This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, December 21, 2020, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

Mayor Smith will attend this meeting via videoconference, pursuant to Governor Cuomo’s Executive Order No. 202.1.

The City Council meeting is open to the public. All attendees must enter through the Sterling Street entrance and sign in. Each attendee must wear a mask while moving around, but may remove it when seated with 6-foot spacing.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PRIVILEGE OF THE FLOOR

RESOLUTIONS

Resolution No. 1 - Reappointment to Board of Ethics, Cary J. Parker
Resolution No. 2 - Reappointment to Board of Ethics, Yvonne F. Reff
Resolution No. 3 - Reappointment to Board of Ethics, Rande S. Richardson
Resolution No. 4 - Reappointment to Board of Ethics, Arthur C. Stever III
Resolution No. 5 - Reappointment of City Constable, Patrick T. Connell
Resolution No. 6 - Reappointment of Deputy City Constable, Robert D. Connell
Resolution No. 7 - Reappointment to the Roswell P. Flower Memorial Library Board of Trustees, Maria Mesires
Resolution No. 8 - Designation of Official Newspaper

Resolution No. 9 - Approving Salary Structure and Annual Pay Increase for Watertown Housing Authority Employees

Resolution No. 10 - Authorizing the Sale of Various Surplus Equipment

Resolution No. 11 - Amendment No. 125 to the Management And Management Confidential Pay Plan for Fiscal Year 2020-21

Resolution No. 12 - Reducing the Level of Emergency Medical Service From the Watertown Fire Department

Resolution No. 13 - Approving the Memorandum of Understanding Between the City of Watertown and CNY Fair Housing to Administer a Fair Housing Education and Enforcement Program

ORDINANCES

LOCAL LAW

PUBLIC HEARING

OLD BUSINESS

STAFF REPORTS

1. Amending the City of Watertown’s 2018 Community Development Block Grant Annual Action Plan
2. Sales Tax Revenue – November 2020
3. Sale of Surplus Hydro-electricity – November 2020

NEW BUSINESS

EXECUTIVE SESSION

WORK SESSION

ADJOURNMENT

NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, JANUARY 4, 2021.
Res Nos. 1, 2, 3, and 4

December 15, 2020

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Reappointments to the Board of Ethics

At the request of the City Council, the following members of the Board of Ethics were contacted and have agreed to serve another one-year term, such term expiring on December 31, 2021:

Cary J. Parker
212 North Orchard Street
Watertown, New York 13601

Yvonne F. Reff
621 Frontenac Street
Watertown, NY 13601

Rande S. Richardson
269 Flower Avenue West
Watertown, NY 13601

Arthur C. Stever III
304 Paddock Street
Watertown, NY 13601

Resolutions are attached for City Council consideration.
BE IT RESOLVED that the following individual is hereby reappointed to the Board of Ethics for a one-year term expiring on December 31, 2021:

Cary J. Parker
212 North Orchard Street
Watertown, New York 13601
Resolution No. 2

RESOLUTION

Reappointment to Board of Ethics, Yvonne F. Reff

Introduced by

BE IT RESOLVED that the following individual is hereby reappointed to the Board of Ethics for a one-year term expiring on December 31, 2021:

Yvonne F. Reff
621 Frontenac Street
Watertown, New York 13601

Seconded by
Resolution No. 3

RESOLUTION

Page 1 of 1

Reappointment to Board of Ethics, Rande S. Richardson

Introduced by

__________________________________________

BE IT RESOLVED that the following individual is hereby reappointed to the Board of Ethics for a one-year term expiring on December 31, 2021:

Rande S. Richardson
269 Flower Avenue West
Watertown, New York 13601

Seconded by

__________________________________________
Resolution No. 4

December 21, 2020

RESOLUTION

Page 1 of 1

Reappointment to Board of Ethics,
Arthur C. Stever III

Introduced by

BE IT RESOLVED that the following individual is hereby reappointed to the Board of Ethics for a one-year term expiring on December 31, 2020:

Arthur C. Stever III
304 Paddock Street
Watertown, New York 13601

Seconded by
To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Reappointment of City Constable and Deputy City Constable

At the request of the City Council, the City Constable, Patrick T. Connell, and Deputy City Constable, Robert D. Connell, have been contacted and both have agreed to serve another one-year term, such term expiring on December 31, 2021.

Resolutions are attached for City Council consideration.
December 21, 2020

Resolution No. 5

RESOLUTION

Page 1 of 1

Reappointment of City Constable, Patrick T. Connell

Introduced by

BE IT RESOLVED that the following individual is hereby reappointed as City Constable for the City of Watertown for a one-year term expiring on December 31, 2021:

Patrick T. Connell
173 Bowers Avenue
Watertown, New York 13601

Seconded by
Resolution No. 6

RESOLUTION

Page 1 of 1

Reappointment of Deputy City Constable, Robert D. Connell

Introduced by

BE IT RESOLVED that the following individual is hereby reappointed as Deputy City Constable for the City of Watertown for a one-year term expiring on December 31, 2021:

Robert D. Connell
115 Fairmont Avenue
Watertown, New York 13601

Seconded by
To: Members of City Council
From: Jeffrey M. Smith, Mayor
Subject: Reappointment to the Roswell P. Flower Memorial Library Board, Maria Mesires

Maria Mesires recently filled the unexpired term of Stephen Gebo. She has now graciously agreed to serve a full eleven-year term, such term expiring on December 31, 2031. Ms. Mesires has been an excellent addition to the Roswell P. Flower Memorial Library Board.

A Resolution is attached for City Council consideration.
RESOLUTION

Page 1 of 1

Reappointment to the Roswell P. Flower Memorial Library Board of Trustees, Maria Mesires

BE IT RESOLVED that the following individual is hereby reappointed to the Roswell P. Flower Memorial Library Board of Trustees for an eleven-year term expiring on December 31, 2031:

Maria Mesires
231 Harewood Avenue
Watertown, NY 13601
Res No. 8

December 15, 2020

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Designation of Official Newspaper

The attached resolution, if approved by the City Council, designates the Watertown Daily Times as the official newspaper of the City of Watertown for the year 2021, as required by New York State Law.
December 21, 2020

Resolution No. 8

RESOLUTION

Page 1 of 1

Designation of Official Newspaper

Introduced by

BE IT RESOLVED by the City Council of the City of Watertown, New York, that the Watertown Daily Times be and is hereby designated as the official newspaper of the City of Watertown, New York, for the year beginning January 1, 2021 and ending December 31, 2021.

Seconded by
To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Approving Salary Structure and Annual Increase for Watertown Housing Authority Employees

In conformity with the requirements of the New York State Housing Law and the United States Housing Act, the City Council of the City of Watertown is being asked to approve salary increases for the employees of the Watertown Housing Authority (WHA). By correspondence dated December 2, 2020, the City was notified that the Watertown Housing Authority Board adopted a resolution establishing the cost of living increase for all employees at one and one-half percent (1.5%) for calendar year 2021.

A resolution approving the recommended one and one-half percent (1.5%) cost of living increase for all employees of the Watertown Housing Authority is attached for City Council consideration. A copy of the 2021 salary structure for the WHA is attached for your review. Mr. Robare will be present at Monday’s City Council meeting should the Council have any further questions regarding the WHA’s recommendations.
RESOLUTION

Page 1 of 1

Approving Salary Structure and Annual Pay Increase for Watertown Housing Authority Employees

Introduced by

WHEREAS in conformity with the requirements of the New York State Public Housing Law § Section 32, Sub Division 1, compensation for Watertown Housing Authority employees can be fixed only upon the approval of the local legislative body, which is the City Council of the City of Watertown, and

WHEREAS the Watertown Housing Authority has reported that it is the desire of the Watertown Housing Authority Board to authorize a one and one-half percent (1.5%) cost of living increase for all employees effective January 1, 2021, and

WHEREAS by resolution adopted on December 2, 2020, the Watertown Housing Authority Board approved a one and one-half percent (1.5%) cost of living increase for all employees, effective January 1, 2021, by modification to its existing salary structure,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the 2021 salary structure for all employees of the Watertown Housing Authority which contains a one and one-half percent (1.5%) cost of living increase, effective January 1, 2021, with salary structures attached and made part of this resolution, and

BE IT FURTHER RESOLVED that City Manager is hereby authorized and directed to forward a certified copy of the resolution to the Watertown Housing Authority.
December 2, 2020

Mr. Kenneth Mix  
City Manager  
Watertown Municipal Building  
245 Washington Street  
Watertown, New York 13601

Re: Annual Salary Comparability Approval by City Council

Dear Mr. Mix,

In conformity with the requirements of the New York State Public Housing Law Section 32, Sub Division 1, compensation for the Watertown Housing Authority (WHA) employees can be fixed only upon approval of the local legislative body, which is the City Council of the City of Watertown. Recently at its regular meeting that was held at Midtown Towers, 142 Mechanic Street, Watertown, New York on Thursday, November 19, 2020, the WHA Board of Commissioners approved a 1.5% cost of living adjustment effective January 1, 2021.

The WHA Board is requesting a resolution by the City Council of Watertown approving the 1.5% cost of living adjustment for all positions. These changes will be effective January 1, 2021. A copy of the WHA’s Board resolution and salary structure are enclosed for your review.

If you have any questions, you can contact me at the address or number below.

Sincerely,

Michael Robare  
Executive Director

Providing Decent, Safe and Affordable Housing

142 Mechanic St. • Watertown, NY 13601 • 315-782-1251  
FAX:315-782-9394 • www.WHANY.org
Step System (Administration) that will become effective January 1, 2021

Watertown Housing Authority

Each year the steps will be adjusted accordingly with the cost of living adjustment (COLA) approved by the WHA Board, then by the City Council.

2021 COLA = 1.50%

<table>
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<th>POSITION</th>
<th>Step 1</th>
<th>Step 2</th>
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Step System (Maintenance) that will become effective January 1, 2021

Watertown Housing Authority

2021 COLA = 1.50%

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<th>POSITION</th>
<th>Step 1</th>
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<td>Crew Chief (Hourly)</td>
<td>$19.23</td>
<td>$19.90</td>
<td>$20.59</td>
<td>$21.32</td>
<td>$22.06</td>
<td>$22.83</td>
<td>$23.63</td>
<td>$24.46</td>
<td>$25.32</td>
<td>$26.20</td>
</tr>
<tr>
<td>Stock Attendant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stock Attendant (Salary)</td>
<td>$34.468</td>
<td>$35.674</td>
<td>$36.923</td>
<td>$38.215</td>
<td>$39.555</td>
<td>$40.940</td>
<td>$42.373</td>
<td>$43.857</td>
<td>$45.392</td>
<td>$46.981</td>
</tr>
<tr>
<td>Stock Attendant (Hourly)</td>
<td>$16.57</td>
<td>$17.15</td>
<td>$17.75</td>
<td>$18.37</td>
<td>$19.02</td>
<td>$19.68</td>
<td>$20.37</td>
<td>$21.09</td>
<td>$21.82</td>
<td>$22.59</td>
</tr>
</tbody>
</table>
RESOLUTION 2020-40

The Board of Commissioners of the Watertown Housing Authority met at the regularly scheduled meeting on November 19, 2020, to discuss salaries as it relates to Cost of Living adjustments. On November 24, 2020, the Board of Commissioners of the Watertown Housing Authority was officially polled by email for the approval of a 1.50 % Cost of Living increase for all positions.

Ayes
Michael Pierce
Rev. Jeffrey E. Smith
Gerard J. Pacifici
Laurel Zarnosky
Kelly Hamlin
Michelle Holder

Unavailable
Joshua K. Coburn

BE IT RESOLVED that the Board of Commissioners of the Watertown Housing Authority hereby approve the following salary changes for the WHA that will become effective January 1, 2021:

- 1.50 % Cost of Living increase for all positions.

I hereby certify that the foregoing is a true copy and the whole of said Resolution adopted by the Watertown Housing Authority as of December 2, 2020, as it will appear in the minutes of the next regular monthly meeting, to be held on December 17, 2020, and that said meeting will be regularly called and duly constituted.

Witness my hand and seal of the Watertown Housing Authority this 2nd day of December, 2020.

Michael Robare, Executive Director
Res No. 10

December 7, 2020

To: The Honorable Mayor and City Council

From: Dale Morrow, Purchasing Manager

Subject: Authorizing the Sale of Surplus Equipment

The Department of Public Works has the following equipment that has been replaced and is no longer needed:

- 2000 Skyjack SJ4626 scissor lift; ID# 6-10—Electric Dept.
- 1987 Boss trailer mounted light tower; ID # 1-123—Electric Dept.
- Portable electric air compressor—Electric Dept.
- Cast iron steam radiators

Staff is recommending that this equipment be sold through Auctions International’s online website.

A resolution is attached for City Council consideration.
RESOLUTION

Authorizing the Sale of Various Surplus Equipment

WHEREAS the City of Watertown has various surplus equipment, the description of which is attached and made a part of this resolution, and

WHEREAS the various equipment may have some value best determined by on-line auction,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that it hereby authorizes the sale, by on-line auction, of the various surplus equipment as described in the attached listing, and

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

The following have been replaced and are no longer needed by Public Works.

- 2000 Skyjack SJ4626 scissor lift; ID# 6-10—Electric Dept.
- 1987 Boss trailer mounted light tower; ID # 1-123—Electric Dept.
- Portable electric air compressor—Electric Dept.
- Cast iron steam radiators
To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Amendment No. 125 to the Management and Management Confidential Pay Plan

I am promoting Assistant Superintendent of Parks and Recreation Scott Weller to the position of Superintendent of Parks and Recreation.

The attached resolution provides for Amendment No. 125 to the Management and Management Confidential Pay Plan and establishes the salary for the position at $78,000 effective December 22, 2020.
NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves Amendment No. 125 to the Management and Management Confidential Pay Plan in order to amend the annual compensation for the position listed below effective December 22, 2020.

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent of Parks and Recreation</td>
<td>$78,000</td>
</tr>
</tbody>
</table>
To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Reducing the Level of Emergency Medical Service from the Watertown Fire Department

The attached resolution directs that the Heavy Rescue Truck will be removed from service and that the Fire Department shall no longer respond to EMS calls, except when Guilfoyle Ambulance Service requests assistance. The effective date is set on March 1, 2021 to give time for the Department to make the transition. The Fire Chief is working on a plan to implement the change.
RESOLUTION

Reducing the Level of Emergency Medical Service From the Watertown Fire Department

WHEREAS, the City of Watertown enjoys a full-time professional Fire Department, which, among its many duties, responds to Emergency Medical Service (EMS) calls providing basic life support (BLS) services on all work shifts; and

WHEREAS, Guilfoyle Ambulance Service provides advanced life support (ALS) services in the City, and holds the certificate of need (issued by New York State Department of Health) to transport individuals with medical conditions; and

WHEREAS, the Watertown Fire Department provides non-transporting BLS services in support of Guilfoyle Ambulance Service; and

WHEREAS, the City Council has determined that Guilfoyle Ambulance Service provides adequate EMS response for the City of Watertown and in most cases, response by the Fire Department’s EMS is redundant; and

WHEREAS, there may be instances that Guilfoyle Ambulance Service needs assistance;

NOW THEREFORE BE IT RESOLVED that the Heavy Rescue Truck is hereby removed from service effective March 1, 2021; and

BE IT FURTHER RESOLVED that the Watertown Fire Department shall no longer be dispatched to EMS calls effective March 1, 2021, except in cases where Guilfoyle Ambulance Service requests assistance; and

BE IT FURTHER RESOLVED that the City Manager is directed to make appropriate arrangements with the Jefferson County Director of Emergency Management to ensure that this Resolution is given full force and effect.

Seconded by
Res No. 13

December 15, 2020

To: The Honorable Mayor and City Council

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

Subject: Approving the Memorandum of Understanding Between the City of Watertown and CNY Fair Housing to Administer a Fair Housing Education and Enforcement Program

As a recipient of Community Development Block Grant (CDBG) entitlement funding under the United States Department of Housing and Urban Development (HUD), the City has certified that it will affirmatively further Fair Housing. As a part of this certification, the City is responsible for identifying barriers to Fair Housing and developing strategies to address those barriers.

In the City’s adopted Consolidated Plan for CDBG Program Years 2016-2020, the City identified Fair Housing Education as a Priority Need and as a Goal for those Program Years. To those ends, three of the last four Annual Action Plans have identified a Fair Housing Education Project as one of the various projects that the City plans to undertake, the outlier being the 2019 Annual Action Plan, which included an Analysis of Impediments to Fair Housing Choice (AI) in lieu of an education project.

In each of these years, the City has entered into an agreement with CNY Fair Housing to conduct Fair Housing education, advertising and enforcement activities in the City of Watertown. This year, CNY Fair Housing proposes to add testing for accessibility violations to the scope of services.

According to 2019 American Community Survey five-year estimates, Watertown’s disability rate is significantly higher than the nationwide rate (18.3 percent compared to 12.6 percent), and the disabled population is a protected class under Fair Housing law. Under this year’s proposal, CNY Fair Housing would test for accessibility violations at multi-family properties in addition to their normal scope of services.

Attached is a Memorandum of Understanding (MOU) between the City and CNY Fair Housing to conduct Fair Housing education, advertising, enforcement and testing activities in the City of Watertown for 2021. The MOU is for a not-to-exceed sum of $5,000.

The attached resolution approves the MOU between the City and CNY Fair Housing for the Fair Housing Education and Enforcement Program and authorizes the City Manager to execute the agreement on behalf of the City.
RESOLUTION

Approving the Memorandum of Understanding Between the City of Watertown and CNY Fair Housing to Administer a Fair Housing Education and Enforcement Program

WHEREAS the City of Watertown, as a recipient of Community Development Block Grant (CDBG) entitlement funding under the United States Department of Housing and Urban Development, has certified that it will affirmatively further Fair Housing, and

WHEREAS the City of Watertown desires to work with CNY Fair Housing to provide professional services to educate tenants and housing providers within the City of Watertown regarding their respective Fair Housing rights and responsibilities, and

WHEREAS CNY Fair Housing is a qualified Fair Housing Enforcement Agency, and

WHEREAS the City of Watertown desires to refer any Fair Housing complaints received by the City to CNY Fair Housing for further investigation, and

WHEREAS the City of Watertown has allocated CDBG funding in its Program Year 2020 Annual Action Plan for a Fair Housing Education Project, and

WHEREAS CNY Fair Housing has prepared a Memorandum of Understanding (MOU) for the project.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the MOU with CNY Fair Housing to establish and administer a Fair Housing education and enforcement program, a copy of which is attached and made part of this resolution, and

BE IT FURTHER RESOLVED that the City agrees to pay CNY Fair Housing a not-to-exceed sum of $5,000 for actual expenses incurred, based on hours worked during the contract period, and

BE IT FURTHER RESOLVED that the City Council hereby authorizes and directs the City Manager, Kenneth A. Mix, to execute the MOU on behalf of the City of Watertown.

Seconded by

[Resolution Signatures]
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF WATERTOWN
AND
CNY FAIR HOUSING

THE CITY OF WATERTOWN ("City") wishes to secure the services of CNY FAIR HOUSING to conduct Fair Housing Education and Enforcement activities in the City.

Term:
The twelve-month period (January 1, 2021 – December 31, 2021) shall be the contract period. Services enumerated below shall be performed within the contract period.

Services:
CNY Fair Housing agrees to undertake the following:

- Fair Housing Education – Conduct two trainings for local housing providers, housing consumers and/or human service providers working with members of protected classes.

- Fair Housing Marketing – Conduct direct marketing to the broader public through the use of posters and/or billboards.

- Testing – Conduct Design and Construction testing for accessibility violations. Two tests will be conducted of multi-family properties.

- Complaint Intake – Accept fair housing complaints referred by the City of Watertown and other local partners. Complaints will be investigated to determine if discrimination has occurred and the agency will provide counseling, conduct advocacy, and, if necessary, provide legal representation to victims of discrimination. Complaints that are determined to not be fair housing related will be referred to appropriate services.

The City agrees to:

- Refer complaints of housing discrimination to CNY Fair Housing.

- Assist CNY Fair Housing in promoting fair housing trainings.

- Pay CNY Fair Housing a not-to-exceed sum of $5,000 for actual expenses incurred, based on hours worked during the contract period. CNY Fair Housing will itemize all costs.
In the event that additional work (beyond the scope of this MOU) is requested, CNY Fair Housing will provide estimates in advance of its performance of said work. Estimates shall be based on time, materials and travel costs.

Payment shall be due upon completion of the project. Partial payment(s) may be authorized by the City, at its discretion.

CNY Fair Housing will provide to the City quarterly reports detailing activities completed. At the conclusion of the contract, CNY Fair Housing will provide a final report summarizing all activities and identifying areas of concern for the City to consider in its efforts to Affirmatively Further Fair Housing.

Assignment: Neither party shall assign, transfer, convey or otherwise dispose of this agreement or any of their rights, title or interest therein or the power to execute this agreement without the prior written consent of the other party.

Auditing Clause: CNY Fair Housing shall be subject to compliance audits at random intervals. Audits shall include both financial and programmatic checks as they apply to the signed agreement. The auditor shall make determination on procedures and proper expenditures of funds.

Conflict of Interest Clause: CNY Fair Housing assures that no person under its employ who exercises any functions or responsibilities in connection with City of Watertown funded projects or programs has any personal financial interests, direct or indirect in this agreement.

Executory Clause: It is understood by and between the parties hereto that this Agreement shall be deemed executory to the extent of the monies available* to the City and no liability on account thereof shall be incurred by the City beyond monies available for the purpose thereof.

*General Municipal Law 109-b: "available" in an executory clause "relates to the appropriation of funds by the Legislature and the allocation of such funds by the appropriate officer or body such that the unavailability is dependent upon a legislative or budgetary determination or directive not to provide funds for the expenditure in question."

General Municipal Law:

a) This agreement is subject to the provisions of Sections 103-a and 103-b, as amended, of the New York General Municipal Law, which requires, upon the refusal of a person, when called before a Grand Jury, head of State Department, Temporary State Commission or other State entity or the organized crime task force in the Department of Law to testify concerning any transaction or contract had with the State, any political subdivision thereof, a public authority, such person sign a waiver of immunity against subsequent criminal prosecution or answer relevant questions concerning such transaction or contract.
b) Such person, and any firm, partnership or corporation of which he is a member, partner, director, or officer, shall be disqualified from thereafter selling to or submitting bids to or receiving awards from or entering into any contracts with any municipal corporation or any public department, entity or official thereof, for goods, work or services, for a period of five (5) years after such refusal, and

c) Any and all contracts made within any municipal corporation or any public department, governmental entity or official thereof, since the effective date of this contract, by such person, and by any firm, partnership or corporation of which he is a member, partner, director or officer may be canceled or terminated by the municipal corporation without incurring any penalty or damages on account of such cancellation or termination, but any monies owing by the municipal corporation for goods delivered or work done prior to the cancellation or termination shall be paid.

_Independent Contractor (non-employee):_ The relationship of CNY Fair Housing to the City arising out of this Agreement shall be that of an Independent Contractor. CNY Fair Housing, in accordance with his status as an Independent Contractor, covenants and agrees that he, she or it will conduct himself consistent with such status, that he, she or it will neither hold himself, herself or itself out as, nor claim to be, an officer or employee of the City by reason hereof, and that he, she or it will not by reason hereof, make any claim, demand or application for any right or privilege applicable to an officer or employee of the City, including, but not limited to worker's compensation coverage, unemployment insurance benefits, social security coverage, or retirement membership of credit.

_**Liability:**_

a) CNY Fair Housing shall hold and save the City of Watertown, its official agents and employees harmless from liability of any nature or kind, including costs and expenses, for, on account of any suits or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent or representative of the CNY Fair Housing. The CNY Fair Housing shall not hold itself out as representing the City or binding the City in any agreement.

b) CNY Fair Housing agrees that all of its employees shall be fully covered by worker's compensation, and New York State disability insurance coverage, and that CNY Fair Housing shall have full and adequate liability insurance at all times in the minimum amounts of $1,000,000 individual and $3,000,000 aggregate.

_Modification and Termination:_

a) CNY Fair Housing agrees to submit a written request to modify any budget line.

b) City agrees to respond to any reasonable request within five (5) working days.

c) City reserves the right to make a modification to this agreement as specified in the terms of this agreement.
d) **CNY Fair Housing** agrees to attempt to resolve disputes arising from this agreement by administrative processes and negotiation in lieu of litigation.

This proposal shall serve as the agreement between the City and **CNY Fair Housing**. The City or **CNY Fair Housing** may terminate this agreement for convenience upon thirty days' written notice, certified mail, return receipt requested. Upon termination, any outstanding fees due to **CNY Fair Housing** shall be honored.

__________________________  __________________________
Kenneth A. Mix, City Manager  Date
City of Watertown

__________________________  __________________________
Sally A. Santangelo, Executive Director  Date
CNY Fair Housing
To: The Honorable Mayor and City Council

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

Subject: Amending the City of Watertown’s 2018 Community Development Block Grant Annual Action Plan

On June 18, 2018, the City Council adopted the City’s 2018 Community Development Block Grant (CDBG) Annual Action Plan. The plan included various projects for the 2018-2019 Fiscal Year, most of which are now complete or are near completion. Four of the projects came in under budget: The Near East (Huntington St.) Sidewalk Project Phase 4, the Demolition of 549 Leray Street, the Point-In-Time Outreach and Education Initiative and the Bus Shelter Installation Project.

The United States Department of Housing and Urban Development (HUD) requires the City of Watertown to officially amend an Annual Action Plan if the budget of a particular project changes by more than 25 percent or if the scope of a project changes significantly. The Demolition of 549 Leray Street finished under budget by approximately 48 percent and Staff estimates that the final costs of the Bus Shelter Installation 2018 project will be 29 percent under the originally budgeted amount.

Additionally, Staff is proposing to change the scope of the Bus Shelter Installation Project by relocating one of the shelters from its originally planned location at the corner of Colorado Avenue North and Gill Street to a location on Grove Street between Skyline Towers and Maywood Terrace. In addition to changing the project scope, the new location will also require significantly less labor and materials to install, since there is an existing concrete pad and sidewalk, resulting in the reduced cost identified above.

Finally, two projects in the plan came in slightly over budget: The Comprehensive Plan and the Academy Street Playground Improvements. However, even after covering both overages with the savings generated by the projects that came in under budget, there is still a surplus of $38,120.70 that the City must reallocate. Staff is recommending that this funding be reallocated to the City’s Owner-Occupied Housing Rehabilitation program, which will enable the City, through Neighbors of Watertown (NOW) to rehabilitate 1-to-2 additional homes. There is a very high need for housing rehabilitation in the City, as evidenced by a long waiting list at NOW. Reprogramming the funding for this program will allow the City to address this need and improve neighborhoods while simultaneously ensuring that it spends the funding in a timely manner and continues to meet its annual timely spending requirements under HUD regulations.
Changing the project scope and budget of the various projects noted above requires amending the 2018 Annual Action Plan. The table below illustrates the full monetary scope of the proposed amendment.

<table>
<thead>
<tr>
<th>Project</th>
<th>Original Budget</th>
<th>Amended Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner-Occupied Housing Rehabilitation Program</td>
<td>$250,000.00</td>
<td>$288,120.70</td>
</tr>
<tr>
<td>Rental Housing Rehabilitation Program</td>
<td>$150,000.00</td>
<td>$150,000.00</td>
</tr>
<tr>
<td>Near East (Huntington St.) Sidewalk Project Phase 4</td>
<td>$200,000.00</td>
<td>$187,455.24</td>
</tr>
<tr>
<td>Academy Street Playground Improvements</td>
<td>$95,000.00</td>
<td>$95,662.90</td>
</tr>
<tr>
<td>Demolition of 549 Leray Street</td>
<td>$40,000.00</td>
<td>$20,874.80</td>
</tr>
<tr>
<td>Bus Shelter Installation 2018</td>
<td>$34,526.00</td>
<td>$24,591.19</td>
</tr>
<tr>
<td>Point-In-Time Outreach and Education Initiative</td>
<td>$8,200.00</td>
<td>$7,463.50</td>
</tr>
<tr>
<td>Fair Housing Education</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>WCSD Food 4 Families Program</td>
<td>$5,500.00</td>
<td>$5,500.00</td>
</tr>
<tr>
<td>Planning – Comprehensive Plan</td>
<td>$72,000.00</td>
<td>$75,557.67</td>
</tr>
<tr>
<td>Program Administration</td>
<td>$50,000.00</td>
<td>$50,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$910,226.00</strong></td>
<td><strong>$910,226.00</strong></td>
</tr>
</tbody>
</table>

Amending an Annual Action Plan requires several steps, including drafting a narrative that describes the amendment and making it available for the public to review during a 30-day public comment period. It also requires a public hearing.

In order to start the amendment process, Staff recommends that the City Council schedule a public hearing for **Tuesday, January 19, 2021, at 7:15 p.m.** to hear public comment on the proposed amendment to the City’s 2018 CDBG Annual Action Plan.
December 14, 2020

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Sales Tax Revenue – November 2020

Sales tax revenue was down $78,696 or 5.58% compared to last November. In comparison to the original budget projection for the month, sales tax was up $62,340 or 4.91%. The year-to-date actual receipts are up $44,443 or 0.52%, while the year-to-date receipts on a budget basis are up $2,202,474 or 34.36%.

From the County’s sales tax distribution the State will withhold $314,650 from November’s distribution and $176,027 from May’s distribution to cover the State’s appropriation of $490,677 for AIM related payments to Jefferson County towns and villages that was cut from the State’s budget. Therefore the, the City is now shorted $117,762 annually ($75,516 in November and $42,246 in May) to fund these State AIM payments. However, while the City is receiving a 20% cut to its AIM funding, the towns and villages are not as it is funded by County sales tax revenues and not State funds. Additionally, the State imposed with their budget a sales tax inceptor for distressed hospitals and nursing homes which is estimated to reduce the City’s sales tax revenue by $167,000.

<table>
<thead>
<tr>
<th>Month</th>
<th>Actual 2017-18</th>
<th>Actual 2018-19</th>
<th>Actual 2019-20</th>
<th>Actual 2020-21</th>
<th>Variance</th>
<th>Monthly % Inc/Dec/To Prior Year</th>
<th>Quarterly % Inc/Dec/To Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>$1,573,554</td>
<td>$1,606,413</td>
<td>$1,763,856</td>
<td>$1,493,210</td>
<td>($270,646)</td>
<td>(15.34%)</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>$1,498,230</td>
<td>$1,573,047</td>
<td>$1,763,893</td>
<td>$1,515,827</td>
<td>($248,066)</td>
<td>(14.06%)</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>$1,918,505</td>
<td>$2,226,468</td>
<td>$2,129,882</td>
<td>$2,783,423</td>
<td>$653,541</td>
<td>30.68%</td>
<td>2.38%</td>
</tr>
<tr>
<td>October</td>
<td>$1,381,534</td>
<td>$1,423,970</td>
<td>$1,499,868</td>
<td>$1,488,167</td>
<td>($11,701)</td>
<td>(0.78%)</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>$1,435,650</td>
<td>$1,466,279</td>
<td>$1,410,364</td>
<td>$1,331,668</td>
<td>($78,696)</td>
<td>(5.58%)</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>$1,754,106</td>
<td>$1,718,512</td>
<td>$1,868,004</td>
<td>$1,868,004</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>January</td>
<td>$1,360,442</td>
<td>$1,384,533</td>
<td>$1,436,294</td>
<td>$1,436,294</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>February</td>
<td>$1,163,558</td>
<td>$1,149,846</td>
<td>$1,203,572</td>
<td>$1,203,572</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>March</td>
<td>$1,511,911</td>
<td>$1,420,276</td>
<td>$1,750,746</td>
<td>$1,750,746</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>April</td>
<td>$1,392,815</td>
<td>$1,410,924</td>
<td>$988,797</td>
<td>$988,797</td>
<td>$988,797</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>May</td>
<td>$1,383,659</td>
<td>$1,501,095</td>
<td>$925,025</td>
<td>$925,025</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>June</td>
<td>$2,051,011</td>
<td>$1,864,710</td>
<td>$2,258,456</td>
<td>$2,258,456</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>YTD</td>
<td>$18,424,974</td>
<td>$18,746,071</td>
<td>$18,998,780</td>
<td>$8,612,295</td>
<td>$44,443</td>
<td>0.52%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Original Budget 2020-21</th>
<th>Actual 2020-21</th>
<th>Variance</th>
<th>%</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>July (Budget # = 67% of QE 9/30/19)</td>
<td>$1,181,783</td>
<td>$1,493,210</td>
<td>$311,427</td>
<td>26.35%</td>
</tr>
<tr>
<td>August (Budget # = 67% of QE 9/30/19)</td>
<td>$1,181,808</td>
<td>$1,515,827</td>
<td>$334,019</td>
<td>28.26%</td>
</tr>
<tr>
<td>September (Budget # = 67% of QE 9/30/19)</td>
<td>$1,427,021</td>
<td>$2,783,423</td>
<td>$1,356,402</td>
<td>95.05%</td>
</tr>
<tr>
<td>October (Budget # = 90% of QE 12/31/19)</td>
<td>$1,349,881</td>
<td>$1,488,167</td>
<td>$138,286</td>
<td>10.24%</td>
</tr>
<tr>
<td>November (Budget # = 90% of QE 12/31/19)</td>
<td>$1,269,328</td>
<td>$1,331,668</td>
<td>$62,340</td>
<td>4.91%</td>
</tr>
<tr>
<td>December (Budget # = 90% of QE 12/31/19)</td>
<td>$1,681,204</td>
<td>$861,295</td>
<td>$2,202,474</td>
<td>34.36%</td>
</tr>
<tr>
<td>January (Budget # = 95% of QE 3/31/20)</td>
<td>$1,364,479</td>
<td>$861,295</td>
<td>$2,202,474</td>
<td>34.36%</td>
</tr>
<tr>
<td>February (Budget # = 95% of QE 3/31/20)</td>
<td>$1,143,393</td>
<td>$861,295</td>
<td>$2,202,474</td>
<td>34.36%</td>
</tr>
<tr>
<td>March (Budget # = 95% of QE 3/31/20)</td>
<td>$1,663,209</td>
<td>$861,295</td>
<td>$2,202,474</td>
<td>34.36%</td>
</tr>
<tr>
<td>April (Budget # = 105% of QE 6/30/20)</td>
<td>$1,340,378</td>
<td>$861,295</td>
<td>$2,202,474</td>
<td>34.36%</td>
</tr>
<tr>
<td>May (Budget # = 105% of QE 6/30/20)</td>
<td>$1,345,772</td>
<td>$861,295</td>
<td>$2,202,474</td>
<td>34.36%</td>
</tr>
<tr>
<td>June (Budget # = 105% of QE 6/30/20)</td>
<td>$1,699,744</td>
<td>$861,295</td>
<td>$2,202,474</td>
<td>34.36%</td>
</tr>
<tr>
<td>YTD</td>
<td>$16,648,000</td>
<td>$8,612,295</td>
<td>$2,202,474</td>
<td>34.36%</td>
</tr>
</tbody>
</table>
December 10, 2020

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Sale of Surplus Hydro-electricity – November 2020

The City has received the monthly hydro-electricity production and consumption data from National Grid. In comparison to last November, the sale of surplus hydro-electric power on an actual to actual basis was down $144,712 or 26.08%. The hydro-electric facility was shut down for July through September for planned capital improvements. Fortunately, due to the dry conditions, the City did not lose out on generating revenues due to the plant being shut down.

<table>
<thead>
<tr>
<th></th>
<th>Actual 2017-18</th>
<th>Actual 2018-19</th>
<th>Actual 2019-20</th>
<th>Actual 2020-21</th>
<th>Variance</th>
<th>% Inc/(Dec) to Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>$ 644,519</td>
<td>$ 4,063</td>
<td>$ 265,466</td>
<td>$ 1,937</td>
<td>($263,528)</td>
<td>(99.27%)</td>
</tr>
<tr>
<td>August</td>
<td>$ 308,911</td>
<td>$ 1,201</td>
<td>$ 13,330</td>
<td>$ 1,819</td>
<td>($ 11,511)</td>
<td>(86.35%)</td>
</tr>
<tr>
<td>September</td>
<td>$ 129,629</td>
<td>$ 46,149</td>
<td>$ 125,102</td>
<td>$ 1,164</td>
<td>(123,938)</td>
<td>(99.07%)</td>
</tr>
<tr>
<td>October</td>
<td>$ 219,082</td>
<td>$ 323,260</td>
<td>$ 222,218</td>
<td>$ 117,331</td>
<td>($104,887)</td>
<td>(47.70%)</td>
</tr>
<tr>
<td>November</td>
<td>$ 610,656</td>
<td>$ 572,955</td>
<td>$ 554,930</td>
<td>$ 410,218</td>
<td>($144,712)</td>
<td>(26.08%)</td>
</tr>
<tr>
<td>December</td>
<td>$ 332,344</td>
<td>$ 249,645</td>
<td>$ 406,126</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>$ 243,768</td>
<td>$ 171,405</td>
<td>$ 416,391</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>$ 353,929</td>
<td>$ 311,149</td>
<td>$ 217,222</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>$ 587,558</td>
<td>$ 403,524</td>
<td>$ 745,936</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>$ 728,661</td>
<td>$ 673,362</td>
<td>$ 752,511</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>$ 584,892</td>
<td>$ 809,967</td>
<td>$ 383,085</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>$ 59,631</td>
<td>$ 787,591</td>
<td>$ 53,641</td>
<td>$</td>
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<td></td>
</tr>
</tbody>
</table>

YTD $4,803,579 $4,354,270 $4,155,958 $532,469 ($648,576) (54.92%)

<table>
<thead>
<tr>
<th></th>
<th>Original Budget 2021</th>
<th>Actual 2020-21</th>
<th>Variance 2020-21</th>
<th>% from National Grid</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>$ 230,105</td>
<td>$ 1,937</td>
<td>($228,168)</td>
<td>(99.16%)</td>
</tr>
<tr>
<td>August</td>
<td>$ -</td>
<td>$ 1,819</td>
<td>$ 1,819</td>
<td>(99.16%)</td>
</tr>
<tr>
<td>September</td>
<td>$ -</td>
<td>$ 1,164</td>
<td>$ 1,164</td>
<td>(99.16%)</td>
</tr>
<tr>
<td>October</td>
<td>$ 344,806</td>
<td>$ 117,331</td>
<td>($227,475)</td>
<td>(65.97%)</td>
</tr>
<tr>
<td>November</td>
<td>$ 527,395</td>
<td>$ 410,218</td>
<td>($117,177)</td>
<td>(22.22%)</td>
</tr>
<tr>
<td>December</td>
<td>$ 425,379</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>$ 348,910</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>$ 260,835</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>$ 458,205</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>$ 710,561</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>$ 637,679</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>$ 443,125</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

YTD $4,387,000 $532,469 ($569,837) (51.69%) $103,440