bid invitations were sent to eighteen (18) prospective contractors, with two (2) sealed bid submitted to the Purchasing Department, and

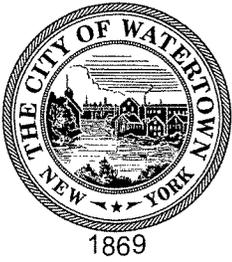
WHEREAS on Thursday, March 9, 2017, at 11:00 a.m., the bids received were publicly opened and read, and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bids received with the Water Department along with GHD Consulting Services Inc, the Engineering firm hired for the project, and it is their recommendation that the City Council accept the bid submitted by J.E. Sheehan Contracting Corporation,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid of J.E. Sheehan Contracting Corporation in the amount of \$492,000 for the Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1A, HVAC, as the lowest qualified bidder meeting our specifications, 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 J.E. Sheehan Contracting Corporation.

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 2017-04 – Watertown WPCP Phase 1A - Bid Recommendation
DATE: 04/14/2017

The City's Purchasing Department advertised in the Watertown Daily Times on February 11, 2017, calling for sealed bids for the Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1A as per City Specifications. The City bid three separate contracts for the project as per Wicks Law. New York General Municipal Law § 101, known as Wicks Law, requires that when the total cost of contract work for the erection, construction, reconstruction, or alteration of a public building exceeds \$500,000 or more, independent prime contractors must be used for the 1) plumbing and gas fitting work; 2) steam, hot water heating, ventilation and air conditioning work; and 3) electrical wiring and illuminating fixtures work. Separate specifications are required for each aspect of the project so that each may be separately and independently bid.

The City of Watertown issued Invitations to Bid to eighteen (18) prospective contractors and nine (9) sealed bids were as submitted to the Purchasing Department. The Purchasing Department publically opened the sealed bids on March 9, 11:00 am, local time. Please see the bid tabulation for each contract below:

Description		Bette Cring	Blue Heron	C.O. Falter	M.A.
		Watertown, NY	Jordan, NY	Syracuse, NY	Bongiovanni, Inc. Syracuse, NY
CONTRACT #1 - GC					
Schedule A - Lump Sum Bid Items					
A-1	Mobilization	\$20,000.00	\$21,000.00	\$10,000.00	\$25,000.00
A-2	General Construction Base Bid	\$565,000.00	\$425,000.00	\$554,101.00	\$544,700.00
A-3	Record Documents	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
A-4	O&M Manuals	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Subtotal (Sum of A-1 - A-4)		\$602,000.00	\$463,000.00	\$581,101.00	\$586,700.00
Schedule C - Add Alternates					
C-1	Alternate Construction of Building	\$2,600,000.00	\$2,755,000.00	\$3,417,000.00	\$10,000,000.00
Schedule D - Total Bid Price Contract 1					
Schedule A - Lump Sum Bid Items		\$602,000.00	\$463,000.00	\$581,101.00	\$586,700.00
Total Base Bid Price (Schedule A only)		\$602,000.00	\$463,000.00	\$581,101.00	\$586,700.00
Schedule C - Add Alternates		\$2,600,000.00	\$2,755,000.00	\$3,417,000.00	\$10,000,000.00
Total Alternate Bid Price (Schedule A and C)		\$3,202,000.00	\$3,218,000.00	\$3,998,101.00	\$10,586,700.00

The General Construction contract received four responses to the bid invitation. This contract also includes one (1) alternate for consideration. Alternate C-1 Alternate Construction of Building includes the construction of a building to store processed organic material prior to hauling.

Description		Patricia Electric, Inc.	S&L Electric	Scriba Electric, Inc.
CONTRACT #2 - ELECTRICAL				
Schedule A - Lump Sum Bid Items				
A-5	Mobilization	\$3,000.00	\$5,500.00	\$2,150.00
A-6	Electrical and Instrumentation Construction	\$56,700.00	\$36,650.00	\$42,178.00
A-7	Record Documents	\$5,000.00	\$5,000.00	\$5,000.00
Subtotal (Sum of A-5 - A-7)		\$64,700.00	\$47,150.00	\$49,328.00
Schedule B - Allowances				
B-1	Sludge Conveyor Camera System	\$4,000.00	\$4,000.00	\$4,000.00
Schedule C - Add Alternates				
C-2	Alternate Construction of Building	\$84,200.00	\$142,700.00	\$189,113.00
Schedule D - Total Bid Price Contract 2				
Schedule A - Lump Sum Bid Items		\$64,700.00	\$47,150.00	\$49,328.00
Schedule B - Allowances		\$4,000.00	\$4,000.00	\$4,000.00
Total Base Bid Price (Schedule A and B only)		\$68,700.00	\$51,150.00	\$53,328.00
Schedule C - Add Alternates		\$84,200.00	\$142,700.00	\$189,113.00
Total Alternate Bid Price (Schedule A, B and C)		\$152,900.00	\$193,850.00	\$242,441.00

The Mechanical/Plumbing contract received three (3) responses to the bid invitation. This contract contains two (2) Alternates. Alternate B-1 gives the option of the purchase and installation of a Sludge Conveyor Camera System. This camera system will allow staff to monitor the conveyor for potential operation issues. Alternate C-2 addresses the Electrical portion of the Alternate Construction of Building (C-1).

Description		Black River Plumbing, Heating and AC, Inc. Black River, NY	J.E. Sheehan Contracting Corporation Potsdam, NY
CONTRACT #3 - HVAC			
Schedule A - Lump Sum Bid Items			
A-8	Mobilization	\$10,000.00	\$15,000.00
A-9	HVAC Construction - Base Bid	\$505,600.00	\$472,000.00
A-10	Record Documents	\$5,000.00	\$5,000.00
Subtotal (Sum of A-8 - A-10)		\$520,600.00	\$492,000.00
Schedule C - Total Bid Price			
Schedule A - Lump Sum Bid Items		\$520,600.00	\$492,000.00
Total Base Bid Price (Schedule A only) Contract 3		\$520,600.00	\$492,000.00

The HVAC contract received two (2) responses to the bid invitation. There are no Alternates on this contract.

GHD, the Engineering firm hired for the project, the Water Department and the Purchasing Department reviewed the bid responses. Staff recommends that City Council award Contract 1 General Construction to Blue

Heron Construction as the lowest responsive responsible bidder at \$463,000.00. Staff recommends that the City Council not accept Alternate C-1 for the construction of the building for \$2,755,000.00.

Staff recommends that City Council award Contract 2 – Electrical to S&L Electric as the lowest responsive, responsible bidder at \$47,150.00. Staff recommends that the City Council also award Alternate B1– Sludge Conveyor Camera System (\$4,000.00). Staff recommends that the City Council not accept Alternate C-1 – the Electrical portion of the Alternate Construction of Building (\$142,700.00).

Staff recommends that City Council award Contract 3 – HVAC to J.E. Sheehan Contracting Corporation as the lowest responsive responsible bidder at \$492,000.00.

<i>CONTRACT #1 - GC</i>	
Schedule A - Lump Sum Bid Items	\$463,000.00
<i>CONTRACT #2 - ELECTRICAL</i>	
Schedule A - Lump Sum Bid Items	\$47,150.00
Schedule B - Allowances	\$4,000.00
Schedule D - Total Bid Price Contract 2	\$193,850.00
<i>CONTRACT #3 - HVAC</i>	
Schedule A - Lump Sum Bid Items	\$492,000.00
<i>Total Contract</i>	\$1,006,150.00

The total for award for the Watertown Water Pollution Control Plant Sludge Disposal Modifications Project – Phase 1A Project is **\$1,006,150.00**. If there are any questions concerning this recommendation, please contact me at your convenience.



March 23, 2017

Ms. Vicky Murphy
Water Superintendent
City of Watertown
245 Washington Street
Suite 202
Watertown, NY 13601

Re: Bid Results
Sludge Disposal Process Modifications – Phase 1A
William T. Field Memorial Water Pollution Control Plant
City of Watertown, New York
GHD No. 3711060.46

Dear Ms. Murphy:

Sealed bids for the above-referenced project were received and opened at the City of Watertown's Office of Purchasing on Thursday, March 9, 2017 at 11:00 am. The City performed a review of the standard attachments to the bid while the forms required in the New York State Environmental Facilities Corporation (NYSEFC) Bid Packet were reviewed by GHD. The results of the bids are summarized below and in the attached bid tabulation.

Four bids were received for Contract No. 1 – General, with the low bid from Blue Heron Construction. After review of this bid, it was determined that the Certification of Compliance with the Iran Divestment Act, EPA Form 6100-3 and EPA Form 6100-4 were incomplete or not submitted with the bid, as required by the Contract Documents. Blue Heron Construction was subsequently contacted regarding these forms and they were submitted shortly after the bid opening.

Three bids were received for Contract No. 2 – Electrical, with the low bid from S&L Electric. After review of this bid, it was determined that all forms required by the Contract Documents were submitted.

Two bids were received for Contract No. 3 – HVAC, with the low bid from J.E. Sheehan Contracting. After review of this bid, it was determined that the Certification of Compliance with the Iran Divestment Act, EPA Form 6100-3 and EPA Form 6100-4 were incomplete or not submitted with the bid, as required by the Contract Documents. J.E. Sheehan was subsequently contacted regarding these forms and they were submitted shortly after the bid opening.

The minor informalities associated with the failure to submit the required forms at the time of bid do not affect the outcome of the bids. As a result, based on our review of the bid proposals, we find no cause or reason for the City not to award the contracts as follows. Please note that the alternate bid price includes the construction of the Dewatered Biosolids Storage Building and associated site improvements.

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1. **Contract No. 1 – General: Blue Heron Construction**

Total Base Bid Price: \$463,000
Total Alternate Bid Price: \$3,218,000

2. **Contract No. 2 – Electrical: S&L Electric**

Total Base Bid Price: \$51,150
Total Alternate Bid Price: \$193,850

3. **Contract No. 3 – HVAC: J.E. Sheehan Contracting**

Total Base Bid Price: \$492,000

We have contacted each of the low bidders and they indicated that they are comfortable with their bid price. Based on the low bids as described above and confirmation from each bidder, the Base Bid Price for the total project is \$1,006,150 and the Alternate Bid Price for the total project is \$3,903,850.

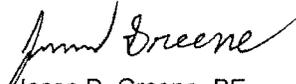
Upon selection of bid proposals, it is recommended that the City send the Notice of Award to the selected lowest responsible bidders so that the contractors may prepare to enter into a contract with the City. Templates for creating the "Notice of Award" and "Notice to Proceed" for the selected contractors are included as attachments to the Agreement in the Contract Documents.

Please note that our evaluation does not include an assessment of the financial status of the above contractors. It is recommended that your legal counsel verify that the proposals received are legal and binding.

If you have any questions, please call.

Sincerely,

GHD CONSULTING SERVICES INC.



Jason D. Greene, PE
Project Manager

JDG/dlr

Enclosures

cc: Mark Crandall, City of Watertown (w/enc.)
Amy Pastuf, City of Watertown (w/enc.)
Bruce Munn, PE, GHD (w/enc.)

Res No. 8

April 14, 2017

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Accepting Bid for Grant Writing Services

The City Purchasing Department has advertised and received a sealed bid for Grant Research and Writing Services for the City of Watertown, as per City specifications.

Bid proposals were sent to nine (9) prospective firms, with one (1) sealed bid submitted to the Purchasing Department where it was publicly opened and read on Thursday, March 30, 2017, at 11:00 a.m.

City Purchasing Manager Amy M. Pastuf reviewed the bid received with me, and it is our recommendation that the City Council accept the bid submitted by Strategic Development Specialists in the amount of \$60,000 as the lowest qualified bidder meeting our specifications. Attached is Ms. Pastuf's report.

Funding to support this project is included in the FY 2016-17 Sewer Fund budget.

A Resolution for Council consideration is attached.

RESOLUTION

Page 1 of 1

Accepting Bid for Grant Writing Services

Introduced by

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark C.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

WHEREAS the City Purchasing Department has advertised and received a sealed bid for Grant Research and Writing Services for the City of Watertown, as per City specifications, and

WHEREAS bid invitations were sent to nine (9) prospective firms, with one (1) sealed bid submitted to the Purchasing Department, and

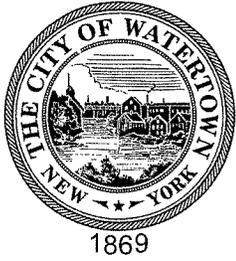
WHEREAS on Thursday, March 30, 2017, at 11:00 a.m., the bid received was publicly opened and read, and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bid received with the City Manager, and it is their recommendation that the City Council accept the bid submitted by Strategic Development Specialists,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid of Strategic Development Specialists in the amount of \$60,000 for Grant Research and Writing Services for the City of Watertown as the lowest qualified bidder meeting our specifications, 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 Strategic Development Specialists.

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 2017-02– Grant Writing Services for the City of Watertown – Recommendation
DATE: 4/14/2017

The City's Purchasing Department advertised in the Watertown Daily Times on March 8, 2017 calling for proposals for Grant Research and Writing Services for the City of Watertown as per City specifications.

The City of Watertown Purchasing Department issued Proposal Invitations to nine (9) prospective firms and received one (1) proposal. The Purchasing Department publically opened and read the proposal on March 30, 2017 at 11:00 am, local time. The bid tabulation is below:

Description	Strategic Development Specialists
	Syracuse, NY
Yearly Fee for Grant Research and Writing Services	\$60,000.00

The City Manager and Purchasing Department reviewed the submittal received. Strategic Development Specialists has been providing Grant Research and Writing services for the City of Watertown since January of 2016. During that time, they successfully guided the City through several grant applications resulting in millions of dollars of grants and interest-free loans. City Staff anticipates that Strategic Development Specialists will continue attain similar results for the City of Watertown during the next fiscal year. City Staff recommends awarding the contract to Strategic Development Specialists for the annual fee of \$60,000.00.

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

Ord. No. 1

April 12, 2017

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Bond Ordinance – Knickerbocker Drive Water Main Replacement Project

Earlier in tonight's City Council agenda, a resolution was presented to move forward to Fiscal Year 2016-17 the Knickerbocker Drive water main replacement project at an estimated cost of \$100,000. If the capital budget was re-adopted, City Council needs to also consider the bond ordinance to finance the project.

ORDINANCE

Page 1 of 6

An Ordinance Authorizing the Issuance of \$100,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Replacement of a Water Main at Knickerbocker Drive, in and for Said City

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark. C.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

Introduced by

At a regular meeting of the Council of the City of Watertown, Jefferson County, New York, held at the Municipal Building, in Watertown, New York, in said City, on April 17, 2017, at 7:00 o'clock P.M., Prevailing Time.

The meeting was called to order by _____, and upon roll being called, the following were

PRESENT:

ABSENT:

The following ordinance was offered by Council Member _____, who moved its adoption, seconded by Council Member _____, to wit:

BOND ORDINANCE DATED APRIL 17, 2017.

WHEREAS, all conditions precedent to the financing of the capital purposes hereinafter described, including compliance with the provisions of the State Environmental Quality Review Act to the extent required, have been performed; and

WHEREAS, it is now desired to authorize the financing of such capital project; NOW, THEREFORE,

BE IT ORDAINED, by the Council of the City of Watertown, Jefferson County, New York, as follows:

ORDINANCE

Page 2 of 6

An Ordinance Authorizing the Issuance of \$100,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Replacement of a Water Main at Knickerbocker Drive, in and for Said City

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark. C.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

Section 1. For the specific object or purpose of paying the cost of the replacement of a water main at Knickerbocker Drive, in and for the City of Watertown, Jefferson County, New York, including demolition, acquisition and installation of equipment, and surfacing, and including incidental expenses in connection therewith, there are hereby authorized to be issued \$100,000 bonds of said City pursuant to the provisions of the Local Finance Law.

Section 2. It is hereby determined that the estimated maximum cost of the aforesaid specific object or purpose is \$100,000 and that the plan for the financing thereof is by the issuance of the \$100,000 bonds of said City authorized to be issued pursuant to this bond ordinance, provided however, that the amount of bonds to be issued shall be reduced by the amount of any grant funds received therefor.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid specific object or purpose is forty years, pursuant to subdivision one of paragraph a of Section 11.00 of the Local Finance Law.

Section 4. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the bonds herein authorized, including renewals of such notes, is hereby delegated to the City Comptroller, the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by said City Comptroller, consistent with the provisions of the Local Finance Law.

Section 5. The faith and credit of said City of Watertown, Jefferson County, New York, are hereby irrevocably pledged for the payment of the principal of and interest on such obligations as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such obligations becoming due and payable in such year.

Section 6. Such bonds shall be in fully registered form and shall be signed in the name of the City of Watertown, Jefferson County, New York, by the manual or facsimile signature of the City Comptroller and a facsimile of its corporate seal shall be imprinted thereon and may be attested by the manual or facsimile signature of the City Clerk.

ORDINANCE

Page 3 of 6

An Ordinance Authorizing the Issuance of \$100,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Replacement of a Water Main at Knickerbocker Drive, in and for Said City

Council Member HORBACZ, Cody J.

Council Member JENNINGS, Stephen A.

Council Member MACALUSO, Teresa R.

Council Member WALCZYK, Mark. C.

Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Section 7. The powers and duties of advertising such bonds for sale, conducting the sale and awarding the bonds, are hereby delegated to the City Comptroller, who shall advertise such bonds for sale, conduct the sale, and award the bonds in such manner as he shall deem best for the interests of the City, including, but not limited to, the power to sell said bonds to the New York State Environmental Facilities Corporation; provided, however, that in the exercise of these delegated powers, he shall comply fully with the provisions of the Local Finance Law and any order or rule of the State Comptroller applicable to the sale of municipal bonds. The receipt of the City Comptroller shall be a full acquittance to the purchaser of such bonds, who shall not be obliged to see to the application of the purchase money.

Section 8. The power to issue and sell notes to the New York State Environmental Facilities Corporation pursuant to Section 169.00 of the Local Finance Law is hereby delegated to the City Comptroller. Such notes shall be of such terms, form and contents as may be prescribed by said City Comptroller consistent with the provisions of the Local Finance Law.

Section 9. The City Comptroller is hereby further authorized, at his or her sole discretion, to execute a project financing agreement, and any other agreements with the New York State Department of Environmental Conservation and/or the New York State Environmental Facilities Corporation, including amendments thereto, and including any instruments (or amendments thereto) in the effectuation thereof, in order to effect the financing or refinancing of the specific object or purpose described in Section 1 hereof, or a portion thereof, by a bond, and, or note issue of said City in the event of the sale of same to the New York State Environmental Facilities Corporation.

Section 10. The intent of this resolution is to give the City Comptroller sufficient authority to execute those applications, agreements, instruments or to do any similar acts necessary to effect the issuance of the aforesaid bonds and, or notes, without resorting to further action of the City Comptroller.

ORDINANCE

Page 4 of 6

An Ordinance Authorizing the Issuance of \$100,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Replacement of a Water Main at Knickerbocker Drive, in and for Said City

Council Member HORBACZ, Cody J.
Council Member JENNINGS, Stephen A.
Council Member MACALUSO, Teresa R.
Council Member WALCZYK, Mark. C.
Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Section 11. All other matters, except as provided herein relating to such bonds, including determining whether to issue such bonds having substantially level or declining annual debt service and all matters related thereto, prescribing whether manual or facsimile signatures shall appear on said bonds, prescribing the method for the recording of ownership of said bonds, appointing the fiscal agent or agents for said bonds, providing for the printing and delivery of said bonds (and if said bonds are to be executed in the name of the City by the facsimile signature of its City Comptroller, providing for the manual countersignature of a fiscal agent or of a designated official of the City), the date, denominations, maturities and interest payment dates, place or places of payment, and also including the consolidation with other issues, shall be determined by the City Comptroller. It is hereby determined that it is to the financial advantage of the City not to impose and collect from registered owners of such bonds any charges for mailing, shipping and insuring bonds transferred or exchanged by the fiscal agent, and, accordingly, pursuant to paragraph c of Section 70.00 of the Local Finance Law, no such charges shall be so collected by the fiscal agent. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law and shall otherwise be in such form and contain such recitals in addition to those required by Section 52.00 of the Local Finance Law, as the City Comptroller shall determine.

Section 12. The validity of such bonds and bond anticipation notes may be contested only if:

- (1) Such obligations are authorized for an object or purpose for which said City is not authorized to expend money, or
- (2) The provisions of law which should be complied with at the date of publication of this resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or
- (3) Such obligations are authorized in violation of the provisions of the Constitution.

Section 13. This resolution shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150 2. Other than as specified in this resolution, no monies are, or are reasonably expected to be, reserved, allocated on a long term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

ORDINANCE

Page 5 of 6

An Ordinance Authorizing the Issuance of \$100,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Replacement of a Water Main at Knickerbocker Drive, in and for Said City

Council Member HORBACZ, Cody J.
Council Member JENNINGS, Stephen A.
Council Member MACALUSO, Teresa R.
Council Member WALCZYK, Mark. C.
Mayor BUTLER, Jr., Joseph M.
Total

Table with 2 columns: YEA, NAY. Rows for each council member and a total row.

Section 14. This ordinance, which takes effect immediately, shall be published in summary in the Watertown Daily Times the official newspaper, together with a notice of the City Clerk in substantially the form provided in Section 81.00 of the Local Finance Law.

Unanimous consent moved by Council Member _____, seconded by Council Member _____, with all voting "AYE".

The question of the adoption of the foregoing ordinance was duly put to a vote on roll call, which resulted as follows:

____ VOTING _____

The ordinance was thereupon declared duly adopted.
* * *

APPROVED BY THE MAYOR

_____, 2017.
Mayor

STATE OF NEW YORK)
) ss.:
COUNTY OF JEFFERSON)

I, the undersigned Clerk of the City of Watertown, Jefferson County, New York, DO HEREBY CERTIFY:

That I have compared the annexed extract of the minutes of the meeting of the Council of said City, including the ordinance contained therein, held on April 17, 2017, with the original thereof on file in my office, and that the same is a true and correct transcript therefrom and of the whole of said original so far as the same relates to the subject matters therein referred to.

ORDINANCE

Page 6 of 6

An Ordinance Authorizing the Issuance of \$100,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Replacement of a Water Main at Knickerbocker Drive, in and for Said City

Council Member HORBACZ, Cody J.
 Council Member JENNINGS, Stephen A.
 Council Member MACALUSO, Teresa R.
 Council Member WALCZYK, Mark. C.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

I FURTHER CERTIFY that all members of said Council had due notice of said meeting.

I FURTHER CERTIFY that, pursuant to Section 103 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public.

I FURTHER CERTIFY that, PRIOR to the time of said meeting, I duly caused a public notice of the time and place of said meeting to be given to the following newspapers and/or other news media as follows:

Newspaper and/or other news media Date given

Regular meeting of the City Council held in accordance with Section 14-1 of the Municipal Code

I FURTHER CERTIFY that PRIOR to the time of said meeting, I duly caused public notice of the time and place of said meeting to be conspicuously posted in the following designated public location(s) on the following dates:

Designated Location(s) of Posted Notices Date of Posting

Regular meeting of the City Council held in accordance with Section 14-1 of the Municipal Code

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said City on April _____, 2017.

City Clerk
(CORPORATE SEAL)

Seconded by:

April 11, 2017

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Property Taxes – 715 Morrison Street

Payment was received on April 7th in the amount of \$1,820.45 for the outstanding 2016-17 City, 2016-17 School and 2017 County property taxes for 715 Morrison Street (A.M.E. Zion Church). Payment was received through the City's online bill pay feature from Daren Jaime. Mr. Jaime is the Senior Pastor at People's A.M.E. Zion Church in Syracuse.

Water and sewer charges in the amount of \$244.81 remain unpaid and will be re-levied to the 2017-18 City property tax bill if not paid by June 15th.

April 12, 2017

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Handicap Parking Spaces on Washington Street

As requested at the March 20, 2017 City Council Meeting, Superintendent of Public Works Gene Hayes has provided the attached report.

April 12, 2017

To: Sharon Addison, City Manager
From: Eugene P. Hayes, Superintendent of Public Works
Subject: Handicap Parking Spaces on Washington Street

At the March 20, 2017 meeting, City Council requested Staff to look into handicap parking near the Woolworth Building. Attached is a drawing showing the current on-street parking restrictions on the west side of Washington Street extending from the American Corner on Public Square to just south of the Governor Flower Monument.

As you will note, we have two handicap parking spaces on the west side of the 100 block of Washington Street, as well as a single commercial truck loading zone located within the separation island.

The ADA did not address on-street handicap parking, but the Public Right-of-Way Accessibility Guidelines (PROWAG) does provide some vague guidance as shown in this excerpt from the United States Access Board:

(B) Van accessible spaces. Where perpendicular or angled parking is provided, one in every eight accessible parking spaces within the project area, but not less than one, shall be a van parking space with an access aisle that is not less than 96 inches (2440 mm) wide.

Discussion: A vast amount of public parking in urban areas is located along public streets and within the public right-of-way. A portion of this parking needs to be accessible. For consistency, the committee agreed to use the same ratios as are already in use for parking lots.

The ratio that they have identified is listed below which basically says that we need to provide one accessible parking space for every 25 spaces available or 4% of all spaces need to be accessible, of which one needs to be van accessible.

Minimum Number of Accessible Parking Spaces [§208.2]

Parking Facility Total	Minimum Number of Accessible Spaces		
	Standard	Van*	Total (Standard + Van)
1 - 25	0	1	1
26 - 50	1	1	2
51 - 75	2	1	3
76 - 100	3	1	4
101 - 150	4	1	5

If we look at the west side of the 100 block of Washington Street, then we have 16 possible spaces available, requiring a minimum of 1 van accessible space. We have twice that. → 200%

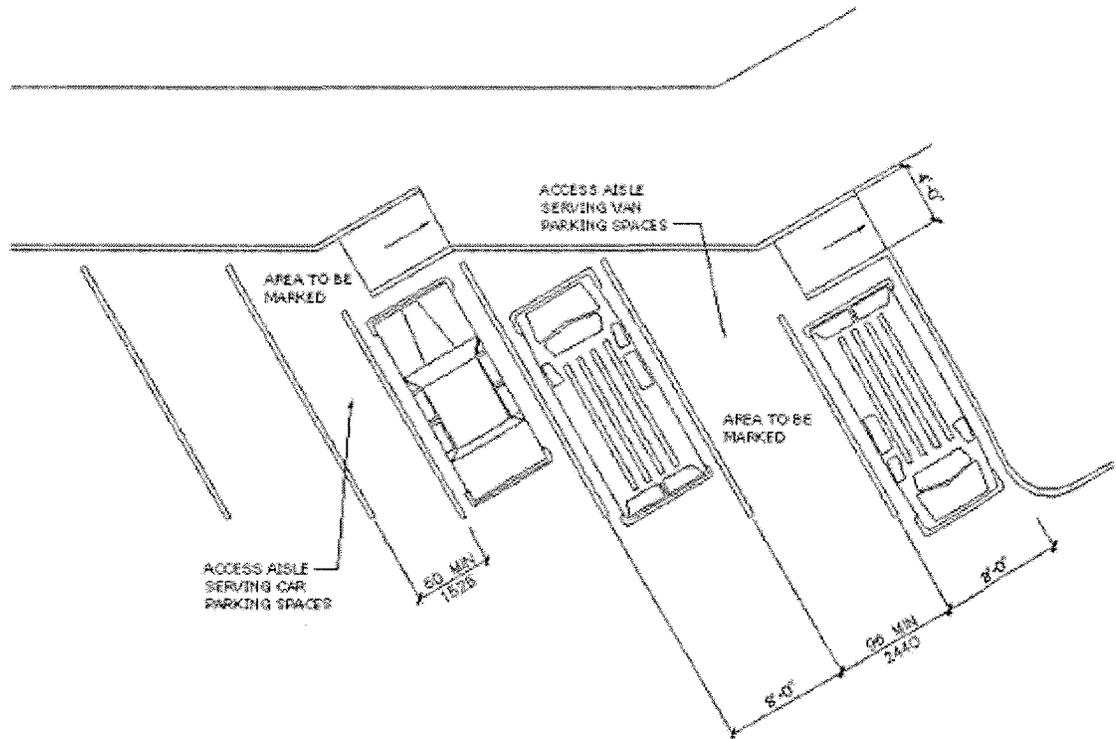
If we look at both the east and west side of Washington Street, then we have 28 spaces available, requiring two accessible spaces. We again have twice that number.

If we look at both sides of Washington Street from the American Corner up to and beyond the Governor Flower monument, then we have 38 spaces available, and we have 6 van accessible parking spaces. → 300% of the suggest requirement.

Given the location and the request as presented, it may be prudent to investigate the installation of a 15 or 30 minute loading zone/space. Said space would need to be constructed to the current PROWAG specification, but it would meet the request submitted, as well as perhaps supporting the local businesses in terms of food services delivery and customer pickup/delivery.

Such a space could incorporate components of the design shown below:

Figure X02.6 D Angle Parking



Two angle accessible parking spaces with a 5' access aisle between them and two van accessible angle parking spaces with an 8' access aisle between them. The figure depicts a total of 4 parking spaces with a curb ramp for each access aisle.

While the DPW drawing does show a proposed location abutting the southerly end of the bump out, the actual location may vary due to sight distance and other unidentified obstacles which the City Engineer can address.

April 12, 2017

To: The Honorable Mayor and City Council

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

Subject: Lachenauer Plaza Fountain

At the September 12, 2016 Work Session, I presented the City Council with several different options for Lachenauer Plaza after the accident that damaged the fountain. After careful consideration and discussion, the City Council decided to make the needed repairs and reinstall the existing fountain with the thought that the City could consider a redesign of the entire plaza and/or fountain at some point in the future if funding were to become available.

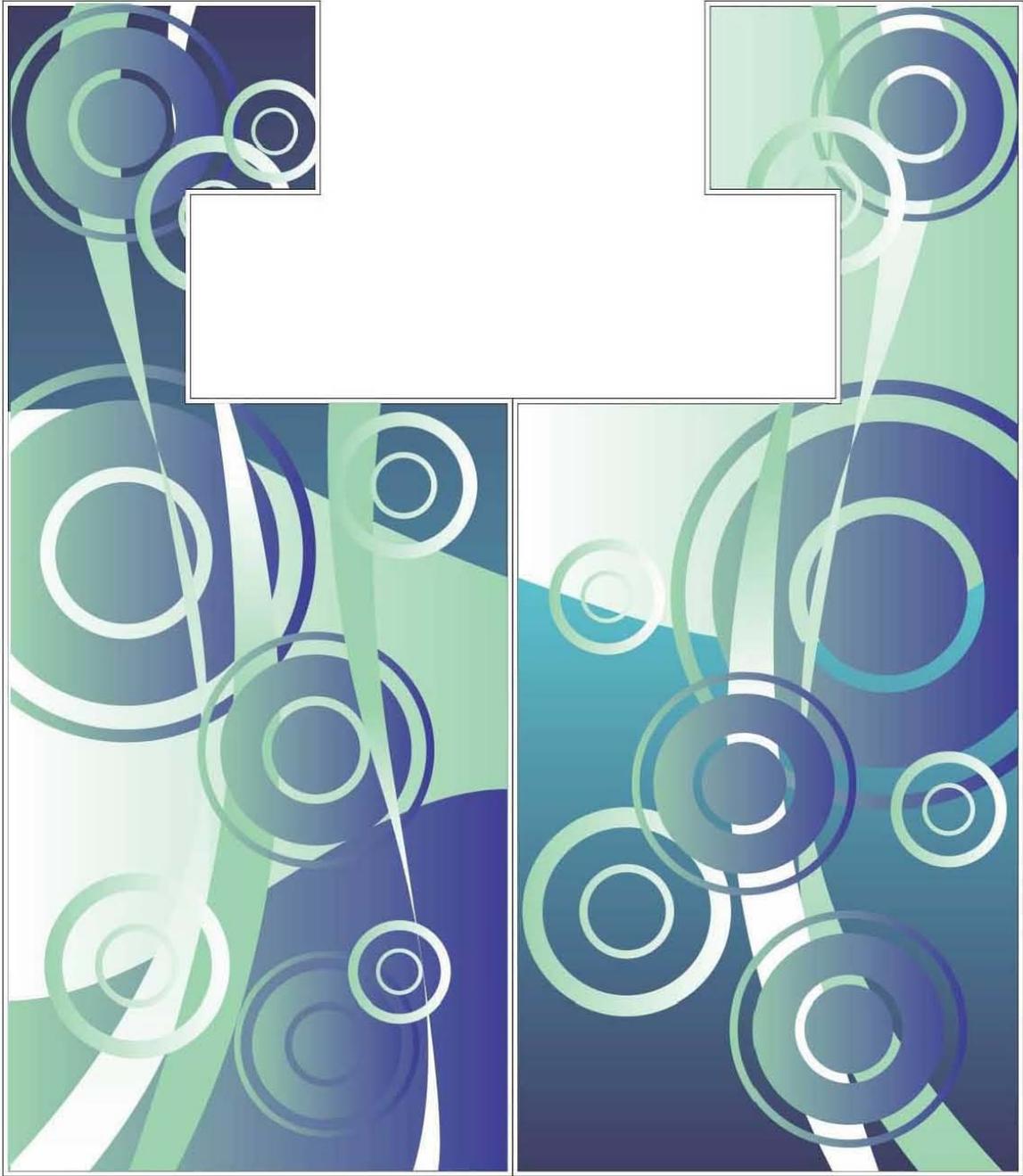
Since that time, DPW Staff has worked with local contractors to make many of the needed repairs. The brickwork repairs were completed last fall, a steel panel in the fountain has been replaced and the fountain has been stripped of the old paint, sanded and primed. Since that work is complete, it is now time to paint the fountain, repair the plumbing and turn the fountain on for the season.

Staff has contacted Jeff Rule of Inkwell Graphix to obtain a quote to repaint the fountain to match the pre-accident conditions. The City Council may recall that Mr. Rule painted the fountain in 2010 as part of a fountain rehabilitation effort at the time. This repainting work would consist of the application of an additional primer coat, three top coats of industrial enamel and the design layer, plus one coat of automotive clear and hardener. The original design is depicted as Option 1 on the attached sheet. The cost for this option would be \$7,500.

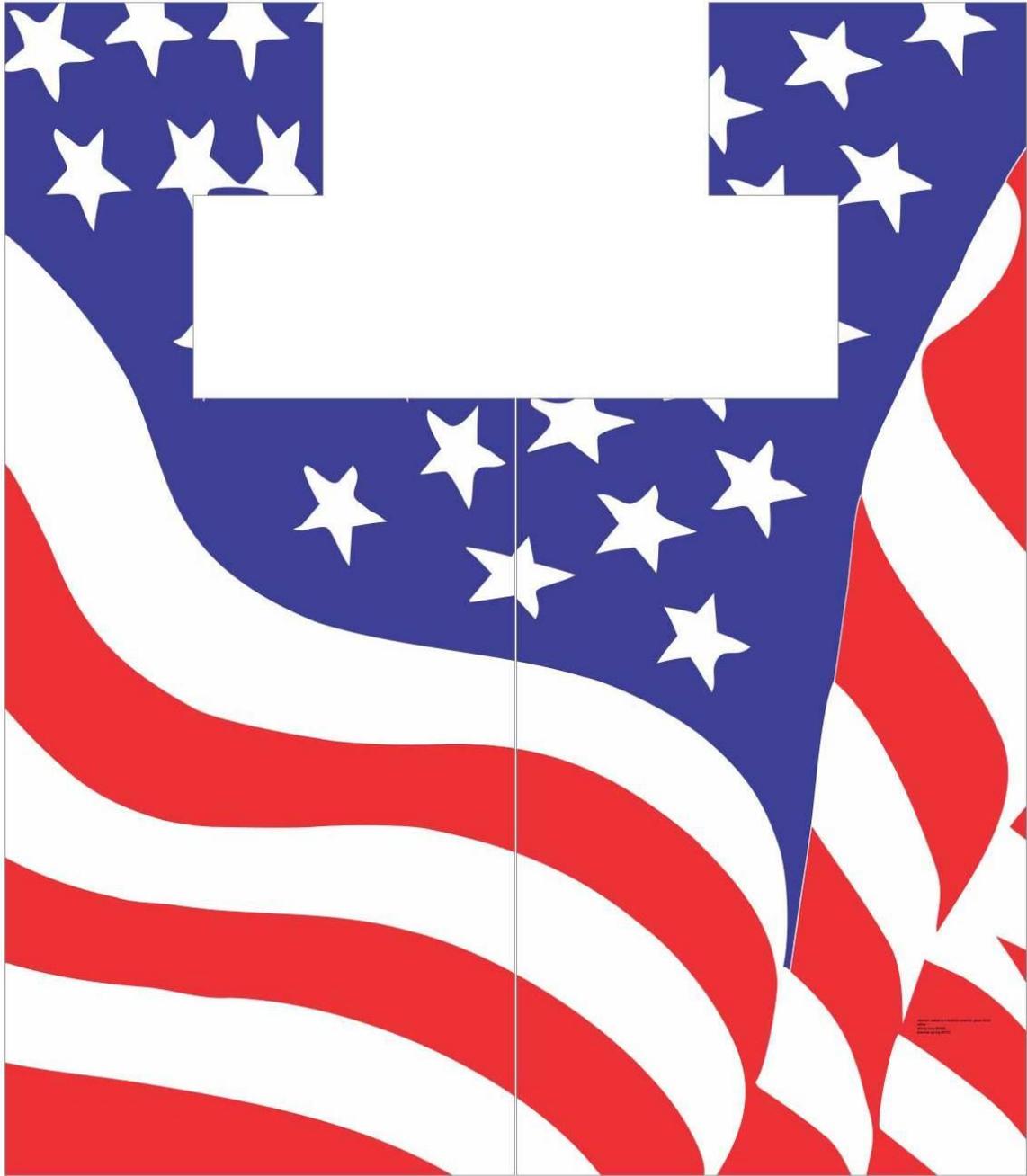
During our discussions, Mr. Rule indicated that he may be able to repaint the fountain with a different design at a lower cost. He has developed a second design option for Council consideration that would be less costly than the first. The design would be an American flag shown as Option 2 on the attached sheet. This option would also consist of an additional primer coat, three top coats of industrial enamel and the design layer, plus one coat of automotive clear and hardener. The cost for this option would be \$3,900.

The fact that the entire fountain needs to be repainted gives the Council the opportunity to select an alternative painting option if it so desires. The American flag option would allow the City to reaffirm and strengthen our partnership with Fort Drum and would give the plaza and downtown area a vibrant and fresh, new look.

If the City Council could provide Staff direction as to which design option it would like to proceed with, we will work with Mr. Rule to get the fountain repainted and operational as quickly as possible.



Option 1 – Pre-Accident Design



Option 2 – American Flag Design

April 5, 2017

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Sale of Surplus Hydro-electricity – March 2017

The City has received the monthly hydro-electricity production and consumption data from National Grid. In comparison to last March, the sale of surplus hydro-electric power on an actual to actual basis was down \$218,999 or 34.51%. In comparison to the original budget projection for the month, revenue was up \$46,395 or 12.57%.

The year-to-date actual revenue is down \$326,381 or 10.88% while the year-to-date revenue on a budget basis is up \$153,924 or 6.11%. Year-to-date revenue finished at \$2,673,364.

The attached spreadsheet shows the monthly revenues for this year and last year along with the budgeted amounts. Revenues for the Fiscal Years' 2011-12, 2012-13, 2013-14, 2014-15 and 2015-16 have been included for historical perspective.

	<u>Actual 2011-12</u>	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Actual 2015-16</u>	<u>Actual 2016-17</u>	<u>Variance</u>	<u>% Inc/(Dec)to Prior Year</u>
July	\$ 58,161	\$ 821	\$ 382,759	\$ 286,952	\$ 321,539	\$ 73,815	\$ (247,724)	-77.04%
August	\$ 60,957	\$ 2,060	\$ 115,769	\$ 293,338	\$ 11,805	\$ 278,611	\$ 266,806	2260.14%
September	\$ 269,071	\$ 17,605	\$ 48,478	\$ 38,778	\$ 14,857	\$ 22,118	\$ 7,262	48.88%
October	\$ 271,426	\$ 261,082	\$ 237,797	\$ 296,432	\$ 260,804	\$ 208,586	\$ (52,218)	-20.02%
November	\$ 248,928	\$ 105,694	\$ 473,459	\$ 331,977	\$ 393,589	\$ 396,753	\$ 3,164	0.80%
December	\$ 446,292	\$ 356,383	\$ 323,081	\$ 502,018	\$ 542,231	\$ 470,259	\$ (71,971)	-13.27%
January	\$ 145,673	\$ 179,469	\$ 240,183	\$ 246,137	\$ 380,018	\$ 481,938	\$ 101,920	26.82%
February	\$ 95,930	\$ 160,026	\$ 225,629	\$ 158,920	\$ 440,304	\$ 325,684	\$ (114,620)	-26.03%
March	\$ 342,560	\$ 338,154	\$ 232,743	\$ 154,182	\$ 634,598	\$ 415,599	\$ (218,999)	-34.51%
April	\$ 294,811	\$ 551,360	\$ 468,075	\$ 577,742	\$ 555,833	\$ -		0.00%
May	\$ 417,317	\$ 324,167	\$ 660,449	\$ 192,410	\$ 275,751	\$ -		0.00%
June	\$ 114,976	\$ 474,813	\$ 421,856	\$ 638,045	\$ 162,659	\$ -		0.00%
YTD	<u>\$ 2,766,103</u>	<u>\$ 2,771,633</u>	<u>\$ 3,830,277</u>	<u>\$ 3,716,931</u>	<u>\$ 3,993,988</u>	<u>\$ 2,673,364</u>	<u>\$ (326,381)</u>	<u>-10.88%</u>

	<u>Original Budget</u>		<u>Variance</u>	<u>%</u>
	<u>2016-17</u>	<u>Actual 2016-17</u>		
July	\$ 234,630	\$ 73,815	\$ (160,815)	-68.54%
August	\$ 143,986	\$ 278,611	\$ 134,625	93.50%
September	\$ 131,075	\$ 22,118	\$ (108,957)	-83.13%
October	\$ 346,050	\$ 208,586	\$ (137,464)	-39.72%
November	\$ 423,485	\$ 396,753	\$ (26,732)	-6.31%
December	\$ 371,356	\$ 470,259	\$ 98,903	26.63%
January	\$ 296,766	\$ 481,938	\$ 185,172	62.40%
February	\$ 202,888	\$ 325,684	\$ 122,796	60.52%
March	\$ 369,204	\$ 415,599	\$ 46,395	12.57%
April	\$ 585,166	\$ -		0.00%
May	\$ 479,886	\$ -		0.00%
June	\$ 375,508	\$ -		0.00%
YTD	<u>\$ 3,960,000</u>	<u>\$ 2,673,364</u>	<u>\$ 153,924</u>	<u>6.11%</u>

Total Budget \$ 3,960,000

April 12, 2017

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Sales Tax Revenue – March 2017

The City has received the monthly sales tax revenue amount from Jefferson County. In comparison to last March, sales tax revenue on an actual to actual basis was up \$121,975 or 8.55%. In comparison to the original budget projection for the month, sales tax was up \$148,373 or 10.60%.

The year-to-date actual receipts are up \$759,369 or 6.03% while the year-to-date receipts on a budget basis are down \$27,442 or 0.21%. Year-to-date sales tax revenue is at \$13,356,973.

The attached spreadsheet shows the detail collections for this year and last year along with the budgeted amounts. Collections for the Fiscal Years' 2012-13, 2013-14, 2014-15 and 2015-16 have been included for historical perspective.

	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Actual 2015-16</u>	<u>Actual 2016-17</u>	<u>Variance</u>	<u>% Inc/(Dec)to Prior Year</u>	<u>Quarterly Variance</u>	<u>% Inc/(Dec) to Prior Quarter</u>
July	\$ 1,361,364	\$ 1,492,579	\$ 1,412,829	\$ 1,509,325	\$ 1,536,214	\$ 26,889	1.78%		
August	\$ 1,357,130	\$ 1,463,877	\$ 1,247,954	\$ 1,494,788	\$ 1,435,666	\$ (59,121)	-3.96%		
September	\$ 2,071,785	\$ 1,760,254	\$ 2,206,655	\$ 1,683,486	\$ 1,982,777	\$ 299,291	17.78%	267,059	5.70%
October	\$ 1,301,624	\$ 1,584,174	\$ 1,405,774	\$ 1,339,731	\$ 1,295,166	\$ (44,566)	-3.33%		
November	\$ 1,274,589	\$ 1,116,784	\$ 1,398,402	\$ 1,375,619	\$ 1,355,551	\$ (20,068)	-1.46%		
December	\$ 1,714,672	\$ 1,543,425	\$ 1,540,727	\$ 1,351,562	\$ 1,752,250	\$ 400,688	29.65%	336,054	8.26%
January	\$ 1,276,483	\$ 1,238,468	\$ 1,261,235	\$ 1,332,286	\$ 1,363,372	\$ 31,086	2.33%		
February	\$ 1,160,663	\$ 1,076,005	\$ 1,059,321	\$ 1,084,467	\$ 1,087,663	\$ 3,196	0.29%		
March	\$ 1,453,454	\$ 1,471,964	\$ 1,295,074	\$ 1,426,339	\$ 1,548,314	\$ 121,975	8.55%	156,257	4.07%
April	\$ 1,293,493	\$ 1,271,765	\$ 1,286,204	\$ 1,333,096	\$ -	\$ -	0.00%		
May	\$ 1,373,513	\$ 1,298,653	\$ 1,288,547	\$ 1,348,173	\$ -	\$ -	0.00%		
June	\$ 1,609,032	\$ 1,699,052	\$ 1,726,963	\$ 1,789,321	\$ -	\$ -	0.00%	-	0.00%
YTD	<u>\$ 17,247,801</u>	<u>\$ 17,017,001</u>	<u>\$ 17,129,685</u>	<u>\$ 17,068,193</u>	<u>\$ 13,356,973</u>	<u>\$ 759,369</u>	<u>6.03%</u>		

	<u>Original Budget</u>		<u>Variance</u>	<u>%</u>	<u>Quarterly Variance</u>	<u>% Inc/(Dec) to Prior Quarter</u>
	<u>2016-17</u>	<u>Actual 2016-17</u>				
July	\$ 1,629,404	\$ 1,536,214	\$ (93,190)	-5.72%		
August	\$ 1,613,835	\$ 1,435,666	\$ (178,169)	-11.04%		
September	\$ 1,815,931	\$ 1,982,777	\$ 166,846	9.19%	(104,513)	-2.07%
October	\$ 1,447,769	\$ 1,295,166	\$ (152,603)	-10.54%		
November	\$ 1,486,205	\$ 1,355,551	\$ (130,654)	-8.79%		
December	\$ 1,460,440	\$ 1,752,250	\$ 291,810	19.98%	8,553	0.19%
January	\$ 1,411,817	\$ 1,363,372	\$ (48,445)	-3.43%		
February	\$ 1,119,073	\$ 1,087,663	\$ (31,410)	-2.81%		
March	\$ 1,399,941	\$ 1,548,314	\$ 148,373	10.60%	68,518	1.74%
April	\$ 1,390,442	\$ -	\$ -	0.00%		
May	\$ 1,392,951	\$ -	\$ -	0.00%		
June	\$ 1,862,192	\$ -	\$ -	0.00%	-	0.00%
YTD	<u>\$ 18,030,000</u>	<u>\$ 13,356,973</u>	<u>\$ (27,442)</u>	<u>-0.21%</u>		