

**CITY OF WATERTOWN, NEW YORK
AGENDA**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, December 16, 2013, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PRESENTATION

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 1 - Approving Professional Services Agreement Between the City of Watertown and Public Sector HR Consultants, LLC
- Resolution No. 2 - Amendment No. 92 to the Management and Management Confidential Pay Plan
- Resolution No. 3 - Approving Change Order No. 1 for Court Street Bridge Joint Replacement Project, Vector Construction Corporation
- Resolution No. 4 - Approving Amendment to Agreement for Professional Services for Western Outfall Trunk Sewer Upgrade, GYMO P.C.
- Resolution No. 5 - Accepting Bid for Unarmed Security Services, Flower Memorial Library

ORDINANCES

- Ordinance No. 1 - Amending City Municipal Code § 320, Fees – Business Licenses and Permits

LOCAL LAW

PUBLIC HEARING

7:30 p.m.

A Local Law Deleting Certain Provisions of the City Code of the City of Watertown and Amending Chapter 112 - Businesses and Trades and Chapter 244 - Sales

OLD BUSINESS

STAFF REPORTS

1. Designation of Official Newspaper
2. Year-end Financial Report
3. Park Rules
4. Best Value Contract Award Law
5. Public Skating Admission Waiver for Canned Goods for Food Pantry
6. Letter from Barbara Wheeler, Flower Memorial Library Director

NEW BUSINESS

EXECUTIVE SESSION

1. To Discuss Current Litigation.
2. To Discuss the Employment History of a Particular Individual.
3. Collective Bargaining.

WORK SESSION

ADJOURNMENT

NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, JANUARY 6, 2014.

Res No. 1

December 3, 2013

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Request for Professional Services Agreement with Public Sector HR Consultants, LLC

City Council requested at the December 2, 2013 meeting that the attached resolution be introduced. Also included for your review are the Professional Profile of Ms. Ronni M. Travers, President; the proposed contract for professional services; and, a listing of sample of clients.

I propose that the City of Watertown retain the professional services of Public Sector HR Consultants, LLC in the amount of \$1,250 per month for a period of seven months.

Resolution No.

December 16, 2013

RESOLUTION

Page 1 of 1

Approving Professional Services Agreement
Between the City of Watertown and
Public Sector HR Consultants, LLC

Council Member BURNS, Roxanne M.

Council Member BUTLER, Joseph M. Jr.

Council Member MACALUSO, Teresa R.

Council Member SMITH, Jeffrey M.

Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown seeks assistance in handling human resource/
personnel issues, and

WHEREAS the City Manager has proposed utilizing the professional services of a
private Human Resources consulting group to assist the City with human resource/personnel
issues, and

WHEREAS the City Manager and staff reviewed the proposal and it is their
recommendation that the Council of the City of Watertown approve the Professional Services
Agreement with Public Sector HR Consultants, LLC in the amount of \$1,250 per month for a
period of seven (7) months;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of
Watertown, New York, that it hereby approves the Professional Services Agreement between
Public Sector HR Consultants, LLC and the City of Watertown, a copy of which is attached
hereto and made a part of this resolution, and

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

Seconded by



PROFESSIONAL PROFILE

Ronni M. Travers, SPHR
President
Public Sector HR Consultants LLC

Ms. Travers has over twenty years of professional human resource management experience with municipal governments. She is currently President of Public Sector HR Consultants LLC (formerly AMTEK), a firm with a client list which includes over 300 towns, villages, cities, counties and school districts. Her areas of expertise include compensation and benefit plan design, federal and state labor regulations, human resource policy development, performance appraisal systems, employee and supervisor training and development, employee recruitment and retention, organizational effectiveness and labor relations.

Prior to forming a municipal consulting company in 1994, Ms. Travers served as Town Administrator for the Town of Glenville where she managed business and human resource activities, including policy development and implementation, employee compensation and benefits, civil service, labor relations, and employee recruitment and selection.

As Senior Human Resource Manager for Schenectady County, Ms. Travers managed the County's Civil Service System. Her responsibilities also included administration of the County's collective bargaining agreements, employee compensation and benefit packages, training, recruitment, orientation, performance appraisal systems, employee handbook development and implementation, and management of the County's affirmative action program.

Ms. Travers holds a Masters Degree in Public Administration from Rockefeller College of Public Affairs, University of Albany. She has earned recognition as a Senior Professional in Human Resources (SPHR) by the Society for Human Resource Management.



CITY OF WATERTOWN
Professional Services Agreement
HUMAN RESOURCE
CONSULTING SERVICES

PARTIES TO AGREEMENT

This Professional Services Agreement is made by and between the City of Watertown, herein referred to as the “Client”, and Public Sector HR Consultants LLC (PSHRC), with principal offices located at 14 Knollwood Drive, Glenville, NY, 12302.

PSHRC provides a comprehensive human resource management consulting service. PSHRC does not represent that it is in the practice of law, but provides administrative and consulting services to effectively manage the Client’s human resource management needs. In the event the Client requests that its legal counsel participates in any aspect of PSHRC’s human resource management, PSHRC will consult with the Client’s legal counsel as directed. The Client understands and agrees that PSHRC’s role is limited to an advisory capacity only and that the application and implementation of the information and services provided by PSHRC, and any employment actions pursued as a result of advice furnished by PSHRC, are solely the responsibility of the Client. Furthermore, Client understands that neither PSHRC nor any other party can determine with certainty how an appropriate government agency or other trier of fact may apply the law with regard to a specific factual situation. As a result of such, Client acknowledges that PSHRC shall not be responsible to Client as a result of a determination made by a government agency and/or other trier of fact absent gross negligence or willful misconduct of PSHRC, in which case damages shall be limited to consideration paid to PSHRC.

SCOPE OF SERVICES

Public Sector HR Consultants LLC (PSHRC) will provide the following human resource consulting services to the City of Watertown for the period commencing December 1, 2013 through June 30, 2014.

1. UNLIMITED TELEPHONE AND E-MAIL CONSULTATION

Provide unlimited telephone and e-mail consultation to the City Manager, City Attorney, Confidential Assistant to the City Manager and others at the request of the City Manager on matters pertaining to human resource management and labor relations, including but not limited to:

- Interpretation and application of the City’s personnel policies and various collective bargaining agreements;
- Federal and State regulations, including but not limited to:
 - Civil Service Law

- Fair Labor Standards Act
- Family and Medical Leave Act
- Federal and State EEO, Disability and Sexual Harassment Laws

2. RECRUITING, INTERVIEWING AND HIRING PROCEDURES

PSHRC will provide guidance in the City's recruiting, interviewing and hiring procedures. This includes developing job descriptions for newly created positions or revising job descriptions as needed; providing forms for telephone screening, reference checking, and applicant screening. Assist with the recruitment of positions including drafting of position descriptions for advertisement. Assist in the interviewing process by developing interview questions; providing guidance to interviewers regarding the EEO do's and don'ts and assisting in evaluating applicants following the interview process.

3. EMPLOYEE DISCIPLINE AND SEPARATION

PSHRC will make recommendations to improve communications and reduce exposure to discrimination and wrongful termination claims. These services include, but are not limited to, the following:

1. Develop corrective discipline and termination procedures in compliance with Section 75 of the Civil Service Law and the collective bargaining agreements.
2. Provide guidance to supervisors on proper disciplinary and separation procedures.
3. Provide forms in compliance with CSL Section 75 and the collective bargaining agreements for counseling, Notice of Discipline, Stipulation of Settlement, exit interview, separation notice checklist, and related forms.

4. WORKERS' COMPENSATION, 207-a, 207-c, DISABILITY AND FMLA ADMINISTRATION

Act as a liaison between the City's workers' compensation carrier and the City regarding claims management activities and loss reserve analysis for Workers' Compensation. PSHRC will provide education and assistance in claims processing, medical leaves of absence, and return-to-work procedures. PSHRC will oversee and administer all leaves taken under the City's Family and Medical Leave Policy including explanation of FMLA procedures and eligibility requirements; completing necessary paperwork and follow-up approval letters; and setting up necessary tracking procedures. PSHRC will provide education and assistance for leaves pertaining to Civil Service Law §§71, 72 and 73, and General Municipal Law §§207-a and 207-c.

5. UNEMPLOYMENT INSURANCE ADMINISTRATION

PSHRC will act as a liaison between the City's unemployment insurance claims processor and the City by answering questions about claims and providing guidance on completing the employee separation section of claim forms.

1. Provide unemployment insurance claims information to the Department of Labor as requested and protect the City's interest on chargeability of claims.
2. Review Department of Labor rulings on unemployment insurance claims eligibility, make recommendations to the City to appeal decisions as appropriate. At the request of the City, PSHRC will provide representation at unemployment hearings for an additional fee of \$150 per hour.

6. EMPLOYEE/PERSONNEL FILE RECORDKEEPING

Develop and/or update personnel forms as required. Advise the City on best practices for storing and maintaining personnel folders.

7. DRUG & ALCOHOL TESTING PROCEDURES

PSHRC will provide guidance on Drug and Alcohol Testing procedures as applicable to the employment relationship.

FEE FOR SERVICES

Human Resource Consulting Services – The fee for the services detailed in numbers 1 through 7 above shall be of \$1,250 per month for the seven (7) months covered by this Professional Services Agreement. Services requested beyond the scope of this agreement shall be billed at \$150/hour. This fee shall be billed monthly.

Travel Expenses – The City of Watertown will be responsible for reimbursing PSHRC for any travel expenses (mileage and highway tolls) that may occur if on-site services are requested. The mileage rate that will be charged shall be in accordance with the current mileage rate allowed by the Internal Revenue Service at the time travel takes place.

TERM OF AGREEMENT / TERMINATION

The term of this Agreement shall commence on December 1, 2013 and shall continue until June 30, 2014 or until terminated by either party on thirty (30) days written notice to the other party for any reason.

INDEMNIFICATION AND DEFENSE

The Client acknowledges and agrees that PSHRC's role is limited to an advisory capacity and that, as such, PSHRC has no authority or responsibility to apply and/or implement the advice, information, and services provided to the Client. Moreover, the parties acknowledge and agree that PSHRC owes a duty and is responsible solely to the Client, not the employees of the Client or any third party. The application and/or implementation of the advice, information, and services provided by PSHRC are solely the responsibility of the Client. Therefore, in the event that any third party (including any employee of the Client) asserts any claims or charges against PSHRC: (a) the Client agrees to indemnify and hold harmless PSHRC against any and all liability, claims, suits, losses, costs, and legal fees caused by, arising out of, or resulting from the services provided to the Client by PSHRC, including claims arising from any negligent act or omission of PSHRC, or by any agent or employee of PSHRC, in the performance of and/or the failure to perform the agreed upon services; and (b) the Client agrees to reimburse PSHRC for all attorneys' fees and obligations for legal expenses associated with PSHRC's engagement of counsel.

DISCLOSURE OF INFORMATION

Consultant shall not disclose or appropriate to its own use, or to the use of any third party, at any time during or subsequent to the term of this Agreement, any secret or confidential information of the City of which Consultant becomes informed during such period, whether or not developed by Consultant. The City shall have the right to obtain injunctive relief for violation of the terms of this Section and the terms of this Section shall survive the term of this Agreement.

INDEPENDENT CONTRACTOR

Consultant acknowledges that it will not hold itself, its officers, employees and/or agents out as employees of the City. Consultant is retained by the City only for the purposes and to the extent set forth in this Agreement, and its relationship to the City shall, during the periods of its services hereunder, be of an independent contractor. Consultant shall not be considered as having employee status and shall not be entitled to participate in any of the City's workers' compensation, retirement, fringe benefits, unemployment insurance, liability insurance, disability insurance, or other similar employee benefit programs. Similarly, Consultant, its officers, its employees and/or agents shall not be considered as having employee status for the purposes of any other rights, privileges or benefits derived from employment by the City. Consultant agrees that this Agreement does not confer benefits of any nature whatsoever upon it other than payment for services provided herein. Consultant shall not assert any claim for additional benefits of any nature, including, but not limited to, unemployment compensation benefits, by reason of the services to be performed pursuant to this Agreement. Consultant shall not be

*City of Watertown
Professional Services Agreement
Page 5 of 5*

entitled to assert any claim to entitlements pursuant to any collective bargaining agreement now or hereafter in effect between the City and its employees.

IN WITNESS WHEREOF, the parties have executed this Professional Services Agreement through their respective representatives.

City of Watertown

Public Sector HR Consultants LLC

Signature: _____

Signature: Ronni M. Travers

Date: _____

Date: 11/1/13

By: _____

By: Ronni M. Travers, SPHR

Title: _____

Title: President

Human Resource Management and Employee Relations Services

Human Resource Solutions Made Simple

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Sample Client List

As our reputation has grown, so has our list of clients. Here is just a small sample of the hundreds of municipalities that have retained our HR consulting services.

TOWNS

Town of Bethlehem
Town of Canandaigua
Town of Carmel
Town of Catskill
Town of Charlton
Town of Dewitt
Town of Dover
Town of Eastchester
Town of Fishkill
Town of Greenburgh
Town of Harrietstown
Town of Inlet
Town of Jerusalem
Town of Kent
Town of Kingsbury
Town of Lansing
Town of LeRay
Town of Long Lake
Town of Marbletown
Town of Marcellus
Town of Monroe
Town of North East
Town of North Salem
Town of Owego
Town of Poughkeepsie
Town of Rotterdam
Town of Saratoga
Town of Schroon
Town of Seneca Falls
Town of Skaneateles
Town of Somerset
Town of Victor
Town of Wappinger
Town of Waterford
Town of Webster
Town of Woodbury
Town of Woodstock
Town of Yorktown

CITIES & VILLAGES

City of Auburn
City of Canandaigua
City of New Rochelle
City of Peekskill
City of Saratoga Springs
City of Schenectady
City of Utica
Village of Briarcliff Manor
Village of Croton-on-Hudson
Village of East Syracuse
Village of Harriman
Village of Irvington
Village of Lake Success
Village of Massapequa Park
Village of Massena
Village of Monroe
Village of Saranac Lake
Village of Sleepy Hollow
Village of Spencerport
Village of Tarrytown
Village of Tupper Lake
Village of Wappingers Falls
Village of Watkins Glen
Village of Woodbury

SCHOOL DISTRICTS

Albany City School District
Colton-Pierrepont School District
Ellenville School District
Liverpool School District
Pawling School District
Warrensburg School District
Willsboro School District

COUNTIES

Albany County
Broome County
Cayuga County
Chemung County
Greene County
Hamilton County
Onondaga County
Ontario County
Oswego County
Rockland County
Schenectady County
Seneca County
Sullivan County
Washington County
Wayne County
Yates County

SPECIAL DISTRICTS

Dutchess County Water and Wastewater Authority
Great Neck Parks District
Greene County Soil and Water Conservation District
Montgomery-Otsego-Schoharie Solid Waste Management Authority
Onondaga County Resource and Recovery Agency
Wilton Water and Sewer Authority

(NOTE: Services may have been provided under AMTEK Human Resource Consultants)

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Web Development by Chameleon Systems

Res No. 2

December 6, 2013

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Amendment No. 92 to the Management and
Management Confidential Pay Plan

The Civil Service Commission has conducted interviews and selected a candidate for the position of Executive Secretary to the Civil Service Commission.

The attached resolution provides for Amendment No. 92 to the Management and Management Confidential Pay Plan establishing the salary for the position of Executive Secretary to the Civil Service Commission at \$42,000.

RESOLUTION

Page 1 of 1

Amendment No. 92 to the Management
And Management Confidential Pay Plan

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

YEA	NAY

Introduced by

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, New York, hereby approves Amendment No. 92 to the Management and Management Confidential Pay Plan, for the position listed below, as follows:

<u>Position</u>	<u>Salary</u>
Executive Secretary to the Civil Service Commission	\$42,000

Seconded by

Res No. 3

December 11, 2013

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Approving Change Order No. 1 for Court Street Bridge Joint Replacement Project, Vector Construction Corporation

At the September 3, 2013 meeting, the City Council accepted the bid for the Court Street Bridge Joint Replacement Project, per our specifications, from Vector Construction Corporation as the lowest qualifying bidder in the amount of \$47,500.

Vector Construction Corporation has now submitted Change Order No. 1 for this project in the amount of \$11,650.50 bringing the final contract amount to \$59,150.50. As detailed in the attached report from City Engineer Kurt W. Hauk, the items of additional work include the repair of areas of spalled concrete deck in the southbound lane and re-specifying a proprietary joint system based on the free travel of the bridge joint span. Please also note that the original budget amount of this project was \$60,000 in the FY 12-13 Capital Budget and is funded through CHIPS.

Attached is a resolution for Council consideration.

RESOLUTION

Page 1 of 1

Approving Change Order No. 1 for
Court Street Bridge Joint Replacement Project,
Vector Construction Corporation

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

Total

YEA	NAY

Introduced by

WHEREAS on September 3, 2013, the City Council of the City of Watertown approved a bid submitted by Vector Construction Corporation for the Court Street Bridge Joint Replacement Project, per our specifications, and

WHEREAS the Vector Construction Corporation has completed extra repairs that needed to be done, which is the scope of work for Change Order No. 1, and

WHEREAS Change Order No. 1 results in an additional charge of \$11,650.50, bringing the contract amount to \$59,150.50,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown approves Change Order No. 1 to the contract with Vector Construction Corporation for the Court Street Bridge Joint Replacement Project, per our specifications, in the amount of \$11,650.50, a copy of which is attached and made a part of this resolution, and

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

Seconded by

Change Order

No. 1

Date of Issuance: November 12, 2013 Effective Date: December 16, 2013

Project: Court St. Bridge Joint Seal Replacement	Owner: City of Watertown, NY	Owner's Contract No.:
Contract: Court St. Bridge Joint Seal Replacement		Date of Contract: September 5, 2013
Contractor: Vector Construction Corp.		Engineer's Project No.:

The Contract Documents are modified as follows upon execution of this Change Order:

Description: Repair a portion of the concrete bridge deck on the Court St. Bridge for a total of \$11,650.50.

Attachments: (List documents supporting change):

Letter dated December 5, 2013 from Vector Construction Corp.

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price: \$ 47,500	Original Contract Times: <input type="checkbox"/> Working days <input type="checkbox"/> Calendar days Substantial completion (days or date): _____ Ready for final payment (days or date): _____
---	--

[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____: \$ _____	[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____: Substantial completion (days): _____ Ready for final payment (days): _____
--	---

Contract Price prior to this Change Order: \$ 47,500	Contract Times prior to this Change Order: Substantial completion (days or date): _____ Ready for final payment (days or date): _____
---	---

Increase of this Change Order: \$ <u>11,650.50</u>	[Increase] [Decrease] of this Change Order: Substantial completion (days or date): _____ Ready for final payment (days or date): _____
---	--

Contract Price incorporating this Change Order: \$ <u>59,150.50</u>	Contract Times with all approved Change Orders: Substantial completion (days or date): _____ Ready for final payment (days or date): _____
--	--

RECOMMENDED: By: _____ Engineer (Authorized Signature)	ACCEPTED: By: _____ Owner (Authorized Signature)	ACCEPTED: By: _____ Contractor (Authorized Signature)
Date: _____	Date: _____	Date: _____
Approved by Funding Agency (if applicable): _____		Date: _____



CITY OF WATERTOWN
ENGINEERING DEPARTMENT
MEMORANDUM

DATE: 10 December 2013

TO: Sharon Addison, City Manager

FROM: Kurt Hauk, City Engineer

SUBJECT: Court Street Bridge Joints, Change Order #1

Enclosed is a copy of Change Order #1 for the Court Street Bridge Joint Project. The total change order amount is for \$11,650.50. This will bring the final contract amount to \$59,150.50 from the original contract amount of \$47,500.

The items of work included the repair of areas of spalled concrete deck in the southbound lane and re-specifying a proprietary joint system based on the free travel of the bridge joint span.

The original budget amount for this project was \$60,000 in the FY 12-13 Capital Budget and is funded through CHIPS.

This will close out the project.

Please prepare a resolution for City Council consideration.



6364 Island Road
Cicero, New York 13039

Phone
(315) 699-9277
Fax
(315) 699-3906

December 5, 2013

Thomas M. Maurer, CE 1
Department of Engineering
Rm. 305, City Hall
245 Washington Street
Watertown, NY 13601

RE: Rt.11 Bridge over Black River "Extra Work"

Tom,

The following is the cost breakdown for extra work performed on the Rt. 11 Bridge over Black River. This includes change in joint seals and concrete deck work performed under your direction.

Labor	= \$3,475.42
Materials	= \$7,645.63
Equipment	= \$ 529.45
Total	= \$11,650.50

If you have any questions regarding this information, please contact me at our office (315) 699-9277.

Sincerely

A handwritten signature in cursive script that reads "Thomas O. Anderson".

Thomas O. Anderson

CC: Job File

December 11, 2013

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Agreement for Professional Services, GYMO P.C. - Amendment

Enclosed is an Amendment to the Professional Services Agreement for the Western Outfall Trunk Sewer Upgrade. City Council approved the original agreement on April 16, 2012 to perform engineering services to evaluate and design the Western Outfall trunk sewer upgrade from Chestnut Street to Ives Street for an amount not to exceed \$114,850. City Council approved an Amendment to this Agreement on July 1, 2013 to expand the investigation area at no additional cost.

GYMO P.C. has proceeded with the investigation of the area, but it has been inconclusive. As detailed in City Engineer Kurt Hauk's attached report, the City and GYMO have developed an amended scope to expand the investigation area in order to determine the cause of the surcharging. The extended monitoring period of two months through February 16, 2014 will add an additional cost of \$28,620, bringing the total cost of the Agreement for Professional Services to \$143,470.

The Fiscal Year 2012-13 Sewer Fund Budget appropriated \$830,000 as a transfer to the Capital Fund to pay for this project. This will leave \$686,530 for the construction of a solution once it is determined.

Attached for City Council consideration is a Resolution approving the amended scope of the Agreement with GYMO, P.C.

RESOLUTION

Page 1 of 1

Approving Amendment to Agreement for Professional Services for Western Outfall Trunk Sewer Upgrade, GYMO P.C.

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

Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown approved an Agreement for Professional Services with GYMO P.C. for engineering services to design and evaluate the Western Outfall Trunk Sewer Upgrade on April 16, 2012, and

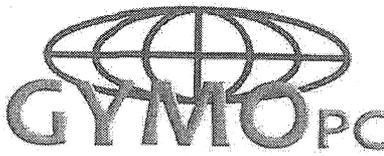
WHEREAS on July 1, 2013 the City of Watertown approved an Amendment to the Agreement for Professional Services with GYMO P.C., and

WHEREAS an Amendment to the Scope of Services to the Agreement for Professional Services with GYMO P.C., is necessary at this time, and

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Amendment to the Scope of Services to the Agreement for Professional Services between the City of Watertown and GYMO P.C. in the amount of \$28,620, a copy of which is attached and made a part of this resolution, and

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

Seconded by



ARCHITECTURE
ENGINEERING
LAND SURVEYING

9 December 2013

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

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

Gregory F. Ashley, PLS
Stephen J. Gracey, PLS

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

Re: Proposal for Professional Engineering Services
Western Outfall Trunk Sewer Flow Monitoring Extension
File: 2012-064E

Mr. Hauk:

Thank you for this opportunity to continue the flow monitoring for the City of Watertown to further the progress on the reduction of infiltration and Inflow (I&I) of the Western Outfall Trunk Sewer (WOTS). As requested, GYMO, P.C. has prepared this proposal for the extension of Professional Engineering Services associated with the project. This proposal provides our understanding of the project, a proposed Scope of Services and a Fee Schedule.

I. PROJECT UNDERSTANDING

- A. This proposal will serve to extend the proposal provided to the City of Watertown by GYMO, P.C. entitled Western Outfall Trunk Sewer Infiltration and Inflow Study, last revised 26 June 2013.
- B. The scope of work identified in this proposal will be the first step of three, in which to identify the sources of I&I of the portion of the WOTS higher in elevation than Ives Street (approximately). The steps outlined with the City of Watertown Engineering Department are as follows:
 - I. Monitor sanitary flows in strategic locations throughout the main line of the WOTS to determine the highest I&I contributing sub-drainage/collection areas, and provide a written report with recommended actions to be taken.
 - II. Perform follow up investigations on the sub-drainage/collection areas to determine the cause of the I&I within each sub-drainage/collection area. This could be in the form of video scoping, smoke testing, dye testing and/or other testing methods.
 - III. Develop steps to remove the I&I identified in steps I and II above. Measures to prevent I&I in the future will also be reviewed.
- C. Burgh Schoenenberger Associates (BSA) has provided necessary equipment for flow metering and recording of the sanitary sewer flows. Battery Operated Isco 2150 Area-Velocity Meters are being used for flow measurement.
- D. Eleven strategic locations of the WOTS are currently being monitored and will be periodically reviewed with the City Engineering Department for any relocation that may be necessary.
- E. Traffic Control necessary for installation and/or retrieval of flow metering equipment will be provided by GYMO, P.C. Fees for GYMO, P.C. traffic control is included in the Flow Monitoring service lump sum fee.

220 Sterling Street Watertown, New York 13601
Tel: (315) 788-3900 Fax: (315) 788-0668
E-mail: gymopc@gymopc.com

- F. This flow monitoring extension period will be for two months and is anticipated to occur 16 December 2013-16 February 2014. If adequate data is not obtained during this period, another extension of this agreement would be required.
- G. Confined space entry will be required by personnel of GYMO, P.C. as part of this project. All personnel whom enter confined space will have proper training, as required. The costs of equipment rental necessary for confined space entry have been included in this proposal.

II. SCOPE OF ENGINEERING SERVICES

Flow Monitoring

- A. GYMO, P.C will continue to monitor flows in the eleven manholes selected and coordinate with the City of Watertown Engineering Department to determine if relocation of the flow meters is necessary. This includes researching available sewer mapping of the WOTS.
- B. Perform a field visit to each new manhole which flow metering equipment is to be installed. Verification of depth, main size, and manhole condition will be documented and considered when obtaining appropriate flow metering equipment accessories.
- C. At a minimum, flow metering data will be downloaded monthly. Access to the manhole interior is required each time data is downloaded.
- D. If adequate data to provide recommended actions is not obtained during the two-month extension period, the equipment will be removed unless an extension has been agreed upon between the City of Watertown and GYMO, P.C.

Data Analysis and Documentation

- E. Provided at least one significant storm/snow melt event has occurred in the monitoring period, the data will be downloaded and analyzed for each monitoring point. A graph will be provided to show the flows recorded over the monitoring period for each of the monitoring points.
- F. Peak flows anticipated to occur in sync with rain/snow melt events at the eleven monitoring locations will be compared to one another. In general, base flows (non-storm/snow melt event periods) will be compared to the peak flows to determine the sub-drainage/collection areas experiencing the most significant I&I.
- G. A written report will be generated by GYMO, P.C. which includes the data collected, analysis and the recommended action to be taken to most effectively reduce the I&I within this section of the WOTS.

III. FEE SCHEDULE

Based on our understanding of the professional services required, GYMO, P.C. proposes to provide the Scope of Services described above for the following Lump Sum Fees:

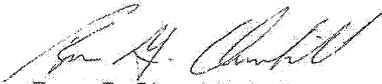
Flow Monitoring (Tasks A-D).....	\$ 26,120.00
Data Analysis and Documentation (Tasks E-G).....	\$ 2,500.00
<u>Total Lump Sum Fee.....</u>	<u>\$ 28,620.00</u>

Although not probable, if additional services are required beyond the scope of this proposal, GYMO, P.C. will perform any additional work required and authorized by the owner at our standard hourly billing rates or for a mutually agreed to fee authorized by the owner.

We appreciate the opportunity to maintain our professional working relationship with you. If you require additional information, please don't hesitate to contact our office.

Mr. Kurt W. Hauk, P.E.
9 December 2013
Page 3 of 3

Sincerely,
GYMO Architecture, Engineering & Land Surveying, P.C.

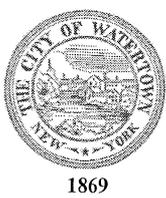


Ryan G. Churchill, P.E.
Partner, Managing Engineer

RGC/caw

PC: PJScordo, P.E., CAWoods, I.E. – GYMO, P.C.

X:\2012\2012-064\Correspondence\Engineering\WOTS_PROPOSAL(12-9-13)



CITY OF WATERTOWN
ENGINEERING DEPARTMENT
MEMORANDUM

DATE: 11 December, 2013

TO: Sharon Addison, City Manager

FROM: Kurt W. Hauk, City Engineer

SUBJECT: WOTS Upgrade Chestnut to Ives Change of Scope

Enclosed is a revised scope for the professional services agreement with GYMO P.C. for City Council review and approval. It extends the monitoring period for an additional 2 months through 16 Feb 2014 at an additional cost of \$28,620 amending the total cost to \$143,470.

The original agreement and scope was created for the purposes of performing engineering services to evaluate and design the Western Outfall Trunk Sewer Upgrade between Chestnut Street and Ives Street. This section of sewer crosses the Ives Hill Golf Course and surcharges during spring melts and heavy rain events. The City Council approved this on April 16, 2012 for the amount of \$114,850.

GYMO proceeded with the initial investigation of that section of sewer including video. The video revealed that this section of sewer is in good condition and does not need replacing or repair. The question remained unanswered as to the cause of the surcharging and the action required to eliminate it.

The City and GYMO developed an amended scope to expand the investigation area of the Western Outfall Trunk Sewer (WOTS) in order to determine the cause of the surcharging. This amended scope was presented to Council on 26 June 2013 and the cost remained within the original amount approved for the agreement. Flow monitoring has been performed since August 2013 at various points along that section of sewer and was scheduled to end on December 15, 2013. While much data has been collected, it is inconclusive at this point and more data collection is required to determine the cause of the surcharging.

The project is funded through the Sewer Fund at \$830,000. That leaves \$686,530 left for construction of a solution once it is determined.

The surcharging of the WOTS is the last major constriction to sewer capacities for this part of the City. Determining a solution and performing the required work would relieve sewer capacity issues in the Washington Street and Outer Washington service areas.

Please prepare a resolution for Council consideration.

Encl

cc: Mike Sligar, Water Superintendent
Jim Mills, City Comptroller
File

Res No. 5

December 11, 2013

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Accepting Bid for Unarmed Security Services at the
Flower Memorial Library

At the September 16, 2013 meeting, City Council reviewed and tabled the resolution for the bids received for unarmed security services at the Flower Memorial Library. At the October 7, 2013 meeting, City Council rejected all bids received.

A second bid was developed to address service response time and management oversight concerns. The City's Purchasing Department advertised in the Watertown Daily Times on October 24, 2013. Bid specifications were requested by 14 security service firms, with eight bids received and publically read by the Purchasing Department on Wednesday, November 20, 2013 at 11:00 a.m.

As the attached memo from Purchasing Manager Pastuf indicates, staff is recommending City Council accept the low bid from Denog Protective Services, Inc, in the amount of \$17.81 per hour. Also attached is a letter from the President of the Library Board of Trustees.

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

RESOLUTION

Page 1 of 1

Accepting Bid for Unarmed Security Services, Flower Memorial Library

Introduced by

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

YEA	NAY

WHEREAS the City Purchasing Department has advertised and received sealed bids for unarmed security services at the Flower Memorial Library, per City specifications, and

WHEREAS funding for unarmed security service is included in the 2013-2014 Adopted Library Fund Budget, and

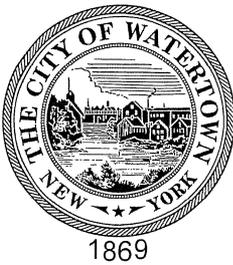
WHEREAS bid specifications were requested by fourteen (14) security service firms, with eight (8) bids received and publicly opened and read in the City Purchasing Department on November 20, 2013 at 11:00 a.m., and

WHEREAS City Purchasing Manager Amy Pastuf and Library Director Barbara Wheeler reviewed the bids received, and it is their recommendation that the City Council accept the bid submitted by Denog Protective Security Services, Inc. as the lowest responsive bidder in the amount of \$17.81 per hour;

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid submitted by Denog Protective Security Services, Inc. for unarmed security services at the Flower Memorial Library, and

BE IT FURTHER RESOLVED that City Manager Sharon Addison is hereby authorized and directed to execute documents necessary for this Agreement.

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 2013-21 – Unarmed Security for the FML - REBID – Bid Recommendation
DATE: 12/11/2013

The City's Purchasing Department advertised in the Watertown Daily Times on October 24, 2013 calling for sealed bids for Unarmed Security for the Flower Memorial Library as per City specifications. This bid was previously let and all prior submissions were rejected by City Council on October 7, 2013. As per City Council direction, a second bid was developed to address service response time and management oversight concerns. Bid Specifications were requested by fourteen (14) security service firms. Eight (8) sealed bids were submitted to the Purchasing Department. The sealed bids were publically opened and read on Wednesday, November 20, 2013 at 11:00 am, local time. The bid tally is provided below.

Firm Name	Hourly Rate
Artemis Private Investigations	\$22.95
Command Security Corporation	\$19.80
Denog Protective Services, Inc.	\$17.81
ICU Security & PI	\$25.62
Jess Security Services, Inc.	\$27.50
The K Street Group	\$25.00
U.S. Security Associates, Inc.	\$21.41
Wisdom Protective Services	\$19.73

The basis for award for this sealed bid is an hourly rate for the required services. As per the New York State Department of Labor, this service is considered a Public Work Building Service that requires the payment of prevailing wages to the employees hired to provide security. The prevailing wage rate for security services is \$13.59 per hour plus supplemental benefits of \$1.72 per hour worked totaling \$15.31 per hour.

The bids were reviewed by Library Director Barbara Wheeler and the Purchasing Department to ensure that the bid meets the required specifications. The Purchasing Department requested and checked references for the lowest bid received, Denog Protective Security Services, Inc. The references provided relayed a positive experience with the security provider. Denog Protective Security provided a list of qualified, New York State licensed unarmed security guards and a local office site from which they will muster. The organization has hired a local manager, Harry Cleaves, who spoke with the City Manager and

assured her that he will be responsible for the execution of the contract. It is recommended that we accept the bid proposal from Denog Protective Security Services, Inc. for the hourly rate of \$17.81 per hour.

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

December 11, 2013

Dear Mayor Graham and City Councilmen,

It has come to the attention of the Board of Trustees of the Roswell P. Flower Library that the second round of bids for a security firm for the library has once again resulted with a less than ideal set of circumstances.

The Board of Trustees would like to express their concern about the length of time that has elapsed so far and the fact that it looks less likely there will be an optimal solution with the current requirements.

The Board and library staff is willing to work with a less than ideal situation to ensure that a security guard presence can be situated at the library as soon as possible. The important issue at the moment is the security situation at the library and the safety of the patrons and staff. Our utmost priority is to get a security guard presence in the library.

We hope that the City Council and the Mayor can understand our position and that you will make it possible to engage a security firm as soon as possible.

Sincerely,

A handwritten signature in black ink, consisting of a series of loops and a wavy line extending to the right.

Connie Holberg, President
Board of Trustees
Roswell P. Flower Library

Ord No. 1

December --, 2013

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Amending City Municipal Code § A320, Fees –
Business Licenses and Permits

As discussed at the November 12, 2013 City Council Work Session, the attached Ordinance will update the language in the City Municipal Code § A320 to amend the fee schedule. This Ordinance is being introduced tonight in conjunction with the Local Law No. 1 of 2013 Public Hearing being held.

ORDINANCE

Page 1 of 1

Amending City Municipal Code § A320,
Fees – Business Licenses and Permits

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

YEA	NAY

Introduced by

BE IT ORDAINED that Chapter A320 General References of the City Code of the City of Watertown is amended to read as follows:

- Business and trades – See Ch. 112
- Garbage, rubbish and refuse – See Ch. 161
- Tourist camps – See Ch. 279.

and,

BE IT FURTHER ORDAINED that Section A320-2.1 of the City Code of the City of Watertown is amended to read as follows:

§ A320-2.-1. Business permits and licenses.

- A. Garbage collector, private, per year: \$100, plus \$30 per vehicle.
- B. Liquidation sale / Going out of business sale, per month: \$500 for original application of 30 days, and \$50 per thirty-day renewal. If sale is completed within 60 days, all fees described in this Subsection B are refunded to the applicant except for \$75.
- C. Vending on public streets, per year: \$50

and,

BE IT FURTHER ORDAINED that this amendment shall take effect as soon as it is published in the official newspaper of the City of Watertown, or printed as the City Manager directs.

Seconded by

7:30 p.m. – Public Hearing

December 3, 2013

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Local Law No. 1 of 2013 - Deleting Certain Provisions of the City Code of the City of Watertown Amending Chapters; Chapter 112 - Businesses and Trades and Chapter 244 – Sales

The City Council has scheduled a public hearing on the above subject Local Law for 7:30 pm on Monday, December 16, 2013.

This Local Law will update the language in the City Code to reflect the current procedures of the City Clerk's Department. In addition, it will amend sections and update the fee schedule.

Together with the Ordinance amending the Business Licenses and Permits in Section A320 introduced tonight, these two pieces of legislation will fully update those areas that need to be brought up to date.

A Local Law Deleting Certain Provisions of the City Code of the City of Watertown and Amending Chapter 112 - Businesses and Trades and Chapter 244 - Sales

Page 1 of 4

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

YEA	NAY

Introduced by

Council Member Jeffrey M. Smith

A local law deleting certain provisions of the City Code of the City of Watertown and amending Chapter 112 – Business and Trades and Chapter 244 – Sales.

WHEREAS the City Code of the City of Watertown should continuously be subject to review by the City Council to ensure that its provisions keep pace with the needs and desires of the citizenry of the City, and

WHEREAS the City Council’s review of the City Code of the City of Watertown has revealed several provisions which, due to the passage of time and the needs of the community are no longer necessary or desired, or have otherwise been pre-empted by State statutory provisions, and

WHEREAS the City Council of the City of Watertown deems it to be in the best interests of the citizens of the City to delete certain provisions from the City Code which had originally been adopted by local law, and

WHEREAS the City Clerk’s Office of the City of Watertown issues licenses and permits pursuant to the requirements set forth at Chapter 112 and Chapter 244 of the City Code, and

WHEREAS it has, upon review, become apparent that Chapter 112 and Chapter 244 of the City Code should be updated to reflect the current procedures of the Department.

NOW THEREFORE BE IT ENACTED by the City Council of the City of Watertown, New York that the following chapters of the Watertown City Code shall be deleted:

Section	General Description
Chapter 84	Auctions and Auctioneers
Chapter 219	Pawnbrokers
Chapter 226	Poolrooms and Billiard Parlors
Chapter 284	Transient Retail Businesses

A Local Law Deleting Certain Provisions of the City Code of the City of Watertown and Amending Chapter 112 - Businesses and Trades and Chapter 244 - Sales

Page 2 of 4

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

YEA	NAY

, and

BE IT FURTHER ENACTED that Section 112-2 of the City Code of the City of Watertown is amended to read as follows:

§ 112-2. General licensing requirements.

Whenever a license or permit for any business or trade is required by this chapter, application therefore shall be made as provided in § 112-3, the fee therefore shall be as provided in Chapter A320, and such license or permit shall be issued in the manner and upon the conditions set forth in this chapter.

, and

BE IT FURTHER ENACTED that Section 112-3 of the City Code of the City of Watertown is amended to read as follows:

§ 112-3. Applications for licenses.

Applications for all licenses or permits required by this Chapter, except as may be required under the New York General Business Law relating to Liquidation Sales/Going Out of Business Sales, must be filed with the City Clerk upon forms provided for the purpose at least forty-eight (48) hours prior to the date upon which such license or permit is requested to be issued. The applicant's sales tax number is to be presented to the City Clerk upon application for a license.

, and

BE IT FURTHER ENACTED that Section 112-4 A. of the City Code of the City of Watertown is amended to read as follows:

A Local Law Deleting Certain Provisions of the City Code of the City of Watertown and Amending Chapter 112 - Businesses and Trades and Chapter 244 - Sales

Page 3 of 4

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

YEA	NAY

§ 112-4. Issuance of license.

A. The following officers or agencies of the City shall have the authority to issue or renew and shall hereafter be indicated and designated as the “issuing authority” for the respective licenses and permits indicated:

Section	License	Issuing Authority
§ 279-2	Tourist Camp	City Engineer
§ 244-2	Liquidation Sale / Going Out of Business Sale	City Manager
-----	All other licenses and permits required by this chapter	City Manager

, and

BE IT FURTHER ENACTED that Section 112-5 A. of the City Code of the City of Watertown is amended to read as follows:

§ 112-5. Fees.

A. License or permit fees shall be paid in full at or before the issuance of the license or permit to the City Clerk and shall be deposited daily with the City Comptroller. For all annual licenses or permits granted between May 1 and October 31, inclusive, the full annual fee shall be paid; for all annual licenses or permits granted between November 1 and April 30, inclusive, one-half (1/2) of the annual fee shall be paid. The fees for the respective licenses and permits required under this chapter, shall be as set from time to time by the resolution of the City Council. A listing of said businesses requiring such licenses and permits is as follows:

- Liquidation Sales/Going Out of Business Sales
- Vending on Public Streets

, and

A Local Law Deleting Certain Provisions of the City Code of the City of Watertown and Amending Chapter 112 - Businesses and Trades and Chapter 244 - Sales

Page 4 of 4

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

YEA	NAY

BE IT FURTHER ENACTED that Section 112-5 B. of the City Code of the City of Watertown is hereby deleted in its entirety, and

, and

BE IT FURTHER ENACTED that Section 244-3 of the City Code of the City of Watertown is amended to read as follows:

§ 244-3. Application.

Application for a license shall be made in writing pursuant the requirements of §583 of the New York General Business Law, as the same may, from time to time, amended.

, and

BE IT FURTHER ENACTED that Chapter 244 of the City Code of the City of Watertown is amended by deleting Sections 244-3 A., 244-3 B., 244-3 C., 244-3 D. and 244-3 E., and

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

Seconded by Council Member Joseph M. Butler Jr.

December 6, 2013

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Designation of Official Newspaper

At the December 2, 2013 meeting, City Council questioned the need for the City of Watertown to pass a resolution designating the Watertown Daily Times as the official newspaper.

This is a requirement of New York State Law. There is a bill in the Assembly being held since April to allow online publication for public notices. Please see the attached Memorandum of Support from the New York State Conference of Mayors and Municipal Officials. However, it should be noted that there are fees for publishing online as well.

Public Notices which are required to be published in an official capacity by our City Charter, General City Law and Real Property Tax Law for many of our departments are:

Assessment	Notices of the Tentative Assessment Roll Notices of the Final Assessment Roll
City Clerk	Public Hearings for Upcoming Council Legislation
Comptroller	Auction of City Property Auction of Tax Sale Certificates Tax Sale Certificate Redemption Period Notice Bond Ordinances Spending From a Capital Reserve
Engineering	Eminent Domain Procedure Law ROW ZBA Notices and Variance Approvals Public Hearings for Sidewalk Program Notice of Public Information Meetings for Capital Projects

Planning

CDBG
SEQRA
Variance Approvals
Subdivision Approvals

Purchasing

Advertising for Sealed Bids



Peter A. Baynes
Executive Director

119 Washington Avenue, Albany, New York 12210
(518) 463-1185 www.nycom.org

**Memorandum in
SUPPORT**

April - Assembly held

January 31, 2013

A. 318, by M. of A. Hawley

S. 1110, by Sen. Maziarz

AN ACT to amend the general construction law, in relation to allowing for online publication of public notices.

The Conference of Mayors has reviewed this bill and recommends it be approved by the State Legislature. New York State law is replete with provisions mandating that local governments publish an official notice in a local newspaper. These onerous requirements necessitate the expenditure of municipal moneys whenever a local government proposes to enact a local law, puts out a request for bids or holds a public hearing, among other municipal actions. However, with declining printed newspaper circulation and the proliferation of Internet access and use, local governments should be allowed to leverage the power of the Internet to provide better, more timely service to their constituents. The use of online newspapers will allow local government officials to notify interested parties of important information in a more efficient and timely manner.

Many of New York's local governments are serviced only by a weekly newspaper. Weekly newspapers present serious challenges to local governments when they need to enact a local law as quickly as possible. Local government officials may have to wait as long as two weeks from the date they determine the need to enact a local law before they may actually conduct the hearing. By allowing publication requirements to be satisfied by using an online news publication, local governments would be able to enact local legislation in a much timelier manner. Furthermore, relying on the advertisement of requests for bids in local newspapers as a method for attracting the greatest competition is antiquated, particularly in the age of the Internet. This legislation would enable local governments to access a much larger number of potential bidders in response to a municipality's request for bids. This increased competition will likely reduce the price paid by local governments for goods and public works contracts, while improving the quality of the goods and projects.

For all of the forgoing reasons, the Conference of Mayors supports this legislation and recommends its enactment into law.

eos
Sen Judiciary, Assm Gov Ops 1-31-13



New York State
Conference of Mayors
and Municipal Officials

SERVING NEW YORK'S CITIES AND VILLAGES

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A. 0318: Online Publication of Notices

A. 0318: Online Publication of Notices

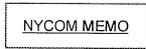
Bill Number: A. 318

Position: Support

Description:

New York State law is replete with provisions mandating that local governments publish an official notice in a local newspaper. These onerous requirements necessitate the expenditure of municipal moneys whenever a local government proposes to enact a local law, puts out a request for bids or holds a public hearing, among other municipal actions.

Status: [Click here](#) for bill summary and text.



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December 11, 2013

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Year-end Financial Report

Attached for City Council review is the un-audited financial report for the fiscal year ended June 30, 2013. A summary by fund for the past fiscal year is as follows:

General Fund

Beginning fund balance and reserve balances			\$ 10,783,564
+ Revenues		\$ 40,339,196	
- Expenses		<u>(37,789,388)</u>	
Net Change from operations (includes \$3.1M AIM accelerated payment)			\$ 2,549,808
+ Transfer from sidewalk debt reserve			<u>39,757</u>
Ending fund balances and reserve balances			13,373,129
Fund balance reserved for inventory and prepaid expenses			(5,737)
Fund balance reserved for encumbrances			(253,124)
Fund balance reserved for capital improvements			(3,100,022)
Fund balance reserved for sidewalk assessment debt			(285,236)
Fund balance reserved for Fairgrounds Stadium			(20,085)
Fund balance appropriated to subsequent fiscal year			<u>(1,564,310)</u>
Unreserved un-appropriated fund balance			\$ 8,144,615

Forecasted deficits in FY 2013-14 Multi-Year Financial Plan:	FY 2014-15	\$ (3,508,013)
	FY 2015-16	(3,546,789)
	FY 2016-17	(3,838,092)
	FY 2017-18	<u>(4,017,122)</u>
	Total	\$ <u>(14,910,016)</u>

In FY 2012-13 the City received an additional \$3,100,000 of NYS Aid to Municipalities which was placed in a Capital Reserve Fund. The City appropriated \$1,240,000 on the FY 2013-14 budget leaving \$1,860,000 to appropriate in future budgets to offset some of the City's General Fund five year capital plan.

Accordingly after the appropriation of the capital reserve fund the forecasted deficits are reduced as presented below. The forecasted deficits are based on various assumptions outlined in the plan one of which is no increases to the tax levy.

	Initial Forecasted	Appropriation of	Deficits after
	Deficits	Capital Reserve	Appropriation of
		Fund	Capital Reserve
			Fund
FY 2014-15	\$ (3,508,013)	\$ 530,000	\$ (2,978,013)
FY 2015-16	\$ (3,546,789)	780,000	\$ (2,766,789)
FY 2016-17	\$ (3,838,092)	550,000	\$ (3,288,092)
FY 2017-18	\$ <u>(4,017,122)</u>	-	\$ (4,017,122)
Total	\$ <u>(14,910,016)</u>	\$ 1,860,000	\$ <u>(13,050,016)</u>

Water Fund

Beginning fund balance and reserve balances			\$ 1,087,080
+ Revenues		\$ 4,856,320	
- Expenses		(4,305,322)	
Net Change from operations			550,998
Change in Workers Compensation Liability			(30,703)
Change in Accrued Interest Liability			2,692
Change in OPEB Liability			(338,244)
Ending net assets and restricted balances			1,271,823
Restricted for coagulation basin repairs			(137,117)
Fund balance reserved for encumbrances			(161,626)
Fund balance appropriated to subsequent fiscal year			(55,000)
Unreserved un-appropriated fund balance			\$ 918,080

The unrestricted net assets amount has been reduced by the amounts the water fund is required to include in its financial statements for the other post-employment benefits (OPEB) liability in the amount of \$978,864, accrued interest in the amount of \$27,580 and its anticipated long-term workers compensation liability for current claims in the amount of \$152,888. The City continues to meet these obligations on a pay-as-you-go basis and fund them in the year the payments are to be made.

Sewer Fund

Beginning fund balance and reserve balances			\$ 2,168,920
+ Revenues		\$ 5,255,601	
- Expenses		(5,596,511)	
Net Change from operations			(340,910)
Change in Workers Compensation Liability			(205,951)
Change in Accrued Interest Liability			4,059
Change in OPEB Liability			(187,847)
Ending net assets and restricted balances			1,438,271
Restricted for Debt Service (Ten Eyck St)			(25,761)
Fund balance reserved for encumbrances			(68,150)
Fund balance appropriated to subsequent fiscal year			(167,298)
Unreserved un-appropriated fund balance			\$ 1,177,062

The unrestricted net assets amount has been reduced by the amounts the sewer fund is required to include in its financial statements for the other post-employment benefits (OPEB) liability in the amount of \$623,643, accrued interest in the amount of \$30,804 and its anticipated long-term workers compensation liability for current claims in the amount of \$240,685. The City continues to meet these obligations on a pay-as-you-go basis and fund them in the year the payments are to be made.

Library Fund

Beginning fund balance and reserve balances			\$ 179,550
+ Revenues		\$ 1,468,885	
- Expenses		(1,535,303)	
Net Change from operations			(66,418)
Ending fund balances and reserve balances			113,132
Fund balance reserved for encumbrances			(20,431)
Fund balance appropriated to subsequent fiscal year			(50,000)
Unreserved un-appropriated fund balance			\$ 42,701

Self-funded Health Insurance Fund

Beginning fund balance and reserve balances			\$ 1,949,411
+ Revenues		\$ 7,711,034	
- Expenses		(7,547,220)	
Net Change from operations			163,814
Ending fund balances and reserve balances			2,113,225
Fund balance reserved for encumbrances			-
Fund balance appropriated to subsequent fiscal year			(200,000)
Unreserved un-appropriated fund balance			\$ 1,913,225

Tourism Fund

Beginning fund balance and reserve balances			\$ 20,168
+ Revenues		\$ 250,702	
- Expenses		(218,907)	
Net Change from operations			31,795
Ending fund balances and reserve balances			51,963
Fund balance reserved for encumbrances			-
Fund balance appropriated to subsequent fiscal year			-
Unreserved un-appropriated fund balance			\$ 51,963

Workers Compensation Reserve Fund

Beginning fund balance and reserve balances			\$ 316,736
+ Revenues		\$ 439	
- Expenses		-	
Net Change from operations			439
Ending fund balances and reserve balances			317,175
Fund balance reserved for encumbrances			-
Fund balance appropriated to subsequent fiscal year			-
Unreserved un-appropriated fund balance			\$ 317,175

Risk Retention Fund

Beginning fund balance and reserve balances			\$ 238,262
+ Revenues		\$ 105,295	
- Expenses		(12,912)	
Net Change from operations			92,383
Ending fund balances and reserve balances			330,645
Fund balance reserved for encumbrances			-
Fund balance appropriated to subsequent fiscal year			-
Unreserved un-appropriated fund balance			\$ 330,645

Debt Service Fund

Beginning fund balance and reserve balances			\$ -
+ Revenues		\$ -	
- Expenses		-	
Net Change from operations			-
Ending fund balances and reserve balances			-
Fund balance reserved for encumbrances			-
Fund balance appropriated to subsequent fiscal year			-
Unreserved un-appropriated fund balance			\$ -

CITY OF WATERTOWN
FY 2012/13 FINANCIAL REPORT (UNAUDITED)

GENERAL FUND SUMMARY

General Fund Summary	2012-13		%	Prior	2011-12
	Revised Budget	YTD Actual		YTD Actual	Actual
Revenues	\$ 40,522,645	\$ 40,339,196	99.55%	\$ 36,713,100	\$ 36,713,100
Expenditures	\$ 42,735,656	\$ 40,889,388	95.68%	\$ 37,830,571	\$ 37,830,571
Net Change in Fund Balance	\$ (2,213,011)	\$ (550,192)		\$ (1,117,472)	\$ (1,117,472)

GENERAL FUND REVENUES

General fund revenues (excluding the NYS AIM spin-up of \$3,100,000) were up \$526,096 or 1.43% compared to last year due mostly to the increase in the sale of excess hydro-electric power by \$310,001, mortgage tax increase of \$173,597 and sales of real property by \$193,933. Sales tax revenue compared to last year saw only a slight increase of \$32,742. Decreases in revenues occurred in the utilities tax by \$22,188, cable franchise fees by \$17,122, interest earnings by \$29,968 and refuse stickers by \$16,691. The 10 largest general fund budgeted revenues account for over 94% of the total general fund revenues. A summary of general fund revenues is as follows:

GENERAL FUND REVENUES	2012-13		Y-T-D % of Budget	Prior	2011-12
	Revised Budget	Current Y-T-D		Y-T-D	Actual
State Admin. Sales & Use Tax	\$ 17,860,000	\$ 17,247,801	96.57%	\$ 17,215,058	\$ 17,215,058
State Aid, Per Capita	\$ 7,803,208	\$ 7,803,208	100.00%	\$ 4,703,208	\$ 4,703,208
Real Property Taxes(net of reserve)	\$ 7,320,740	\$ 7,425,473	101.43%	\$ 7,307,193	\$ 7,307,193
Sale of Surplus Power	\$ 3,346,000	\$ 3,076,104	91.93%	\$ 2,766,103	\$ 2,766,103
Refuse and Garbage Charges	\$ 841,000	\$ 783,380	93.15%	\$ 740,596	\$ 740,596
State Aid, Mortgage Tax	\$ 300,000	\$ 480,981	160.33%	\$ 307,384	\$ 307,384
Utilities Gross Income Tax	\$ 321,000	\$ 329,528	102.66%	\$ 351,716	\$ 351,716
Interfund Transfers	\$ 186,475	\$ 247,410	132.68%	\$ 335,566	\$ 335,566
State Mass Transportation Assistance	\$ 225,000	\$ 245,809	109.25%	\$ 226,264	\$ 226,264
Bus Fares	\$ 165,000	\$ 158,614	96.13%	\$ 160,702	\$ 160,702
Subtotal	\$ 38,368,423	\$ 37,798,308	98.51%	\$ 34,113,790	\$ 34,113,790
All Other General Fund Revenues	\$ 2,154,222	\$ 2,540,888	117.95%	\$ 2,599,310	\$ 2,599,310
Total	\$ 40,522,645	\$ 40,339,196	99.55%	\$ 36,713,100	\$ 36,713,100

Real Property Tax Collections: Gross property tax revenue for FY 12-13 is \$7,373,612 which represented an increase of \$73,203 due to the tax levy being increased by 1.00% with the adoption of the Fiscal Year 2012-13 budget. The property tax revenue was adjusted downwards at year-end by \$43,444 to adjust the estimated reserve for uncollectable accounts as well as the amount for deferred tax revenues not yet collected within the first sixty days of the subsequent fiscal year.

Interest and Penalties on Property Taxes: Revenue was down compared to last year by \$29,968 or 67.83%.

Sales Tax Revenue: The City's sales tax collections were slightly above last year's actual results by \$ 32,742 or 0.19%. However compared to the adopted budget, revenue was down \$612,199 or 3.43%.

Sale of Surplus Power: The City's sale of surplus power finished \$310,001 or 11.21% higher than last year. Compared to FY 2010/11 revenue is down \$446,333 or 12.67% (not adjusted for the annual increases to the rate paid to the City per kilowatt).

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 down compared to last year by \$ 22,188 or 6.31%.

Mortgage Tax Revenue: The City receives 1/2% tax for each mortgage recorded on property located within the City. Revenue for the year was up \$ 173,597 or 56.48% compared to last year.

NYS Unrestricted Aid and AIM funding: The City's base revenue from the NYS Aid and Incentives to Municipalities program (AIM) was the same as last year. However in Fiscal Year 2012-13 the City received an additional \$3,100,000 due to a change in the State's payment cycle. The City placed the additional aid in a capital reserve to fund projects identified in the City's five year capital plan.

**CITY OF WATERTOWN
FY 2012/13 FINANCIAL REPORT (UNAUDITED)**

GENERAL FUND EXPENDITURES

The following 10 departments / categories represent over 85% of the General Fund budgeted expenditures (excluding the Capital Reserve appropriation). General fund expenditures were down by \$41,183 or 0.11% compared to last year. Increases in pension costs of \$366,006 and health insurance premiums of \$329,884 were offset by the decrease in debt service costs of \$513,463 and reduced transfers to the capital projects fund due to the under-performing sales tax revenue.

GENERAL FUND EXPENDITURES	2012-13			2011-12	
	Revised Budget	Current Y-T-D	Y-T-D % of Budget	Prior Y-T-D	Actual (Unaudited)
Fire	\$ 8,508,357	\$ 8,426,431	99.04%	\$ 8,300,475	\$ 8,300,475
Police	\$ 7,830,455	\$ 7,775,781	99.30%	\$ 7,279,966	\$ 7,279,966
Department of Public Works	\$ 5,319,132	\$ 4,951,660	93.09%	\$ 4,837,339	\$ 4,837,339
Health Insurance-Retirees	\$ 3,227,975	\$ 3,227,839	100.00%	\$ 3,055,625	\$ 3,055,625
Debt Service	\$ 2,762,930	\$ 2,762,927	100.00%	\$ 3,303,601	\$ 3,303,601
Transfer to Capital Projects	\$ 940,500	\$ 314,481	33.44%	\$ 1,681,031	\$ 1,681,031
Parks and Recreation	\$ 2,073,507	\$ 1,834,510	88.47%	\$ 1,324,024	\$ 1,324,024
Library Transfer	\$ 1,419,752	\$ 1,393,974	98.18%	\$ 1,499,677	\$ 1,499,677
Traffic Control & Lighting	\$ 818,990	\$ 783,154	95.62%	\$ 736,571	\$ 736,571
Bus	\$ 864,494	\$ 823,170	95.22%	\$ 811,544	\$ 811,544
SUBTOTAL	\$ 33,766,093	\$ 32,293,927	95.64%	\$ 32,829,853	\$ 32,829,853
All Other Departments/Transfers	\$ 8,969,564	\$ 8,595,461	95.83%	\$ 5,000,719	\$ 5,000,719
TOTAL	\$ 42,735,656	\$ 40,889,388	95.68%	\$ 37,830,571	\$ 37,830,571

GENERAL FUND - PERSONAL SERVICES

Personal service expenditures account for 39% of the general fund budgeted expenditures. The following table presents the 10 largest departmental budgeted personal services. These 10 departments represent 81% of the budgeted general fund personal service expenditures. Fire department overtime finished down compared to last year by \$29,661 or 12.01%. Police department overtime finished higher by \$75,817 or 34.01%.

Department	2012-13			2011-12	
	Revised Budget	Current Y-T-D	Y-T-D % of Budget	Prior Y-T-D	Actual (Unaudited)
Fire	\$ 5,045,413	\$ 5,131,669	101.71%	\$ 2,401,643	\$ 5,033,052
Police	\$ 4,534,373	\$ 4,533,884	99.99%	\$ 2,095,378	\$ 4,329,952
DPW Snow Removal	\$ 530,338	\$ 538,858	101.61%	\$ 78,270	\$ 545,215
Engineering	\$ 453,453	\$ 448,009	98.80%	\$ 201,744	\$ 451,034
Municipal Executive	\$ 349,555	\$ 371,041	106.15%	\$ 166,143	\$ 298,440
Comptroller	\$ 320,701	\$ 328,648	102.48%	\$ 149,661	\$ 313,424
DPW Central Garage	\$ 350,232	\$ 325,837	93.03%	\$ 148,131	\$ 331,056
Bus	\$ 327,183	\$ 320,861	98.07%	\$ 149,957	\$ 303,576
DPW Refuse & Garbage	\$ 376,664	\$ 303,941	80.69%	\$ 157,083	\$ 317,158
DPW Administration	\$ 241,985	\$ 255,356	105.53%	\$ 158,747	\$ 375,130
SUBTOTAL	\$ 12,529,897	\$ 12,558,103	100.23%	\$ 5,706,757	\$ 12,298,037
All Other Departments	\$ 3,011,356	\$ 2,809,001	93.28%	\$ 1,406,695	\$ 2,437,665
TOTAL	\$ 15,541,253	\$ 15,367,104	98.88%	\$ 7,113,453	\$ 14,735,702

**CITY OF WATERTOWN
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WATER FUND

Revenues are up compared to last year by \$148,708 or 3.16% due to an increase of \$178,608 in water revenues from outside City users. Revenues from outside City users exceeded budgeted revenues by \$226,556. Expenditures were down \$343,855 or 7.36% compared to last year due primarily to two debt issues maturing last year resulting in \$386,189 less debt service costs as well as the dredging of the coagulation basin in the amount of \$87,768 in FY 2011-12 and \$0 in FY 2012-13.

Water Fund Summary	2012-13		Y-T-D % of Budget	Prior Y-T-D	2011-12
	Revised Budget	Y-T-D Actual			Actual (Unaudited)
Revenues	\$ 4,623,600	\$ 4,856,320	105.03%	\$ 4,707,612	\$ 4,707,612
Expenditures	\$ 4,681,436	\$ 4,325,322	92.39%	\$ 4,669,177	\$ 4,669,177
Net Change in Fund Balance	\$ (57,836)	\$ 530,998		\$ 38,434	\$ 38,434

SEWER FUND

Revenues were down compared to last year by \$230,192 or 4.20% primarily due to revenues from tanker hauled sludge and leachate decreasing \$249,085. Revenues from other governments were up \$25,353 or 1.59%. Expenditures were up by \$706,543 or 14.45% compared to last year due to higher treatment plant utility costs, the timing of equipment purchases and the increased transfer to the capital projects fund.

Sewer Fund Summary	2012-13		Y-T-D % of Budget	Prior Y-T-D	2011-12
	Revised Budget	Y-T-D Actual			Actual (Unaudited)
Revenues	\$ 4,818,720	\$ 5,255,601	109.07%	\$ 5,485,793	\$ 5,485,793
Expenditures	\$ 5,715,282	\$ 5,596,511	97.92%	\$ 4,889,968	\$ 4,889,968
Net Change in Fund Balance	\$ (896,562)	\$ (340,910)		\$ 595,825	\$ 595,825

LIBRARY FUND

Excluding the transfer from the General Fund, revenues were up compared to last year by \$4,803 or 6.85%. Expenditures were up compared to last year by \$77,005 or 7.22% due to the increase in health insurance costs (\$20,418) and retirement costs (\$20,973).

Library Fund Summary	2012-13		Y-T-D % of Budget	Prior Y-T-D	2011-12
	Revised Budget	Y-T-D Actual			Actual (Unaudited)
Revenues	\$ 1,489,236	\$ 1,468,885	98.63%	\$ 1,569,784	\$ 1,569,784
Expenditures	\$ 1,602,228	\$ 1,535,303	95.82%	\$ 1,548,833	\$ 1,548,833
Net Change in Fund Balance	\$ (112,992)	\$ (66,419)		\$ 20,952	\$ 20,952

The majority of the Library revenues shown in this fund are a result of the library transfer expense (\$1,393,974) shown up above 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 were down slightly compared to last year by \$5,135 or 0.07%. The revenue increase of \$369,775 due to the premium increase of 5.80% has been offset by a decrease in stop loss insurance recoveries of \$394,386 and \$34,974 received last year from the Federal Early Retiree Reinsurance Program. Expenditures were down by \$19,020 or 0.25% compared to last year.

Self-Insurance Fund Summary	2012-13		Y-T-D % of Budget	Prior Y-T-D	2011-12
	Revised Budget	Y-T-D Actual			Actual (Unaudited)
Revenues	\$ 7,951,517	\$ 7,711,034	96.98%	\$ 7,716,169	\$ 7,716,169
Expenditures	\$ 8,261,517	\$ 7,547,220	91.35%	\$ 7,566,240	\$ 7,566,240
Net Change in Fund Balance	\$ (310,000)	\$ 163,814		\$ 149,930	\$ 149,930

**CITY OF WATERTOWN
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	2012-13			Prior Y-T-D	2011-12		Current YTD vs. Prior YTD	
	Revised Budget	Current Y-T-D	Y-T-D % of Budget		Actual	Variance	%	
General Fund Revenues								
Real Property Taxes	\$ 7,373,240	\$ 7,373,612	100.01%	\$ 7,300,409	\$ 7,300,409	\$ 73,203	1.00%	
Special Assessments (sidewalks)	\$ 9,500	\$ 8,418	88.61%	\$ 10,111	\$ 10,111	\$ (1,693)	-16.74%	
Real Property Tax Reserve	\$ (62,000)	\$ 43,444	-70.07%	\$ (3,327)	\$ (3,327)	\$ 46,771	-1405.94%	
Federal Payments in Lieu of Taxes	\$ 39,000	\$ 46,152	118.34%	\$ 43,613	\$ 43,613	\$ 2,539	5.82%	
Other Payments in Lieu of Taxes	\$ 105,300	\$ 108,167	102.72%	\$ 113,500	\$ 113,500	\$ (5,334)	-4.70%	
Interest/Penalties on Property Taxes	\$ 125,000	\$ 162,492	129.99%	\$ 135,444	\$ 135,444	\$ 27,048	19.97%	
State Admin. Sales & Use Tax	\$ 17,860,000	\$ 17,247,801	96.57%	\$ 17,215,058	\$ 17,215,058	\$ 32,742	0.19%	
Utilities Gross Income Tax	\$ 321,000	\$ 329,528	102.66%	\$ 351,716	\$ 351,716	\$ (22,188)	-6.31%	
Franchises	\$ 427,500	\$ 412,138	96.41%	\$ 429,250	\$ 429,250	\$ (17,112)	-3.99%	
Tax Sale Advertising	\$ 13,500	\$ 16,518	122.36%	\$ 14,130	\$ 14,130	\$ 2,388	16.90%	
Comptroller's Fees	\$ 6,000	\$ 10,187	169.79%	\$ 5,945	\$ 5,945	\$ 4,242	71.36%	
Assessor's Fees	\$ 500	\$ 521	104.10%	\$ 527	\$ 527	\$ (7)	-1.23%	
Clerk Fees	\$ 120,000	\$ 111,426	92.85%	\$ 121,129	\$ 121,129	\$ (9,703)	-8.01%	
Civil Service Fees	\$ 5,400	\$ 7,938	146.99%	\$ 900	\$ 900	\$ 7,038	781.94%	
Police Fees	\$ 8,000	\$ 16,649	208.11%	\$ 2,852	\$ 2,852	\$ 13,797	483.77%	
Public Works Fees	\$ 85,000	\$ 74,685	87.86%	\$ 109,136	\$ 109,136	\$ (34,451)	-31.57%	
DPW Charges - Fuel	\$ 28,200	\$ 29,534	104.73%	\$ 27,269	\$ 27,269	\$ 2,265	8.31%	
Bus Fares	\$ 165,000	\$ 158,614	96.13%	\$ 160,702	\$ 160,702	\$ (2,089)	-1.30%	
Bus Advertising	\$ 10,000	\$ 11,373	113.73%	\$ 9,000	\$ 9,000	\$ 2,373	26.36%	
Parks & Recreation Charges	\$ 5,000	\$ 10,812	216.25%	\$ 10,465	\$ 10,465	\$ 347	3.32%	
Field Use Charges	\$ -	\$ 15,385	0.00%	\$ -	\$ -	\$ 15,385	#DIV/0!	
Recreation Concessions	\$ 95,000	\$ 93,670	98.60%	\$ 47,145	\$ 47,145	\$ 46,525	98.69%	
Special Recreation Facility Charges	\$ -	\$ 8,600	0.00%	\$ -	\$ -	\$ 8,600	#DIV/0!	
Arena Fees	\$ 125,000	\$ 52,321	41.86%	\$ 142,166	\$ 142,166	\$ (89,845)	-63.20%	
Skating Rink Charges	\$ 55,000	\$ 143,864	261.57%	\$ 53,980	\$ 53,980	\$ 89,884	166.52%	
Zoning Fees	\$ 3,000	\$ 3,250	108.33%	\$ 4,200	\$ 4,200	\$ (950)	-22.62%	
Refuse and Garbage Charges	\$ 576,000	\$ 489,409	84.97%	\$ 506,100	\$ 506,100	\$ (16,691)	-3.30%	
Toter Fees	\$ 265,000	\$ 293,971	110.93%	\$ 234,496	\$ 234,496	\$ 59,476	25.36%	
Sale of Surplus Power	\$ 3,346,000	\$ 3,076,104	91.93%	\$ 2,766,103	\$ 2,766,103	\$ 310,001	11.21%	
Taxes/Assessment Svcs. Other Govt.	\$ 4,950	\$ 4,953	100.06%	\$ 4,504	\$ 4,504	\$ 449	9.98%	
Civil Service Charges-School District	\$ 30,125	\$ 31,981	106.16%	\$ 27,724	\$ 27,724	\$ 4,258	15.36%	
Police Services	\$ 94,500	\$ 88,457	93.61%	\$ 94,248	\$ 94,248	\$ (5,791)	-6.14%	
Transportation Services, Other Govts.	\$ 4,600	\$ -	0.00%	\$ 4,605	\$ 4,605	\$ (4,605)	-100.00%	
Interest and Earnings	\$ 40,000	\$ 14,214	35.53%	\$ 44,182	\$ 44,182	\$ (29,968)	-67.83%	
Rental of Real Property	\$ 50,585	\$ 51,334	101.48%	\$ 51,850	\$ 51,850	\$ (516)	-0.99%	
Business and Occupational Licenses	\$ 5,500	\$ 5,482	99.67%	\$ 4,600	\$ 4,600	\$ 882	19.18%	
Games of Chance Licenses	\$ 100	\$ 1,242	1242.23%	\$ 130	\$ 130	\$ 1,112	854.09%	
Bingo Licenses	\$ 4,000	\$ 3,098	77.45%	\$ 2,881	\$ 2,881	\$ 217	7.54%	
Building & Alterations Permits	\$ 60,000	\$ 49,672	82.79%	\$ 80,276	\$ 80,276	\$ (30,603)	-38.12%	
City Permits	\$ 2,500	\$ 2,625	105.00%	\$ 13,008	\$ 13,008	\$ (10,383)	-79.82%	
Sanitary Sewer Permits	\$ 5,000	\$ 4,180	83.60%	\$ 3,890	\$ 3,890	\$ 290	7.46%	
Storm Sewer Permits	\$ 500	\$ 235	47.00%	\$ 525	\$ 525	\$ (290)	-55.24%	
Fines & Forfeited Bail	\$ 120,000	\$ 143,708	119.76%	\$ 131,737	\$ 131,737	\$ 11,970	9.09%	
Scrap & Excess Materials Sale	\$ 4,000	\$ 3,903	97.57%	\$ 11,339	\$ 11,339	\$ (7,436)	-65.58%	
Minor Sales	\$ 100	\$ -	0.00%	\$ 266	\$ 266	\$ (266)	-100.00%	
Sale of Real Property	\$ 20,000	\$ 194,403	972.01%	\$ 54,470	\$ 54,470	\$ 139,933	256.90%	
Sale of Equipment	\$ 15,000	\$ 16,013	106.75%	\$ 1,381	\$ 1,381	\$ 14,632	1059.49%	
Insurance Recoveries	\$ 20,000	\$ 46,615	233.08%	\$ 58,495	\$ 58,495	\$ (11,880)	-20.31%	
Refund of Prior Year Expense	\$ 5,000	\$ 10,371	207.42%	\$ 2,889	\$ 2,889	\$ 7,482	258.97%	
Gifts & Donations	\$ 7,500	\$ 6,073	80.98%	\$ 41,235	\$ 41,235	\$ (35,162)	-85.27%	
Other Unclassified Revenues	\$ 1,000	\$ 584	58.39%	\$ 2,112	\$ 2,112	\$ (1,528)	-72.36%	
Payment Processing Fees	\$ -	\$ 837	0.00%	\$ -	\$ -	\$ 837	#DIV/0!	
Central Printing & Mailing	\$ 3,200	\$ 4,012	125.38%	\$ 3,211	\$ 3,211	\$ 801	24.94%	
Central Garage	\$ 115,000	\$ 115,831	100.72%	\$ 122,936	\$ 122,936	\$ (7,105)	-5.78%	
State Aid, Per Capita	\$ 7,803,208	\$ 7,803,208	100.00%	\$ 4,703,208	\$ 4,703,208	\$ 3,100,000	65.91%	
State Aid, Mortgage Tax	\$ 300,000	\$ 480,981	160.33%	\$ 307,384	\$ 307,384	\$ 173,597	56.48%	
State Reimbursement-Worker's Comp.	\$ 69,000	\$ 61,332	88.89%	\$ 40,522	\$ 40,522	\$ 20,811	51.36%	
State Reimbursement-Court Security	\$ 37,700	\$ 38,051	100.93%	\$ 35,532	\$ 35,532	\$ 2,519	7.09%	
State Reimbursement-Court Postage	\$ 1,752	\$ 1,752	100.00%	\$ 1,752	\$ 1,752	\$ -	0.00%	
State Reimbursement-CHIPs	\$ 4,775	\$ 6,174	129.30%	\$ 9,177	\$ 9,177	\$ (3,003)	-32.72%	
State Mass Transportation Assistance	\$ 225,000	\$ 245,809	109.25%	\$ 226,264	\$ 226,264	\$ 19,545	8.64%	
State Aid-Bus Projects	\$ -	\$ 1,640	0.00%	\$ -	\$ -	\$ 1,640	#DIV/0!	

**CITY OF WATERTOWN
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	2012-13		Y-T-D % of Budget	Prior Y-T-D	2011-12 Actual	Current YTD vs. Prior YTD	
	Revised Budget	Current Y-T-D				Variance	%
State Aid, Youth Program	\$ 3,970	\$ 4,891	120.47%	\$ 6,499	\$ 6,499	\$ (2,885)	-44.39%
State Aid, Juvenile Program	\$ 3,000	\$ 3,614	97.83%	\$ 4,052	\$ 4,052	\$ 15,391	379.84%
State Aid, Other Home & Community Service	\$ 19,875	\$ 19,443	0.00%	\$ 34,134	\$ 34,134	\$ (34,134)	-100.00%
Federal Aid Police Block Grant	\$ -	\$ 117,516	0.00%	\$ 111,265	\$ 111,265	\$ 6,251	5.62%
Federal Aid Highway Safety	\$ 7,290	\$ -	0.00%	\$ 8,131	\$ 8,131	\$ (8,131)	-100.00%
Federal Transportation Assistance	\$ 137,300	\$ 150,420	109.56%	\$ 130,800	\$ 130,800	\$ 19,620	15.00%
Interfund Transfers	\$ 186,475	\$ 247,410	132.68%	\$ 335,566	\$ 335,566	\$ (88,155)	-26.27%
Total Revenue	\$ 40,522,645	\$ 40,339,196	99.55%	\$ 36,713,100	\$ 36,713,100	\$ 3,626,096	9.88%
Appropriated Fund Balance	\$ 2,213,011	\$ 550,192	24.86%	\$ 1,117,472	\$ 1,117,472	\$ (567,280)	-50.76%
Revenue and Fund Balance	\$ 42,735,656	\$ 40,889,388	95.68%	\$ 37,830,571	\$ 37,830,571	\$ 3,058,817	8.09%

General Fund Expenditures

Legislative Board	\$ 72,195	\$ 71,830	99.49%	\$ 72,825	\$ 72,825	\$ (995)	-1.37%
Mayor	\$ 29,115	\$ 27,938	95.96%	\$ 28,046	\$ 28,046	\$ (108)	-0.38%
Municipal Executive	\$ 570,339	\$ 565,499	99.15%	\$ 504,837	\$ 504,837	\$ 60,663	12.02%
Comptroller	\$ 565,971	\$ 543,147	95.97%	\$ 544,885	\$ 544,885	\$ (1,738)	-0.32%
Purchasing	\$ 132,192	\$ 130,523	98.74%	\$ 124,269	\$ 124,269	\$ 6,254	5.03%
Assessment	\$ 291,653	\$ 260,109	89.18%	\$ 260,537	\$ 260,537	\$ (427)	-0.16%
Tax Advertising	\$ 20,225	\$ 20,220	99.97%	\$ 17,162	\$ 17,162	\$ 3,057	17.81%
Property Acquired for Taxes	\$ 125,450	\$ 121,917	97.18%	\$ 77,819	\$ 77,819	\$ 44,098	56.67%
Fiscal Agent Fees	\$ 1,000	\$ 920	92.00%	\$ 3,331	\$ 3,331	\$ (2,411)	-72.38%
Clerk	\$ 220,584	\$ 210,646	95.49%	\$ 239,021	\$ 239,021	\$ (28,375)	-11.87%
Law	\$ 289,605	\$ 289,588	99.99%	\$ 243,549	\$ 243,549	\$ 46,039	18.90%
Civil Service	\$ 83,732	\$ 82,208	98.18%	\$ 75,610	\$ 75,610	\$ 6,598	8.73%
Engineering	\$ 726,798	\$ 683,901	94.10%	\$ 689,586	\$ 689,586	\$ (5,684)	-0.82%
DPW Administration	\$ 541,716	\$ 510,509	94.24%	\$ 613,364	\$ 613,364	\$ (102,855)	-16.77%
Buildings	\$ 190,224	\$ 160,374	84.31%	\$ 176,202	\$ 176,202	\$ (15,828)	-8.98%
Central Garage	\$ 793,071	\$ 733,871	92.54%	\$ 680,562	\$ 680,562	\$ 53,308	7.83%
Central Printing & Mailing	\$ 74,150	\$ 65,981	88.98%	\$ 70,451	\$ 70,451	\$ (4,471)	-6.35%
Information Technology	\$ 537,812	\$ 487,961	90.73%	\$ 508,125	\$ 508,125	\$ (20,164)	-3.97%
Judgements & Claims	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Land	\$ -	\$ -	0.00%	\$ 27,180	\$ 27,180	\$ (27,180)	-100.00%
Taxes on Property	\$ 39,600	\$ 39,585	99.96%	\$ 29,150	\$ 29,150	\$ 10,434	35.80%
Contingency	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Police	\$ 7,830,455	\$ 7,775,781	99.30%	\$ 7,279,966	\$ 7,279,966	\$ 495,815	6.81%
Fire	\$ 8,508,357	\$ 8,426,431	99.04%	\$ 8,300,475	\$ 8,300,475	\$ 125,956	1.52%
Control of Animals	\$ 176,764	\$ 94,344	53.37%	\$ 3,890	\$ 3,890	\$ 90,454	2325.30%
Safety Inspection	\$ 500,157	\$ 490,459	98.06%	\$ 368,941	\$ 368,941	\$ 121,518	32.94%
DPW Municipal Maintenance	\$ 571,052	\$ 495,375	86.75%	\$ 501,648	\$ 501,648	\$ (6,273)	-1.25%
DPW Road Maintenance	\$ 837,500	\$ 792,365	94.61%	\$ 704,639	\$ 704,639	\$ 87,725	12.45%
DPW Snow Removal	\$ 1,187,543	\$ 1,138,588	95.88%	\$ 1,019,383	\$ 1,019,383	\$ 119,205	11.69%
Hydro Electric Production	\$ 379,550	\$ 343,503	90.50%	\$ 340,586	\$ 340,586	\$ 2,917	0.86%
Traffic Control & Lighting	\$ 818,990	\$ 783,154	95.62%	\$ 736,571	\$ 736,571	\$ 46,583	6.32%
Airport	\$ 143,000	\$ 142,914	99.94%	\$ -	\$ -	\$ 142,914	#DIV/0!
Bus	\$ 864,494	\$ 823,170	95.22%	\$ 811,544	\$ 811,544	\$ 11,626	1.43%
Off Street Parking	\$ 56,254	\$ 56,059	99.65%	\$ 50,976	\$ 50,976	\$ 5,083	9.97%
Community Action	\$ 52,000	\$ 52,000	100.00%	\$ 62,000	\$ 62,000	\$ (10,000)	-16.13%
Publicity	\$ 13,750	\$ 4,500	32.73%	\$ 100	\$ 100	\$ 4,400	4400.00%
Private Social Services Agency	\$ 2,200	\$ 2,200	100.00%	\$ 11,600	\$ 11,600	\$ (9,400)	-81.03%
Recreation Administration	\$ 314,574	\$ 287,611	91.43%	\$ 191,645	\$ 191,645	\$ 95,966	50.07%
Thompson Park	\$ 374,348	\$ 343,297	91.71%	\$ 290,766	\$ 290,766	\$ 52,531	18.07%
Recreation Playgrounds	\$ 75,117	\$ 45,450	60.51%	\$ 46,238	\$ 46,238	\$ (788)	-1.71%
Recreation Fairgrounds	\$ 265,268	\$ 237,798	89.64%	\$ 180,345	\$ 180,345	\$ 57,453	31.86%
Recreation Athletic Programs	\$ 141,285	\$ 93,967	66.51%	\$ 50,032	\$ 50,032	\$ 43,934	87.81%
Recreation Outdoor Swimming Pool	\$ 190,618	\$ 167,619	87.93%	\$ 135,468	\$ 135,468	\$ 32,151	23.73%
Recreation Ice Arena	\$ 712,297	\$ 658,769	92.49%	\$ 429,531	\$ 429,531	\$ 229,238	53.37%
Historian	\$ 250	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Zoning	\$ 2,600	\$ 2,346	90.22%	\$ 3,058	\$ 3,058	\$ (712)	-23.29%
Planning	\$ 24,300	\$ 16,796	69.12%	\$ 7,989	\$ 7,989	\$ 8,807	110.25%
DPW Storm Sewer	\$ 368,113	\$ 317,795	86.33%	\$ 305,045	\$ 305,045	\$ 12,750	4.18%
DPW Refuse & Garbage	\$ 1,020,137	\$ 963,158	94.41%	\$ 1,012,698	\$ 1,012,698	\$ (49,540)	-4.89%
Worker's Compensation	\$ 66,500	\$ 66,406	99.86%	\$ 99,333	\$ 99,333	\$ (32,928)	-33.15%
Unemployment Insurance	\$ 7,500	\$ 6,451	86.01%	\$ 3,704	\$ 3,704	\$ 2,747	74.16%

**CITY OF WATERTOWN
FY 2012/13 FINANCIAL REPORT (UNAUDITED)**

	2012-13			2011-12		Current YTD vs. Prior YTD	
	Revised Budget	Current Y-T-D	Y-T-D % of Budget	Prior Y-T-D	Actual	Variance	%
Health Insurance-Retirees	\$ 3,227,975	\$ 3,227,839	100.00%	\$ 3,055,625	\$ 3,055,625	\$ 172,214	5.64%
Medicare Reimbursements	\$ 309,290	\$ 298,534	96.52%	\$ 279,196	\$ 279,196	\$ 19,338	6.93%
Compensated Absences	\$ 61,550	\$ 61,550	100.00%	\$ (19,273)	\$ (19,273)	\$ 80,823	-419.35%
Other Employee Benefits	\$ 18,255	\$ 10,053	55.07%	\$ 11,034	\$ 11,034	\$ (981)	-8.89%
General Liability Reserve Transfer	\$ 75,000	\$ 75,000	100.00%	\$ 75,000	\$ 75,000	\$ -	0.00%
Library Transfer	\$ 1,419,752	\$ 1,393,974	98.18%	\$ 1,499,677	\$ 1,499,677	\$ (105,703)	-7.05%
Serial Bonds - Principal	\$ 2,152,448	\$ 2,152,448	100.00%	\$ 2,569,562	\$ 2,569,562	\$ (417,114)	-16.23%
Serial Bonds-Interest	\$ 610,482	\$ 610,479	100.00%	\$ 706,828	\$ 706,828	\$ (96,349)	-13.63%
NYPA Loan Principal	\$ -	\$ -	0.00%	\$ 27,131	\$ 27,131	\$ (27,131)	-100.00%
NYPA Loan Interest	\$ -	\$ -	0.00%	\$ 81	\$ 81	\$ (81)	-100.00%
Capital Reserve Fund	\$ 3,100,000	\$ 3,100,000	100.00%	\$ -	\$ -	\$ 3,100,000	#DIV/0!
Capital Fund Transfer	\$ 940,500	\$ 314,481	33.44%	\$ 1,681,031	\$ 1,681,031	\$ (1,366,550)	-81.29%
Black River Trust Fund Transfer	\$ 10,000	\$ 10,000	100.00%	\$ 10,000	\$ 10,000	\$ -	0.00%
TOTAL	\$ 42,735,656	\$ 40,889,388	95.68%	\$ 37,830,571	\$ 37,830,571	\$ 3,058,817	8.09%

Water Fund Revenues

Water Rents	\$ 3,230,000	\$ 3,206,244	99.26%	\$ 3,219,422	\$ 3,219,422	\$ (13,178)	-0.41%
Unmetered Water	\$ 13,000	\$ 10,809	83.15%	\$ 11,247	\$ 11,247	\$ (438)	-3.90%
Outside User Fees	\$ 1,105,000	\$ 1,331,556	120.50%	\$ 1,152,949	\$ 1,152,949	\$ 178,608	15.49%
Water Service Charges	\$ 70,000	\$ 108,033	154.33%	\$ 83,657	\$ 83,657	\$ 24,376	29.14%
Interest & Penalties on Water Rents	\$ 70,000	\$ 57,910	82.73%	\$ 56,994	\$ 56,994	\$ 915	1.61%
Interest Earnings	\$ 4,500	\$ 379	8.43%	\$ 3,875	\$ 3,875	\$ (3,495)	-90.21%
Sale of Scrap	\$ 2,000	\$ 9,284	464.19%	\$ 5,424	\$ 5,424	\$ 3,860	71.16%
Sale of Equipment	\$ 1,000	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Insurance Recoveries	\$ 1,000	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Refund of Prior Years Expenditure	\$ 100	\$ -	0.00%	\$ 574	\$ 574	\$ (574)	-100.00%
Unclassified Revenues	\$ 1,000	\$ 475	47.53%	\$ 1,797	\$ 1,797	\$ (1,321)	-73.54%
Payment Processing Fees	\$ -	\$ 874	0.00%	\$ -	\$ -	\$ 874	#DIV/0!
Metered Water Sales Funds	\$ 125,000	\$ 128,340	102.67%	\$ 124,714	\$ 124,714	\$ 3,627	2.91%
State Aid - Workers Compensation	\$ -	\$ -	0.00%	\$ 25	\$ 25	\$ -	0.00%
Interfund Transfers	\$ 1,000	\$ 2,416	241.59%	\$ 46,935	\$ 46,935	\$ (44,519)	-94.85%
Total Revenue	\$ 4,623,600	\$ 4,856,320	105.03%	\$ 4,707,612	\$ 4,707,612	\$ 148,708	3.16%
Appropriated Fund Balance	\$ 43,376	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Revenue and Fund Balance	\$ 4,666,976	\$ 4,856,320	104.06%	\$ 4,707,612	\$ 4,707,612	\$ 148,708	3.16%

Water Fund Expenditures

Taxes on Property	\$ 735	\$ 718	97.66%	\$ 717	\$ 717	\$ 1	0.17%
Contingency	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Water Administration	\$ 267,640	\$ 238,190	89.00%	\$ 230,541	\$ 230,541	\$ 7,650	3.32%
Source of Supply, Power and Pump	\$ 553,249	\$ 539,020	97.43%	\$ 559,664	\$ 559,664	\$ (20,644)	-3.69%
Water Purification	\$ 1,706,351	\$ 1,562,659	91.58%	\$ 1,424,980	\$ 1,424,980	\$ 137,679	9.66%
Transmission and Distribution	\$ 1,218,368	\$ 1,128,356	92.61%	\$ 1,158,710	\$ 1,158,710	\$ (30,354)	-2.62%
Worker's Compensation	\$ 7,000	\$ 3,653	52.19%	\$ 6,600	\$ 6,600	\$ (2,946)	-44.64%
Health Insurance	\$ 124,573	\$ 117,166	94.05%	\$ 118,951	\$ 118,951	\$ (1,785)	-1.50%
Medicare Reimbursements	\$ 11,988	\$ 8,657	72.21%	\$ 10,341	\$ 10,341	\$ (1,684)	-16.29%
Compensated Absences	\$ 2,000	\$ 1,890	94.48%	\$ 7,783	\$ 7,783	\$ (5,894)	-75.72%
Other Employee Benefits	\$ 1,101	\$ 1,040	94.50%	\$ 694	\$ 694	\$ 346	49.82%
General Liability Transfer	\$ 15,000	\$ 15,000	100.00%	\$ 15,000	\$ 15,000	\$ -	0.00%
Serial Bonds - Principal	\$ 400,450	\$ 400,450	100.00%	\$ 829,583	\$ 829,583	\$ (429,133)	-51.73%
Serial Bonds - Interest	\$ 120,482	\$ 120,481	100.00%	\$ 146,533	\$ 146,533	\$ (26,052)	-17.78%
Transfer to Coagulation Reserve	\$ 20,000	\$ 20,000	100.00%	\$ 25,000	\$ 25,000	\$ (5,000)	-20.00%
Transfer to Capital	\$ 232,500	\$ 168,042	72.28%	\$ 134,082	\$ 134,082	\$ 33,961	25.33%
TOTAL	\$ 4,681,436	\$ 4,325,322	92.39%	\$ 4,669,177	\$ 4,669,177	\$ (343,855)	-7.36%

**CITY OF WATERTOWN
FY 2012/13 FINANCIAL REPORT (UNAUDITED)**

	2012-13			2011-12		Current YTD vs. Prior YTD	
	Revised Budget	Current Y-T-D	Y-T-D % of Budget	Prior Y-T-D	Actual	Variance	%
Sewer Fund Revenues							
Sewer Rents	\$ 2,542,000	\$ 2,474,574	97.35%	\$ 2,516,492	\$ 2,516,492	\$ (41,918)	-1.67%
Sewer Charges	\$ 324,750	\$ 784,253	241.49%	\$ 1,033,338	\$ 1,033,338	\$ (249,085)	-24.10%
Interest & Penalties on Sewer Rents	\$ 60,000	\$ 49,811	83.02%	\$ 56,657	\$ 56,657	\$ (6,846)	-12.08%
Sewer Rents-Governments	\$ 1,633,000	\$ 1,622,978	99.39%	\$ 1,597,626	\$ 1,597,626	\$ 25,353	1.59%
Interest Earnings	\$ 5,200	\$ 2,059	39.59%	\$ 5,951	\$ 5,951	\$ (3,893)	-65.41%
Permit Fees	\$ 20,000	\$ 20,000	100.00%	\$ 19,500	\$ 19,500	\$ 500	2.56%
Sale of Scrap	\$ 1,000	\$ 13,958	1395.76%	\$ 2,979	\$ 2,979	\$ 10,978	368.48%
Sale of Equipment	\$ 1,000	\$ 1,150	115.00%	\$ -	\$ -	\$ 1,150	#DIV/0!
Refund of Prior Years Expenditure	\$ -	\$ -	0.00%	\$ 132	\$ 132	\$ (132)	-100.00%
Unclassified Revenues	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Payment Processing Fees	\$ -	\$ 874	0.00%	\$ -	\$ -	\$ 874	#DIV/0!
Interfund Revenues	\$ 229,770	\$ 268,926	117.04%	\$ 234,942	\$ 234,942	\$ 33,984	14.47%
State Aid - Workers Compensation	\$ -	\$ -	0.00%	\$ 625	\$ 625	\$ (625)	-100.00%
State Aid - CHIPSS	\$ 1,000	\$ 1,113	111.28%	\$ -	\$ -	\$ 1,113	#DIV/0!
Interfund Transfer	\$ 1,000	\$ 0	0.04%	\$ 17,551	\$ 17,551	\$ (17,551)	-100.00%
Total Revenue	\$ 4,818,720	\$ 5,255,601	109.07%	\$ 5,485,793	\$ 5,485,793	\$ (230,192)	-4.20%
Appropriated Fund Balance	\$ 765,489	\$ 340,910	44.53%	\$ -	\$ -	\$ 340,910	#DIV/0!
Total Revenue	\$ 5,584,209	\$ 5,596,511	100.22%	\$ 5,485,793	\$ 5,485,793	\$ 110,717	2.02%

Sewer Fund Expenditures

Sewer Administration	\$ 229,892	\$ 215,640	93.80%	\$ 172,975	\$ 172,975	\$ 42,665	24.67%
Sanitary Sewer	\$ 497,397	\$ 467,540	94.00%	\$ 445,867	\$ 445,867	\$ 21,673	4.86%
Sewage Treatment and Disposal	\$ 3,302,910	\$ 3,234,200	97.92%	\$ 2,661,979	\$ 2,661,979	\$ 572,221	21.50%
Contingency	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Worker's Compensation	\$ 5,500	\$ 3,069	55.79%	\$ 5,225	\$ 5,225	\$ (2,156)	-41.27%
Unemployment Insurance	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Health Insurance- Retirees	\$ 156,742	\$ 155,736	99.36%	\$ 139,110	\$ 139,110	\$ 16,626	11.95%
Medicare Reimbursements	\$ 13,187	\$ 12,238	92.80%	\$ 11,616	\$ 11,616	\$ 622	5.36%
Compensated Absences	\$ 1,000	\$ (128)	-12.80%	\$ 8,635	\$ 8,635	\$ (8,763)	-101.48%
Other Employee Benefits	\$ 1,351	\$ 956	70.78%	\$ 694	\$ 694	\$ 262	37.69%
General Liability Transfer	\$ 15,000	\$ 15,000	100.00%	\$ 15,000	\$ 15,000	\$ -	0.00%
Serial Bonds - Principal	\$ 451,294	\$ 451,294	100.00%	\$ 492,301	\$ 492,301	\$ (41,007)	-8.33%
Serial Bonds - Interest	\$ 134,809	\$ 134,808	100.00%	\$ 152,709	\$ 152,709	\$ (17,901)	-11.72%
NYPA Principal	\$ -	\$ -	0.00%	\$ 1,836	\$ 1,836	\$ (1,836)	-100.00%
NYPA Interest	\$ -	\$ -	0.00%	\$ 5	\$ 5	\$ (5)	-100.00%
Transfer to Capital Reserve Fund	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Transfer to Capital Fund	\$ 906,200	\$ 906,158	100.00%	\$ 782,015	\$ 782,015	\$ 124,143	15.87%
TOTAL	\$ 5,715,282	\$ 5,596,511	97.92%	\$ 4,889,968	\$ 4,889,968	\$ 706,543	14.45%

Library Fund Revenues

Library Fines	\$ 18,000	\$ 19,296	107.20%	\$ 18,624	\$ 18,624	\$ 672	3.61%
Library Grant	\$ 51,484	\$ 48,794	94.78%	\$ 51,484	\$ 51,484	\$ (2,689)	-5.22%
Interfund Transfer	\$ 1,419,752	\$ 1,400,784	98.66%	\$ 1,499,677	\$ 1,499,677	\$ (98,893)	-6.59%
Total Revenue	\$ 1,489,236	\$ 1,468,885	98.63%	\$ 1,569,784	\$ 1,569,784	\$ (100,900)	-6.43%
Appropriated Fund Balance	\$ 150,000	\$ 66,419	44.28%	\$ -	\$ -	\$ 66,419	#DIV/0!
Revenue and Fund Balance	\$ 1,639,236	\$ 1,535,303	93.66%	\$ 1,569,784	\$ 1,569,784	\$ (34,481)	-2.20%

Library Fund Expenditures

Contingency	\$ 7	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Library Fund Expenditures	\$ 997,652	\$ 958,280	96.05%	\$ 850,232	\$ 850,232	\$ 108,048	12.71%
Worker's Compensation	\$ 2,500	\$ 1,461	58.44%	\$ 2,330	\$ 2,330	\$ (869)	-37.30%
Health Insurance	\$ 108,074	\$ 108,074	100.00%	\$ 102,180	\$ 102,180	\$ 5,894	5.77%
Medicare Reimbursements	\$ 17,233	\$ 17,203	99.83%	\$ 16,489	\$ 16,489	\$ 714	4.33%
Compensated Absences	\$ 250	\$ 700	279.97%	\$ 4,065	\$ 4,065	\$ (3,365)	-82.78%
Other Employee Benefits	\$ 525	\$ 476	90.69%	\$ 347	\$ 347	\$ 129	37.24%
Serial Bonds - Principal	\$ 43,000	\$ 43,000	100.00%	\$ 57,330	\$ 57,330	\$ (14,330)	-25.00%
Serial Bonds - Interest	\$ 13,637	\$ 13,636	99.99%	\$ 15,643	\$ 15,643	\$ (2,007)	-12.83%
NYPA Principal	\$ -	\$ -	0.00%	\$ 17,159	\$ 17,159	\$ (17,159)	-100.00%
NYPA Interest	\$ -	\$ -	0.00%	\$ 51	\$ 51	\$ (51)	-100.00%
Transfer to Capital	\$ 419,350	\$ 392,472	93.59%	\$ 483,006	\$ 483,006	\$ (90,534)	-18.74%
TOTAL	\$ 1,602,228	\$ 1,535,303	95.82%	\$ 1,548,833	\$ 1,548,833	\$ (13,529)	-0.87%

**CITY OF WATERTOWN
FY 2012/13 FINANCIAL REPORT (UNAUDITED)**

	2012-13		Y-T-D % of Budget	Prior Y-T-D	2011-12		Current YTD vs. Prior YTD	
	Revised Budget	Current Y-T-D			Actual	Variance	%	
Self-Insurance Fund Revenues								
Shared Service Charges	\$ 6,849,143	\$ 6,725,263	98.19%	\$ 6,355,488	\$ 6,355,488	\$ 369,775	5.82%	
Interest and Earnings	\$ 5,000	\$ 750	14.99%	\$ 5,925	\$ 5,925	\$ (5,175)	-87.35%	
Insurance Recoveries	\$ 250,000	\$ 40,042	16.02%	\$ 434,428	\$ 434,428	\$ (394,386)	-90.78%	
Medicare Part D reimbursement	\$ 160,000	\$ 199,527	124.70%	\$ 188,137	\$ 188,137	\$ 11,391	6.05%	
Refund of Prior Years Expenditure	\$ -	\$ 6,049	0.00%	\$ -	\$ -	\$ 6,049	#DIV/0!	
Employee Contributions	\$ 602,374	\$ 579,571	96.21%	\$ 539,642	\$ 539,642	\$ 39,929	7.40%	
Unclassified Revenues	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	
Prescription Reimbursements	\$ 85,000	\$ 159,832	188.04%	\$ 157,575	\$ 157,575	\$ 2,256	1.43%	
Federal Early Retiree Reinsurance Program	\$ -	\$ -	0.00%	\$ 34,974	\$ 34,974	\$ (34,974)	-100.00%	
Total Revenue	\$ 7,951,517	\$ 7,711,034	96.98%	\$ 7,716,169	\$ 7,716,169	\$ (5,135)	-0.07%	
Appropriated Fund Balance	\$ 310,000	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%	
Revenue and Fund Balance	\$ 8,261,517	\$ 7,711,034	93.34%	\$ 7,716,169	\$ 7,716,169	\$ (5,135)	-0.07%	

Self-Insurance Fund Expenditures

Administration	\$ 667,679	\$ 554,435	83.04%	\$ 621,067	\$ 621,067	\$ (66,631)	-10.73%
Medical Claims	\$ 4,881,231	\$ 4,474,481	91.67%	\$ 4,354,097	\$ 4,354,097	\$ 120,384	2.76%
Pharmacy Claims	\$ 2,712,607	\$ 2,518,304	92.84%	\$ 2,591,076	\$ 2,591,076	\$ (72,773)	-2.81%
TOTAL	\$ 8,261,517	\$ 7,547,220	91.35%	\$ 7,566,240	\$ 7,566,240	\$ (19,020)	-0.25%

December 11, 2013

To: The Honorable Mayor and City Council
From: Kenneth A. Mix, Planning and Community Development Coordinator
Subject: Park Rules

Attached is the latest draft of the proposed Park Rules. Please note the following changes made based upon the discussion at the City Council Work Session on November 12, 2013 and further thoughts by Staff:

Kostyk Field has been moved from Playgrounds to the Parks and Recreational Areas list.

Designated parking areas within Thompson Park have been listed based upon the signs in place today. The current Ordinance references a map that cannot be found.

How the closing hours are described has been changed to “no person shall enter or remain in...”, instead of stating the parks are “closed.” The new proposal allows everyone to drive through Thompson Park during the closed hours instead of just Golf Club members.

Tobacco products are restricted to designated areas within Alex T. Duffy Fairgrounds, Kostyk Field, Marble Street Park and John Q. Adams recreation fields.

The sections on rubbish, bicycles and dogs have been deleted because they are covered by other laws.

The section on fishing was permissive so it has been eliminated.

Motorized boats may now be launched at the Route 3 Handicap Fishing and Boating Access.

We are working on sign mock-ups for City Council’s review.

Proposed Amendments to the City Code for Parks and Recreational Areas – 12/10/13

Chapter 216: PARKS, PLAYGROUNDS, AND RECREATIONAL AREAS

ARTICLE I General Provisions

§216-1. Enumeration of parks, playgrounds, and recreational areas.

The rules set forth in this chapter apply to the following parks and recreational areas:

PARKS AND RECREATIONAL AREAS

- Alex T. Duffy Fairgrounds
- Bicentennial Park
- Factory Square Park
- Fairgrounds Trail
- John C. Thompson Park
- John Q. Adams Recreation Fields (aka North Elementary Fields)
- Kostyk Field
- Marble Street Park
- Route 3 Handicap Fishing and Boating Access
- Veterans' Memorial Riverwalk
- Waterworks Park
- Whitewater Park

PLAYGROUNDS

- Academy Street Playground
- Emerson Place Playground
- Hamilton Street Playground
- Jefferson Street Playground
- Portage Street Playground
- Taylor Playground
- Thompson Street Playground

§216-2. Driving and parking of vehicles.

- A. No person shall operate any motor vehicle, as defined in New York State Vehicle and Traffic Law § 125, as the same may be amended from time to time, within any park, playground, or recreational area, other than on asphalt or stone drives, unless authorized by the City Manager.
- B. No person shall operate any limited use vehicle, snowmobile or all-terrain vehicle, as defined in New York State Vehicle and Traffic Law §§ 121-c, 2221 or 2281, as the same may be amended from time to time, within any park, playground or recreational area.
- C. No person shall park any motor vehicle any place within a park, playground or recreational area other than in a parking lot or designated parking area, unless authorized by the City Manager.

- D. Designated parking areas in Thompson Park are:
- North side of North Tower Drive
 - South side of South Tower Drive
 - East side of East Tower Drive from southern edge of South Tower Drive to northern edge of North Tower Drive
 - West side of West Tower Drive from the southern edge of South Tower Drive to the rock monument in front of the flag pole
 - East side of West Tower Drive from North Tower Drive to Oak Walk
 - South side of West Entrance Drive from Watertown Golf Club Entrance to the sand trap
 - South side of West Entrance Drive from East Tower Drive to the parking lot
 - Along the overlook wall on West Entrance Drive.

§216-3. Closing hours.

- A. No person shall enter or remain in any playground from 9 p.m. to 6 a.m.
- B. No person shall enter or remain in any park, except John C. Thompson Park, Veterans' Memorial Riverwalk, Waterworks Park, Alex T. Duffy Fairgrounds, Bicentennial Park, and Whitewater Park, from 9 p.m. to 6 a.m.
- C. No person shall enter or remain in John C. Thompson Park from 12 a.m. to 5 a.m., except for the purpose of driving through without stopping other than for traffic signs.
- D. No person shall enter or remain in Veterans' Memorial Riverwalk or Waterworks Park, from one hour after sunset to 6 a.m.

§216-4. Glass containers.

No person shall possess, deliver or use any type of glass container within any park, playground or recreational area.

§216-5. Alcoholic beverages.

Consumption of alcoholic beverages within any park or recreational area shall be governed by City Code Chapter 75, as the same may be amended from time to time.

§216-6. Tobacco Products.

- A. Use of tobacco products shall be prohibited in all playgrounds and within 100 feet of any playground structure located in a park.
- B. Tobacco products shall only be used at Alex T. Duffy Fairgrounds, Kostyk Field, Marble Street Park, and John Q. Adams Recreation Fields within areas designated by the Superintendent of Parks & Recreation and identified by signs.

§216-7. Open Fires.

Open fires are prohibited, except within the confines of cooking grills, fire places, or fire pits, if provided, within any park, playground or recreational area.

§216-8. Boats.

Motorized boats shall not be launched from any park, except the Route 3 Handicap Fishing and Boating Access.

§216-9. Swimming.

Swimming is prohibited in the Black River at all parks and recreational areas.

§216-10. Enforcement.

This Chapter shall be enforced by the City of Watertown Police Department.

§216-11. Penalties for offenses.

Any person, firm or corporation violating any provision of this chapter shall, upon conviction, be subject to a fine of not less than \$50 nor more than \$250. Each day of a continued violation is a separate and distinct offense.

Proposed Amendments to the City Code – 12/10/13

CHAPTER 75: ALCOHOLIC BEVERAGES

§75-1. Restrictions, permits.

- A. Consumption of alcoholic beverages in public places within the boundaries of the City of Watertown is prohibited unless such consumption takes place in duly licensed commercial premises which are licensed by the State of New York for the sale and consumption of alcoholic beverages or unless such consumption is pursuant to a duly authorized permit of the City of Watertown. A "public place" is defined as property, either publicly or privately owned, which is used by the public for the normal transaction of everyday business or which is held open to the public for its use.
- B. The City of Watertown shall control the issuance of permits to allow consumption of alcoholic beverages as follows:
- (1) The Parks and Recreation Department or Police Department may issue a permit to consume alcoholic beverages in the following parks and recreational areas:
 - Bicentennial Park
 - Factory Square Park
 - John C. Thompson Park
 - Marble Street Park
 - Veterans' Memorial Riverwalk
 - Waterworks Park
 - Whitewater Park
 - Pavilion in J.B. Wise Parking Lot
 - (2) Consumption of alcoholic beverages is prohibited in all other parks, playgrounds and recreational areas.
 - (3) The Police Department may issue a permit to consume alcoholic beverages in all other public places.

§75-2. Evidence of consumption.

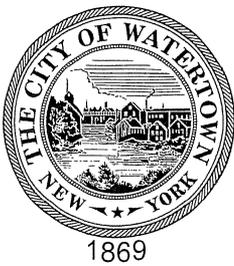
The possession of an open container of any form of intoxicating beverage shall be prima facie evidence of such consumption.

§75-3. Community events waiver.

The City Council may waive the requirement to obtain a permit to consume alcohol for community events.

§75-4. Penalties for offenses.

Any person, firm or corporation violating any provision of this chapter shall, upon conviction, be subject to a fine of not less than fifty dollars (\$50.) nor more than two hundred fifty dollars (\$250.) Each day of a continued violation is a separate and distinct offense.



CITY OF WATERTOWN, NEW YORK

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Amy M. Pastuf
Purchasing Manager

MEMORANDUM

TO: City Council
Sharon Addison, City Manager

FROM: Amy M. Pastuf, Purchasing Manager

SUBJECT: Best Value Contract Award Law

DATE: 12/3/2013

On August 1, 2012, a new subdivision 16 was added to General Municipal Law (GML) § 103 to authorize political subdivisions to purchase equipment and supplies or to contract for services through the use of contracts let by the United States, any state or any political subdivision or district therein. Purchases made in accordance with this new law are not subject to the competitive bidding requirements of GML § 103. The amendment became effective on August 1, 2012 and is scheduled to expire five years from that date.

Although the intent of this new subdivision was to allow local municipalities to use contracts let through the Federal government, other states and political subdivisions, the language of the subdivision did not take into account that many of these contracts are awarded through a “best value” methodology. This method of contract award was not in compliance with General Municipal Law, or the City of Watertown Purchasing Policy. On November 13, 2013, the Governor signed an amendment to this subdivision of the law that allows local municipalities to utilize contracts awarded using the “best value” standard so long as the municipality has adopted a local law authorizing the use of “best value” contracts.

The City of Watertown currently awards purchase contracts for goods and services to the lowest responsive, responsible bidder through the sealed bid process as per General Municipal Law. The City also utilizes the Request for Proposal process to award professional service contracts such as engineering and audit services. The “best value” method will give the City another tool to use to maximize acquired value through the procurement process. The decision to use this tool would be made by the Purchasing Department to ensure compliance with all laws and the City’s Purchasing Policy.

I am requesting the City Council consider adopting a local law to allow for the award of contracts through the “Best Value” method, and update the Purchasing Policy to reflect the new law.

This will permit the City of Watertown to utilize national cooperative purchasing contracts and contracts let by other states, counties, cities and the Federal government. The use of cooperative contracts and “piggybacking” off of previously let contracts has become crucial as we have seen a definite reduction in the number of OGS contracts renewed or let due to the downsizing of State agencies. The City will continue to use the sealed bid award method to the lowest responsive responsible bidder on contract let for purchases of goods and services unless it is determined in the best interest of the City to award through the best value method.

Once the “best value” law is in place, each contract utilized will need to be reviewed to ensure that it complies substantially with GML and our procurement rules and practices. We will also need to confirm that all purchases will comply with the terms and prices in the contract. Once it has been determined that it is in the best interests of the City of Watertown to utilize this contract a purchase order will be issued for the item or service.

Please let me know if you have any questions or comments.

RFP	Sealed Bid	Best Value
<p>A Request for Proposal (RFP) is a competitive procurement with an award based on price and other criteria which may include negotiation. They are most commonly used for professional service, true leases and licenses/concessions. Procedures include:</p>	<p>Awarded to the lowest responsive, responsible bidder</p>	<p>Allows an entity to take into consideration factors other than price in determining an award. Factors such as past experience with the vendor, the availability of service and parts and the life cycle of the product are some of the factors that can be considered when making a contract award with the Best Value method.</p>
<ol style="list-style-type: none"> 1. Establishment of evaluation criteria 2. Comprehensive, fair solicitation process. 3. Fair and equitable negotiation process. 4. Fair review/evaluation or rating process. 		<p>Requires a quantification of the criteria applied to the proposals and the evaluation results to demonstrate the best value for the City.</p>

December 11, 2013

To: Sharon Addison, City Manager

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

Subject: Public Skating Admission waiver for canned goods for food pantry

The Parks and Recreation Department is requesting to waive the skate rental fee and the admission fee to those people that bring canned goods to be donated Urban Mission on January 1st at our Snowtown Public Skate. Public Skate will be from 12:00pm-2:00pm. We feel that this would be an excellent way for the City to "give back" to the community.



229 Washington Street
Watertown, New York 13601

Phone: (315) 785-7705
Fax: (315) 788-2584

December 11, 2013

Sharon Addison
City Manager
City Hall
245 Washington St., Rm. 302
Watertown, NY 13601

Dear Ms. Addison:

The Flower Memorial Library will be undergoing a significant hardware and software changeover of the public computers in the library. Once the hardware is installed on January 2, 2014, the staff needs to be trained on the patron reservation and print system. This new software has many different levels and is more complex than the software we currently use, including the ability to monitor if patrons are logging on to questionable websites at the public access computers.

I am asking that you approve the library being closed on Friday January 3rd so that staff may be trained on this new software. Since the library is open seven days a week now, it is impossible to have all staff members in the library at one time. Closing the library will enable all of us to be trained and ready when patrons start using the equipment on Saturday, January 4th.

We can also use the time on this day to receive extra training on the additional security cameras that were recently installed. The staff will need to learn a new software interface program which allows us to save videos and track individuals in case of an incident in a different way than we do now.

Having this training day will allow my staff to concentrate on learning how to use newly installed, sophisticated equipment and programs without the everyday distractions that occur during a normal workday with patrons needing our attention. Training as a group allows questions to be asked that might be missed in separated training.

Respectfully,

Barbara Wheeler
Library Director

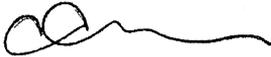
December 11, 2013

Dear Mayor Graham and City Councilmen,

At the December 10, 2013 meeting of the Board of Trustees of the Roswell P. Flower Library the Board unanimously passed a motion to allow the library staff to close the library for one day on January 3, 2014 for technology and security equipment training.

The extended hours of the library makes it increasingly difficult to schedule training events that all employees can attend. The Board of Trustees respectfully requests that the City Council allow the library to use this date for necessary training and therefore be closed to the public on January 3, 2014.

Sincerely,

A handwritten signature in black ink, appearing to read 'Connie Holberg', with a long horizontal flourish extending to the right.

Connie Holberg, President
Board of Trustees
Roswell P. Flower Library