

**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, June 18, 2012, 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 - Accepting Bid for Ferric Chloride;  
Kemira Water Solutions, Inc.
- Resolution No. 2 - Accepting Bid for Dry Polymer;  
Slack Chemical Company, Inc.
- Resolution No. 3 - Accepting Bid for Pool Chemicals for the  
Parks and Recreation Department,  
Slack Chemical Company, Inc.
- Resolution No. 4 - Accepting Bid for Pool Chemicals for the  
Parks and Recreation Department,  
Sundance Leisure
- Resolution No. 5 - Accepting Bid for Pool Chemicals for the  
Parks and Recreation Department,  
Noble Ace Hardware
- Resolution No. 6 - Accepting Bid for Chemicals at the Water Treatment  
Plant, Kemira Water Solutions
- Resolution No. 7 - Accepting Bid for Chemicals at the Water Treatment  
Plant, Slack Chemical

- Resolution No. 8 - Accepting Bid for Chemicals at the Water Treatment Plant, Thatcher Company of NY
- Resolution No. 9 - Approving Agreement for Public Benefit Services Between the City of Watertown and the Thousand Islands International Tourism Council
- Resolution No. 10 - Endorsing the Application by Neighbors of Watertown Inc. for Funding Under the New York Main Street Program, Consolidated Funding Application 2012
- Resolution No. 11 - Authorizing the Sale of Bicycles, Miscellaneous Items and Equipment at Public Auction
- Resolution No. 12 - Authorizing Acceptance of New York Safety and Health Hazard Abatement Board, Occupational Safety and Health Training and Education Program Grant
- Resolution No. 13 - Approving the Customer Processing Agreement and ATM Placement Agreement with B&S Business Services, Inc.
- Resolution No. 14 - Requiring the City Comptroller to Serve a Notice of Intention to claim Against Insurance Proceeds and to Impose Conditions Guaranteeing Performance of Operations
- Resolution No. 15 - Readopting Fiscal Year 2011-12 General Fund Budget
- Resolution No. 16 - Approving the Site Plan for the Construction of a 3,500 Square Foot Bank, Drive Through With Canopy, and Parking Lot at 871 Arsenal Street, Parcels 9-11-135 and 9-11-136

## **ORDINANCES**

- Ordinance No. 1 - Changing the Approved Zoning Classification of 108 and 112 Flower Avenue East, Parcels 11-12-127 and 11-12-128, from Residence B District to Neighborhood Business District
- Ordinance No. 2 - Changing the Approved Zoning Classifications of Parcels on Black River Parkway, Factory Street, Factory Square, Huntington Street, and the South Side of Water Street in Order to Implement the Local Waterfront Revitalization Program

## **LOCAL LAW**

## **PUBLIC HEARING**

7:30 p.m.                      Public Hearing Authorizing Spending From Capital Reserve Fund

## **OLD BUSINESS**

Tabled -                      Resolution Approving Production Agreement Between the City of Watertown and Steve Weed Productions

## **STAFF REPORTS**

1. Stop Loss Request for Proposal
2. Request for Funding, Jefferson County Historical Society
3. Quarterly Financial Report
4. Sales Tax Revenue – May 2012
5. Board and Commission Appointments
6. On-Demand Bulk Item Collection Service Flyer

## **NEW BUSINESS**

## **EXECUTIVE SESSION**

1. Discussion of the request from the Greater Watertown Chamber of Commerce.
2. To discuss the employment history of a particular individual.

## **WORK SESSION**

## **ADJOURNMENT**

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, JULY 2, 2012.**

Res No. 1

June 13, 2012

To: The Honorable Mayor and City Council

From: Elliott B. Nelson, Assistant to the City Manager

Subject: Approving Bid for Sewage Treatment Plant Chemicals;  
Ferric Chloride

The City Purchasing Department advertised in the *Watertown Daily Times* for sealed bids for the purchase of Ferric Chloride for use at the City's Sewage Treatment Plant, per the City's specifications. As detailed in the attached report from Purchasing Manager Amy Pastuf, the bid for Ferric Chloride was structured so that each responding bidder provided both a one year and two year option.

Ms. Pastuf and Chief STP Operator R. Mark Crandall are recommending the Council approve the two year bid option for Ferric Chloride submitted by Kemira Water Solutions, Inc for \$430.00 per ton, as the lowest responsive bidder conforming to City specifications.

# RESOLUTION

Page 1 of 1

Accepting Bid for Ferric Chloride;  
Kemira Water Solutions, Inc.

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*

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WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of Ferric Chloride for use at the City’s Sewage Treatment Plant, for the City’s 2012-2014 fiscal years’ requirements, and

WHEREAS invitations to bid were issued to six (6) bidders, with a total of two (2) sealed bids submitted to the City Purchasing Department, and

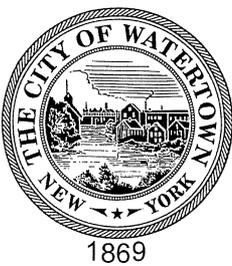
WHEREAS on Wednesday, May 30, 2012 at 11:00 am in the City’s Purchasing Department, the bids were publically opened and read, and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bids with Chief Sewage Treatment Plant Operator R. Mark Crandall, and it is their recommendation that the City Council accept the bid from Kemira Water Solutions, Inc, as detailed below:

Ferric Chloride	\$430.00/ton
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NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the bid submitted by Kemira Water Solutions, Inc., as detailed above, being the lowest qualifying bidder meeting City specifications, for the purchase of Ferric Chloride for use at the City’s Sewage Treatment Plant.

### *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

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## MEMORANDUM

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**TO:** John C. Krol, City Manager  
**FROM:** Amy M. Pastuf, Purchasing Manager  
**SUBJECT:** Bid 2012-09 – Ferric Chloride Bid – Pollution Control Plant  
**DATE:** 6/12/2012

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The City's Purchasing Department advertised in the Watertown Daily Times on May 7, 2012 calling for sealed bids for the purchase of Ferric Chloride for use by the Pollution Control Plant as per City specifications. Invitations to bid were issued to six (6) prospective bidders and two (2) sealed bids were submitted to the Purchasing Department. This bid requires that representative chemical samples be provided for testing one week prior to the bid opening. The samples are tested by the department to determine their effectiveness as coagulants for phosphorus removal in the Pollution Control Plant. The bid is structured with a one-year or two-year award to be determined in the best interest of the City of Watertown. The sealed bids were publically opened and read on Wednesday, May 30, 2012 at 11:00 am, local time. The bid tally is provided below.

			Kemira Water Solutions, Inc.				PVS Technologies, Inc.			
Chemical	Unit	Est. Annual Usage - Lbs.	Option 1		Option 2		Option 1		Option 2	
			One Year		Two Years		One Year		Two Years	
			2012-2013		2012-2014		2012-2013		2012-2014	
			Per Unit Price	Ext. Price	Per Unit Price	Ext. Price	Per Unit Price	Ext. Price	Per Unit Price	Ext. Price
Ferric Chloride	Ton	240	\$430.00	\$103,200.00	<b>\$430.00</b>	<b>\$103,200.00</b>	\$564.00	\$135,360.00	\$584.00	\$140,160.00

The lowest responsive bid received was from Kemira Water Solutions, Inc., and conformed to the specifications set forth in the bid packet. Chief Operator Mark Crandall reviewed the bid response and the chemical analysis and recommended that the award be made to Kemira Water Solutions, Inc. for a two-year award. It is recommended that the bid be awarded to Kemira Water Solutions, Inc. as the lowest responsive responsible bidder for a two-year contract, July 1, 2012 – June 30, 2013 and July 1, 2013-June 30, 2014.

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

Res No. 2

June 13, 2012

To: The Honorable Mayor and City Council

From: Elliott B. Nelson, Assistant to the City Manager

Subject: Approving Bid for Sewage Treatment Plant Chemicals;  
Dry Polymer

The City Purchasing Department advertised in the *Watertown Daily Times* for sealed bids for the purchase of Dry Polymer for use at the City's Sewage Treatment Plant, per the City's specifications. Similar to the Ferric Chloride bid also included in tonight's agenda, the bid for Dry Polymer was structured so that each responding bidder provided both a one year and two year option.

Ms. Pastuf and Chief STP Operator R. Mark Crandall are recommending the Council approve the two year bid option for Dry Polymer submitted Slack Chemical Company, Inc. for \$1.92 per LB. While invitations to bid were issued to ten (10) prospective bidders, Slack Chemical Company, Inc. was the only respondent.

# RESOLUTION

Page 1 of 1

Accepting Bid for Dry Polymer;  
Slack Chemical Company, Inc.

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*

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WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of Dry Polymer for use at the City’s Sewage Treatment Plant, for the City’s 2012-2014 fiscal years’ requirements, and

WHEREAS invitations to bid were issued to ten (10) bidders, with a total of one (1) sealed bid submitted to the City Purchasing Department, and

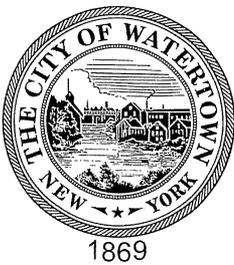
WHEREAS on Wednesday, May 30, 2012 at 11:00 am in the City’s Purchasing Department, the bid was publically opened and read, and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bid with Chief Sewage Treatment Plant Operator R. Mark Crandall, and it is their recommendation that the City Council accept the bid from Slack Chemical Company, Inc, as detailed below:

Dry Polymer	\$1.92/LB
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NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the bid submitted by Slack Chemical Company, Inc., as detailed above, being the only qualifying bidder meeting City specifications, for the purchase of Dry Polymer for use at the City’s Sewage Treatment Plant.

### *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:** John C. Krol, City Manager  
**FROM:** Amy M. Pastuf, Purchasing Manager  
**SUBJECT:** Bid 2012-10 – Dry Polymer Bid – Pollution Control Plant  
**DATE:** 6/12/2012

The City's Purchasing Department advertised in the Watertown Daily Times on May 7, 2012 calling for sealed bids for the purchase of Dry Polymer for use by the Pollution Control Plant as per City specifications. Invitations to bid were issued to ten (10) prospective bidders and one (1) sealed bid was submitted to the Purchasing Department. This bid requires that representative chemical samples be provided for testing one week prior to the bid opening. The samples are tested by the department to determine their effectiveness as chemical conditioning of sludge for filter press dewatering at the Pollution Control Plant. The bid is structured with a one-year or two-year award to be determined in the best interest of the City of Watertown. The sealed bids were publically opened and read on Wednesday, May 30, 2012 at 11:00 am, local time. The bid tally is provided below.

			Slack Chemical Company, Inc. – Stafloc 6532				Slack Chemical Company, Inc. – Stafloc 6639			
Chemical	Unit	Est. Annual Usage - Lbs.	Option 1		Option 2		Option 1		Option 2	
			One Year		Two Years		One Year		Two Years	
			2012-2013		2012-2014		2012-2013		2012-2014	
			Per Unit Price	Ext. Price	Per Unit Price	Ext. Price	Per Unit Price	Ext. Price	Per Unit Price	Ext. Price
Dry Polymer	LB	35,000	\$1.78	\$62,300.00	<b>\$1.92</b>	<b>\$134,400.00</b>	\$1.79	\$62,650.00	\$1.93	\$135,100.00

The lowest responsive bid received was from Slack Chemical Company, Inc. and conformed to the specifications set forth in the bid packet. Slack Chemical Company, Inc. provided two chemical product options in their bid response, Stafloc 6532 and Stafloc 6639. Chief Operator Mark Crandall reviewed the bid response and chemical analysis and recommended that the award be made to Slack Chemical Company, Inc., for a two-year award for the product Stafloc 6532. It is recommended that the bid be awarded to Slack Chemical Company, Inc. as the lowest responsive responsible bidder for a two-year contract, July 1, 2012 –June 30, 2013 and July 1, 2013– June 30, 2014.

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

Res Nos. 3, 4, 5

June 13, 2012

To: The Honorable Mayor and City Council  
From: John C. Krol, City Manager  
Subject: Accepting Bids for Purchase of Pool Chemicals,  
Parks and Recreation

The City Purchasing Department advertised in the *Watertown Daily Times* for sealed bids for the purchase of the City's 2012-2013 fiscal years' requirements of pool chemicals for use by the Department of Parks and Recreation, per specifications.

Invitations to bid were issued to five (5) prospective bidders, with a total of three (3) bids being received and publicly opened and read in the Purchasing Department on Wednesday, May 30, 2012 at 11:00 a.m.

City Purchasing Manager Amy M. Pastuf reviewed the bids received with Erin E. Gardner, Superintendent of Parks and Recreation, and it is their recommendation that the awards be issued to each of the following bidders that are the lowest qualifying bidders meeting City specifications:

Slack Chemical Co., Inc.	Liquid Chlorine	\$2.76 / gallon
Sundance Leisure	Muriatic Acid (HCL)	\$4.82 / gallon
Noble Ace Hardware	Sodium Bicarbonate	\$17.79 / 50# bag
	Calcium Chloride, Flakes	\$13.49 / 50# bag

The bids submitted are detailed in the attached report of Ms. Pastuf.

Resolutions have been prepared for City Council consideration.

# RESOLUTION

Page 1 of 1

Accepting Bid for Pool Chemicals for the Parks and Recreation Department, Slack Chemical Company, Inc.

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 Purchasing Department has advertised and received sealed bids for the purchase of pool chemicals for use by the City’s Parks and Recreation Department, for the City’s 2012-2013 fiscal years’ requirements, and

WHEREAS invitations to bid were issued to five (5) bidders, with a total of three (3) bids being received, and

WHEREAS on Wednesday, May 30, 2012 at 11:00 a.m. in the City Purchasing Department, the bids received were publicly opened and read, and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bids received with Erin E. Gardner, Superintendent of Parks and Recreation, and it is their recommendation that the City Council accept the bid from Slack Chemical, Inc., Carthage, New York, for Liquid Chlorine in the amount of \$2.76/gallon,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid submitted by Slack Chemical, Inc., Carthage, New York, being the lowest qualifying bidder meeting City specifications, for the purchase of Liquid Chlorine in the amount of \$2.76/gallon for use at the City’s Parks and Recreation Department.

**Seconded by**

# RESOLUTION

Page 1 of 1

Accepting Bid for Pool Chemicals for the  
Parks and Recreation Department,  
Sundance Leisure

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***

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WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of pool chemicals for use by the City’s Parks and Recreation Department, for the City’s 2012-2013 fiscal years’ requirements, and

WHEREAS invitations to bid were issued to five (5) bidders, with a total of three (3) bids being received, and

WHEREAS on Wednesday, May 30, 2012 at 11:00 a.m. in the City Purchasing Department, the bids received were publicly opened and read, and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bids received with Erin E. Gardner, Superintendent of Parks and Recreation, and it is their recommendation that the City Council accept the bid from Sundance Leisure, Watertown, New York, for Muriatic Acid (HCL) in the amount of \$4.82/gallon,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid submitted by Sundance Leisure, Watertown, New York, being the lowest qualifying bidder meeting City specifications, for the purchase of Muriatic Acid (HCL) in the amount of \$4.82/gallon for use at the City’s Parks and Recreation Department.

**Seconded by**

# RESOLUTION

Page 1 of 1

Accepting Bid for Pool Chemicals for the  
Parks and Recreation Department,  
Noble Ace Hardware

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***

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WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of pool chemicals for use by the City’s Parks and Recreation Department, for the City’s 2012-2013 fiscal years’ requirements, and

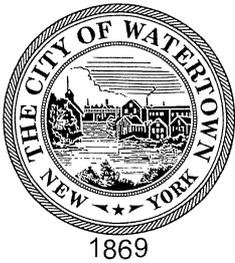
WHEREAS invitations to bid were issued to five (5) bidders, with a total of three (3) bids being received, and

WHEREAS on Wednesday, May 30, 2012 at 11:00 a.m. in the City Purchasing Department, the bids received were publicly opened and read, and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bids received with Erin E. Gardner, Superintendent of Parks and Recreation, and it is their recommendation that the City Council accept the bid from Noble Ace Hardware, Watertown, New York, for Sodium Bicarbonate in the amount of \$17.79/50# bag and Calcium Chloride Flakes in the amount of \$13.49/50# bag,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid submitted by Noble Ace Hardware, Watertown, New York, being the lowest qualifying bidder meeting City specifications, for the purchase of Sodium Bicarbonate in the amount of 17.79/50# bag and Calcium Chloride Flakes in the amount of \$13.49/50# bag, for use at the City’s Parks and Recreation Department.

### **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:** John C. Krol, City Manager  
**FROM:** Amy M. Pastuf, Purchasing Manager  
**SUBJECT:** Bid 2012-04 – Pool Chemicals – Department of Parks and Recreation  
**DATE:** 6/12/2012

The City's Purchasing Department advertised in the Watertown Daily Times on May 7, 2012 calling for sealed bids for the purchase of Pool Chemicals for use by Department of Parks and Recreation as per City specifications. Invitations to bid were issued to five (5) prospective bidders and three (3) sealed bids were submitted to the Purchasing Department. The sealed bids were publically opened and read on Wednesday, May 30, 2012 at 11:00 am, local time. The bid tally is provided below.

Item Description	Est. Qty	Noble Ace Hardware		Sundance Leisure		Slack Chemical #1*		Slack Chemical #2**	
		Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
Liquid Chlorine, Gallon	6700	No Bid	No Bid	No Bid	No Bid	\$1.60	\$10,686.50	\$2.76	\$18,492.00
Muriatic Acid (HCL), Gallon	372	\$5.93	\$2,205.96	\$4.82	\$1,793.04	\$6.49	\$2,414.28	\$6.49	\$2,414.28
Sodium Bicarbonate, 50# Bag	150	\$17.79	\$2,668.50	\$19.61	\$2,941.50	\$18.75	\$2,812.50	\$18.75	\$2,812.50
Calcium Chloride, Flakes, 50 # Bag	112	\$13.49	\$1,510.88	\$15.75	\$1,764.00	\$15.35	\$1,719.20	\$15.35	\$1,719.20
Totals			\$6,385.34		\$6,498.54		\$17,632.48		\$25,437.98

\* 7% Strength Liquid Chlorine

\*\* 12.5% Strength Liquid Chlorine

The lowest responsive bids for pool chemicals are as follows:

Item Description	Vendor	Amount
Liquid Chlorine, Gallon	Slack Chemical	\$18,492.00
Muriatic Acid (HCL), Gallon	Sundance Leisure	\$1,793.04
Sodium Bicarbonate, 50# Bag	Noble Ace Hardware	\$2,668.50
Calcium Chloride, Flakes, 50 # Bag	Noble Ace Hardware	\$1,510.88

The responses were reviewed by Parks and Recreation Superintendent Erin Gardner, who recommended that the award be made to the vendors above listed. It is recommended that the bids be awarded for a one-year contract July 1, 2012 – June 30, 2013. If there are any questions concerning this recommendation, please contact me at your convenience.

Res Nos. 6, 7, 8

June 13, 2012

To: The Honorable Mayor and City Council  
From: John C. Krol, City Manager  
Subject: Accepting Bids for Purchase of Chemicals, Water Treatment Plant

The City Purchasing Department advertised in the *Watertown Daily Times* for sealed bids for the purchase of the City's 2012-2013 fiscal years' requirements of various water treatment chemicals, per specifications.

Invitations to bid were issued to twelve (12) prospective bidders, with a total of six (6) bids being received that were publicly opened and read in the Purchasing Department on Wednesday, May 30, 2012 at 11:00 a.m. The bid was structured to allow for two-year contracts with only one bidder, Kemira Water Solutions, Inc. submitting a two-year bid that was also the lowest qualifying bid.

City Purchasing Manager Amy M. Pastuf reviewed the bids received with and it is her recommendation that the awards be issued to each of the following bidders that are the lowest qualifying bidders meeting City specifications:

Vendor	Item Description	2012-2013	2013-2014
Kemira Water Solutions, Inc.	Polyaluminum Chloride	\$15,686.00	\$16,468.00
Slack Chemical	Chlorine Liquid	\$22,061.00	No Award
Slack Chemical	Hydrofluosilicic Acid Solution	\$25,025.40	No Award
Slack Chemical	Sodium Silicate Liquid	\$202,820.00	No Award
Thatcher Company of NY	Aluminum Sulfate Liquid	\$110,170.00	No Award
Thatcher Company of NY	Powdered Activated Carbon	\$1,485.00	No Award
Thatcher Company of NY	Copper Sulfate, Size B	\$3,450.00	No Award

The other bids submitted are detailed in the attached report of Ms. Pastuf.

Resolutions have been prepared for City Council consideration.

# RESOLUTION

Page 1 of 1

Accepting Bid for Chemicals at the Water Treatment Plant, Kemira Water Solutions

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*

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WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of chemicals for use at the City’s Water Treatment Plant, for the City’s 2012-2013 and 2013-14 fiscal years’ requirements, and

WHEREAS invitations to bid were issued to twelve (12) bidders, with a total of six (6) bids received, and

WHEREAS on Wednesday, May 30, 2012 at 11:00 a.m. in the City Purchasing Department, the bids received were publicly opened and read, and

WHEREAS City Manager Amy M. Pastuf reviewed the bids received, and it is her recommendation that the City Council accept the bid from Kemira Water Solutions, Lawrence, Kansas, as detailed below:

Polyaluminum Chloride	\$ 15,686.00 for 2012-13
Polyaluminum Chloride	\$ 16,468.00 for 2013-14

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bids submitted by Kemira Water Solutions, Lawrence, Kansas, as detailed above, being the lowest qualifying bidder meeting City specifications, for the purchase of Polyaluminum Chloride for use at the City’s Water Treatment Plant.

### **Seconded by**

**RESOLUTION**

Page 1 of 1

Accepting Bid for Chemicals at the Water Treatment Plant, Slack Chemical

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.

YEA	NAY

Total .....

***Introduced by***

WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of chemicals for use at the City’s Water Treatment Plant, for the City’s 2012-2013 fiscal years’ requirements, and

WHEREAS invitations to bid were issued to twelve (12) bidders, with a total of six (6) bids received, and

WHEREAS on Wednesday, May 30, 2012 at 11:00 a.m. in the City Purchasing Department, the bids received were publicly opened and read, and

WHEREAS City Manager Amy M. Pastuf reviewed the bids received, and it is her recommendation that the City Council accept the bid from Slack Chemical of Carthage, New York, as detailed below:

Chlorine Liquid	\$ 22,061.00
Hydrofluosilicic Acid Solution	\$ 25,025.40
Sodium Silicate Liquid	\$202,820.00

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bids submitted by Slack Chemical of Carthage, New York, as detailed above, being the lowest qualifying bidder meeting City specifications, for the purchase of Chlorine Liquid, Hydrofluosilicic Acid Solution, and Sodium Silicate Liquid for use at the City’s Water Treatment Plant.

**Seconded by**

**RESOLUTION**

Page 1 of 1

Accepting Bid for Chemicals at the Water Treatment Plant, Thatcher Company of NY

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.

YEA	NAY

***Introduced by***

Total .....

WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of chemicals for use at the City’s Water Treatment Plant, for the City’s 2012-2013 fiscal years’ requirements, and

WHEREAS invitations to bid were issued to twelve (12) bidders, with a total of six (6) bids received, and

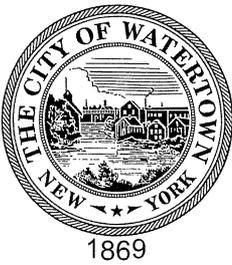
WHEREAS on Wednesday, May 30, 2012 at 11:00 a.m. in the City Purchasing Department, the bids received were publicly opened and read, and

WHEREAS City Manager Amy M. Pastuf reviewed the bids received, and it is her recommendation that the City Council accept the bid from Thatcher Company of NY, Williamson, New York, as detailed below:

Aluminum Sulfate Liquid	\$110,170.00
Powdered Activated Carbon	\$ 1,485.00
Copper Sulfate, Size B	\$ 3,450.00

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bids submitted by Thatcher Company of NY, Williamson, New York, as detailed above, being the lowest qualifying bidder meeting City specifications, for the purchase of Aluminum Sulfate Liquid, Powdered Activated Carbon, and Copper Sulfate, Size B for use at the City’s Water Treatment Plant.

**Seconded by**



# CITY OF WATERTOWN, NEW YORK

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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

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## MEMORANDUM

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**TO:** John C. Krol, City Manager  
**FROM:** Amy M. Pastuf, Purchasing Manager  
**SUBJECT:** Bid 2012-11 - Process Chemicals Water Treatment Plant  
**DATE:** 6/13/2012

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The City's Purchasing Department advertised in the Watertown Daily Times on May 7, 2012 calling for sealed bids for the purchase of Process Chemicals for use by the Water Treatment Plant as per City specifications. Invitations to bid were issued to twelve (12) prospective bidders and six (6) sealed bids were submitted to the Purchasing Department. The bid is structured with a one-year or two-year award to be determined in the best interest of the City of Watertown. The sealed bids were publically opened and read on Wednesday, May 30, 2012 at 11:00 am, local time. The bid tabulation is provided on the attached sheet.

Although the bid was structured to allow for two-year contracts, only one bidder, Kemira Water Solutions, Inc. (Polyaluminum Chloride), submitted a two-year bid that was also the lowest responsive bid. Slack Chemical Company, Inc. submitted two-year pricing, but added a condition that that made the two-year pricing non-responsive.

It is recommended that the Process Chemicals for the Water Treatment Plant be awarded as shown on the below noted chart.

Vendor	Item Description	2012-2013	2013-2014
Kemira Water Solutions, Inc.	Poyaluminum Chloride	\$15,686.00	\$16,468.00
Slack Chemical	Chlorine Liquid	\$22,061.00	No Award
Slack Chemical	Hydrofluosilicic Acid Solution	\$25,025.40	No Award
Slack Chemical	Sodium Silicate Liquid	\$202,820.00	No Award
Thatcher Company of NY	Aluminum Sulfate Liquid	\$110,170.00	No Award
Thatcher Company of NY	Powdered Activated Carbon	\$1,485.00	No Award
Thatcher Company of NY	Copper Sulfate, Size B	\$3,450.00	No Award

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

Bid 2012-11 - Process Chemicals for the Water Treatment Plant  
Bid Tabulation

	Aluminum Sulfate Liquid		Powdered Activated Carbon		Chlorine Liquid		Copper Sulfate, Size B		Hydrofluosilicic Acid Solution		Polyaluminum Chloride		Sodium Silicate Liquid	
	2012-2013	2013-2014	2012-2013	2013-2014	2012-2013	2013-2014	2012-2013	2013-2014	2012-2013	2013-2014	2012-2013	2013-2014	2012-2013	2013-2014
	Extended Price	Extended Price	Extended Price	Extended Price	Extended Price	Extended Price	Extended Price	Extended Price	Extended Price	Extended Price	Extended Price	Extended Price	Extended Price	Extended Price
Amrex Chemical Company, Inc.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$3,980.00	\$3,980.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
General Chemical Performance Products, LLC	\$114,080.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Holland Company, Inc.	\$190,900.00	\$195,500.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$19,320.00	\$20,470.00	No Bid	No Bid
Kemira Water Solutions, Inc.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$15,686.00	\$16,468.00	No Bid	No Bid
Slack Chemical	\$112,148.00	\$112,148.00	\$1,597.20	\$1,597.20	\$22,061.12	\$22,061.12	\$4,796.19	\$4,796.19	\$25,025.40	\$25,025.40	No Bid	No Bid	\$202,820.20	\$202,820.20
Thatcher Company of NY	\$110,170.00	No Bid	\$1,485.00	No Bid	No Bid	No Bid	\$3,450.00	No Bid	\$25,050.00	No Bid	No Bid	No Bid	\$204,160.00	No Bid

Res No. 9

June 12, 2012

To: The Honorable Mayor and City Council

From: Elliott B. Nelson, Assistant to the City Manager

Subject: Approving Agreement for Public Benefit Services  
Between the City of Watertown and the Thousand  
Islands International Tourism Council

During the City Council Work Session held on April 9, 2012, Gary DeYoung made a presentation to the Council detailing the marketing initiatives he and Staff are recommending for the coming year. The Thousand Islands International Tourism Council serves as the official Tourism Promotion Agency for Jefferson County and the 1000 Islands region. Their focus is on the development, promotion, enhancement and retention of the tourism industry and its associated employment base within the territory encompassing Jefferson County and neighboring Ontario communities along the St. Lawrence River.

An Agreement for Public Benefit Services with the Thousand Islands International Tourism Council has been drafted for City Council approval. A detailed listing of the services to be provided is attached for your review. As Council will recall, this year's advertising effort includes promotion of the Shop, Stay and Save initiative, advertising in the Seaway Trail magazine *Journey*, as well as inclusion in the *1000 Islands International Travel Guide*.

The term of this Agreement begins July 1, 2012, and runs through June 30, 2013. The Thousand Islands International Tourism Council will be paid \$41,850 for destination marketing services under this Agreement. Funding to support this plan is contained in the Fiscal Year 2012-2013 Tourism Fund budget.

**RESOLUTION**

Page 1 of 1

Approving Agreement for Public Benefit Services Between the City of Watertown and the Thousand Islands International Tourism Council

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***

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WHEREAS the Fiscal Year 2012-13 Tourism Fund Budget contains an appropriation for destination marketing, and

WHEREAS the City Council of the City of Watertown wishes to enter into an Agreement for the provision of destination marketing services with the Thousand Islands International Tourism Council,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that it approves the Agreement for Public Benefit Services with the Thousand Islands International Tourism Council, a copy of which is attached and made a part of this resolution, and

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

**Seconded by**

**AGREEMENT FOR PUBLIC BENEFIT SERVICES**

**BETWEEN**

**THE CITY OF WATERTOWN, NEW YORK**

**and**

**THOUSAND ISLANDS INTERNATIONAL TOURISM COUNCIL**

**In Connection With**

**MARKETING AND PROMOTION OF THE CITY OF WATERTOWN**

This Agreement made by and between the City of Watertown, New York and the Thousand Islands International Tourism Council.

**WITNESSETH**

For and in consideration of the mutual covenants and agreements hereinafter contained, the parties hereto for themselves, their successors and assigns, have mutually agreed and do agree with each other as follows:

**Article I. DESCRIPTION OF PROJECT.** The Thousand Islands International Tourism Council shall provide the City of Watertown with its services and shall promote and publicize the advantages of the City of Watertown through the use of destination marketing as detailed in the attached 2012 Destination Marketing Proposal.

**Article II. ELIGIBLE ACTIVITIES.** Eligible activities for the Thousand Islands International Tourism Council shall include but not be limited to, all public media, television campaigns, consumer print ads and inquiry fulfillment. This advertising will include the items detailed on the attached schedule.

**Article III. INELIGIBLE ACTIVITIES.** Ineligible activities shall include but not be limited to: land acquisition, staff salary, utilities, fuel, insurance, maintenance and security salaries, construction and renovation costs, interest, purchase of equipment, and program activities solely directed towards or restricted to organizational membership.

**Article IV. TERM OF THIS AGREEMENT.** The term of this Agreement shall be for one (1) year, from July 1, 2012 through June 30, 2013.

**Article V. MANNER OF PAYMENT.**

- A. The amount to be paid from the City of Watertown Special Tourism Funds, as appropriated therefore, shall not exceed forty one thousand eighth hundred fifty dollars (\$41,850) for the term of this Agreement.
- B. Payment shall be made by the City Comptroller upon the receipt of an executed Services Agreement between the City of Watertown and the Thousand Islands International Tourism Council.
- C. Thousand Islands International Tourism Council understands that all City funds may only be used for eligible activities and for services actually performed. A copy of audited financial statements of the Thousand Islands International Tourism Council shall be provided to the City on or before June 30, 2013.
- D. The Thousand Islands International Tourism Council shall refund to the City at the termination of this Agreement, any monies paid by the City of Watertown that remains unused.

**Article VI. PROVISIONS OF LAW.** All provisions of law required to be made as part of this Agreement are hereby deemed incorporated in this Agreement. Performance of the terms and conditions of this Agreement shall be subject to and performance of all applicable laws.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers or representatives on this \_\_\_\_ day of June, 2012.

CITY OF WATERTOWN, NEW YORK

By: \_\_\_\_\_  
John C. Krol, City Manager

THOUSAND ISLANDS  
INTERNATIONAL TOURISM COUNCIL

By: \_\_\_\_\_  
Gary DeYoung, Executive Director

**2012 Destination Marketing Proposal**  
**to**  
**City of Watertown**  
**From**  
**1000 Islands International Tourism Council**



## **Background:**

The 1000 Islands International Tourism Council works as the “destination marketing organization” for the region including all of Jefferson County and neighboring Ontario communities along the St. Lawrence River.

As such, it engages in marketing projects designed to attract visitors to the region from outside the area. The Council’s marketing projects leverage buy-in from governments, non-profits and business partners.

In 2012, the Council’s total budget goal is \$988,309. Over half of that budget comes from the two largest investors in the Council. The 1000 Islands Bridge Authority/Federal Bridge Corporation of Canada provides staff and services. Jefferson County provides a program grant in the amount of \$325,000. This year’s funding from State of New York Matching funds program is \$58,309.

The balance of funding comes from many businesses and organizations who, like the City of Watertown, “buy-in” to the Council’s programs.

As the official Jefferson County Tourism Promotion Agency, the 1000 Islands International Tourism Council includes promotions of Watertown based attractions, events and hospitality services in all its regular programs. The buy-in list is for additional exposure or support of special projects.

## **Challenges and Opportunities**

As growth has occurred in the City of Watertown and adjacent municipalities, new tourism opportunities and challenges are emerging. The Watertown Area now has both the capacity and the need to maintain a year-round tourism marketing effort.

From 2006 to 2012, the number of rooms in the Watertown/Fort Drum area will have grown from 928 to 1,541. That’s 66% growth in six years. Looking at it another way, there will be 223,745 more room nights to sell in 2012 than there were in 2006. The community has also seen an expansion of general retail and food service during the same time. Sales tax records show that the County’s taxable sales are well above what can be supported by the resident population.

In recent meetings with hotel operators, it has become clear that more aggressive marketing will be needed to maintain occupancy levels and room rates.

This proposal suggests the City continue to support a core set of marketing initiatives for 2012 and that discussions begin with the goal of developing an expanded Watertown branded destination marketing effort based on a coalition of interests that include the City, surrounding towns, the County, the Tourism Council and area businesses.

Elements of such a program could include:

- Continued participation in the 1000 Islands regional efforts, especially for summer
- Bolstering of the Watertown branded campaign for fall shopping and entertainment
- Development of a Watertown branded campaign targeting spring break business
- More aggressive marketing of meeting and motor coach business on-going, using both 1000 Islands and Watertown brands
- Exploration of sport-tourism opportunities using Watertown recreation and hospitality facilities
- Expanded VFR (visiting friends and relatives) efforts related to Fort Drum

## 2012-13 City of Watertown Destination Marketing Sponsorships and Buy-ins

### Core Programs

#### **Watertown positioning in 1000 Islands regional marketing: \$14,250**

*The programs position Watertown within overall 1000 Islands branded marketing*

#### **2012 Summer Marketing Program**

*\$8,750 for major partner position*

The TIRTDC will place about \$100,000 in cooperative television advertising in key markets including Rochester, Buffalo, Scranton/Harrisburg and Ottawa. For 2012, plans also call for placement of \$30,000 in online banner ads on key websites in Upstate New York, Eastern Ontario and Central Pennsylvania.

Partnership packages have been developed for the summer campaign. Utilizing cable systems and broadcast channels, over 5,000 TV spots are expected to be aired. A total of 2,500,000 banner impressions will be made as part of the websites buy. Each major partner receives coverage in a rotation of the TV cooperative ads, impressions in a rotation of the online campaign, a feature in the summer calendar of events tabloid (12,000 copies), a featured position on the campaign landing-site (getaway1000.com) and positions in the summer coupon booklet (12,000 copies).

#### **2013-14 International Travel Guide**

*\$5,500 for a full page ad in color*

The Council's main consumer travel piece is the *1000 Islands International Travel Guide*. 275,000 copies of the Guide are published. The guides are direct mailed to all advertising inquiries, as well as the previous year's inquiries. The Guide is carried as an official publication in both New York and Ontario welcome centers. Thousands are distributed at consumer shows by the TIRTDC and cooperating partners

It should be noted that editorial content about the City and local businesses is underwritten by the Council's Jefferson County grant. This request is for display ad space which will be designed to the City's specifications and can highlight a number of tourism sites in Watertown.

## Core Programs

### Watertown Area branded projects: \$27,600

*These programs are Watertown branded marketing*

#### Watertown Canadian Shop, Stay & Save: \$15,000

*Total investment goal \$45,000 (underwriting requested from City: \$15,000)*

With the Canadian dollar continuing to trade around par, the Watertown Area has proven to be very attractive to Canadian shoppers from throughout eastern Ontario. In 2010 and 2011, the Council received \$14,000 in support from the City and Town of Watertown to conduct a fall marketing effort targeting Ontario Shoppers. Working with the Watertown Times, a 16-page tabloid was produced and inserted into newspapers in Ottawa, Kingston, Brockville and Gananoque (115,000 copies total).

Display ads were taken during September and October in Ottawa, Kingston and Brockville Newspapers. A Google Adwords campaign directed traffic to the VisitWatertown.com site.

The visitwatertown.com website was re-designed around the shopping promotion and \$1,024 in Google Adwords targeted eastern Ontario communities.

Based on input from Watertown Area lodging businesses, an expanded program is suggested for 2012. The Council will approach other Watertown Area municipalities with access to occupancy tax revenue and work to strengthen partnerships with private interests.

#### E-Marketing: \$10,000

The Internet offers proven means of maintaining market presence between media campaigns. By purchasing geo-targeted paid search on Google and Bing, traffic can continue to be driven to the VisitWatertown.com site. Further, these campaigns can be changed to reflect specific opportunities. For example, stay and fly programs can be promoted in conjunction with airport during key southern vacation time periods. Whitewater rafting can be teased during warm weather months and Zoo topics can be teased in rotation. Events such as DPAO concerts can be featured. Paid search ads can also direct clicks to specific parts of the site that directly apply to the information promoted in the ad.

This line item would work to provide more active maintenance of the VisitWatertown.com and work to drive traffic to the site with an average of \$500 per month in "per click" paid search.

#### 2013-2014 Seaway Trail "Journey" Magazine: \$2,600 – 2/3 page ad

The Seaway Trail annually publishes its *Journey* magazine covering communities and activities along the Seaway Trail from Massena to Erie, Pennsylvania. A 2/3 page ad would promote Watertown in this publication with a press run of 200,000.

This keeps Watertown highly visible in the overall Seaway Trail program. In addition to the Watertown ad, other communities in Jefferson sponsor cooperative pages in *Journey*. The Tourism Council also supports the Seaway Trail's marketing fund with a \$5,000 annual investment that is pooled with similar investments from other Seaway Trail Counties.

**2012 Marketing Proposal Cost Summary:**

Participation in 1000 Islands branded projects:

- 2012 Summer Marketing Program, Major Partner.....\$8,750
- 1000 Islands International Travel Guide Ad .....\$5,500
- Subtotal:*.....\$14,250

Support of Watertown Area branded projects:

- Fall season Visit Watertown campaign .....\$15,000
- VisitWatertown.com maintenance and paid search.....\$10,000
- Seaway Trail Journey Magazine .....\$2,600
- *Subtotal*.....\$27,600

**Total core marketing programs.....\$41,850**

## **Goals for Expanded Watertown Branded Destination Marketing**

### **Fall Shop and Stay Campaign: Increase from \$45,000 to \$60,000**

*Build this campaign with the goal of attracting additional investments from bordering towns and private operators*

Beyond 2012, the goal is to continue building this campaign, adding a television component, buying ads in the Kingston and Ottawa broadcast markets. A program would be developed following the “doughnut” approach used in the Tourism Council’s summer season program. The fall program would shift the focus from waterfront, outdoor activity to Watertown Area activity including shopping, family getaways and agri-tourism.

### **Winter-Break Campaign: Investment range of \$25,000 - \$40,000**

*New initiative with the goal of attracting additional investments from bordering towns and private operators*

Winter months are traditionally low occupancy months at hotels and low sales months overall. School breaks in the February and March provide an opportunity to attract much needed business over the cold weather months. While many families use the breaks for a southern vacation, others look for a short escape close to home. Communities in other northern areas have been successful in building winter break business targeting families looking for an affordable getaway. With the development of new hotels with indoor pools; significant shopping opportunities and family-friendly recreation, Watertown is now in a position to take advantage of this opportunity.

A Visit Watertown for a Winter Break campaign would be developed using web, print and electronic media to promote packages available from area hotels in combination with activities such as shopping; skiing at Dry Hill; winery tours; NYS Zoo activities; and events that fall within the targeted time frames (ie Irish Festival).

The advertising will continue to target Eastern Ontario and Ottawa. This campaign would also target nearby Northern New York communities in St. Lawrence County and the Adirondacks.

### **Meetings, Sports Events, Motorcoach: Investment range of \$18,000 - \$30,000**

*Expanded initiative with goal of attracting additional investments from bordering towns and commitments of sales resources from private operators*

With the development of new hotel properties in the Watertown Area, there is a facilities base to market to the travel trade and host meetings, sports events and motorcoach groups. Approaching these markets requires more visibility at trade events and specific outreach efforts to planners, tour operators, travel agents.

### **AAA/CAA outreach**

Organize sales missions to New York, Pennsylvania and Ontario auto clubs. This program is a road show that sends a team of sales representatives to AAA/CAA offices (and others) to provide briefings on new properties and reasons to visit. Participate in auto club sponsored consumer trade shows.

### **Motorcoach**

Expand presence at “group leader” shows to include sales representatives from Watertown Area hotels.

### **Meetings & Conference**

Develop Watertown branded booth materials for meeting trade shows. Expand schedule of trade show attendance to include regional shows that may prove productive for Watertown. Organize expanded attendance to include hotel sales representatives at state level trade shows.

### **Sport Tourism**

Organize group of hospitality and sports interests to evaluate potential to host sports events.

**Notes regarding on-going Tourism Council projects:**

**Watertown Visitors Map**

An 11" x 17" color map of the Watertown Area is produced for use in providing directions to visitors. The map includes street level details along with the locations of hotels, major shopping areas and points-of-interest. Hotel desks and other visitor service areas receive the maps in pads of 50.

**Brochure Distribution**

The Council is very active in brochure distribution. It regularly stocks literature displays in two I-81 rest areas in Jefferson County, operates the Welcome Center at the Thousand Islands Bridge and mails tens of thousands of "visitor kits" annually. The literature projects in this proposal are backed by that distribution system and other City attractions are encouraged to take advantage of the distribution as well.

**Black River Marketing**

With the support of the City and State of New York through the Blueway initiative coordinated by the Tug Hill Commission, a number of Black River marketing projects have been implemented and continue.

- Black River Guide
- BlackRiverNY.com
- Black River Public Relations Resources

**Fort Drum VFR**

The Council continues to work toward promoting visits to the region by friends and relatives of personnel stationed at Fort Drum. It will continue to distribute literature on post and develop literature targeting military visitors.

Res No. 10

June 18, 2012

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning and Community Development Coordinator

Subject: Endorsing an Application to the New York Main Street Program by Neighbors of Watertown Inc.

Neighbors of Watertown is preparing an application for a \$215,000 grant from the New York Main Street Program through the 2012 Consolidated Funding Application. The application requires that they obtain the endorsement of all municipalities in which the program would be active.

The grant will assist businesses in the downtown area with façade renovations and the creation of new rental units in vacant upper floors. It will be used as part of the funding package along with the money being applied for by the City from the Community Development Block Grant Program.

Attached are a letter from Gary C. Beasley, Executive Director of Neighbors of Watertown, and a resolution approving and endorsing their grant application.

# RESOLUTION

Page 1 of 1

Endorsing the Application by Neighbors of Watertown Inc. for Funding From the New York Main Street Program, Consolidated Funding Application 2012

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*

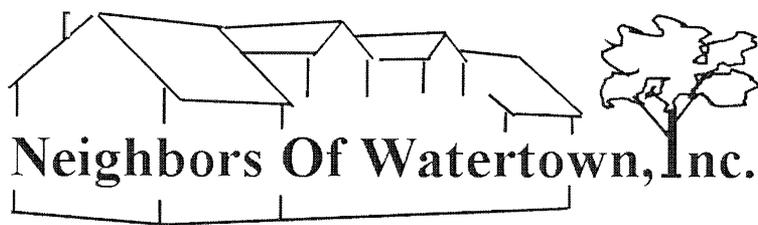
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WHEREAS Neighbors of Watertown, Inc. is submitting a Consolidated Funding Application for a \$215,000 grant from the New York Main Street Program, administered by the New York State Office of Homes and Community Renewal, to be expended at sites located within the territorial jurisdiction of this Council, and

WHEREAS any municipality in which the proposed program will function is required to approve a formal resolution supporting the application for grant funding,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby does approve and endorse the application by Neighbors of Watertown, Inc. for a grant from the New York Main Street Program for façade renovation and rental unit creation projects located within this community.

### **Seconded by**



June 7, 2012

Ken Mix  
Planning & Community Development Coordinator  
City of Watertown  
245 Washington Street  
Watertown NY 13601

Re: 2012 NY Main Street Application

Dear Mr. Mix:

Neighbors Of Watertown is preparing an application to the NY Main Street Program for \$215,000.00. Funds are available through the New York State CFA Application 2012 round which requires a formal resolution from the City of Watertown supporting the application.

The NY Main Street funds will provide assistance to downtown area businesses with façade renovations and creation of new rental units in vacant upper floors. These funds will be a match to the City's 2012 CDBG application. Businesses may receive up to \$50,000.00 in assistance for façade renovations and up to \$10,000.00 for each rental unit creation with a maximum of \$100,000.00 for any one building.

Please let me know if you need any further information regarding the application to submit to the City Council for their review and approval.

Sincerely,

Gary C. Beasley  
Executive Director



The Housing & Redevelopment Store  
112 Franklin Street, Watertown, NY 13601  
Phone (315) 782-8497 Fax (315) 782-0102  
[www.neighborsofwatertown.com](http://www.neighborsofwatertown.com)

Res No. 11

June 12, 2012

To: The Honorable Mayor and City Council  
From: James E. Mills, City Comptroller  
Subject: Authorizing the Sale of Abandoned Bicycles and  
Miscellaneous Items at Public Auction

During the past year, the City of Watertown Police Department has acquired a number of abandoned bicycles and miscellaneous items. These items are not needed by any of the departments within the City, and therefore, staff is recommending that these items be sold at public auction. A list of the items to be auctioned is attached.

The public auction would be held on Tuesday, July 10, 2012, at 6:00 p.m. in the Public Safety Building garage.

The attached resolution authorizes the sale by auction and also authorizes the acceptance or rejection of any bids to be made at the time of the auction.

The auction item list is as follows:

- Various bicycles (approximately 50)
- Scooters (2)
- Skate board
- 16" Poulan chainsaw
- Craftsman car jack
- Various compact discs
- Cannon digital recorder
- Wood cabinet
- Various Playstation games
- Solar lights (11)
- Air Jordan sneakers (size 12)
- I-pod Touch

# RESOLUTION

Page 1 of 1

Authorizing the Sale of Bicycles,  
Miscellaneous Items and Equipment  
at Public Auction

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***

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WHEREAS the City of Watertown has acquired a number of abandoned bicycles and miscellaneous items and equipment, the listing of which is attached and made a part of this resolution, and

WHEREAS these bicycles and miscellaneous items have some value best determined by public auction,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that it hereby authorizes the sale, by auction on Tuesday, July 10, 2012, at 6:00 p.m. in the Public Safety Building garage, of abandoned bicycles and miscellaneous items and equipment, and to further declare all bids final and sales complete while said auction is conducted, and

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

**Seconded by**

June 13, 2012

To: The Honorable Mayor and City Council

From: Elliott B. Nelson, Assistant to the City Manager

Subject: Acceptance of the New York Safety and Health Hazard Abatement Board, Occupational Safety and Health Training and Education Program Grant

At its regular meeting on February 6, 2012, the City Council authorized Superintendent of Public Works Eugene P. Hayes to submit an application for funding to the New York Safety and Health Hazard Abatement Board to support occupational safety and health training for City employees. The City of Watertown provides numerous occupational training courses for its employees on an annual basis.

The City has received notice that we have been awarded funding in the amount of \$19,443, while the application was for \$19,875. This shortfall is due to a larger than expected number of applications received and awards approved, and we will cover the difference of \$432 from our existing general fund account. This funding provides the City with the opportunity to expand the number of employees receiving this occupational training.

Attached for Council's reference is a memo from Mr. Hayes fully detailing the training funded through this grant.

A resolution approving the acceptance of the grant is attached for Council's consideration.

RESOLUTION

Page 1 of 1

Authorizing Acceptance of New York Safety and Health Hazard Abatement Board, Occupational Safety and Health Training and Education Program Grant

- 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 New York Safety and Health Hazard Abatement Board has accepted applications for funding to support occupational safety and health training for public employees, and

WHEREAS each year the City of Watertown provides occupational training opportunities for its employees, and

WHEREAS the Superintendent of Public Works Eugene P. Hayes prepared an application for funding to provide City employees with this training opportunity, and

WHEREAS the City has been awarded a grant in the amount of \$19,443 to provide training to its employees,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby authorizes the acceptance of the above-referenced grant in the amount of \$19,443 from the State of New York Safety and Health Hazard Abatement Board, and

BE IT FURTHER RESOLVED that Mayor Jeffrey E. Graham is hereby authorized and directed to execute the grant agreement on behalf of the City of Watertown, a copy of which is attached and made a part of this resolution.

**Seconded by**

	<b>MEMORANDUM</b>  <b>Dept. Public Works</b>	E.P. Hayes
		Superintendent
		Date: 06-11-12
		Ref: PW 022-12
<b>To:</b>	John Krol, City Manager	
<b>Subject:</b>	State of New York Hazard Abatement Board Occupational Safety and Health Training and Education Program Grant Application Award Notification	

At the regular Meeting of Monday, February 6, 2012 the City Council authorized the submission of a grant application in the amount of \$19,875 to the State of New York Safety and Health Hazard Abatement Board the training of workers, supervisors for the purpose of promoting workplace accident and injury prevention.

By letter dated May 29, 2012 the City has been informed that while our full training plan has been approved, the final funding amount, due to the larger than expected number of applications received/awards approved, will be \$19,443.00.

The contract period for this grant agreement will run from August 1, 2012 to July 31, 2013. When asked how the City would address the \$432.00 shortfall, I stated that we would proceed with the intent to complete all of the training listed in the initial application and that any shortfall would be covered through our existing general fund accounts.

To accept this grant, the City must sign and notarize the complete approved contract to include the four additional signature pages and return the entire package by June 20, 2012.

Should you have any questions concerning this grant award or the training topics previously identified, please do not hesitate to contact me at your convenience.

*Gene*

cc: Peter Monaco, Superintendent of Public Works  
 Josh Carlsson, Building & Grounds Maintenance Supervisor  
 DPW files:  
     Training  
     New York State Hazard Abatement Board Training Grant



KATHERINE D. SCHRIER  
Chair

NEW YORK STATE  
OCCUPATIONAL SAFETY AND HEALTH  
HAZARD ABATEMENT BOARD

STATE CAMPUS  
BUILDING 12, ROOM 166  
ALBANY, NEW YORK 12240  
(518) 457-7629  
FAX (518) 485-6082

ROBERT F. GOLLNICK  
ANN MARIE TALIERCIO  
FRANKLIN MIRER, PhD  
GERALD SKRZECZKOWSKI  
Members

May 29, 2012

Mr. Eugene Hayes  
City of Watertown  
245 Washington Street, Rm: 206  
Watertown, NY 13601

Dear Mr. Hayes:

I am pleased to inform you that your contract number T014449 for City of Watertown, 2011-2012 Occupational Safety and Health Training and Education Grant Program has been approved.

Enclosed are four (4) sets of signature pages (Face Page) and one complete approved contract. Please provide an original signature in blue ink and notary for each of the five (5) signature pages.

In order to meet prompt contracting requirements and ensure a timely execution of your contract, please return the entire package by June 10, 2012. A fully executed copy of the contract will be returned to you for your files.

Sincerely,

Randall J. Palmer  
Grant Manager

Enclosures

# FACE PAGE

**New York State  
Department of Labor  
Governor W. Averell Harriman  
State Office Building Campus, Building 12  
Albany, NY 12240**

**Agency Code 14000**

Contract Number: T014449  
 Amount of Agreement: \$19,443  
 CFDA # (If Applicable):  
 Contract Period: 8/1/12 to 7/31/13  
 Multi-Year Term (if applicable):  
 From: \_\_\_\_\_ To: \_\_\_\_\_

Contractor Name/Project Sponsor: City of Watertown  
 Street: 245 Washington Street, Room 206 City: Watertown  
 State: New York Zip: 13601  
 Billing Address (if different from above):  
 Street: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Title/Description of Project: OSHT&E

**Federal Tax Identification Number: 15-6000419**  
**Vendor Identification Number: 1000002584**

Contractor is a Sectarian Entity  Check if Yes

**Check ONLY ONE of the Following Three Choices:**  
 Contractor is a Municipality  Check if Yes

MUNICIPALITY # (If Applicable): 220259000  
 or  
 Contractor is a For-Profit Organization  Check if Yes  
 or  
 Contractor is a Not-For-Profit Organization  Check if Yes

**THIS AGREEMENT INCLUDES THE FOLLOWING:**

- This Face Page and Standard Agreement
- Appendix A - Standard Clauses for all New York State Contracts
- Appendix B - Project Budget and Program Narrative (and/or Addendum to Proposal if applicable)
- Appendix C - The Department's General Conditions
- Appendix D - RFP and Certifications (as applicable)
- Appendix E - Other Conditions, if applicable
- Appendix F - Proposal
- Appendix X - Modification Agreement Form (to accompany modified appendices for changes in term or consideration on an existing period or for renewal periods)

**If Not-For-Profit:**

Charities Registration Number:  
 Or Exempt Code:  
 Contractor has timely filed with the Attorney General's Charities Bureau all required periodic or annual written reports.  
 Yes  or No

**The Contractor and the Department agree to be bound by the terms and conditions contained in this Agreement**

**CONTRACTOR**

**NYS DEPARTMENT OF LABOR**

Signature of Contractor's Authorized Representative: \_\_\_\_\_  
 Date: \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_  
 Date: \_\_\_\_\_

Type or Printed Name of Above Representative: \_\_\_\_\_  
 Title of Authorized Representative: \_\_\_\_\_

Type or Printed Name of Above Official: \_\_\_\_\_  
 Title of Authorized Representative: \_\_\_\_\_

**Notary Public:**  
 State of New York  
 County of \_\_\_\_\_  
 On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_ to me known, who being by me duly sworn, did depose and say that he/she resides at \_\_\_\_\_ that he/she is the \_\_\_\_\_ of the \_\_\_\_\_ the corporation described herein which executed the foregoing instrument; and the he/she signed his/her name thereto by authority of the board of directors or said corporation.  
 (Notary) \_\_\_\_\_

State Agency Certification: In addition to the Acceptance of this contract, I also certify that original Copies of this signature page will be attached to all Other exact copies of this contract.

Attorney General: \_\_\_\_\_

Office of the State Comptroller: \_\_\_\_\_

# CITY COUNCIL MEETING CITY OF WATERTOWN

February 6, 2012

## **Resolution No. 3 - Authorizing Application to New York Safety and Health Hazard Abatement Board, Occupational Safety and Health Training and Education Program Grant**

### **Introduced by Council Member Teresa R. Macaluso**

WHEREAS the State of New York Safety and Health Hazard Abatement Board is accepting applications for funding to support occupational and safety health training for public and private employees, and

WHEREAS each year the City of Watertown provides occupational training opportunities for its employees, and

WHEREAS Superintendent of Public Works Eugene P. Hayes is recommending that the City prepare an application for \$19,875 in funding to provide the City with an opportunity to expand the number of people receiving the training and expand the training programs offered,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby authorizes the submission of a grant application in the amount of \$19,875 to the State of New York Safety and Health Hazard Abatement Board, and

BE IT FURTHER RESOLVED that Mayor Jeffrey E. Graham is hereby authorized and directed to execute the grant application on behalf of the City of Watertown.

### **Seconded by Council Member Roxanne M. Burns**

Prior to the vote on the foregoing resolution, Council Member Smith pointed out that the agreement asks about doing business with Northern Ireland and asked why this is listed.

**Eugene Hayes**, Superintendent of Public Works indicated that this is part of its rules and regulations and noted that the City does not do business with Northern Ireland.

**At the call of the chair, a vote was taken on the foregoing resolution and carried with all voting yea.**

	<b>MEMORANDUM</b>	E.P. Hayes Superintendent
	<b>Dept. Public Works</b>	Date: 01-30-12 Ref: PW 003-12
<b>To:</b>	Mary Corriveau, City Manager	
<b>Subject:</b>	State of New York Hazard Abatement Board Occupational Safety and Health Training and Education Program Grant Application Submittal Approval	

Each year the State of New York's Safety and Health Hazard Abatement Board awards Occupational Safety and Health Training and Education Program Grants for programs that provide occupational safety and health training for public and private employers, labor organizations, educational institutions, non-profit organizations and trade associations. Eligible programs must train and educate workers, supervisors and/or employers and must promote workplace accident and injury prevention. This year's letting is anticipated to be in the region of \$6.5 million dollars.

The purpose of this memorandum is to request authorization to prepare and submit a grant application amount of \$19,875 for training/certification in the following categories:

TRAINING TOPIC	NUMBER OF SESSIONS	HOURS PER SESSION	TOTAL TRAINEES	TRAINING HOURS
40 Hour Hazwoper	1	40	7	40
8 Hour Hazwoper Refresher	1	8	10	8
8 Hour PESH Training	6	8	108	48
Bloodborne Pathogen	2	1	32	2
Confined Space Entry	3	6	51	18
Forklift Refresher	2	4	24	8
Backhoe Safety	3	3	51	9
Front End Loader Training	2	3	60	6
Skid Steer Safety Training	2	3	60	6
Mower Safety Training	2	3	40	6
Summer Employee Safety	2	4	34	8
TOTALS	26		477	159

All training will be conducted in our own facilities with the classroom activities held in the CitiBus Garage Facility. While we normally conduct various training sessions throughout the year this grant offers us the opportunity to obtain 100 percent reimbursement for those courses approved by the Hazard Abatement Board. In addition to Public Works, Parks & Recreation, Engineering, Water and Waste Water Treatment will also participate in a number of these training sessions.

Last year the City was awarded \$14,134 through this grant opportunity and to date our training numbers have surpassed expectations with very favorable comments from all of the attendees.

Attached is the draft Grant Application Cover Sheet along with the project summary and some of the basic due diligence forms that will accompany the final submittal that must be received no later than 5 P.M. on Monday, February 13, 2012 at the office of the Occupational Safety and Health Training and Education Office located in Albany, New York

Should you have any questions concerning this grant opportunity or the training topics identified, please do not hesitate to contact me at your convenience.

*Gene*

cc: Peter Monaco, Superintendent of Public Works  
Josh Carlsson, Senior Engineering Tech-DPW  
DPW files:  
Training  
New York State Hazard Abatement Board Training Grant

Res No. 13

June 12, 2012

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Authorizing ATM Placement Agreement with B&S Business Services, Inc.

Staff has researched the placement of ATM's at City Hall and the Fairgrounds Arena. Staff is recommending entering into the attached agreements with B&S Business Services, Inc. whereby the City would receive \$1 of the \$3 cash withdrawal surcharge. B&S Business Services would own the machines and be responsible for all maintenance, compliance upgrades and refilling the cash.

# RESOLUTION

Page 1 of 1

Approving the Customer Processing Agreement  
And ATM Placement Agreement with B&S Business  
Services, Inc.

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***

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WHEREAS the City of Watertown desires to provide citizens with ATM services at City Hall and the Fairgrounds Arena, and

WHEREAS B&S Business Services, Inc. has agreed to provide and maintain an ATM at each of these locations,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that it hereby authorizes the City Comptroller to enter into a Customer Processing Agreement and an ATM Placement Agreement with B&S Business Services Inc. whereby the City will receive \$1 of the \$3 surcharge on each cash withdrawal.

**Seconded by**



**ATM PLACEMENT AGREEMENT**

**Between:** **B&S Business Services, Inc.**  
**P.O. Box 419**  
**Gouverneur, NY 13642**  
**Phone 315-287-9359**  
**Fax 315-287-9120**

**And:** City of Watertown

<b>Location:</b> City Hall & Municipal Arena	<b>Mailing Address:</b> City Comptroller
<b>Location Address:</b> 245 Washington Street Watertown, NY 13601	245 Washington Street Watertown, NY 13601
<b>Phone:</b>	600 W.T. Field Drive Watertown, NY 13601

**B & S Business Services, Inc. (B & S) agrees to place an ATM at the above location:**

- B & S agrees to provide the paper for the ATM free of charge.**
- B & S agrees to provide training for staff when applicable.**
- B & S agrees to provide parts, labor, and maintenance for the ATM.**
- B & S agrees to absorb any losses associated with damage, vandalism, or theft of the ATM.**

**Location agrees to the installation of the ATM.**  
**Location agrees to provide a phone line and electrical supply source for the ATM.**  
**Location understands and agrees that the ATM is owned by B & S and will relinquish the ATM in the event B & S determines the location is no longer a suitable placement.**

**B & S agrees to maintain adequate cash in the vault of the ATM.**

**ATM transactions will have a surcharge on cash withdrawals of \$ 3.00**

- **Location to receive** \$ 1.00

**B & S or the Location may terminate this agreement at any point with 30 days' written notice.**

**B & S Business Services, Inc.**

**Location** City of Watertown

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

Res No. 14

June 12, 2012

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Requiring the City Comptroller to Serve a Notice of Intention to Claim Against Insurance Proceeds and to Impose Conditions Guaranteeing Performance of Operations

A structure fire occurred at 239 High Street on May 15<sup>th</sup>. The parcel has outstanding current year City, School and County property taxes as well as outstanding water and Department of Public Works' invoices. General Municipal Law Article 2 Section 22 allows the City to file a claim against the proceeds of a fire insurance policy. The attached resolution authorizing the claim to be filed was prepared to assert the City's tax lien against any insurance proceeds which may be available in connection with the property at 239 High Street.

The further purpose of the resolution is to prevent the payment of the balance of any available insurance proceeds until such time as Ricky E. Frazier reaches agreement with the City, in connection with the restoration or demolition of the site.

**RESOLUTION**

Page 1 of 3

Requiring the City Comptroller to Serve A  
 Notice of Intention to Claim Against Insurance  
 Proceeds and to Impose Conditions Guaranteeing  
 Performance of Operations

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 a fire occurred in the City of Watertown at 239 High Street on/about May 15, 2012, resulting in the significant damage/destruction of a building owned by Ricky E. Frazier, and

WHEREAS the subject property, Tax Parcel No. 6-04-101, has been the subject of a real property tax lien since June 2011, pursuant to Section 137 of the Watertown City Charter, and

WHEREAS pursuant to Section 22 of the New York General Municipal Law, the City is empowered to claim against the proceeds of a policy of fire insurance insuring the interests of an owner to the extent of any lien thereon, and

WHEREAS the City Council of the City of Watertown is authorized to adopt a resolution providing that the enforcement officer of the City, the City Comptroller, shall cause a Notice of Intention to Claim Against Proceeds to be served upon the State Superintendent of Insurance and to provide the certificate required by the New York General Municipal Law and New York Insurance Law, and

WHEREAS the City has previously adopted a local law pertaining to the release of insurance proceeds, which local law is contained in Chapter 180 of the Watertown City Code, and

WHEREAS Section 22 of the New York General Municipal Law permits the City of Watertown, due to its prior enactment of the local law, to require that any insurance proceeds, otherwise entitled to be claimed by the insured, be withheld pending the insured's agreement with the City, in writing, "to restore the affected premises to the same or improved condition that it was in prior to the time that the lien of such (City) against proceeds provided for in (Section 22) arose," and

# RESOLUTION

Page 2 of 3

Requiring the City Comptroller to Serve A Notice of Intention to Claim Against Insurance Proceeds and to Impose Conditions Guaranteeing Performance of Operations

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 Section 22 of the New York General Municipal Law permits the City Council of the City of Watertown to impose conditions upon the release of funds which “shall provide the guarantee(d) performance of such obligation including, but not limited to, an agreement to deposit such proceeds in an escrow account or that the insured shall obtain a performance bond,” and

WHEREAS the City Council of the City of Watertown deems it to be in the best interests of the citizens of the City that any insurance proceeds to which Ricky Frazier would otherwise be entitled should be deposited in an escrow account for payment of restoration; or demolition and removal costs, and released only upon the condition that Ricky Frazier obtain a performance bond, for the benefit of the City, insuring total restoration or demolition and removal of all building debris in a lawful manner,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that the City Comptroller of the City of Watertown shall cause a Notice of Intention to Claim Against Proceeds of the policy of fire insurance for 239 High Street to the extent of the City’s lien on the premises to be served upon the State’s Superintendent of Insurance for entry in the index of tax districts maintained by the Comptroller as provided in the New York Insurance Law, and

BE IT FURTHER RESOLVED that the City Comptroller shall render to any insurer the certificate required and in the manner prescribed by the New York Insurance Law, and the amount stated in such certificate shall be a lien on the proceeds of the insurance policy until paid, and

BE IT FURTHER RESOLVED that the City Comptroller shall not authorize the release to Ricky E. Frazier of any amounts which it would otherwise be entitled to claim unless and until Ricky E. Frazier agrees with the City, in writing, to restore the affected premises to the same or improved condition that it was in prior to the time that the lien of the City against proceeds, provided for in Section 22 of the New York General Municipal Law, arose, and

BE IT FURTHER RESOLVED that if Ricky E. Frazier determines that restoration of the affected premises is not feasible, then this condition on the release of amounts

# RESOLUTION

Page 3 of 3

Requiring the City Comptroller to Serve A  
 Notice of Intention to Claim Against Insurance  
 Proceeds and to Impose Conditions Guaranteeing  
 Performance of Operations

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

to Ricky E. Frazier may be satisfied by the demolition, removal, and disposal of all debris from the affected premises, and

BE IT FURTHER RESOLVED that the City Comptroller may not authorize the release of any amounts to Ricky E. Frazier, which it would otherwise be entitled to claim, unless and until an agreement to deposit the proceeds in an escrow account to fund the restoration or cleanup is reached, or Ricky E. Frazier has obtained a performance bond for the full extent of the building restoration, or debris demolition, removal, and disposal.

**Seconded by**

Res No. 15

June 13, 2012

To: The Honorable Mayor and City Council  
From: James E. Mills, City Comptroller  
Subject: Authorizing Re-adoption of the FY 2011-12 General Fund Budget

On June 4<sup>th</sup> City Council approved the bid submitted by 34 & Co. Inc. to construct a restroom facility at the Marble Street Park in the amount of \$101,000. The project budget for the restroom was \$68,400 leaving a shortfall of \$32,600. Accordingly attached for City Council consideration is a Fiscal Year 2011-12 General Fund budget re-adoption resolution to appropriate the additional funds necessary to cover the cost of the accepted bid.

**RESOLUTION**

Page 1 of 2

Readopting Fiscal Year 2011-12  
General Fund Budget

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 June 1, 2011 the City Council passed a resolution adopting the Budget for Fiscal Year 2011-12, of which \$38,023,157 was appropriated for the General Fund, and

WHEREAS on July 5, 2011 the City Council re-adopted the General Fund Budget to increase appropriations by \$25,240 to pay the costs of the Symphony Syracuse concert, and

WHEREAS on August 1, 2011 the City Council re-adopted the General Fund Budget to increase appropriations by \$45,150 to pay the costs of the change order to the contract with Bat-Con to reconstruct the J. B. Wise parking lot, and

WHEREAS on September 19, 2011 the City Council re-adopted the General Fund Budget to increase appropriations by \$38,000 to pay for the purchase of a pick-up for the Department of Public Works' roads maintenance department, and

WHEREAS on October 24, 2011 the City Council re-adopted the General Fund Budget to increase appropriations by \$56,073 to reflect the modified organizational structure of the Parks and Recreation Department and the related appropriations for certain departmental expenditures, and

WHEREAS on April 2, 2012 the City Council re-adopted the General Fund Budget to increase appropriations by \$23,856 to reflect the purchase of a replacement police vehicle, and

WHEREAS on May 7, 2012 the City Council re-adopted the General Fund Budget to increase appropriations by \$53,000 to reflect the expenditures from the Alex T. Duffy Fairgrounds Stadium Repair Reserve Fund for the masonry repairs, locker room and office flooring replacements, and heater replacements at the City's stadium and,

WHEREAS on June 4, 2012 the City Council re-adopted the Fiscal Year 2011-12 General Fund Budget to increase appropriations by \$279,000 to fund the additional costs of the Municipal Building and Library HVAC upgrade projects and,

**RESOLUTION**

Page 2 of 2

Readopting Fiscal Year 2011-12  
General Fund Budget

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 on June 4, 2012 the City Council approved the bid submitted by 34 & Co. Inc. to construct a restroom facility at the Marble Street Park in the amount of \$101,000 which was \$32,600 over the amount provided for within the capital project and,

WHEREAS the City Council decided to re-adopt the Fiscal Year 2011-12 General Fund Budget to increase appropriations by \$32,600 to fund the additional costs of the Marble Street restroom facility,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York that it hereby re-adopts the General Fund Budget for Fiscal Year 2011-12 in the total amount of \$ 38,576,076 and

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

Revenues

A.0000.0909	Fund Balance	\$ 32,600
	Total	<u>\$ 32,600</u>

Expenditures

A 9950.0900	Transfer to Capital Projects Fund	\$ 32,600
	Total	<u>\$ 32,600</u>

**Seconded by**

June 12, 2012

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning & Community Development Coordinator

Subject: Approving the Site Plan for Construction of a 3,500 square foot Bank, Drive Through with Canopy, and Parking Lot at 871 Arsenal Street, Parcels 9-11-135 and 9-11-136

A request has been submitted by Edward Keplinger of Keplinger Freeman Associates on behalf of AmeriCU for the above subject site plan approval. The Planning Board reviewed the request at its June 5, 2012 meeting.

At that meeting, the Planning Board adopted a motion recommending that the City Council approve the site plan with 16 conditions. On June 11, 2012, the applicant submitted revised plans meeting all of those conditions except for those listed in the resolution. A copy of the revised plan is in each Council Member's agenda package.

Attached are a copy of the report on the request prepared for the Planning Board and an excerpt from its minutes.

The City Council must respond to the questions in Part 2 of the Short Environmental Assessment Form before it may vote on the resolution. The resolution prepared for City Council consideration states that the project will not have a significant negative impact on the environment, and approves the site plan submitted to the City Engineering Department on June 11, 2012 with the remaining conditions recommended by the Planning Board.

# RESOLUTION

Page 1 of 3

Approving the Site Plan for the Construction of a 3,500 Square Foot Bank, Drive Through With Canopy, and Parking Lot at 871 Arsenal Street, Parcels 9-11-135 and 9-11-136

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 Edward Keplinger of Keplinger Freeman Associates, on behalf of AmeriCU, has made an application for site plan approval for the construction of a 3,500 square foot bank, drive through with canopy, and parking lot at 871 Arsenal Street, parcels 9-11-135 and 9-11-136, and

WHEREAS the Planning Board of the City of Watertown reviewed the site plan at its meeting held on June 5, 2012, and recommended that the City Council of the City of Watertown approve the site plan with 16 conditions, and

WHEREAS the applicant submitted revised plans to the City Engineer on June 11, 2012, and those plans satisfied all of the Planning Board’s recommended conditions of approval except for the following:

- 1) The applicant shall install three additional trees along the northern edge of the parking lot, similar in configuration to those depicted on the May 15, 2012 submittal.
- 2) The applicant shall provide a sidewalk detail showing 5,000 psi concrete at 5” thickness, or 6” thickness with wire mesh across driveways. The submitted detail calls for 4,000 psi concrete.
- 3) The applicant shall depict all water lines, sanitary and storm sewer lines, including inverts, along Bellew Avenue and within the property, to the satisfaction of the City Engineer prior to the issuance of a building permit.
- 4) A note shall be added to the plans reading: “A representative from the City Electric Department must be present at all times during the construction of the driveway and alteration of the pull box.” The submitted plans refer erroneously to the City of Syracuse.
- 5) The applicant shall depict the existing sanitary lateral near the southern property line.

# RESOLUTION

Page 2 of 3

Approving the Site Plan for the Construction of a 3,500 Square Foot Bank, Drive Through With Canopy, and Parking Lot at 871 Arsenal Street, Parcels 9-11-135 and 9-11-136

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

- 6) The applicant shall provide a wet stamped copy of the Boundary and Topographic Survey Map, with original seal and signature, updated to reflect the information required by the conditions herein.
- 7) The applicant shall depict the water and sewer services going to Arsenal Street on the Demolition Plan.
- 8) The applicant shall file a deed with the County Clerk which combines parcels 9-11-135 and 9-11-136.
- 9) The applicant shall provide copies of all correspondence with NYSDOT regarding Highway Work Permits for utility installation, curb cut removals, and installation of the new entrance along Arsenal Street.

And,

WHEREAS the City Council has reviewed the Short Environmental Assessment Form, responding to each of the questions contained in Part 2, and has determined that the project, as submitted, is Unlisted and will not have a significant effect on the environment,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown declares that the proposed construction and site plan constitute an Unlisted Action for the purposes of SEQRA and hereby determines that the project, as proposed, will not have a significant effect on the environment, and

BE IT FURTHER RESOLVED that it is an express condition of this site plan approval that the applicant provide the City Engineer with a copy of any change in stamped plans forming the basis for this approval at the same time such plans are provided to the contractor. If plans are not provided as required by this condition of site plan approval, the City Code Enforcement Officer shall direct that work on the project site shall immediately cease until such time as the City Engineer is provided with the revised stamped plans. Additionally, any change in the approved plan which, in the opinion of the City Engineer, would require Amended Site Plan approval, will result in immediate cessation of the affected portion of the project work until such time as the amended site plan is approved. The City Code Enforcement Officer is requested to periodically review on-site plans to determine whether the City Engineer has been provided with plans as required by this approval, and

# RESOLUTION

Page 3 of 3

Approving the Site Plan for the Construction of a 3,500 Square Foot Bank, Drive Through With Canopy, and Parking Lot at 871 Arsenal Street, Parcels 9-11-135 and 9-11-136

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 RESOLVED by the City Council of the City of Watertown that site plan approval is hereby granted to Edward Keplinger of Keplinger Freeman Associates on behalf of AmeriCU for the construction of a 3,500 square foot bank, drive through with canopy, and parking lot at 871 Arsenal Street, parcels 9-11-135 and 9-11-136, as submitted to the City Engineer on June 11, 2012, contingent on the applicant making the revisions and meeting the conditions recommended by the Planning Board as listed above.

**Seconded by**



# MEMORANDUM

CITY OF WATERTOWN PLANNING OFFICE

245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601

PHONE: (315) 785-7730 – FAX: (315) 782-9014

**TO:** Planning Board Members

**FROM:** Kenneth A. Mix, Planning and Community Development Coordinator

**SUBJECT:** Site Plan Approval – 871 Arsenal Street, AmeriCU KAM

**DATE:** May 16, 2012

**Request:** Site Plan Approval for the construction of a 3,500 square foot bank, drive through with canopy, and parking lot at 871 Arsenal Street, parcels 9-11-135 and 9-11-136.

**Applicant:** Canal Properties II

**Proposed Use:** Bank

**Property Owner:** Salvation Army

## Submitted:

Property Survey: Yes	Preliminary Architectural Drawings: Yes
Site Plan: Yes	Preliminary Site Engineering Plans: Yes
Vehicle and Pedestrian Circulation Plan: Yes	Construction Time Schedule: Yes
Landscaping and Grading Plan: Yes	Description of Uses, Hours & Traffic Volume: Yes

SEQRA: Unlisted

County Review: Yes

## Zoning Information:

District: Commercial	Maximum Lot Coverage: None
Setback Requirements: 20' front, 5' side, 25' rear	Buffer Zone Required: 5-15' along S and E lines

**Project Overview:** The applicant is requesting approval of plans for the construction of a 3,500 square foot bank, with a three-lane drive through and 36 parking spaces at 871 Arsenal Street, at the former location of a Salvation Army store (previously known as 913 Arsenal Street).

The existing structure and parking lot will be completely demolished and removed. An existing stormwater structure near the southern property line will be abandoned in place. One tree is marked for removal. One curb cut on Bellew Ave will be removed and replaced by two new ones.

The parcel is zoned Commercial, and all setback requirements have been met. However, a substantial portion of the parcel's shared property lines border residential rear yards.

**Parking:** Code requires 18 parking spaces for a bank of this size, and the applicant has exceeded that requirement with 36 spaces. Two handicap spaces are provided, one on the north side of the proposed building and one on the south.

Vehicle access would be provided by two, two-way curb cuts on Bellew Ave and one exit-only curb cut to Arsenal Street.

The NYSDOT has recommended that the Arsenal Street exit be eliminated. The applicant shall remove this exit from the plans, and also specify that the two existing curb cuts along Arsenal Street be removed and replaced with full-height curbing and sod.

The northerly Bellew cut is approximately 58' from the stop line at the intersection of Bellew and Arsenal, whereas the existing cut it replaces was 72' from that stop line. This close proximity is problematic; vehicles waiting to turn left into the bank could create an obstruction for other traffic coming out of the Arsenal Street intersection. Further, this curb cut opposes the Walgreen's left turn exit lane almost exactly, creating potential turning conflicts with vehicles exiting the bank heading south.

The NYSDOT has recommended that the northerly Bellew Ave cut be changed to an exit-only drive. Alternatively, the City is willing to allow two-way access if this drive is shifted at least 25 feet south from its currently proposed location. This would place the drive 100 feet from the edge of the Arsenal Street travel lane, conforming to DOT guidelines.

**Pedestrians:** The applicant proposes to leave existing sidewalks in place along Arsenal and Bellew, and has provided two 5' walks between the Bellew sidewalk and the building entrances. No pedestrian access is depicted between the building entrance and the Arsenal sidewalk. An accessible, paved path should be provided between the north entrance and Arsenal Street, in order to accommodate pedestrians approaching from the east.

The sidewalk along the existing Bellew Ave. entrance is not sloped at a true 0.25 inches per foot toward the street. It appears that these sidewalk blocks were intentionally warped to accommodate vehicle access. All sidewalk blocks across this entrance must be replaced to City specifications. The applicant must provide a detail for 5,000 psi concrete at 5" thickness, or 6" thickness with wire mesh across driveways.

The applicant must provide a detail for a City Concrete Curb, 8" wide by 20" tall, with a 6" reveal, or to match existing curbing—as well as a detail for City Asphalt pavement showing 2" top course of NYSDOT Type 6, and 4" of binder NYSDOT Type 1, or match existing.

**Lighting:** The photometric plan indicates that spillage onto adjacent properties is generally below 0.5 fc. However, the plan indicates that light poles exceeding 20' in height will be installed within 10' of residential rear yards. Although ground-level illuminance does not exceed the accepted threshold, neighbors may be subjected to a direct line of sight to some fixtures, especially those neighbors with second and third floor bedroom windows.

The applicant must install remote or timed switches to disable these lights when the bank is closed.

**Utilities:** The applicant must depict and label the water lines, sanitary and storm sewer lines, including inverts, along Bellew Avenue and within the property. Also depict the City's fiber optic line located in the east margin of Bellew.

The southerly Bellew Ave. driveway is located over a pull box for the City's fiber optic conduits. To minimize the possibility of damage due to traffic, the driveway must be shifted northward several feet, so that the pull box frame is a minimum of 4' offset from the curb. A note shall be added to the plans reading: "A representative from the City Electric Department must be present at all times during the construction of the driveway and alteration of the pull box."

The applicant must depict the existing water service to Arsenal Street on the Site Demolition Plan, and label the size of the proposed water service. On L1.1 and L1.2, the plans call for coordination with OCWA—these notes should be revised to refer to the City of Watertown Water Department.

The applicant must depict the existing sanitary sewer lateral to Bellew Ave, which runs roughly parallel to the PVC storm pipe along the southern property line.

**Landscaping:** As noted above, the applicant is removing one 4" tree. This will be replaced by 21 trees around the perimeter of the site, 3 in the parking lot islands, and extensive shrubs and perennials throughout. The number and arrangement of plantings is generally compliant with the Guidelines.

The applicant is required by code to maintain a landscaped buffer between the project parcel and any neighboring residential parcels. As drawn, the buffer is at least 5 feet wide along all necessary property lines, and is more generally between 7 and 14 feet wide.

**Setbacks:** The site plan has an error in its depiction of the required setbacks. Both the Bellew and Arsenal property lines are shown as front yards, and no rear yard is drawn. According to the Ordinance, owners of corner lots may choose one street frontage as the front yard, and the opposing line is thus the rear yard. Arsenal Street should have a 20' front yard setback, and Bellew Ave should have a 5' side yard setback. The southerly property line should have a 25' rear yard setback. The building as proposed is in compliance with the true setback requirements.

**Miscellaneous:** The City's Garbage, Rubbish, and Refuse code requires that dumpsters be offset from property lines by a minimum of 15 feet. The dumpster at the rear of the lot is only 7 feet from the next parcel. The dumpster could be shifted to the northeast along the driveway margin to meet this requirement.

The dumpster enclosure is depicted at 12' in height. Code requires that such enclosures not exceed 6' in height.

The applicant must provide a wet stamped copy of the Boundary and Topographic Survey Map, with original seal and signature.

The applicant must file a deed with the County Clerk which combines parcels 9-11-135 and 9-11-136.

The applicant must provide copies of all correspondence with NYSDOT regarding Highway Work Permits for utility installation and curb cut removals along Arsenal Street.

Separate from this site plan approval, a sign permit must be obtained from the Code Enforcement Bureau for the gable sign depicted on Sheet A2/A3. The applicant must also obtain a Sanitary Sewer Permit, Water Permit, Building Permit, and a General City Permit prior to construction.

**Summary:**

1. The applicant shall remove the Arsenal Street exit from the plans, as required by NYSDOT.
2. The applicant shall remove the two obsolete curb cuts on Arsenal Street, and replace them with full-height curbing and sod (or other appropriate landscaping).
3. The applicant shall either limit the northerly Bellew Ave curb cut to exit-only, or shift the curb cut south by a minimum of 25 feet.
4. The applicant shall provide an accessible, paved pedestrian path between the northerly building entrance and the Arsenal Street sidewalk.
5. The applicant shall replace all sidewalk blocks across the existing Bellew Ave curb cut to City specifications.

6. The applicant shall provide a sidewalk detail showing 5,000 psi concrete at 5" thickness, or 6" thickness with wire mesh across driveways.
7. The applicant shall install remote or timed switches on the two light poles which abut residential rear yards on the eastern property line, and deactivate these lights while the bank is closed (7:00 pm to 8:00 am Monday through Friday, all day Saturday and Sunday).
8. The applicant shall depict all water lines, sanitary and storm sewer lines, including inverts, along Bellew Avenue and within the property.
9. The applicant shall depict the City's fiber optic line located in the eastern margin of Bellew Avenue.
10. The applicant shall shift the southern driveway northward by several feet so that the fiber optic pull box frame is offset from the driveway curb by 4 feet.
11. A note shall be added to the plans reading: "A representative from the City Electric Department must be present at all times during the construction of the driveway and alteration of the pull box."
12. The applicant shall depict the existing water service to Arsenal Street on the Site Demolition Plan, and label the size of the proposed water service.
13. The applicant shall revise notes on L1.1 and L1.2 regarding water service so that they refer to the City of Watertown Water Department.
14. The applicant shall depict the existing sanitary lateral near the southern property line.
15. The applicant shall shift the proposed dumpster enclosure so that it does not lie within 15 feet of any property line.
16. The applicant shall reduce the height of the dumpster enclosure to 6 feet or less.
17. The applicant shall provide a wet stamped copy of the Boundary and Topographic Survey Map, with original seal and signature.
18. The applicant shall provide a detail for a City Concrete Curb, 8" wide by 20" tall, with a 6" reveal—or to match existing curbing.
19. The applicant shall provide a detail for City Asphalt pavement showing 2" top course of NYSDOT Type 6, and 4" of binder NYSDOT Type 1, or match existing.
20. The applicant shall file a deed with the County Clerk which combines parcels 9-11-135 and 9-11-136.
21. The applicant shall provide copies of all correspondence with NYSDOT regarding Highway Work Permits for utility installation and curb cut removals along Arsenal Street.

Cc: City Council Members  
Robert J. Slye, City Attorney  
Justin Wood, Civil Engineer II  
Edward Keplinger, Keplinger Freeman, 6320 Fly Rd, Ste. 201, East Syracuse 13078  
Devin Dal Pos, Canal Properties, 125 High Rock Ave, Saratoga Springs, 12866



STATE OF NEW YORK  
DEPARTMENT OF TRANSPORTATION  
317 WASHINGTON STREET  
WATERTOWN, NEW YORK 13601  
[www.nysdot.gov](http://www.nysdot.gov)



Mark E. Frechette  
Acting Regional Director

Joan McDonald  
Commissioner

May 8, 2012

Edward G. Keplinger  
Keplinger Freeman Associates  
5844 Heritage Landing Drive  
East Syracuse, NY 13057

RE: Highway Work Permit  
Proposed Credit Union (AmeriCU)  
City of Watertown, NYS Route 3, Jefferson County

Mr. Keplinger:

We performed a review of your preliminary site plan (received 4/24/12) and return the following comments at this time:

- The proposed driveway will not be allowed to access NYS Route 3 (Arsenal Street). This property has access to Bellew Avenue South. This position is based on the principles of access management, making every effort to manage the number of access points to the highway to minimize the negative impacts to the State Highway system. The existing driveways along NYS Route 3 shall be removed and full height curb installed.
- The proposed northerly driveway on Bellew Avenue South must be moved farther away (south) from NYS Route 3. We recommend that this driveway be limited to exit only.

As the plans are developed, please submit three (3) copies to the Department for review. If you have any questions, feel free to contact me at (315) 785-7981.

Sincerely,

Craig H. Ortlieb, PE  
Highway Work Permits – Region 7

cc: Jim Peters, Assist. Jefferson County Resident Engineer  
Justin Wood, City of Watertown

May 14, 2012

Kurt W. Hauk, P.E.  
City Engineer  
Room 305, City Hall  
245 Washington Street  
Watertown, NY 13601



**KEPLINGER  
FREEMAN  
ASSOCIATES**  
LANDSCAPE ARCHITECTURE & LAND PLANNING  
6320 FLY ROAD, SUITE 201, EAST SYRACUSE, NEW YORK 13057  
PHONE: (315) 445-7980 FAX: (315) 445-7981

Dear Mr. Hauk,

We are writing you in regards to the site plan submittal for the proposed AmeriCU Credit Union project at 871 Arsenal Street where we are representing the developer, Canal Properties II. Enclosed in this application you will find the required full size and reduced copies of the Boundary and Topographic Survey, Site Plans and Preliminary Architectural Plans. The application package also includes the completed Site Plan Application Form and Engineering Report.

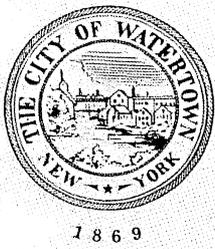
The proposed AmeriCU project consists of the redevelopment of the existing Salvation Army site. The project scope of work includes the demolition of the existing building and construction of a 3,500 square foot AmeriCU building with drive through facilities. The building will be constructed in the same location as the existing building. Parking for 36 cars will be provided. Three entry/exit drives will provide access to the parking lots and drive through facilities. There will be one exit drive at Arsenal Street and two entry/exit drives at Bellew Avenue Extension. Stormwater will be collected and detained on site by an infiltration-based storm sewer system that includes storm inlets and perforated pipe. A landscape plan will be implemented that will screen parking from adjacent roadways and screen the site from adjacent residences. The proposed plan will also add approximately 10 percent more green space to the existing site.

If you have any questions on this matter, please do not hesitate to contact me.

Very truly yours,

A handwritten signature in black ink that reads "Edward G. Keplinger".

Edward G. Keplinger  
Keplinger Freeman Associates



## CITY OF WATERTOWN SITE PLAN APPLICATION PROCESS

The applicant is responsible for completeness of application and inclusion of all required information.

**\*\*INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED\*\***

In order to expedite the Site Plan review process, all applicants are encouraged to have a pre-application meeting with Planning & Engineering staff. Staff can be reached at (315) 785-7740.

In the interest of expediting site plan approvals, the City of Watertown wishes to advise you of the procedures in applying for these referrals:

### A. Fill out the Site Plan / Site Plan Waiver - Determination Flow Chart below:

1. Is the use a one, two, or three family dwelling?  
 YES (Site Plan Review is **not** required. You may apply directly for Building Permit.)  
 NO (Go to question 2)
2. Is your building or parking lot construction or expansion less than or equal to 400 sq. ft.?  
 YES (Site Plan Review is not required. You may apply directly for Building Permit.)  
 NO (Go to question 3)
3. Does your building or parking lot construction or expansion exceed 2500 sq. ft.?  
 YES (Site Plan Review required. Submit the Site Plan Application Form.)  
 NO (Go to question 4)
4. Is your proposed building the first on the lot?  
 YES (Site Plan Review required. Submit the Site Plan Application Form.)  
 NO (Go to question 5)
5. Does your project involve a change in the property boundaries?  
 YES (Site Plan Review required. Submit the Site Plan Application Form.)  
 NO (Go to question 6)
6. Does your building or parking lot construction or expansion change or impair the overall grading, circulation, drainage, utility services, and appearance and visual effect of the property?  
 YES (Site Plan Review required. Submit the Site Plan Application Form.)  
 NO (\*Site Plan Waiver allowed. Submit the Site Plan Waiver Form.)

\* The City of Watertown Planning Board reserves the right to require Site Plan Review.

## B. SITE PLAN APPROVAL SUBMITTAL REQUIREMENTS\*

1. **3 complete, collated sets of the site plan application package** that includes the following documents:
  - a. Cover letter explaining the proposal.
  - b. Completed Site Plan Application Form.
  - c. Full size copies of all required plans (24"x36"), including 1 stamped & signed original.
  - d. Engineering Report.
2. **13 complete, collated sets of the site plan application package** that includes the following documents:
  - a. Cover letter explaining the proposal.
  - b. Completed Site Plan Application Form.
  - c. Reduced size copies of all required plans (11"x17") if they are legible. (otherwise submit full size sets)
3. **An electronic (pdf) copy** of the entire site plan application package to include the following:
  - a. A single, combined pdf containing the cover letter, the site plan application form and the Engineering Report.
  - b. A single, combined pdf containing all of the plan sheets and drawings.
  - c. The pdf may be submitted via email or on a CD.

Note: When Jefferson County Planning Board (239-M) Review is necessary, one additional full size set as described in # 1 above is required.

\*Planning Board Recommendation and City Council Approval is required for Site Plans.

## C. WAIVER OF SITE PLAN APPROVAL SUBMITTAL REQUIREMENTS\*\*

1. **2 complete, collated sets of the site plan application package** that includes the following documents:
  - a. Cover letter explaining the proposal.
  - b. Completed Site Plan Waiver Application Form.
  - c. Full size copies of all required plans (24"x36"), including 1 signed original.
2. **8 complete, collated sets of the site plan application package** that includes the following documents:
  - a. Cover letter explaining the proposal.
  - b. Completed Site Plan Waiver Application Form.
  - c. Reduced size copies of all required plans (11"x17") if they are legible. (otherwise submit full size sets)
3. **An electronic (pdf) copy** of the entire site plan waiver application package to include the following:
  - a. A single, combined pdf containing the cover letter and the site plan waiver application form.
  - b. A single, combined pdf containing all of the plan sheets and drawings.
  - c. The pdf may be submitted via email or on a CD.

\*\* Site Plan Approval of City Council may be waived by the City Planning Board.

D. Address submittals to:  
 Kurt W. Hauk, P.E.  
 City Engineer  
 Room 305, City Hall  
 245 Washington Street  
 Watertown, NY 13601

E. A **\$50.00** application fee must accompany the submittal.  
 A **\$50.00** application fee must accompany each resubmittal. You will be notified by the Engineering Department if an application requires a resubmittal.  
 Make checks payable to the City of Watertown.

F. All Site Plan submittals must be received by the City Engineer at least 14 calendar days prior to the next Planning Board Meeting; 21 calendar days if Jefferson County Planning Board action is necessary. Failure to meet the submittal deadline will result in **not** making the agenda for the upcoming Planning Board Meeting. **THERE ARE NO EXCEPTIONS.** The City Planning Board meets on the first Tuesday of each month at 4:00 P.M. in the City Council Chambers on the 3<sup>rd</sup> Floor of City Hall.

G. 2012 Meeting Schedules.

CITY OF WATERTOWN PLANNING BOARD 2012 (1 <sup>ST</sup> TUES. MONTH @ 4 PM)		CITY OF WATERTOWN CITY COUNCIL 2012 (1 <sup>ST</sup> & 3 <sup>RD</sup> MONDAY @ 7 PM)		JEFFERSON COUNTY PLANNING BOARD 2012 (LAST TUES. MONTH)	
MEETING DATE	DEADLINE	MEETING DATE		MEETING DATE	DEADLINE
Jan. 3	Dec. 20	Jan. 3, 17		Jan. 31	Jan. 17
Feb. 7	Jan. 24	Feb. 6, 21		Feb. 28	Feb. 14
March 6	Feb. 21	March 5, 19		March 27	March 13
April 3	March 20	Apr. 2, 16		April 24	April 10
May 1	April 17	May 7, 21		May 29	May 15
June 5	May 22	Jun. 4, 18		June 26	June 12
July 3	June 19	July 2, 16		July 31	July 17
Aug. 7	July 24	Aug. 6, 20		Aug. 28	Aug. 14
Sept. 4	Aug. 21	Sept. 4, 17		Sept. 25	Sept. 11
Oct. 2	Sept. 18	Oct. 1, 15		Oct. 30	Oct. 16
Nov. 6	Oct. 23	Nov. 5, 19		Nov. 27	Nov. 13
Dec. 4	Nov. 20	Dec. 3, 17		Dec. 26	Dec. 11

**PROJECT DESCRIPTION**

Describe project and proposed use briefly:

The existing building will be demolished and removed. A 3,500 square foot AmeriCU Credit Union will be constructed. Entry/exit drives will be provided to the north and south of the building from Bellew Avenue and a right turn only exit will be provided to access Arsenal Street. Parking for 36 cars will be provided and there will be drive through facilities on the east side of the building. There will be approximately a 10 percent increase in green area, which will be landscaped.

Is proposed Action:

- New       Expansion       Modification/Alteration

Amount of Land Affected:

Initially: 1.0 Acres      Ultimately: 1.0 Acres

Will proposed action comply with existing zoning or other existing land use restrictions?

- Yes       No      If no, describe briefly

What is present land use in vicinity of project?

- Residential       Industrial       Commercial       Agriculture  
 Park/Forest/Open Space       Other

Describe: \_\_\_\_\_

Does project involve a permit approval, or funding, now or ultimately from any other Governmental Agency (Federal, State or Local)?

- Yes       No      If yes, list agency(s) and permit/approval(s)

Does any aspect of the project have a currently valid permit or approval?

- Yes       No      If yes, list agency(s) and permit/approval(s)



## REQUIRED DRAWINGS:

\*\* The following drawings with the listed information **ARE REQUIRED, NOT OPTIONAL**. If the required information is not included and/or addressed, the Site Plan Application will **not** be processed.

**ELECTRONIC COPY OF ENTIRE SUBMISSION** (PDF preferred)

**BOUNDARY & TOPOGRAPHIC SURVEY**

(Depict existing features as of the date of the Site Plan Application. This Survey and Map must be performed and created by a Professional Land Surveyor licensed and currently registered to practice in the State of New York. This Survey and Map must be stamped and signed with an original seal and signature on at least one copy, the rest may be copies thereof.

All elevations are National Geodetic Vertical Datum of 1929 (NGVD29).

1' contours are shown & labeled with appropriate spot elevations.

All existing features on and within 50 feet of the subject property are shown and labeled.

All existing utilities on and within 50 feet of the subject property are shown and labeled.

All existing easements and/or right-of-ways are shown and labeled.

Existing property lines (bearings & distances), margins, acreage, zoning, existing land use, reputed owner, adjacent reputed owners & tax parcel numbers are shown and labeled.

The north arrow & graphic scale are shown.

**DEMOLITION PLAN** (If Applicable)

All existing features on and within 50 feet of the subject property are shown and labeled.

All items to be removed are labeled in darker text.

**SITE PLAN**

All proposed above ground features are depicted and clearly labeled.

All proposed features are clearly labeled "proposed".

All proposed easements & right-of-ways are shown and labeled.

- Land use, zoning, & tax parcel number are shown.
- The Plan is adequately dimensioned including radii.
- The line work & text for all proposed features is shown darker than existing features.
- All vehicular & pedestrian traffic circulation is shown including a delivery or refuse vehicle entering and exiting the property.
- Proposed parking & loading spaces including ADA accessible spaces are shown and labeled.
- Refuse Enclosure Area (Dumpster), if applicable, is shown. Section 161-19.1 of the Zoning Ordinance states, "No refuse vehicle or refuse container shall be parked or placed within 15 feet of a party line without the written consent of the adjoining owner, if the owner occupies any part of the adjoining property".
- The north arrow & graphic scale are shown.

#### GRADING PLAN

- All proposed below ground features including elevations & inverts are shown and labeled.
- All proposed above ground features are shown and labeled.
- The line work & text for all proposed features is shown darker than existing features.
- All proposed easements & right-of-ways are shown and labeled.
- 1' existing contours are shown dashed & labeled with appropriate spot elevations.
- 1' proposed contours are shown & labeled with appropriate spot elevations.
- All elevations are National Geodetic Vertical Datum of 1929 (NGVD29).
- Sediment & Erosion control are shown & labeled on the grading plan unless separate drawings have been provided as part of a Stormwater Pollution Prevention Plan (SWPPP).

**UTILITY PLAN**

- All proposed above & below ground features are shown and labeled.
- All existing above & below ground utilities including sanitary, storm water, water, electric, gas, telephone, cable, fiber optic, etc. are shown and labeled.
- All proposed easements & right-of-ways are shown and labeled.
- The Plan is adequately dimensioned including radii.
- The line work & text for all proposed features is shown darker than existing features.
- The following note has been added to the drawings stating, "All water main and service work must be coordinated with the City of Watertown Water Department. The Water Department requirements supercede all other plans and specifications provided."

**LANDSCAPING PLAN**

- All proposed above ground features are shown and labeled.
- All proposed trees, shrubs, and other plantings are shown and labeled.
- All proposed landscaping & text are shown darker than existing features.
- All proposed landscaping is clearly depicted, labeled and keyed to a plant schedule that includes the scientific name, common name, size, quantity, etc.
- For additional landscaping requirements where nonresidential districts and land uses abut land in any residential district, please refer to Section 310-59, Landscaping of the City's Zoning Ordinance.
- Site Plan complies with and meets acceptable guidelines set forth in Appendix A - Landscaping and Buffer Zone Guidelines (August 7, 2007).**

**PHOTOMETRIC PLAN (If Applicable)**

- All proposed above ground features are shown.
- Photometric spot elevations or labeled photometric contours of the property are clearly depicted. Light spillage across all property lines shall not exceed 0.5 foot-candles.

## CONSTRUCTION DETAILS & NOTES

- All details and notes necessary to adequately complete the project including, but not limited to, landscaping, curbing, catch basins, manholes, water line, pavement, sidewalks, trench, lighting, trash enclosure, etc. are provided.
- Maintenance & protection and traffic plans & notes for all required work within City streets including driveways, water laterals, sanitary laterals, storm connections, etc. are provided.
- The following note must be added to the drawings stating:  
“All work to be performed within the City of Watertown margin will require sign-off from a Professional Engineer, licensed and currently registered to practice in the State of New York, that the work was built according to the approved site plan and applicable City of Watertown standards. Compaction testing will be required for all work to be performed within the City of Watertown margin and must be submitted to the City of Watertown Codes Department.”

## PRELIMINARY ARCHITECTURAL PLANS (If Applicable)

- Floor plan drawings, including finished floor elevations, for all buildings to be constructed are provided.
- Exterior elevations including exterior materials and colors for all buildings to be constructed are provided.
- Roof outline depicting shape, slope and direction is provided.

## ENGINEERING REPORT

**\*\* The engineering report at a minimum includes the following:**

- Project location
- Project description
- Existing & proposed sanitary sewer flows & summary
- Water flows & pressure
- Storm Water Pre & Post Construction calculations & summary
- Traffic impacts
- Lighting summary
- Landscaping summary

GENERAL INFORMATION

ALL ITEMS ARE STAMPED & SIGNED WITH AN ORIGINAL SIGNATURE BY A PROFESSIONAL ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR SURVEYOR LICENSED AND CURRENTLY REGISTERED TO PRACTICE IN THE STATE OF NEW YORK.

If required, a copy of the Stormwater Pollution Prevention Plan (SWPPP) submitted to the NYSDEC will also be sent to the City of Watertown Engineering Department.

\*\* If required, a copy of all submittals sent to the New York State Department of Environmental Conservation (NYSDEC) for the sanitary sewer extension permit will also be sent to the City of Watertown Engineering Department.

\*\* If required, a copy of all submittals sent to the New York State Department of Health (NYSDOH) will also be sent to the City of Watertown Engineering Department.

\*\* When NYSDEC or NYSDOH permitting is required, the property owner/applicant shall retain a licensed Professional Engineer to perform inspections of the proposed utility work and to certify the completed works were constructed in substantial conformance with the approved plans and specifications.

Signage will not be approved as part of this submission. It requires a sign permit from the Codes Department. See Section 310-52.2 of the Zoning Ordinance.

Plans have been collated and properly folded.

If an applicant proposes a site plan with multiple buildings and any of those buildings front on a private drive, the City Council will name the private drive by resolution and the building(s) will be given an address number on that private drive by City staff. The applicant may propose a name for the private drive for the City Council's consideration.

Proposed Street Name: \_\_\_\_\_

Explanation for any item not checked in the Site Plan Checklist.

Not all features within 50 feet of the subject property are shown. A maintenance and protection plan is not included, because we are not doing any work in the right of way.

**SITE PLAN REVIEW – AMERICU  
871 ARSENAL STREET – PARCELS 9-11-135 AND 9-11-136**

The Planning Board then considered a request for site plan approval submitted by Keplinger Freeman Associates on behalf of AmeriCU for the construction of a 3,500 square foot bank, drive through with canopy, and parking lot at 871 Arsenal Street, parcels 9-11-135 and 9-11-136.

Devin Dal Pos, Edward Keplinger, and Brian Manthey were presented a revised plan. Mr. Dal Pos outlined the projects, explaining that the existing building would be demolished and replaced with a 3,500 square foot building, in which AmeriCU would consolidate their Watertown operations. He noted that the Arsenal Street exit only remains in the design, after negotiating with NYSDOT.

Mr. Keplinger then proceeded through the summary points from the Staff Report. He noted that the building and northern driveway had been shifted 25 feet to the south, and that details had been added for the removal of curb cuts and replacement of sidewalks. An additional sidewalk had been added along the easterly property line. The dumpster was shifted northward.

He noted that the pole lights along the eastern property line could not be deactivated at night because the drive through ATM would be located in this vicinity and New York State Law sets forth requirements for lighting of such facilities. He explained that they could look into lowering the poles or using wall packs instead. He stated that the lighting plan would be updated. He also mentioned that the owner of one of the abutting residential properties was in the audience.

Michael Natali of 116 Smith Street stated that his main concern was whether or not the fences would be replaced. Mr. Keplinger assured him that they would.

Mrs. Gevera complimented the applicant on their landscaping proposal and asked if the mortgage department would be moving to this location. Mr. Dal Pos stated that he understood this to be the case.

Mr. Wood noted that a one-way exit was still preferable for the northerly Bellew driveway, but given that the curb cut was moved southward, the current proposal is acceptable.

Mr. Fontana then made a motion to recommend that City Council approve the request for site plan approval submitted by Keplinger Freeman Associates on behalf of AmeriCU for the construction of a 3,500 square foot bank, drive through with canopy, and parking lot at 871 Arsenal Street, parcels 9-11-135 and 9-11-136, as submitted on May 9, 2012 and revised on June 5, 2012, with the following conditions:

1. The applicant shall provide a sidewalk detail showing 5,000 psi concrete at 5” thickness, or 6” thickness with wire mesh across driveways.
2. The applicant shall provide an updated lighting plan for approval by the City Engineer, limiting residential exposure to 24-hour lighting to the greatest extent possible within the requirements of the NYS ATM Safety Act.
3. The applicant shall depict all water lines, sanitary and storm sewer lines, including inverts, along Bellew Avenue and within the property.
4. The applicant shall depict the City’s fiber optic line located in the eastern margin of Bellew Avenue.
5. The applicant shall shift the southern driveway northward by several feet so that the fiber optic pull box frame is offset from the driveway curb by 4 feet.
6. A note shall be added to the plans reading: “A representative from the City Electric Department must be present at all times during the construction of the driveway and alteration of the pull box.”
7. The applicant shall depict the existing water service to Arsenal Street on the Site Demolition Plan, and label the size of the proposed water service.
8. The applicant shall revise notes on L1.1 and L1.2 regarding water service so that they refer to the City of Watertown Water Department.
9. The applicant shall depict the existing sanitary lateral near the southern property line.
10. The applicant shall shift the proposed dumpster enclosure so that it does not lie within 15 feet of any property line.
11. The applicant shall reduce the height of the dumpster enclosure to 6 feet or less.
12. The applicant shall provide a wet stamped copy of the Boundary and Topographic Survey Map, with original seal and signature.
13. The applicant shall provide a detail for a City Concrete Curb, 8” wide by 20” tall, with a 6” reveal—or to match existing curbing.
14. The applicant shall provide a detail for City Asphalt pavement showing 2” top course of NYSDOT Type 6, and 4” of binder NYSDOT Type 1, or match existing.
15. The applicant shall file a deed with the County Clerk which combines parcels 9-11-135 and 9-11-136.
16. The applicant shall provide copies of all correspondence with NYSDOT regarding Highway Work Permits for utility installation and curb cut removals along Arsenal Street.

Mrs. Gervera seconded the motion, all voted in favor.

**PART II - IMPACT ASSESSMENT (To be completed by Lead Agency)**

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.4? If yes, coordinate the review process and use the FULL EAF.  
 Yes  No

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaration may be superseded by another involved agency.  
 Yes  No

C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic pattern, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:

C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:

C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:

C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:

C7. Other impacts (including changes in use of either quantity or type of energy? Explain briefly:

D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CRITICAL ENVIRONMENTAL AREA (CEA)?

Yes  No If Yes, explain briefly:

E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?

Yes  No If Yes, explain briefly:

**PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)**

**INSTRUCTIONS:** For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question d of part ii was checked yes, the determination of significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

Check this box if you have identified one or more potentially large or significant adverse impacts which **MAY** occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.

Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action **WILL NOT** result in any significant adverse environmental impacts **AND** provide, on attachments as necessary, the reasons supporting this determination.

\_\_\_\_\_  
Name of Lead Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name of Responsible Officer in Lead Agency

\_\_\_\_\_  
Title of Responsible Officer

\_\_\_\_\_  
Signature of Responsible Officer in Lead Agency

\_\_\_\_\_  
Signature of Preparer (If different from responsible officer)

June 15, 2012

To: The Honorable Mayor and City Council  
From: Elliott B. Nelson, Assistant to the City Manager  
Subject: Watertown Wizards Lease Agreement Amendment

Parks and Recreation Superintendent Erin E. Gardner has received a request from the Watertown Wizards to amend their lease agreement with the City to include night practices. In its current form, the Wizards Lease Agreement is silent on practices extending beyond 6:00 p.m. Wizards owner Todd Kirkey is requesting the City modify the lease agreement to include a \$75.00 fee for all practices that occur after 6:00 p.m.

City Attorney Slye has drafted an Addendum to Lease Agreement, which is attached for Council's review. A resolution approving the Addendum has also been attached for Council's consideration.

# RESOLUTION

Page 1 of 1

Approving Lease Agreement Amendment  
Between the City of Watertown and  
Watertown Wizards, Inc.

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***

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WHEREAS the City Council of the City of Watertown approved a Lease Agreement with Watertown Wizards, Inc. on April 9, 2012, for the term beginning June 1, 2012 and ending August 15, 2012, and

WHEREAS the City of Watertown Parks and Recreation Department has received a formal request from Watertown Wizards, Inc. to modify their Lease Agreement to include night practices for an agreed upon fee, and

WHEREAS the City of Watertown Parks and Recreation Department is able to honor this request,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Addendum to the 2012 Watertown Wizards, Inc. Lease Agreement, attached and made part of this resolution, and

BE IT FURTHER RESOLVED that City Manager John C. Krol is hereby authorized and directed to execute the Addendum to the Lease Agreement on behalf of the City of Watertown.

***Seconded by***

**ADDENDUM TO LEASE AGREEMENT**

This Addendum is intended to amend a certain Lease Agreement by and between the City of Watertown, New York and Watertown Wizards, Inc., which was made effective June 1, 2012.

The Lease is hereby amended to add the following to Section IVa:

Night Practice            \$75.00 per practice    (up to 3 hours)

Night Practice means any practice that occurs after 6:00 p.m., whether commencing at or after that time or commences earlier, yet extends beyond 6:00 p.m.

All other terms and conditions of the Lease Agreement made effective June 1, 2012 remain in full force and effect.

Dated: June \_\_, 2012

THE CITY OF WATERTOWN, NEW YORK

\_\_\_\_\_  
By: John C. Krol, Watertown City Manager

WATERTOWN WIZARDS, INC.

\_\_\_\_\_  
By: Todd Kirkey, General Manager

## **LEASE AGREEMENT**

### **THE CITY OF WATERTOWN, NEW YORK AND WATERTOWN WIZARDS, INC.**

This Lease is being made and is intended to be effective as of June 1, 2012, between the City of Watertown, New York, with its principal offices located at 245 Washington Street, Watertown, New York 13601 (“City”) and Watertown Wizards, Inc., with its principal offices located at P.O. Box 695 Watertown, New York, (“Baseball”).

### **INTRODUCTION**

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

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

WHEREAS, in pursuit of that public purpose, the City desires to contract for the use, operation, management and maintenance of the Fairgrounds baseball facilities and all baseball-related activities; and

WHEREAS, Baseball owns and operates a summer collegiate baseball team as a member and franchise of the Perfect Game Collegiate Baseball League (“PG Collegiate League”); and

WHEREAS, Baseball desires to have its team, the Watertown Wizards (the “Team”), play baseball games within the confines of the Fairgrounds baseball field and is in a unique position to contract to use, operate, manage and maintain the Fairgrounds baseball facilities; and

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

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

## **AGREEMENT**

### Section I – Term of Lease

The term of this Lease Agreement shall be for the period, from June 1, 2012 through August 15, 2012.

### Section II – Premises Leased

The City agrees to lease to Baseball the premises generally known as the Alex T. Duffy Fairgrounds baseball field and all incidents thereto, including the grandstands, concession facilities and certain locker rooms as highlighted in yellow on the attached map, all of which consisting of essentially that area bounded by the baseball field fence separating the baseball field from the remainder of the Fairgrounds, together with the immediately adjacent parking area (the “Premises”)

### Section III – Non-Assignability and Non-Exclusivity

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

b. The City agrees not to enter into a lease for the Premises with any other minor league, professional or collegiate league during the term of this lease, without the written consent of Baseball.

c. It is further understood that this Lease Agreement is non-exclusive, meaning that, at those times when the Premises are not being used for Baseball’s purposes, the City retains the right to make the Premises available for other uses to the extent that the use will not interfere with those purposes. By express understanding it will not be interference for the City to allow the playing field to be used by college, high school, little league or other local baseball teams, or to permit others to host outdoor concerts on the Premises. At such times, it shall be the City’s responsibility to maintain the Premises in good repair. Baseball agrees it will cooperate with the City in making the premise available to others.

### Section IV – Compensation (Rent)

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

Day Game	\$100.00 per game
Night Game	\$125.00 per game
Day Practice	\$ 50.00 per practice (up to 3 hours)
Day Camp	\$ 50.00 per day

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

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

Doubleheaders shall be billed as two games.

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

b. Baseball will provide the City Department of Parks and Recreation and the City Comptroller's Office with a schedule detailing all planned field use for games, practices and camps no later than April 1<sup>st</sup>.

c. Full payment for the season's field usage shall be made as follows: prior to June 1<sup>st</sup>, 25%; prior to July 1<sup>st</sup> an additional 25%, prior to August 1<sup>st</sup>, the remaining 50%. A reconciliation of actual field use, including practices, will be completed on or before August 31, and any refund or payment due shall be made within ten days.

Section V – Non-Alcohol Concessions and Advertising

a. It is the purpose of this Section to provide an incentive to Baseball to operate concessions during the term of the lease for all Fairgrounds activities, for the benefit of both Baseball and the City. The City and Baseball agree that during the term of this lease, concession rights for the sale of food and non-alcoholic drinks, as well for baseball souvenir items sold on the Premises shall be exclusive to Baseball. The City shall not permit nor allow mobile units or other vendors or concessions upon the premises during events or activities being conducted by Baseball or others during the term of this lease. Prior to opening the concessions for sale of food and drink, Baseball will provide the City with all applicable licenses, including but not limited, required NYS Department of Health.

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

c. The City authorizes Baseball to install soda vending machines on the Premises. The City, in its sole discretion, can ask to have the vending machines removed if vandalism occurs.

d. Baseball shall be responsible for causing the concessions to be open and operated for all Watertown Wizard events. Additionally, Baseball shall be responsible for causing the concessions to be open and operated during the hours of Fair Week if an event is held in the grandstand area. In the event that non-Wizard events are held at the Leased Premises during Baseball's regular season, Baseball shall be responsible for causing the concession to be opened and operated for those events.

e. Baseball will be allowed to sell Advertising to be placed upon the outfield fence on the Premises and on the scoreboard. Baseball is not authorized to sell advertising and install signs in any other areas of the Premises without the written consent of the City. It will be the responsibility of Baseball to install and remove the Advertising. Signs can be up only between May 15<sup>th</sup> and August 31<sup>st</sup>. No later than August 1st of each year, the City of Watertown shall be paid the following for the rights to sell advertising as detailed above:

Scoreboard Signs

\$10.00 for each 3x3  
\$15.00 for each 3x6

Outfield Signs

\$25.00 for each of the first 10  
\$50.00 each for each additional sign

Section VI – Sale of Alcoholic Beverages

a. Baseball will be permitted to sell alcoholic beverages pursuant to a validly issued and sustained license from the NYS Liquor Authority, as long as those sales comply in all respects with the Alcohol sales policy of the City of Watertown, and the ABC Laws, Rules and Guidelines which are incorporated in the City approval of said application.

(1) Baseball Games: At no time shall alcohol sales begin more than an hour prior to the start of the game, and all alcohol sales will cease at the end of the 7<sup>th</sup> inning stretch. If a double header is being played, sales shall end following the completion of the 5<sup>th</sup> inning of the second game.

(2) Other events: The sale of alcohol shall not be allowed more than one hour prior to the commencement of the event and shall stop at least one half hour prior to the scheduled conclusion of the event.

b. Baseball acknowledges that, as the party responsible for the concessions, it is obligated not to sell alcoholic beverages in violation of the New York Alcohol Beverage and Control Law, the New York Penal Law, and/or the New York General Obligations

Law. If it is determined that Baseball has sold beverages in violation of any of the applicable rules and regulations, including any term of this lease, Baseball's right to sell alcohol on the leased premises shall be immediately revoked.

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

d. In the event that alcohol is sold at a non-Wizard event at the Premises, and such event is sponsored by a not-for-profit organization, Baseball agrees that it shall donate a minimum of 50 % of the net proceeds of the sale of alcohol to the not-for-profit as a charitable contribution. The City shall have the right to audit alcohol sales for such events to permit a determination that the appropriate minimum donation was made.

#### Section VII – Adequacy of Leased Premises

a. Baseball represents that the Premises satisfy the requirements of the Perfect Game Collegiate Baseball League and that the City shall not be obligated to make any changes to the Premises and the office space during the term of this Lease to satisfy any requirements of Baseball or the Perfect Game Collegiate Baseball League.

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

#### Section VIII – Maintenance

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

b. Baseball agrees to provide custodial maintenance of the Premises during the term of the Lease. Baseball is responsible for cleaning the Leased Premises after every game or practice. Baseball shall keep the Premises secure and keep unauthorized persons off of the roof in the grandstand area. Baseball agrees to be further responsible for maintenance of the Premises for all non-baseball activities that Baseball permits to take place on the Premises while the facilities are in the possession of Baseball. If Baseball has the concessions open for a non-Baseball event, they will still be responsible for custodial maintenance and cleanup of the Premises.

c. The City agrees that it will maintain the baseball field. Baseball acknowledges, however, that the City's employees are not responsible for the laying and removal of the main field tarp prior to, during, or after any particular baseball game.

d. If all or any part of the Premises are damaged or destroyed by Baseball, or by any of its agents or employees, or by any of Baseball's patrons, or during any event for which Baseball is responsible, (for example, damage or destruction to the outfield fence), Baseball agrees that it will immediately cause repairs or, if the City repairs the damage, that it will reimburse the City for such damage or destruction.

#### Section IX – Parking Fees

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

#### Section X – Office Space

As part of the Fairgrounds Capital Improvement Project, the City constructed office space. A portion of that office space has been requested for use by Baseball from May 15<sup>th</sup> through August 31<sup>st</sup>. The City agrees to lease a portion of the office space to Baseball for Five Hundred and Twenty Five Dollars (\$525.00) for the term, which amount shall be paid in the same manner as detailed in Section IV c, above. In the event Baseball no longer desires to occupy the office space, Baseball may vacate the office upon thirty (30) days' written notice to the City, and the lease payment due will be prorated. This office space shall be considered part of the Premises for purposes of Section XV.

#### Section XI – Concession Space

a. As part of the Fairgrounds Capital Improvement Project, the City constructed concession space. Baseball has requested exclusive use of the concession space during the term of this Lease. The City agrees to lease concession space highlighted in yellow on the attached map, to Baseball for twenty five hundred dollars (\$2,500) for the term, which amount shall be paid in the same manner as detailed in Section IV c, above.

b. In the event that a non-Wizard event is held within the Leased Premises during the term of the lease that has attendance which exceeds 1,000 people, Baseball will pay the City an additional \$1,000 for lease of the concession space for that event. If the attendance at such an event exceeds 2,000 people, Baseball will pay the City an additional \$2,000 for lease of the concession space for that event.

## Section XII – Insurance

a. Baseball agrees to name the City as an additional named insured for its liability coverages, and to provide proof of general liability insurance in the amount of \$500,000 per person and \$1,000,000 per occurrence, and property damage coverage in the amount of \$100,000. Baseball shall provide the City with copies of its declarations pages for the policy or policies during the duration of the Lease Agreement. Baseball's policies of insurance may not limit the City's coverage as an additional insured to vicarious liability issues only.

b. The City will insure the Premises to cover only the City's interest in the event of damage due to fire or other hazard. Baseball agrees that, if the Premises are materially damaged by fire or other casualty, the City is not obligated to restore the Premises, and Baseball will have no claim under this lease against the City for not restoring the Premises.

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

## Section XIII – Hold Harmless

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

## Section XIV – Venue and Applicable Law

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

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

Section XV – Right of Access

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

Section XVI – Return of Premises

Baseball agrees to return the Premises to the City, upon the expiration of this Lease, in as good condition as when Baseball received possession of the Premises, reasonable wear and tear excepted, and excepting damage to the Premises caused by others when the Premises were not under the control of Baseball. The City and Baseball will conduct an initial walk through of the Premises at the beginning of the lease term. Upon expiration of the lease, The City and Baseball will conduct a final walk through of the Premises

Section XVII – Desire to Renew Notice

If Baseball desires to have a lease Agreement for the following year, they must notify the City in writing by January 31<sup>st</sup>.

Section XVIII – Notice

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

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

To Baseball:                Todd Kirkey, General Manager  
   Watertown Wizards, Inc.  
   P.O. Box 695  
   Watertown, New York 13601

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

IN WITNESS WHEREOF, the City and Baseball will have caused this Lease to be executed by authorized agents to be effective as of June 1, 2012.

THE CITY OF WATERTOWN, NEW YORK

By: \_\_\_\_\_  
Mary M. Corriveau, City Manager

WATERTOWN WIZARDS INC.

By: \_\_\_\_\_  
Todd Kirkey, General Manager

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

On \_\_\_\_\_, 2012, before me, the undersigned, a Notary Public, in and for said State, personally appeared Mary M. Corriveau, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me he executed the same in his capacity and that by his signature on the instrument, the individual or the person upon whose behalf the individual acted, executed the instrument.

\_\_\_\_\_  
NOTARY PUBLIC

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

On \_\_\_\_\_, 2012, before me, the undersigned, a Notary Public, in and for said State, personally appeared Todd Kirkey, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me he executed the same in his capacity and that by his signature on the instrument, the individual or the person upon whose behalf the individual acted, executed the instrument.

\_\_\_\_\_  
NOTARY PUBLIC

Ord No. 1

June 12, 1012

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning & Community Development Coordinator

Subject: Changing the Approved Zoning Classification of 108 and 112 Flower Ave East, Parcels 11-12-127 and 11-12-128, from Residence B District to Neighborhood Business District

A request has been submitted by Hedy Cirrincione for the above subject zone change. The Planning Board reviewed the request at its June 5, 2012 meeting and defeated a motion recommending that the City Council approve the zone change request.

Attached are the report on the zone change request prepared for the Planning Board and an excerpt from the minutes.

The ordinance attached for City Council consideration approves the zone change as requested. The Council must hold a public hearing on the ordinance, before it may vote on it. It is recommended that a public hearing be scheduled for 7:30 pm on Monday, July 2, 2012. A SEQRA resolution will also be presented for City Council consideration at that meeting.

# ORDINANCE

Page 1 of 1

Changing the Approved Zoning Classification of 108 and 112 Flower Avenue East, Parcels 11-12-127 and 11-12-128, from Residence B District to Neighborhood Business District

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 where Hedy Cirrincione has submitted a request to change the approved zoning classification of 108 and 112 Flower Avenue East, parcels 11-12-127 and 11-12-128, from Residence B District to Neighborhood Business District, and

WHEREAS the Planning Board of the City of Watertown considered the zone change at its meeting held on June 5, 2012, and defeated a motion recommending that the City Council approve the zone change as requested, and

WHEREAS a public hearing was held on the proposed zone change on July 2, 2012, after due public notice, and

WHEREAS the City Council has made a declaration of Negative Findings of the impacts of the proposed zone change according to the requirements of SEQRA, and

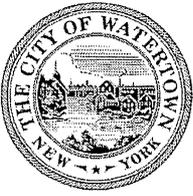
WHEREAS the City Council deems it in the best interest of the citizens of the City of Watertown to approve the requested zone change,

NOW THEREFORE BE IT ORDAINED that the approved zoning classification of 108 and 112 Flower Avenue East, parcels 11-12-127 and 11-12-128, is hereby changed to Neighborhood Business District, and

BE IT FURTHER ORDAINED that the Zoning Map of the City of Watertown shall be amended to reflect these changes, and

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

### **Seconded by**



# MEMORANDUM

CITY OF WATERTOWN, NEW YORK – PLANNING OFFICE  
245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601  
PHONE: 315-785-7730 – FAX: 315-782-9014

TO: Planning Board Members

FROM: Kenneth A. Mix, Planning and Community Development Coordinator *KAM*

SUBJECT: Zone Change Request – 108 & 112 Flower Avenue East

DATE: May 24, 2012

---

**Request:** To change the approved zoning classification of 108 and 112 Flower Avenue East, parcels 11-12-127 and 11-12-128, from *Residence A* to *Neighborhood Business*. *B*

**Applicant:** Hedy Cirrincione

**Owner:** Hedy Schwandner (Cirrincione)

**SEQRA:** Unlisted

**County review:** Not required

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**Comments:** After the applicant's previous request to rezone the 700 block of Washington Street was granted by City Council on May 7, 2012, she approached the Code Enforcement Bureau about the Building Code requirements for converting one of her buildings for her proposed business. She decided that 703 Washington Street is the most suitable for the conversion. She found, however, as we pointed out in our previous memos, that there is not enough room for parking at 703.

The applicant proposes to rezone two parcels adjacent to 703 Washington Street, both also under her ownership, in order to use the rear yards of these houses as a shared parking area. This change is necessary because property cannot contain a use that is accessory to a principal use that would not be allowed in that parcel's zoning district. It is questionable whether there will be enough room for parking using the rear of the three lots. 707 Washington Street may also have to be used.

Even with this zone change, accessory parking on a parcel not containing the principal use requires a Special Use Permit and the filing of an affidavit with the County Clerk, as stipulated in §310-51.

cc: City Council Members  
Robert J. Slye, City Attorney  
Justin Wood, Civil Engineer II  
Hedy Cirrincione, 427 Flower Ave. E.

Hedy M. Cirrincione  
427 Flower Ave. E  
Watertown, NY 13601  
May 22, 2012



Watertown City Engineering Department  
245 Washington Street  
Watertown, NY 13601

Honorable Mayor Jeffrey Graham:  
Watertown City Council:

Please accept this proposal for a zone change for the properties located at 108 and 112 Flower Ave. E., Watertown, NY 13601 from Residence C to Neighborhood Business. The current usage under Residence C of 108 and 112 Flower Ave E. includes single and multi-family dwellings. Rezoning of these 2 properties adjacent to recently rezoned Washington St. properties would provide an increased necessary shared parking area for a proposed retail store at 703 Washington St., and residents of 703 Washington St., and residents of 108 and 112 Flower Ave. E.

After meeting with code Enforcement, it was determined the most suitable location for the previously proposed uniform shop, "Scrubbs" should be at 703 Washington St. This location could be renovated to meet building code requirements for a retail store. Unfortunately, this property has a parking shortage.

The projected use for the proposed rezoned Neighborhood Business property at 108 and 112 Flower Ave E. includes preservation of the 2 residences maintaining the properties on the tax rolls but would include demolition of the old garage behind the residence at 112 Flower Ave. E., damaged fences between the properties, clearing small scrub trees, saplings and removal of debris to provide a shared parking area for a planned retail store at 703 Washington Street and additional residential parking for the 4 units at 703 Washington St., 108 Flower Ave. E., and 112 Flower Ave. E. The area behind the residences would be cleaned up and made more useful and attractive. Residents of 112 Flower Ave E. would no longer be "blocked in" by neighbors at 114 or 116 sharing their driveway.

Encroachment and parking: The proposed zone change does not include a large vacant lot or the property at 116 Flower Ave. E., whereby, maintaining a large buffer between the Neighborhood Business expansion and residential property of 124 Flower Ave. E. and 120 Flower Ave. E.

The residences at 108 and 112 will remain and are currently occupied. Residents at 108 have 3 vehicles and will benefit from an expanded shared parking area because they have a parking shortage which will be worse during winter months. Shared driveways and ice build-up on the roofs also presents a serious hazard in both narrow driveways.

Shared expanded parking is necessary for the proposed store at 703 Washington St. and residents of 108 and 112 Flower Ave. E., will have necessary additional parking and safety benefits by reducing the risks of injuries and property damage from falling ice and pedestrian blind spots in shared driveways.

Thank you for your consideration of this proposal. You may reach me at 315-778-8482 or via email [hedy.c@77@hotmail.com](mailto:hedy.c@77@hotmail.com).

Respectfully submitted,

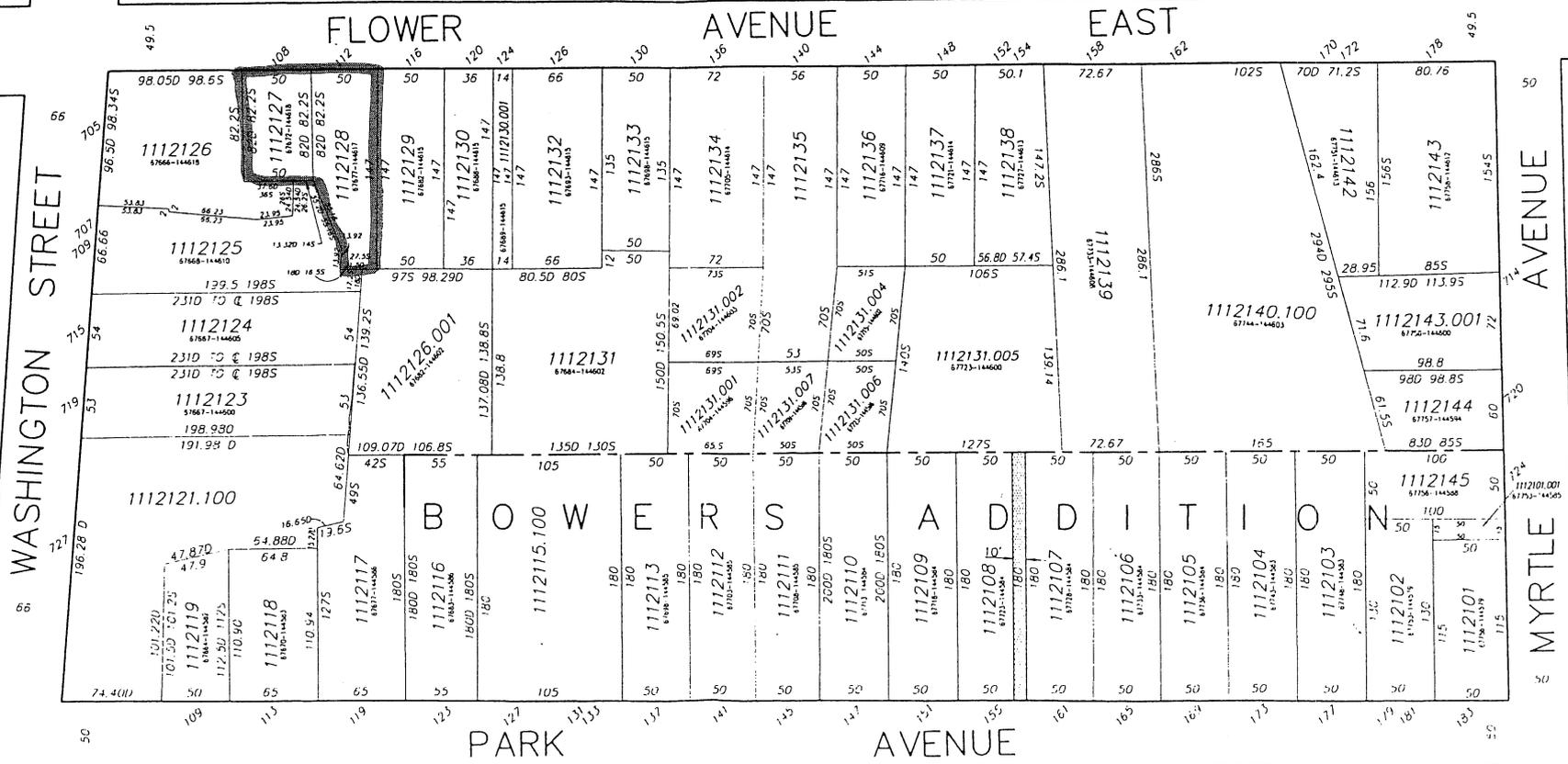
  
Hedy M. Cirrincione  
Property Owner / Applicant

6

10-18

14-1

14-2



131-367-7779 - Fax (315)-367-3412 - E-MAIL: wot@wot.gov

SCHEDULE A

All That Tract or parcel of Land situate in the City of Watertown, County of Jefferson further described as follows:

BEGINNING at an iron pipe found in the southerly margin of Flower Avenue East, said iron pipe is situate S. 82°-35' E., along the southerly street margin of Flower Avenue East, a distance of 97.88 feet from the intersection of the southerly street margin of Flower Avenue East and the easterly street margin of Washington Street'

THENCE S. 82°35' E. along the southerly street margin of Flower Avenue East a distance of 50.00 feet to an iron pipe found;

THENCE S. 7°-25' W. a distance of 82.05 feet to an iron pipe found;

THENCE N. 83°-35' W. a distance of 50.00 feet to an iron pipe found;

THENCE N. 7°-25' E. a distance of 82.05 feet to the point of beginning.

CONTAINING 0.094 acres of land more or less.

SUBJECT to all rights or restrictions of record.

It being the intent to describe the parcel of land at 108 Flower Avenue East, Watertown, New York.

Being the same premises conveyed by Mitzi R. Marcelletta to Stephen Anthony Cirrincione by deed dated June 10, 2008 and recorded in the Jefferson County Clerk's Office on the 14<sup>th</sup> day of October 2008 as Instrument No. 2-008-16324

SCHEDULE "A"

ALL THAT TRACT OR PARCEL OF LAND, situate in the City of Watertown, County of Jefferson and State of New York, bounded and described as follows; to wit: Beginning at a point in the southerly margin of Flower Avenue East, formerly Munson Street; 100 feet westerly from the northwesterly corner of the lot conveyed by Lillis E. Sayles to Fred G. Klock by Deed dated September 22, 1890 and recorded in Jefferson County Clerk's Office October 15, 1890 in Liber 260 of Deeds at Page 537; thence westerly along the margin of said street 50 feet; thence southerly at right angles to the margin of said street 82 feet more or less to the northerly line of the residence lot formerly owned or occupied by George N. Sayles; thence easterly along the northerly line of said Sayles lot 25 feet more or less to a post in the northeast corner of said Sayles lot; thence southerly along the easterly line of said Sayles lot 64-1/2 feet to a corner thereof; thence easterly along the northerly line of said Sayles lot 16-1/2 feet to a corner thereof; thence in a straight line and parallel with the margin of said street 15 feet more or less to the southwesterly corner of a lot of land conveyed to George W. Kelly by John R. Wilson by Deed dated December 4, 1907 and recorded in Jefferson County Clerk's Office December 4, 1907 in Liber 325 of Deeds at Page 169; thence northerly along the westerly line of said Kelly lot 147 feet to the place of beginning.

ALSO ALL THAT TRACT OR PARCEL OF LAND, situate in the City of Watertown, County of Jefferson and State of New York, bounded and described as follows: Beginning at a point in the southwest corner of a lot at 112 Flower Avenue East, said lot being (1937) now or formerly owned by David H. Wallace, and said point being about 82 feet southerly from the south side of Flower Avenue East, running easterly along the lot at 112 Flower Avenue East 24' 6"; thence southerly along the westerly line of said David H. Wallace's lot 50' 7"; thence turning an angle and thence northwesterly 55' 2" to the place of beginning, containing approximately 1238 square feet of land, more or less.

Being the same premises as conveyed by Alice M. Zaffery to Alice M. Zaffery Trust: Lydia F. Lloyd as Trustee pursuant to the terms of a Trust Agreement dated April 6, 1993 by Warranty Deed dated April 6, 1993 and recorded in the Jefferson County Clerk's Office on April 16, 1993 in Liber 1341 of Deeds at Page 111.

## SHORT ENVIRONMENTAL ASSESSMENT FORM

For UNLISTED ACTIONS Only

## PART 1 - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR <u>Hedy M. Cirrincione</u>	2. PROJECT NAME <u>Neighborhood business</u> <u>Rezone 108+112 Flower Ave E.</u>
3. PROJECT LOCATION: Municipality <u>Watertown</u> County <u>Jefferson</u>	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map) <u>108 Flower Ave E, Watertown</u> <u>112 Flower Ave E, Watertown</u>	
5. IS PROPOSED ACTION: <input type="checkbox"/> New <input checked="" type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY: <u>Proposed rezoning of 2 parcels on Flower Ave E</u> <u>Adjacent to Washington St. Neighborhood business From Residential C</u> <u>to Neighborhood Business</u>	
7. AMOUNT OF LAND AFFECTED: Initially <u>.546</u> acres Ultimately <u>.246</u> acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If no, describe briefly <u>currently Residence C</u>	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input checked="" type="checkbox"/> Other Describe: <u>Neighborhood business</u>	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, list agency(s) and permit/approvals	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, list agency(s) and permit/approvals <u>Zoning approval received for a retail</u> <u>store at 703 Washington St.</u>	
12. AS A RESULT OF PROPOSED ACTION, WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE	
Applicant/sponsor name: <u>Hedy M. Cirrincione</u>	Date: <u>5/22/17</u>
Signature: <u>Hedy M. Cirrincione</u>	

If the action is in the Coastal Area, and you are a state agency, complete the  
Coastal Assessment Form before proceeding with this assessment

Yes  No

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If NO, a negative declaration may be superseded by another involved agency.  
 Yes  No

C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic patterns, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:

C2. Aesthetic agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:

C3. Vegetation or fauna, fish shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:

C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:

C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:

D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CEA?  
 Yes  No

E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?  
 Yes  No If yes, explain briefly

### PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed.

- Check this box if you have identified one or more potentially large or significant adverse impacts which MAY occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.
- Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action WILL NOT result in any significant adverse environmental impacts AND provide on attachments as necessary, the reasons supporting this determination:

\_\_\_\_\_  
Name of Lead Agency

\_\_\_\_\_  
Print or Type Name of Responsible Officer in Lead Agency

\_\_\_\_\_  
Title of Responsible Officer

\_\_\_\_\_  
Signature of Responsible Officer in Lead Agency

\_\_\_\_\_  
Signature of Preparer (If different from responsible officer)

\_\_\_\_\_  
Date

**ZONE CHANGE – RES B TO NBD  
108 AND 112 FLOWER AVE E – 11-12-127 AND 11-12-128**

The Planning Board then considered a request submitted by Hedy Cirrincione to change the approved zoning classification of 108 and 112 Flower Avenue East, parcels 11-12-127 and 11-12-128, from Residence B District to Neighborhood Business District.

Mrs. Freda noted that the review documents erroneously state that the parcels in question are currently Residence C, and she asked that the minutes reflect that they are in fact Residence B.

Ms. Cirrincione stated that she did not expect to come back to the Board again, but some problems had become apparent with her plan. She stated that she originally intended to put her store in either 707 or 715 Washington Street, but found that it would be too difficult to bring them up to code for a commercial space. She instead wishes to use the corner lot, 703 Washington, despite having limited parking space. She then stated that she wishes to rezone the subject parcels in order to build a shared parking lot in the rear. She stated that she also owns 118 Flower Ave E, which would stay Res B as a buffer. She is also not asking to rezone the interior rectangular parcel which worried the Rutledges at 124 Rear Flower Ave. She then noted that none of the neighbors expressed any opposition to her request.

Mr. Wood reminded the applicant that she would need to acquire a Site Plan Waiver or Approval in order to construct the proposed parking lot.

Mrs. Freda then read from a prepared statement, attached herein.

Mr. Harris said that he would like to echo the sentiment of Mrs. Freda's statement. He said allowing this rezoning is like opening Pandora's Box, the entire corner could be paved over for a drug store.

Mr. Harris then moved to recommend approval by City Council of the request submitted by Hedy Cirrincione to change the approved zoning classification of 108 and 112 Flower Avenue East, parcels 11-12-127 and 11-12-128, from Residence B District to Neighborhood Business District.

Mrs. Gervera seconded, all voted in opposition (0-4).

# STATEMENT READ BY SARA FREDA ON JUNE 5, 2012

108 and 112 Flower Avenue East Zone Change

I'm shocked that this zone change request is in front of us today... I'm surprised and disappointed that the City Council approved the original zone change requested by this applicant known as the 700 block of Washington Street. If that request had been denied, we would not be addressing this second request today. If it was approved, some of the Planning Board members were concerned that Ms Circione or a subsequent owner would be before us at a future date to request a zone change for more of her property; also known as the "ripple effect". Never in a million years would I have thought any of this possible!

Now that the City Council has approved the original zone change request, we have the applicant in front of this board again to request that more of her property be rezoned. I think Ms Circione is well aware of how this Board feels of her original request and won't be surprised at all to learn that we haven't changed our minds. Our vision for this part of Washington Street does not include retail sales or an increase in more intense commercial uses. I don't see this Board recommending any change to any zoning along Flower Ave East, either.

I read the minutes from the May 7, 2012 City Council meeting regarding the adoption of the ordinance changing the zoning for the 700 block of Washington Street. At that meeting, Mr. Mix explained the definition of the Health Services District, indicating that retail sales are not permitted under the HS District. He also explained the difference between the Limited Business and Neighborhood Business Districts. Even though the applicant wasn't requesting to change the zoning to HS District, Council Member Burns stated that she felt the proposed business fits into the HS District. The Mayor then stated that he agrees with Mrs. Burns. Based on that the Council voted 3-1 to approve the zone change. Council member Butler voted against it and Mr. Smith abstained.

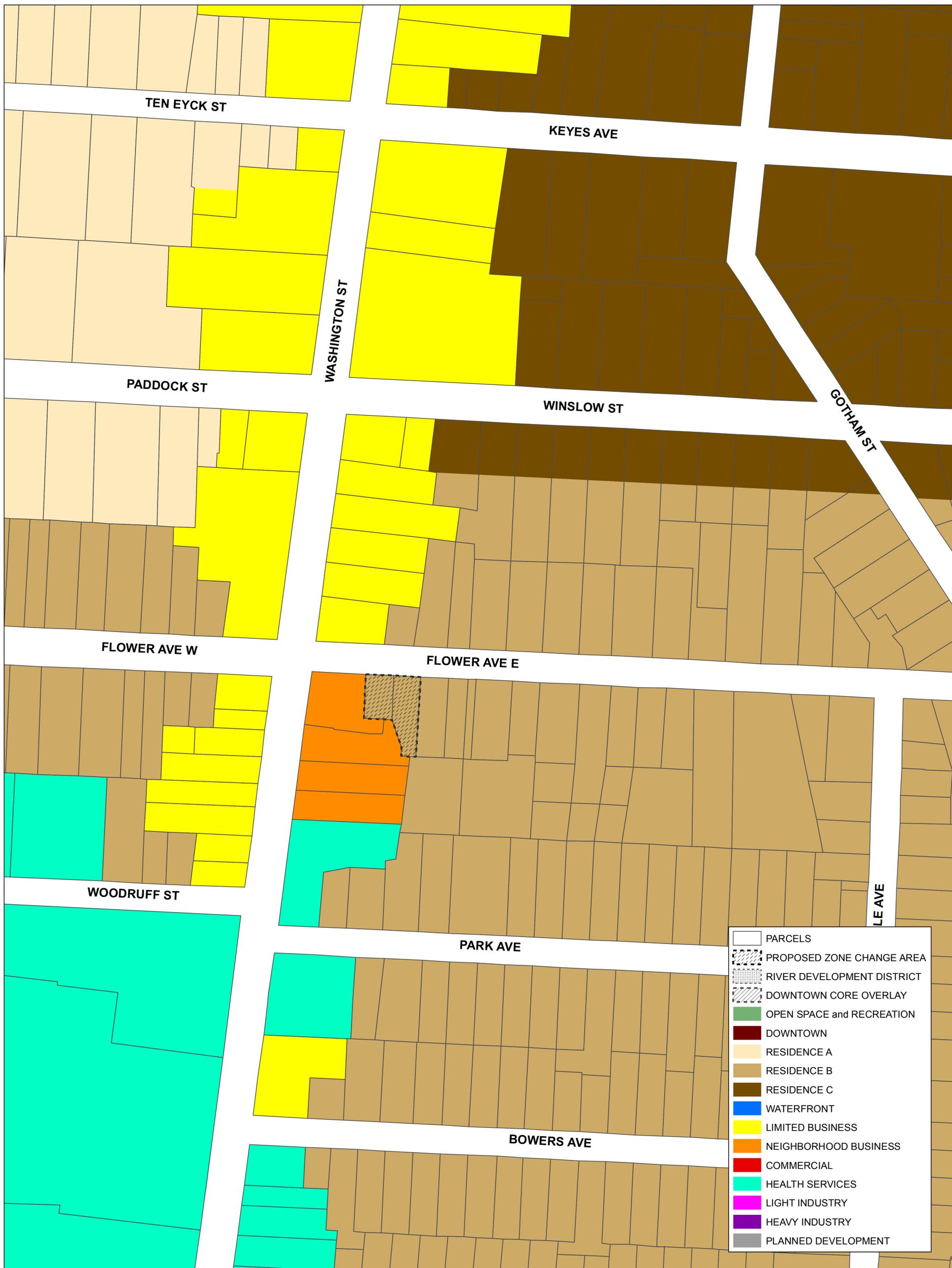
Legislative boards should not make decisions regarding zone changes on a proposed use such as the "sale of scrubs". The decision needs to take into consideration every use that the proposed zoning district allows as listed in the municipality's zoning ordinance. Clearly the applicant requested to change her zoning to NB to allow for "retail sales". The Planning Board discussed this request not once, not twice, but many times, at great length, in the past 6 years starting with Kinney Drugs at the Thompson Boulevard, then Sunoco and most recently with the 700 block of Washington Street. It is the unanimous opinion of the City of Watertown Planning Board that this section of Washington Street should not be opened up to retail sales or other forms of commercial uses. In

some areas near SMC the HS District is an appropriate zoning designation, while in others it should remain LB District. The LB district is designed to allow a finite amount of professional & light commercial activity while providing a buffer to existing residential properties. If this Board does not protect our existing residential neighborhoods through proper zoning, we are failing in our duties and responsibilities.

In addition, as long as the City Council is the legislative body that will approve or deny zone changes and site plan requests in this City, then it should receive the State mandated training that it expects of this Board. Anything less is negligent and irresponsible.

Sara Freda, 6/5/12

# PROPOSED ZONE CHANGE 108 & 112 FLOWER AVENUE EAST RESIDENCE C to NEIGHBORHOOD BUSINESS



0 200 400 Feet

Ord No. 2

May 16, 2012

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning & Community Development Coordinator

Subject: Changing the Approved Zoning Classifications of Parcels on Black River Parkway, Factory Street, Factory Square, Huntington Street, and the South Side of Water Street in Order to Implement the Local Waterfront Revitalization Program

The Planning Board reviewed the above subject request at its June 5, 2012 meeting and passed a resolution recommending approval.

This fifth phase of zone changes will shift the industrial-zoned parcels along Factory Street to the Commercial District designation, and also changes several parcels on Water Street to Residence C in order to better match the existing uses and to conform with the LWRP land use plan.

Copies of maps showing the existing zoning and this proposed rezoning are included within City Council Members' Agenda Packages. Attached to this memo are a copy of the report prepared for the Planning Board and an excerpt from the Planning Board Minutes.

A Public Hearing is required before the City Council may vote on this Ordinance. It is recommended that a Public Hearing be scheduled for 7:30 p.m. on Monday, July 2, 2012.

These proposed changes are completely encompassed within the LWRP boundary, which was already subject to an environmental review, so no further SEQRA action is necessary.

# ORDINANCE

Page 1 of 3

Changing the Approved Zoning Classifications of  
Parcels on Black River Parkway, Factory Street,  
Factory Square, Huntington Street, and the South  
Side of Water Street in Order to Implement the Local  
Waterfront Revitalization Program

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 where certain changes to Zoning District boundaries are required in order to implement the City of Watertown’s Local Waterfront Revitalization Program, and

WHEREAS City Staff have submitted a request to change the approved zoning classification of properties along Black River Parkway, Factory Street, Factory Square, Huntington Street, and the south side of Water Street, and

WHEREAS the Planning Board of the City of Watertown considered the zone change request at its meeting held on June 5, 2012, and adopted a motion recommending that the City Council approve the zone changes as requested, and

WHEREAS a public hearing was held on the proposed zone change on July 2, 2012, after due public notice, and

WHEREAS the City Council has made a declaration of Negative Findings of the impacts of the proposed zone change according to the requirements of SEQRA, and

WHEREAS the City Council deems it in the best interest of the citizens of the City of Watertown to approve the requested zone change,

NOW THEREFORE BE IT ORDAINED that the zoning classification of each of the parcels in the following list is hereby changed to **Residence C District**:

- 4-22-101.000 672 WATER ST
  - 4-22-102.000 660 WATER ST
  - 4-22-103.000 654 WATER ST
  - 4-22-104.000 648 WATER ST
  - 4-22-105.000 644 WATER ST
  - 4-22-106.000 640 WATER ST
  - 4-23-102.000 VL-6 WATER ST
  - 4-23-103.000 VL-4 WATER ST
- And,

# ORDINANCE

Page 2 of 3

Changing the Approved Zoning Classifications of  
 Parcels on Black River Parkway, Factory Street,  
 Factory Square, Huntington Street, and the South  
 Side of Water Street in Order to Implement the Local  
 Waterfront Revitalization Program

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 ORDAINED that the zoning classification of each of the  
 parcels in the following list is hereby changed to **Waterfront District:**

- 4-13-103.000 518 WATER ST
  - 4-13-104.000 502 WATER ST
  - 4-13-105.000 490 PEARL ST
  - 7-01-204.000 140 NEWELL ST
  - 6-06-405.000 731 REAR HUNTINGTON ST
- And,

BE IT FURTHER ORDAINED that the zoning classification of each of the  
 parcels in the following list is hereby changed to **Commercial District:**

- 6-02-101.000 347 FACTORY ST
- 6-02-102.000 341 FACTORY ST
- 6-04-302.000 445 FACTORY ST
- 6-04-303.000 429 FACTORY ST
- 6-04-304.000 419 FACTORY ST
- 6-04-306.000 413 FACTORY ST
- 6-04-310.000 357 FACTORY ST
- 6-05-102.000 661 FACTORY ST
- 6-05-103.100 649 FACTORY ST
- 6-05-103.200 VL-3 FACTORY ST
- 6-05-104.100 629 FACTORY ST
- 6-05-106.000 40 FAIRBANKS ST
- 6-05-201.001 VL-1 FACTORY ST
- 6-05-202.000 507 FACTORY ST
- 6-05-204.000 129 FACTORY SQ
- 6-05-301.000 667 FAIRBANKS ST
- 6-05-301.001 VL-7 FAIRBANKS ST
- 6-05-301.002 VL-5 FAIRBANKS ST
- 6-05-302.000 571 FAIRBANKS ST
- 6-05-303.000 567 FAIRBANKS ST
- 6-05-303.001 569 FAIRBANKS ST
- 6-05-401.000 491 FACTORY ST
- 6-05-402.000 451 FACTORY ST
- 6-06-401.000 743 HUNTINGTON ST
- 6-06-401.001 VL-3 HUNTINGTON ST
- 6-06-402.000 731 HUNTINGTON ST

# ORDINANCE

Page 3 of 3

Changing the Approved Zoning Classifications of  
Parcels on Black River Parkway, Factory Street,  
Factory Square, Huntington Street, and the South  
Side of Water Street in Order to Implement the Local  
Waterfront Revitalization Program

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

6-11-502.000 801 HUNTINGTON ST  
 6-11-502.001 805 HUNTINGTON ST  
 And,

BE IT FURTHER ORDAINED that the zoning classification of each of the parcels in the following list is hereby changed to **Downtown District**:

6-02-103.000 333 FACTORY ST  
 6-02-104.000 327 FACTORY ST  
 6-02-107.000 247 FACTORY ST  
 7-01-136.000 129 MILL ST  
 7-01-201.000 100 NEWELL ST  
 7-01-201.001 VL MILL ST  
 7-01-202.000 108 NEWELL ST  
 And,

BE IT FURTHER ORDAINED that the Zoning Map of the City of Watertown shall be amended to reflect these changes, and

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

**Seconded by**



# MEMORANDUM

CITY OF WATERTOWN, NEW YORK – PLANNING OFFICE  
245 WASHINGTON STREET, SUITE 304, WATERTOWN, NY 13601  
PHONE: (315) 785-7730 – FAX: (315) 782-9014

TO: Planning Board Members

FROM: Kenneth A. Mix, Planning and Community Development Coordinator *kan*

SUBJECT: LWRP Zone Changes Phase 5 – Factory Street

DATE: May 24, 2012

After discussion of existing land uses on Factory Street, Bee Bee Island, and the south side of Water Street at the May 1, 2012 meeting, staff is proposing the zone changes shown on the attached map. There was concern about property owners being willing or able to provide access to the river under the Waterfront District. There was also concern about making uses non-conforming.

This proposal avoids some of the problems discussed. Rather than change most of the area to Waterfront District, we have used a combination of Downtown, Commercial, and Residence C Districts that allow housing, which is the prime reason for making the LWRP changes.

For the most part, industrial parcels will be moved to a Commercial designation in order to avoid non-conforming uses, though some uses will become non-conforming as to setbacks. A portion of the north side of Factory Street is set for Downtown District, which will mirror the existing zoning on the south side of the street. The Knowlton property, the interior parcels on Bee Bee Island, and commercial/industrial areas on Water Street will not be changed as they contain active industrial uses.

The whitewater rafting operation on Black River Parkway, the vacant dilapidated property at the intersection of Pearl and Water streets and an under water parcel next to Sewall's Island will be changed to Waterfront District.

This proposal includes 48 parcels with 30 owners.

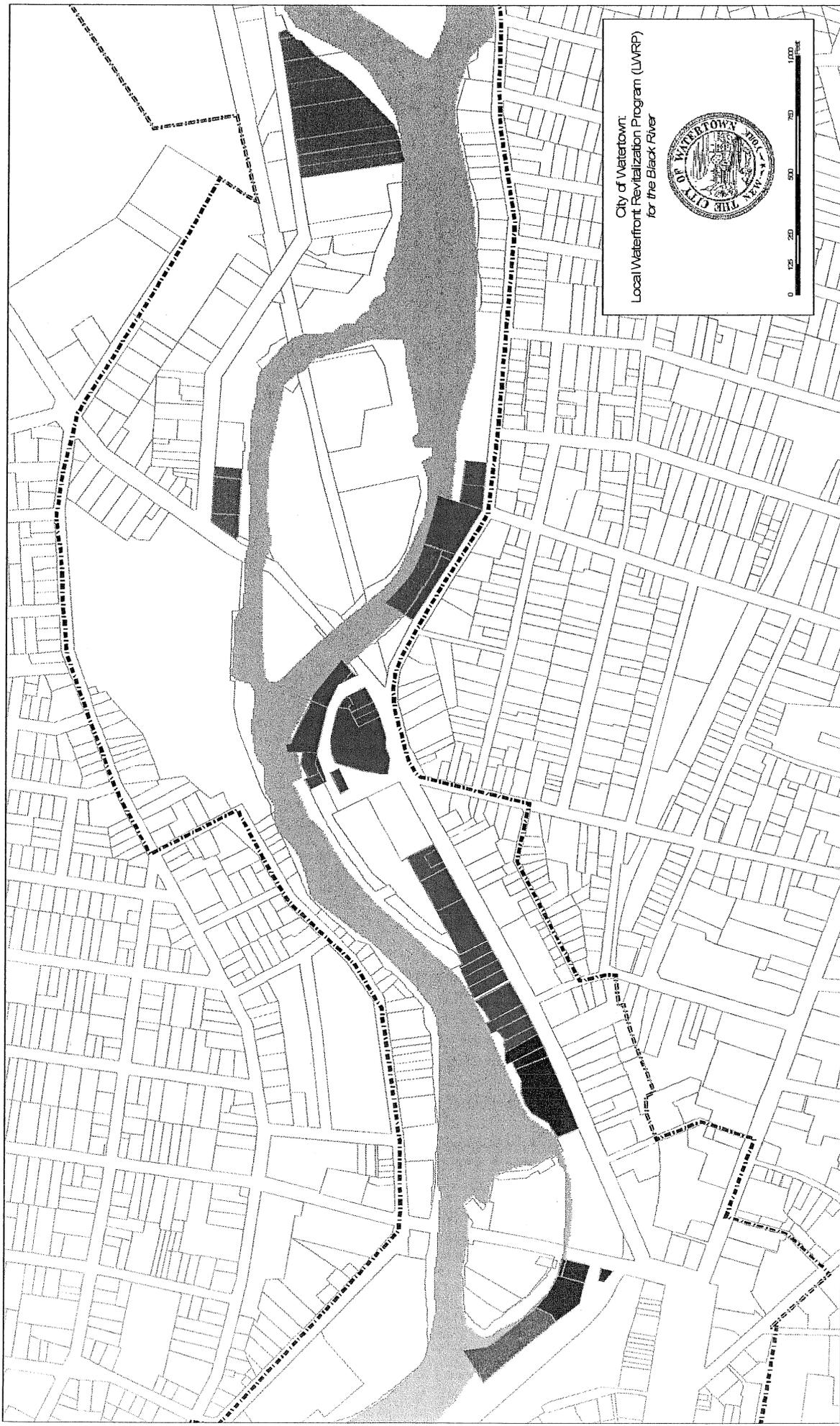
cc: City Council Members  
Robert Slye, City Attorney  
Justin Wood, Civil Engineer II



# Proposed LWRP Zoning

Factory Huntington and Water Streets

	DOWNTOWN		WATERFRONT
	RESIDENCE C		COMMERCIAL



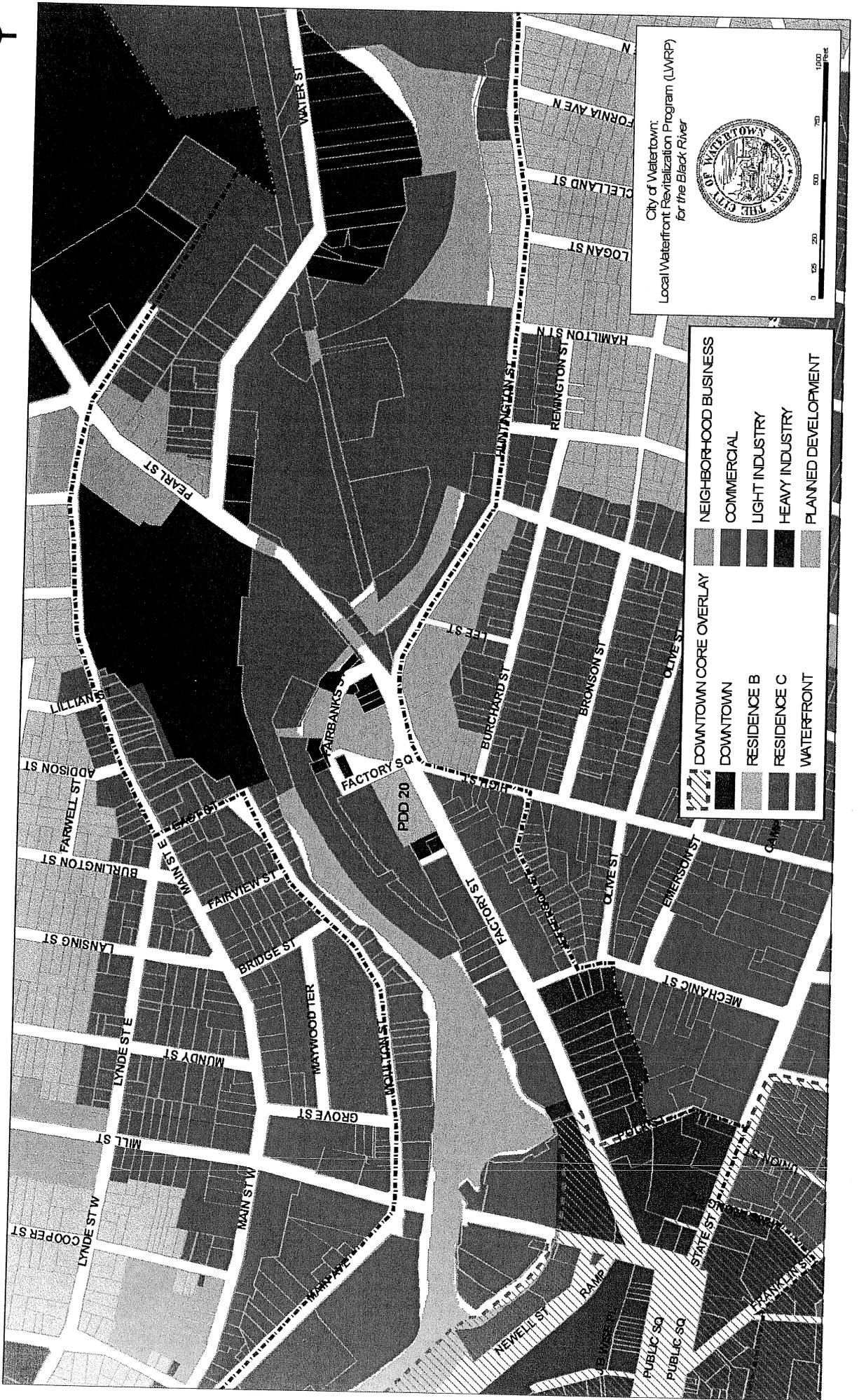
City of Watertown:  
Local Waterfront Revitalization Program (LWRP)  
for the Black River

0 125 250 500 750 1000 Feet



# Existing Zoning

Factory Huntington and Water Streets



**LWRP ZONE CHANGES – PHASE 5  
FACTORY ST, WATER ST, HUNTINGTON ST, BLACK RIVER PKWY**

The Board then considered a request submitted by Staff to change the approved zoning classifications of parcels on the Black River Parkway, Factory Street, Factory Square, Huntington Street, and the south side of Water Street in order to implement the Local Waterfront Revitalization Program.

Mr. Mix noted that these were the same changes preliminarily discussed at the last meeting. He then went through each of the parcels in the proposed change area, outlining the reasoning behind the change. Active industrial uses were left alone, and most nonconforming uses were avoided.

Mr. Fontana asked what the current land use was for the parcel at the corner of Pearl St and Water St. Mr. Mix said that it is currently vacant, and was formerly an auto repair shop and possibly a gas station. He explained that the property owners had at one point indicated that they wanted the zoning changed, thinking that it would help them sell the property.

Mr. Harris then moved to recommend approval by City Council of the request submitted by Staff to change the approved zoning classifications of parcels on the Black River Parkway, Factory Street, Factory Square, Huntington Street, and the south side of Water Street in order to implement the Local Waterfront Revitalization Program.

Mr. Fontana seconded the request, all voted in favor.

There was some discussion regarding meeting times. The main purpose of meeting later in the day was to accommodate Randy Fipps, who recently resigned from the Board.

Mr. Harris moved to change the Planning Board's meeting time from 4:00 pm to 1:30 pm. Mr. Fontana seconded, all voted in favor.

Mr. Harris then moved to adjourn. Mr. Fontana seconded, all voted in favor.

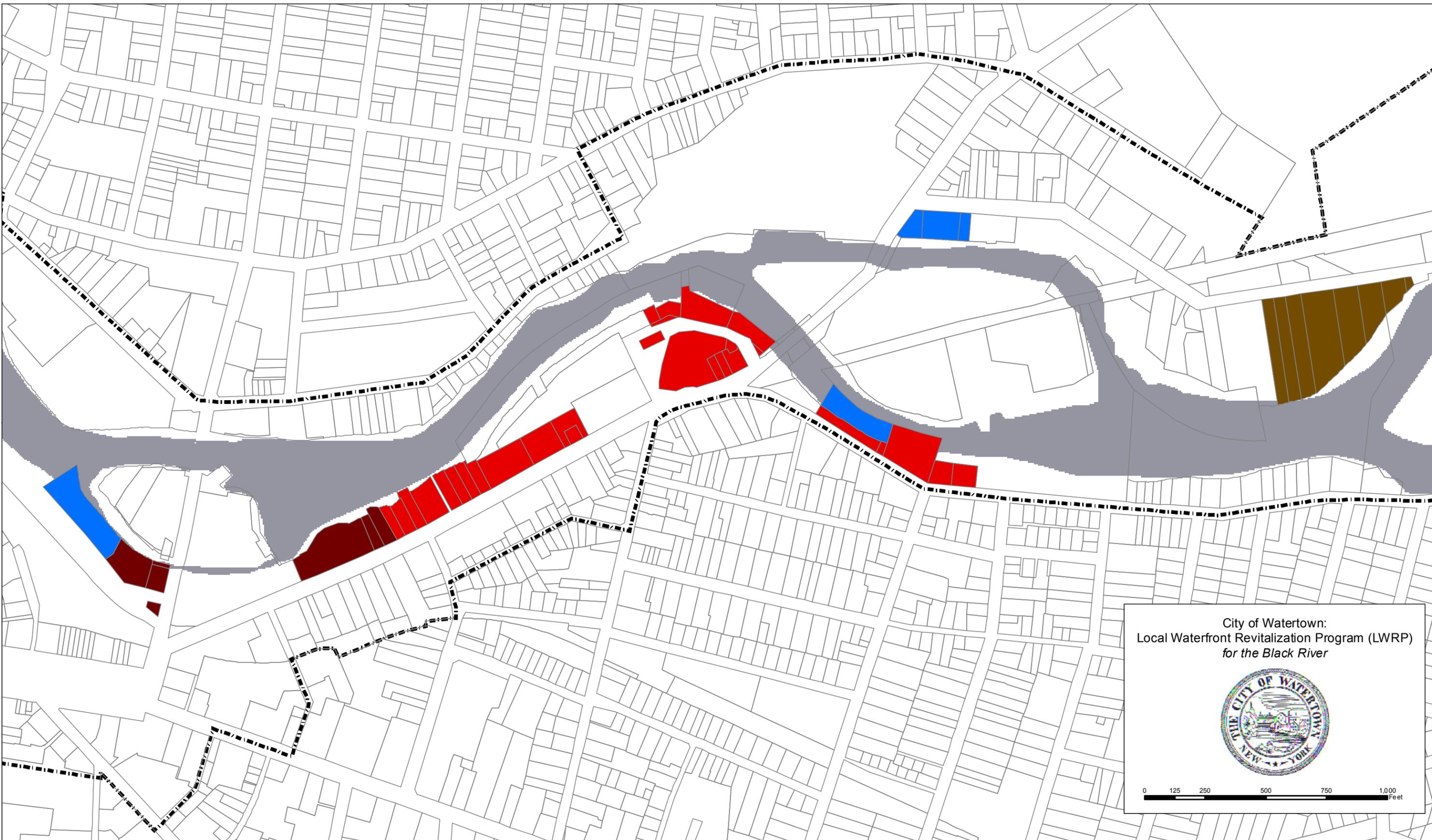
The meeting adjourned at 5:35 pm.

# Proposed LWRP Zoning

Factory Huntington and Water Streets



	DOWNTOWN		WATERFRONT
	RESIDENCE C		COMMERCIAL



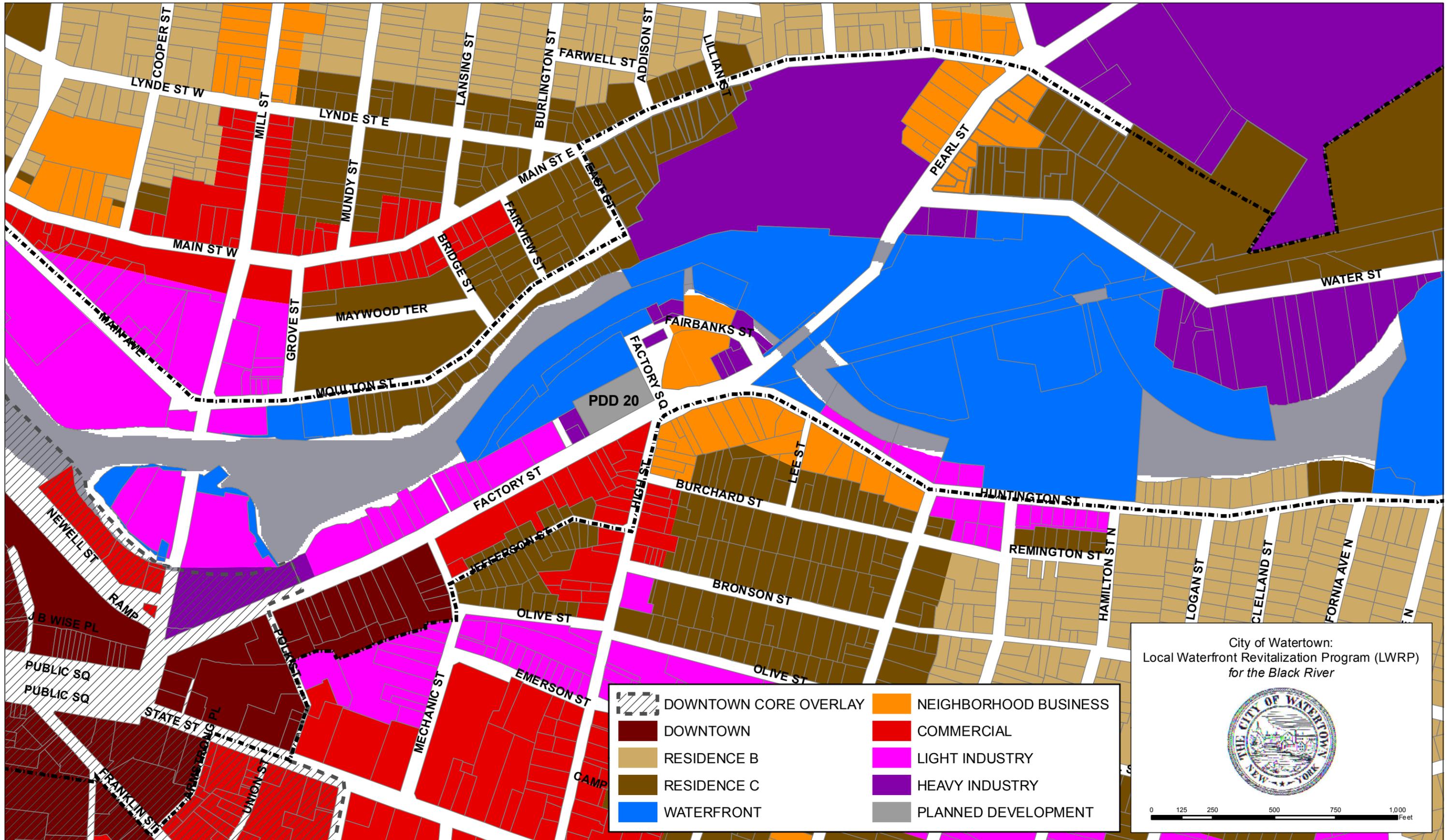
City of Watertown:  
Local Waterfront Revitalization Program (LWRP)  
*for the Black River*



0 125 250 500 750 1,000  
Feet

# Existing Zoning

Factory Huntington and Water Streets



	DOWNTOWN CORE OVERLAY		NEIGHBORHOOD BUSINESS
	DOWNTOWN		COMMERCIAL
	RESIDENCE B		LIGHT INDUSTRY
	RESIDENCE C		HEAVY INDUSTRY
	WATERFRONT		PLANNED DEVELOPMENT

City of Watertown:  
Local Waterfront Revitalization Program (LWRP)  
for the Black River

0 125 250 500 750 1,000 Feet

Public Hearing – 7:30 p.m.

June 14, 2012

To: The Honorable Mayor and City Council  
From: John C. Krol, City Manager  
Subject: Authorizing Spending of Funds from the Capital Reserve Fund

Hyde Stone has submitted a bid for the installation of the Municipal Building HVAC upgrades and Library HVAC upgrades. Based on the current summary of costs provided, both projects have funding shortfalls. It is my recommendation to deplete the approximate \$24,000 balance of the Capital Reserve Fund to partially address the shortfalls. On January 17, 2012 City Council authorized the spending of no more than \$365,000 from the Capital Reserve Fund in accordance with the Fiscal Year 2011-12 Capital Budget for these projects.

The additional appropriation of \$24,000 would require an additional public hearing in order to appropriate the remainder of the reserve fund. A Public Hearing is set for June 18, 2012 at 7:30 p.m. to discuss the appropriation of the remaining capital reserve funds.

A history of the Capital Reserve Fund is as follows:

<u>Sources:</u>		
Budgetary Transfers (FY 2005-06, FY 2006-07)	\$600,000	
Interest Earnings	<u>50,173</u>	
Total Available		\$ 650,173
<u>Uses:</u>		
DPW Plow Shed	\$ 75,000	
Thompson Park Clinic Building Roof	61,235	
Arena Concession Stand	35,000	
Arena Roof	90,000	
Municipal Building HVAC	250,000	
Library HVAC	<u>115,000</u>	
Total Uses		<u>626,235</u>
Balance Available		\$23,938

Once the public hearing has been held, the attached resolution authorizing the expenditure of funds can be considered by the City Council.

# RESOLUTION

Page 1 of 1

Public Hearing Authorizing Spending  
From Capital Reserve Fund

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 Roxanne M. Burns

WHEREAS on June 19, 2006, the City Council approved establishing a Capital Reserve Fund pursuant to Section 6-c of the General Municipal Law to finance future capital improvements, and

WHEREAS the Adopted 2011-12 Capital Budget included a project to replace Municipal Building chillers and tower at an estimated cost of \$250,000 and a project to replace the Library cooling tower at an estimated cost of \$200,000, and

WHEREAS on Monday, January 17, 2012 at 7:30 p.m., the City Council of the City of Watertown held a public hearing to discuss the expenditure of funds from this capital reserve fund and authorized the appropriation of \$365,000 from the Capital Reserve Fund, and

WHEREAS the current estimated costs of the projects are higher than budgeted, and

WHEREAS the City Council desires to use the remaining balance of the Capital Reserve Fund to offset the funding shortfalls of these projects, and

WHEREAS on Monday, June 18, 2012 at 7:30 p.m., the City Council of the City of Watertown held a public hearing to discuss the expenditure of funds from this capital reserve fund and authorized the appropriation of \$24,000 from the Capital Reserve Fund, and

WHEREAS it has been determined that the expenditure of these funds is in keeping with the purpose for the capital reserve fund,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby authorizes the appropriating of Capital Reserve funds in an amount not to exceed an additional \$24,000 to pay for the cost of the HVAC upgrades at the Municipal Building and Library.

**Seconded by** Council Member Joseph M. Butler Jr.

Tabled

June 13, 2012

To: The Honorable Mayor and City Council

From: Elliott B. Nelson, Assistant to the City Manager

Subject: City Council Meeting Production Agreement,  
Steve Weed Productions

The resolution authorizing the above-referenced subject was introduced and then tabled at their regular meeting of June 4, 2012. At that time, Mayor Graham indicated that he wanted to see the recorded sessions of City Council Meetings hosted elsewhere than the contractor's independent website.

Since that time, Information Technology Manager Peter Keenan has set up a new page for the City's website intended to link interested parties directly to the recorded Council meetings. This page includes a drop-down menu which will allow users to easily select the meeting they wish to view. While the videos will remain hosted on the contractor's website, the media player will launch directly within the City's website. As such, it will no longer be necessary to visit the contractor's website to view this content.

As a side note, Council should be aware that City Council recordings are not copyrighted material of Steve Weed Productions. As noted in Section 2 (2.5) of the attached contract, "all meeting recordings shall become the property of the City of Watertown."

Below is the information contained in the original report submitted to Council for the June 4, 2012 meeting.

Attached for Council's consideration is a resolution approving a Production Agreement between the City of Watertown and Steve Weed Productions. This Agreement provides the City with a videotaped record of all City Council meetings and Work Sessions. Steve Weed Productions has provided this service to the City since November, 2006. The recordings are produced by Steve Weed Productions and provided to Time Warner Cable to be aired on the Public Access Channel. Recorded Council meetings are also hosted on the Steve Weed Productions website.

The term of the Agreement is for one (1) year commencing on July 1, 2012 and terminating on June 30, 2013. Under the terms of the contract, Steve Weed Productions will be paid \$175.00 per session. This amount is an increase of \$25.00 per session or approximately \$900.00 per year. This is the first time the contractual rate has increased since the original contract was signed in 2006.

# RESOLUTION

Page 1 of 1

Approving Production Agreement  
Between the City of Watertown and  
Steve Weed Productions

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 meets every month for City Council and Work Sessions, and

WHEREAS meetings of the City Council are open to the public and Council wishes to have them recorded and available for public access television and the internet, and

WHEREAS the City of Watertown has contracted with Steve Weed Productions to record City Council meetings since 2006, and

WHEREAS Steve Weed Productions is willing to continue to provide their services to the City under the term of the attached Agreement, and

WHEREAS the City of Watertown wishes to continue to retain the services of Steve Weed Productions under the terms of the attached Agreement,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Production Agreement between the City of Watertown and Steve Weed Productions, a copy of which is attached and made part of this resolution, and

BE IT FURTHER RESOLVED that John C. Krol, City Manager, is hereby authorized and directed to execute the Agreement on behalf of the City.

***Seconded by***

**PRODUCTION AGREEMENT  
BY AND BETWEEN  
THE CITY OF WATERTOWN, NEW YORK  
AND  
STEVE WEED PRODUCTIONS**

This contract is entered into this \_\_\_ day of \_\_\_\_\_, 2012 between the City of Watertown, a municipal corporation of the State of New York, hereafter called "City" and Steve Weed d/b/a Steve Weed Productions, a sole proprietorship, hereafter called "Contractor" of the State of New York.

All notifications necessary under this contract shall be addressed to:

City of Watertown  
John C. Krol, City Manager  
245 Washington St., Suite 302  
Watertown, NY 13601  
315-785-7730

Steve Weed Productions  
7 Paddock Arcade  
Watertown, NY 13601  
315-782-8383

**1. TERM**

1.1 This contract shall be effective from July 1, 2012 through June 30, 2013.

**2. SCOPE OF SERVICES**

2.1 Contractor shall videotape all City Council meetings at 7:00 p.m. on the first and third Mondays of each month (unless the Monday is a holiday in which case the meetings are held the following Tuesday). Videotaping shall also include City Council Work Sessions which fall on the second or fourth Monday of the month except during the months of July and August. All meetings shall be recorded in the Super VHS format.

2.2 City Council meetings are held in the City Council Chamber located at the City of Watertown City Hall. A larger meeting room is scheduled when greater than normal public interest in a subject or issue is anticipated. Contractor shall provide appropriate camera equipment necessary to videotape meetings held in alternative locations. Contractor will be notified in advance if a change of venue is anticipated.

2.3 Contractor shall provide all necessary supplies and resources to complete the productions including but not limited to cameras, videotapes, DVD's, appropriate electronic equipment, staff, etc. City will provide all Super VHS videotapes required for recording of City Council meetings.

- 2.4 Contractor shall not edit audio or video recordings of City Council meetings.
- 2.5 All meeting recordings shall become the property of the City of Watertown. Contractor shall be allowed to post recorded City Council meetings on personal website located at URL [www.steveweedproductions.com](http://www.steveweedproductions.com). No advertisements of any kind shall be sold, included or displayed relating to recorded City Council meetings on Contractor's website.
- 2.6 In the event the Contractor's video recording equipment fails and the Contractor is unaware of an equipment problem prior to a session, or if such an issue arises during a session, the Contractor will not be expected to provide backup equipment and will not be held accountable for failing to record that session. Additionally, the City will not be charged for the recording of that meeting.
- 2.7 Contractor shall deliver the master recording on Super VHS, one copy on DVD and a computer formatted version to the City of Watertown City Manager's Office at 245 Washington St., Suite 302 no later than the close of business the day after the City Council meeting.
- 2.8 Contractor shall assist the City in reviewing ways to improve cable casting of City Council meetings, including advising the City relative to procedures, equipment, programming of equipment, or training relative to these services. Contractor will assist the City in training City staff to operate and maintain the City's videotaping system or portions thereof.
- 2.9 All recordings of City Council meetings must adhere to the broadcasting rules and regulations of Time Warner Cable and their Public, Educational and Governmental (P.E.G.) access channel.
- 2.10 Contractor shall be responsible for archiving and hosting all meetings of the Watertown City Council dating back to February 2006.

### **3. COMPENSATION**

- 3.1 In consideration of Contractor's performance of all of its obligations here under, City agrees to pay Contractor \$150.00 per recorded City Council session. For sessions which will require minimal recording time, limited camera views and generally be used for documentation purposes only, Contractor will be allowed to use one camera for appropriated session. Contractor will be notified of short meetings in advance and will be paid \$100.00 per recorded session. A session is defined as the Council convening at 7:00 p.m., or a special convening of the City Council at another time (i.e. 5:30 p.m.), and ending when the meeting has been officially adjourned by the City Council.

- 3.2 City agrees to pay Contractor on a monthly basis upon receiving an invoice for services satisfactorily performed.
- 3.3 Contractor shall be compensated with a one time payment of \$100.00 in consideration of the archive space necessary to store and host digital recordings of all meetings of the Watertown City Council dating back to February 2006.

#### **4. LIABILITY**

- 4.1 Contractor shall indemnify, protect, defend, and hold City, its officers, agents, volunteers, and employees harmless against any actions, claim for injury or damage and all loss, liability, cost or expense, including court costs and attorneys fees, growing out of or resulting directly or indirectly from the performance of this contract, except for that resulting from the sole negligence of the City.
- 4.2 The Contractor agrees to furnish the City with a Certificate of Insurance naming the City as an additional insured covering public liability in the amounts of \$500,000 per person and \$1,000,000 per occurrence and property damage in the amount of \$100,000.
- 4.3 The Contractor shall procure and obtain Workers' Compensation Insurance in accordance with the laws of the State of New York. Said insurance shall cover all persons defined or determined to be employees of Contractor by the laws of the State of New York.

#### **5. GENERAL PROVISIONS**

- 5.1 **ASSIGNABILITY:** This contract calls for personal performance by Contractor, and Contractor may not assign its obligations here under.
- 5.2 **TERMINATION:** City may terminate this contract in the event Contractor fails to comply with any of the terms or conditions set forth herein or if City determines Contractor is in any way unfit, unqualified, or unable to perform all of the services outlined in this contract. City will provide 30 days prior written notice by certified mail, return receipt requested of its intent to terminate or have it hand delivered.
- 5.3 **WAIVER:** Waiver of any breach of any provision of this contract by either party shall not operate as a waiver of any subsequent breach of the same or any other provision of this contract.

- 5.4 ATTORNEY'S FEES: In the event either party shall initiate any suit, action or appeal on any matter related to this contract, then the court before whom such suit, action or appeal is taken shall award to the prevailing party such attorney's fees as the Court shall deem reasonable, considering the complexity, effort and result against the party who shall not prevail, and such award and all allowable costs of the event may be either added to or deducted from the balance due under this contract, or be a separate obligation as appropriate.
- 5.5 EXTENT OF CONTRACT: This contract supersedes any prior or contemporaneous oral or written agreements or understandings entered into by the parties.

IN WITNESS WHEREOF, the parties have herewith executed their signatures.

THE CITY OF WATERTOWN, NEW YORK

By: \_\_\_\_\_  
John C. Krol, City Manager

STEVE WEED PRODUCTIONS

By: \_\_\_\_\_  
Steve Weed, Owner

June 12, 2012

To: The Honorable Mayor and City Council  
From: Melanie J. Rarick, Fringe Benefits Manager  
Subject: Stop Loss Request for Proposal

On March 30, 2012 the City of Watertown Fringe Benefits Office issued a Request for Proposal regarding Stop Loss Insurance for the City's self-funded health insurance plan. On May 30, 2012 three proposals were received.

A review committee consisting of Amy Pastuf, Elliott Nelson, James Mills and Melanie Rarick compared the data and have chosen Anchor Group to administer the Fiscal Year 2012-2013 contract at the \$150,000 Specific Stop Loss Deductible for a premium of \$ 367,537.

The table below illustrates the results of the Request for Proposal

Broker	First Niagara	First Niagara	Benefit Services Group	Benefit Services Group	Anchor Group
Underwriter	Gerber	HM	QBE	HM	ACE
@ \$100,000					
With Medicare	\$ 601,919	\$ 666,261	\$ 686,755	\$ 655,488	\$ 668,768
Without Medicare	\$ 586,659	\$ 658,177	\$ 604,587	\$ 639,905	\$ 493,736
@\$125,000					
With Medicare	\$ 472,638	\$ 525,010	\$ 572,378	\$ 508,822	\$ 567,315
Without Medicare	\$ 460,967	\$ 520,312	\$ 505,655	\$ 497,076	\$ 421,155
@\$150,000					
With Medicare	\$ 388,441	\$ 423,917	\$ 486,474	\$ 403,845	\$ 492,375
Without Medicare	\$ 379,137	\$ 423,259	\$ 430,996	\$ 398,996	<b>\$ 367,537</b>

The final contract is subject to the final disclosure and is to be bound June 30, 2012.

	<u>FY 2000-01</u>	<u>FY 2001-02</u>	<u>FY 2002-03</u>	<u>FY 2003-04</u>	<u>FY 2004-05</u>	<u>FY 2005-06</u>	<u>FY 2006-07</u>	<u>FY 2007-08</u>	<u>FY 2008-09</u>	<u>FY 2009-10</u>	<u>FY 2010-11</u>	<u>Projected FY 2011-12</u>
Stop Loss Recoveries	\$ 24,291	\$ 124,290	\$ 50,972	\$ 177,911	\$ 30,572	\$ 219,688	\$ 96,817	\$ 359,202	\$ 274,680	\$ 471,529	\$ 410,727	\$ 291,008
Stop Loss Premium	\$ 93,093	\$ 129,432	\$ 184,919	\$ 215,523	\$ 209,304	\$ 240,355	\$ 261,431	\$ 319,278	\$ 361,108	\$ 379,430	\$ 408,945	\$ 413,839
Net Gain / ( Cost) of Insurance	\$ (68,802)	\$ (5,142)	\$ (133,947)	\$ (37,611)	\$ (178,732)	\$ (20,668)	\$ (164,614)	\$ 39,924	\$ (86,429)	\$ 92,099	\$ 1,782	\$ (122,832)

Recoveries by Claimant

Claimant 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,199	\$ 38,733	\$ 2,871	\$ -	\$ -
Claimant 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 131,225	\$ 235,947	\$ 86,527	\$ 19,350	\$ -
Claimant 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,943	\$ -	\$ -	\$ -	\$ -
Claimant 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 137,836	\$ -	\$ -	\$ -	\$ -
Claimant 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 165,103	\$ 81,350	\$ -	\$ -	\$ -	\$ -	\$ -
Claimant 6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,824	\$ 8,079	\$ -	\$ -	\$ -	\$ -	\$ -
Claimant 7	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,388	\$ -	\$ -	\$ -	\$ -	\$ -
Claimant 8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,318	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Claimant 9	\$ -	\$ -	\$ -	\$ -	\$ 17,142	\$ 5,304	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Claimant 10	\$ -	\$ -	\$ 16,105	\$ 177,911	\$ 13,430	\$ 6,139	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Claimant 11	\$ -	\$ 30,466	\$ 34,867	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Claimant 12	\$ 1,516	\$ 2,282	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Claimant 13	\$ -	\$ 91,543	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Claimant 14	\$ 22,775	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,693	\$ 3,006	\$ -
Claimant 15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 276,074	\$ 569	\$ -
Claimant 16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,659	\$ 18,609	\$ -
Claimant 17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,705	\$ 33,723	\$ 2,300
Claimant 18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 335,470	\$ 169,152
Claimant 19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,768
Claimant 20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,554
Claimant 21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,396
Claimant 22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61,838
	\$ 24,291	\$ 124,290	\$ 50,972	\$ 177,911	\$ 30,572	\$ 219,688	\$ 96,817	\$ 359,202	\$ 274,680	\$ 471,529	\$ 410,727	\$ 291,008

Recovered Claim Costs Between:

\$100,000 - \$125,000	\$ 24,291	\$ 52,282	\$ 41,105	\$ 25,000	\$ 30,572	\$ 68,761	\$ 40,467	\$ 100,000	\$ 50,000	\$ 117,576	\$ 91,534	\$ 83,622
\$125,001 - \$150,000	\$ -	\$ 30,466	\$ 9,867	\$ 25,000	\$ -	\$ 35,824	\$ 25,000	\$ 90,142	\$ 38,733	\$ 77,659	\$ 33,723	\$ 75,000
\$150,001 - \$175,000	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	\$ 50,000	\$ 25,000	\$ 75,221	\$ 25,000	\$ 132,386
\$175,001 - \$200,000	\$ -	\$ 16,543	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 6,350	\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -
\$200,001 +	\$ -	\$ -	\$ -	\$ 77,911	\$ -	\$ 65,103	\$ -	\$ 69,060	\$ 135,947	\$ 176,074	\$ 235,470	\$ -
	\$ 24,291	\$ 124,290	\$ 50,972	\$ 177,911	\$ 30,572	\$ 219,688	\$ 96,817	\$ 359,202	\$ 274,680	\$ 471,529	\$ 410,727	\$ 291,008

June 12, 2012

To: The Honorable Mayor and City Council  
From: John C. Krol, City Manager  
Subject: Request for Funding, Jefferson County Historical Society

I have attached a letter received this week from Mr. William G. Wood, Executive Director of the Jefferson County Historical Society, requesting consideration for financial support from the Tourism Fund in the amount of \$15,000, an increase of \$5,000 from the FY 2011-12 agreement. Year to date, we have received approximately \$3,800 in receipts from the Historical Society for reimbursement for FY 2011-12. The funding request would be used to market the facility and exhibits of the Historical Society via media, brochures and posters. The Historical Society has planned museum exhibits, history tours, lectures, private and community events that will be marketed and promoted to draw visitors to the City of Watertown.

The Fiscal Year 2012-13 Tourism budget for publicity was adopted in the amount of \$50,000. The proposal presented to City Council by the Thousand Islands International Tourism Council on April 9, 2012 was for \$41,850, leaving \$8,150 available for requests such as this one from the Jefferson County Historical Society. Staff would like to know City Council's direction.



# Jefferson County Historical Society

228 Washington St., Watertown, NY 13601

Phone:  
(315) 782-3491

Fax:  
(315) 782-2913

Website:  
[JeffersonCountyHistory.org](http://JeffersonCountyHistory.org)

## Officers

Jeffrey Garvey  
*President*

Patti Schreck  
*1st Vice President*

Dan Dupee II  
*Treasurer*

## Board of Trustees

Roxanne M. Burns  
Christine Cisco  
Jonah Coburn  
Ken Eysaman  
Mark Gebo  
Nusrat Hafeez  
Kevin Kieff  
Dawn Ludovici  
Cathy Pisarski  
Taylour Scanlin

## Museum Staff

William G. Wood  
*Executive Director*  
  
Lisa Earp  
*Office Manager*  
  
Melissa Widrick  
*Curator of Education*  
  
David T. Coleman  
*Caretaker*

June 8, 2012

Mr. John Krol  
City Manager  
City of Watertown  
245 Washington Street  
Watertown, NY 13601-3380



Dear Mr. Krol,

The Jefferson County Historical Society is requesting consideration for approval of 2012 funding through a Public Benefit Services Agreement similar to the one approved via Special Tourism Funds in 2011.

Our request this year is for approval of \$15,000 in funding to be utilized in marketing via media, promotion, brochures and posters. Discussions with News 7 / Fox 28 and the Watertown Daily Times have yielded partnerships providing the JCHS with each pledging \$10,000 in media support for the year. The actual payment to these media partners was \$3,500 total. Additional media partnerships are being sought to continue this successful strategy. Your funding support encourages these partnerships.

Our calendar of programs, exhibits and events continue to grow. The schedule offers families and individuals many educational and entertaining opportunities to travel to downtown Watertown. The funding requested will allow us to increase the strength of our promotion throughout the year. The recent *Heritage Days 2012* media campaign generated awareness and interest in the JCHS but also for Watertown as a destination. Guests continue to visit us, some lifelong area residents, who have never been on our campus before or have not been for decades. Our attendance doubled in January and tripled in February.

Enclosed is information about the JCHS activities planned. I will be glad to discuss more details in person to support this request.

Thank you for your consideration.

Sincerely,

William G. Wood  
Executive Director  
Jefferson County Historical Society

# Jefferson County Historical Society Events and Activities 2012/13 Calendar

Date	Event
Jun. 9th	<b><i>NY's North Country &amp; the Civil War</i> - Talk and Book Signing</b>
Jun. 16th	<b>Fathers Day Workshop - Family Activity</b>
June-Aug.	<b>Box Lunch Review-Front Lawn - Wednesdays / Fridays</b>
June- Dec.	<b>Hunting and Firearms Exhibit</b>
July 14th	<b>Historic Summer Games - Family Activity (Noon - 2pm)</b>
Aug. 3rd	<b><i>The Battle of Big Sandy</i> - Talk and Book Signing</b>
Aug. 11th	Historical Society 500 Donor Reception (Noon - 3pm)
Aug. 18th	<b>3rd Annual Victorian Garden Fashion Show Luncheon</b>
Aug. 25th	History on the Water - Crescent Yacht Club
Aug. 28th	Skaneateles / Merry Go Round Theater Bus Trip
Sept. 1st	<b>JCHS's History Detectives - Family Activity</b>
Oct. 20th	<b>Harvest Celebration - Family Activity (1:00 - 3:00pm)</b>
Nov. 17-18	Holiday Victorian Faire
Dec. - Feb.	<b>Holiday Model Train Display - Family Activity</b>
Dec. 8th	Holiday Reception at Paddock Mansion
Dec. 15th	<b>Santa's Workshop - Family Activity</b>
Jan. +	"Gems of the JCHS" Rear Gallery Exhibit
Feb. 4th	<b>JCHS's History Detectives - Family Activity (1:00 - 3:00pm)</b>
Mar.	JCHS Bus Trip
Mar.	<b>Easter Egg Hunt &amp; Parade - Family Activity (1:00 - 3:00pm)</b>
May	<b>Mothers Day Tea (1-3pm)</b>
May	JCHS Open Reception for Members
Jun.	Heritage Days - 1800's Living History Demonstrations / Antique Fire Truck Muster / Antique Tractors & Farm Life / Classic Car Cruise-In & Block Party / North Country History Partners / New Car Expo

June 12, 2012

To: The Honorable Mayor and City Council  
From: James E. Mills, City Comptroller  
Subject: Quarterly Financial Report

Attached for City Council review is the Financial Report for the quarter ended March 2012.

**CITY OF WATERTOWN**  
**FY 2011/12 FINANCIAL REPORT (UNAUDITED)**  
**THROUGH THE FISCAL YEAR ENDED MARCH 31, 2012**

**GENERAL FUND SUMMARY**

General Fund Summary	2011-12	YTD Actual	%	Prior	2010-11
	Adopted Budget			YTD Actual	Actual
Revenues	\$ 36,111,269	\$ 28,201,387	78.10%	\$ 28,151,621	\$ 36,160,480
Expenditures	\$ 38,117,917	\$ 26,720,798	70.10%	\$ 25,517,436	\$ 36,453,046
Net Change in Fund Balance	\$ (2,006,648)	\$ 1,480,590		\$ 2,634,185	\$ (292,566)

Please note only \$8,367 of the \$1,393,000 Transfer to Capital Fund appropriation has been recorded as of March 31st. These transfers will occur in the final quarter and will significantly impact the net change in fund balance by the end of the fiscal year.

**GENERAL FUND REVENUES**

General fund revenues are up \$49,771 or 0.18% compared to last year due mostly to the increase in sales tax of \$746,280, decrease in sale of excess hydro power of \$394,745 and reduced property tax levy of \$187,022. The 10 largest general fund budgeted revenues account for over 93% of the total general fund revenues. A summary of general fund revenues is as follows:

GENERAL FUND REVENUES	2011-12	Current Y-T-D	Y-T-D % of Budget	Prior Y-T-D	2010-11
	Adopted Budget		(Dec = 50%)		Actual
State Admin. Sales & Use Tax	\$ 16,465,000	\$ 12,743,571	77.40%	\$ 11,997,291	\$ 16,007,070
Real Property Taxes(net of reserve)	\$ 7,249,113	\$ 7,309,154	100.83%	\$ 7,498,380	\$ 7,054,030
State Aid, Per Capita	\$ 4,703,208	\$ 3,183,452	67.69%	\$ 3,279,436	\$ 4,799,192
Sale of Surplus Power	\$ 3,207,000	\$ 1,938,998	60.46%	\$ 2,333,743	\$ 3,522,437
Refuse and Garbage Charges	\$ 715,000	\$ 572,484	80.07%	\$ 565,453	\$ 710,948
State Aid, Mortgage Tax	\$ 375,000	\$ 131,909	35.18%	\$ 193,443	\$ 351,984
Utilities Gross Income Tax	\$ 396,500	\$ 256,894	64.79%	\$ 290,071	\$ 407,527
Interfund Transfers	\$ 263,900	\$ 118,043	44.73%	\$ 171,434	\$ 513,859
State Mass Transportation Assistance	\$ 177,400	\$ 182,241	102.73%	\$ 187,683	\$ 231,034
Bus Fares	\$ 160,000	\$ 122,924	76.83%	\$ 115,383	\$ 155,136
Subtotal	\$ 33,712,121	\$ 26,559,670	78.78%	\$ 26,632,316	\$ 33,753,217
All Other General Fund Revenues	\$ 2,399,148	\$ 1,641,718	68.43%	\$ 1,519,305	\$ 2,407,263
Total	\$ 36,111,269	\$ 28,201,387	78.10%	\$ 28,151,621	\$ 36,160,480

**Real Property Tax Collections:** Gross property tax revenue for FY 11-12 is \$ 7,300,238 of which \$176,928 or 2.42% remained uncollected at the end of the quarter. Last year at this time \$157,397 or 2.10% of the gross property tax revenue of \$ 7,487,431 remained uncollected.

**Interest and Penalties on Property Taxes:** Revenue is up compared to last year by \$8,844 or 19.42% due to the increased number of tax sale certificates held by the City.

**Sales Tax Revenue:** The City's sales tax collections were above last year's actual results by \$746,280 or 6.22%. Compared to the adopted budget, revenue is up \$403,054 or 3.27%.

**Sale of Surplus Power:** The City's sale of surplus power is down compared to last year by \$394,745 or 16.91%. Compared to FY 2009/10 revenue is down \$86,859 or 4.29%.

**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 was down compared to last year by \$33,177 or 11.44%.

**Mortgage Tax Revenue:** The City receives 1/2% tax for each mortgage recorded on property located within the City. Revenue for the year is down \$ 61,534 or 31.81% compared to last year.

**NYS Unrestricted Aid and AIM funding:** The City's revenue from the NYS Aid and Incentives to Municipalities program (AIM) is down compared to last year at this time by \$95,984 due the State's FY 2012-13 AIM funding reduction.

**CITY OF WATERTOWN**  
**FY 2011/12 FINANCIAL REPORT (UNAUDITED)**  
**THROUGH THE FISCAL YEAR ENDED MARCH 31, 2012**

**GENERAL FUND EXPENDITURES**

The following 10 departments / categories represent 86% of the General Fund budgeted expenditures. General fund expenditures are up by \$103,362 or 0.41% compared to last year.

GENERAL FUND EXPENDITURES	2011-12		Y-T-D % of Budget (Dec = 50%)	2010-11	
	Revised Budget	Current Y-T-D		Prior Y-T-D	Actual (Unaudited)
Fire	\$ 8,081,585	\$ 6,264,620	77.52%	\$ 5,652,997	\$ 7,822,377
Police	\$ 7,380,874	\$ 5,352,340	72.52%	\$ 4,985,465	\$ 7,200,075
Department of Public Works	\$ 5,250,639	\$ 3,622,134	68.98%	\$ 3,539,154	\$ 4,785,173
Debt Service	\$ 3,309,857	\$ 2,619,947	79.16%	\$ 2,840,358	\$ 4,546,364
Health Insurance-Retirees	\$ 3,017,035	\$ 2,292,931	76.00%	\$ 2,328,554	\$ 3,112,960
Transfer to Capital Projects	\$ 1,393,000	\$ 8,367	0.60%	\$ 115,655	\$ 412,246
Parks and Recreation	\$ 1,326,581	\$ 959,044	72.29%	\$ 839,350	\$ 1,188,578
Library Transfer	\$ 1,276,677	\$ 756,800	59.28%	\$ 695,000	\$ 1,066,499
Bus	\$ 822,774	\$ 602,877	73.27%	\$ 592,011	\$ 793,540
Traffic Control & Lighting	\$ 822,496	\$ 577,599	70.23%	\$ 592,769	\$ 783,579
SUBTOTAL	\$ 32,681,517	\$ 23,056,658	70.55%	\$ 22,181,311	\$ 31,711,390
All Other Departments/Transfers	\$ 5,436,400	\$ 3,664,140	67.40%	\$ 3,336,124	\$ 4,741,656
TOTAL	\$ 38,117,917	\$ 26,720,798	70.10%	\$ 25,517,436	\$ 36,453,046

**GENERAL FUND - PERSONAL SERVICES**

Personal service expenditures account for nearly 40% of the general fund budgeted expenditures. The following table presents the 10 largest departmental budgeted personal services. These 10 departments represent over 82% of the budgeted general fund personal service expenditures. Fire department overtime is down compared to last year by \$77,356 or 29.71%. Police department overtime is down \$77,471 or 31.36%.

Department	2011-12		Y-T-D % of Budget (Dec = 50%)	2010-11	
	Revised Budget	Current Y-T-D		Prior Y-T-D	Actual (Unaudited)
Fire	\$ 5,044,070	\$ 3,740,354	74.15%	\$ 3,542,919	\$ 4,941,762
Police	\$ 4,428,670	\$ 3,233,510	73.01%	\$ 3,040,867	\$ 4,316,723
DPW Snow Removal	\$ 515,997	\$ 478,318	92.70%	\$ 501,822	\$ 538,137
Engineering	\$ 469,393	\$ 323,067	68.83%	\$ 319,035	\$ 524,419
DPW Administration	\$ 374,466	\$ 247,433	66.08%	\$ 262,583	\$ 345,767
Municipal Executive	\$ 346,105	\$ 259,931	75.10%	\$ 193,186	\$ 423,255
DPW Refuse & Garbage	\$ 343,624	\$ 220,737	64.24%	\$ 231,693	\$ 280,935
DPW Central Garage	\$ 318,549	\$ 239,288	75.12%	\$ 233,667	\$ 313,153
Bus	\$ 316,143	\$ 237,327	75.07%	\$ 214,882	\$ 313,452
Comptroller	\$ 313,381	\$ 235,554	75.17%	\$ 216,618	\$ 292,815
SUBTOTAL	\$ 12,470,398	\$ 9,215,520	73.90%	\$ 8,757,271	\$ 12,290,418
All Other Departments	\$ 2,660,808	\$ 1,865,758	70.12%	\$ 1,727,930	\$ 2,437,665
TOTAL	\$ 15,131,206	\$ 11,081,277	73.23%	\$ 10,485,201	\$ 14,728,083

**CITY OF WATERTOWN  
 FY 2011/12 FINANCIAL REPORT (UNAUDITED)  
 THROUGH THE FISCAL YEAR ENDED MARCH 31, 2012**

**WATER FUND**

Revenues are down compared to last year by \$49,561 or 1.50%. Expenditures are up by \$41,001 or 1.20% compared to last year.

	2011-12		Y-T-D % of Budget		2010-11
Water Fund Summary	Revised Budget	Y-T-D Actual	(Dec = 50%)	Prior Y-T-D	Actual (Unaudited)
Revenues	\$ 4,765,100	\$ 3,247,262	68.15%	\$ 3,296,823	\$ 4,570,208
Expenditures	\$ 4,976,609	\$ 3,465,100	69.63%	\$ 3,424,099	\$ 4,538,257
Net Change in Fund Balance	\$ (211,509)	\$ (217,838)		\$ (127,277)	\$ 31,951

**SEWER FUND**

Revenues have increased from last year, up \$ 209,247 or 8.98%. Revenues from tanker hauled sludge and leachate have increased \$267,868 or 56.40%. Revenues from other governments are up \$25,593 or 2.46% while revenues from inside City limits are down by \$ 172,745 or 9.07%. Expenditures have increased by \$48,356 or 1.58% compared to last year.

	2011-12		Y-T-D % of Budget		2010-11
Sewer Fund Summary	Revised Budget	Y-T-D Actual	(Dec = 50%)	Prior Y-T-D	Actual (Unaudited)
Revenues	\$ 4,943,182	\$ 3,774,340	76.35%	\$ 3,714,799	\$ 5,193,653
Expenditures	\$ 5,064,950	\$ 3,114,746	61.50%	\$ 3,066,390	\$ 4,945,359
Net Change in Fund Balance	\$ (121,768)	\$ 659,593		\$ 648,409	\$ 248,294

**LIBRARY FUND**

Excluding the transfer from the General Fund, revenues are down compared to last year by \$23,610 or 37.80% due to the timing of the bi-annual grant payment. Expenditures are up by \$ 36,354 or 4.80% compared to last year.

	2011-12		Y-T-D % of Budget		2010-11
Library Fund Summary	Revised Budget	Y-T-D Actual	(Dec = 50%)	Prior Y-T-D	Actual (Unaudited)
Revenues	\$ 1,345,161	\$ 795,655	59.15%	\$ 757,465	\$ 1,133,498
Expenditures	\$ 1,507,761	\$ 793,690	52.64%	\$ 757,336	\$ 1,036,583
Net Change in Fund Balance	\$ (162,600)	\$ 1,965		\$ 129	\$ 96,915

The majority of the Library revenues shown in this fund are a result of the library transfer expense (\$ 756,800) 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 are down compared to last year by \$ 37,224 or 0.68% due to the decreased premium rate. Expenditures were up by \$ 44,888 or 0.80% compared to last year.

	2011-12		Y-T-D % of Budget		2010-11
Self-Insurance Fund Summary	Revised Budget	Y-T-D Actual	(Dec = 50%)	Prior Y-T-D	Actual (Unaudited)
Revenues	\$ 7,387,911	\$ 5,468,629	74.02%	\$ 5,505,854	\$ 8,067,670
Expenditures	\$ 8,063,939	\$ 5,635,836	69.89%	\$ 5,590,947	\$ 8,184,727
Net Change in Fund Balance	\$ (676,028)	\$ (167,206)		\$ (85,094)	\$ (117,058)

**CITY OF WATERTOWN**  
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**THROUGH THE FISCAL YEAR ENDED MARCH 31, 2012**

	2011-12	Current Y-T-D	Y-T-D % of Budget		2010-11	Current YTD vs. Prior YTD	
	Revised Budget		(Dec = 50%)	Prior Y-T-D	Actual	Variance	%
<b>General Fund Revenues</b>							
Real Property Taxes	\$ 7,300,238	\$ 7,300,409	100.00%	\$ 7,487,431	\$ 7,487,431	\$ (187,022)	-2.50%
Special Assessments (sidewalks)	\$ 11,400	\$ 8,745	76.71%	\$ 10,949	\$ 10,949	\$ (2,204)	-20.13%
Real Property Tax Reserve	\$ (62,525)	\$ -	0.00%	\$ -	\$ (444,350)	\$ -	0.00%
Federal Payments in Lieu of Taxes	\$ 35,650	\$ 43,613	122.34%	\$ 35,589	\$ 35,589	\$ 8,024	22.55%
Other Payments in Lieu of Taxes	\$ 110,350	\$ 151,693	137.47%	\$ 156,218	\$ 104,775	\$ (4,524)	-2.90%
Interest/Penalties on Property Taxes	\$ 115,000	\$ 54,394	47.30%	\$ 45,550	\$ 175,587	\$ 8,844	19.42%
State Admin. Sales & Use Tax	\$ 16,465,000	\$ 12,743,571	77.40%	\$ 11,997,291	\$ 16,007,070	\$ 746,280	6.22%
Utilities Gross Income Tax	\$ 396,500	\$ 256,894	64.79%	\$ 290,071	\$ 407,527	\$ (33,177)	-11.44%
Franchises	\$ 445,500	\$ 320,510	71.94%	\$ 283,492	\$ 431,049	\$ 37,018	13.06%
Tax Sale Advertising	\$ 12,500	\$ 60	0.48%	\$ 150	\$ 15,700	\$ (90)	-60.00%
Comptroller's Fees	\$ 7,500	\$ 4,045	53.93%	\$ 5,769	\$ 7,679	\$ (1,724)	-29.89%
Assessor's Fees	\$ 250	\$ 142	56.90%	\$ 153	\$ 508	\$ (10)	-6.72%
Clerk Fees	\$ 115,000	\$ 88,711	77.14%	\$ 83,346	\$ 113,621	\$ 5,366	6.44%
Civil Service Fees	\$ 1,000	\$ 885	88.50%	\$ 900	\$ 900	\$ (15)	-1.67%
Police Fees	\$ 4,000	\$ 1,745	43.63%	\$ 2,434	\$ 14,825	\$ (689)	-28.30%
Public Works Fees	\$ 85,000	\$ 78,351	92.18%	\$ 62,231	\$ 63,861	\$ 16,120	25.90%
DPW Charges - Fuel	\$ 33,600	\$ 20,611	61.34%	\$ 16,625	\$ 25,727	\$ 3,987	23.98%
Bus Fares	\$ 160,000	\$ 122,924	76.83%	\$ 115,383	\$ 155,136	\$ 7,542	6.54%
Bus Advertising	\$ 10,000	\$ 8,600	86.00%	\$ 11,020	\$ 12,870	\$ (2,420)	-21.96%
Parks & Recreation Charges	\$ 9,000	\$ 5,219	57.99%	\$ 5,209	\$ 16,694	\$ 10	0.19%
Recreation Concessions	\$ 56,000	\$ 34,072	60.84%	\$ 56,597	\$ 70,417	\$ (22,525)	-39.80%
Pool Fees	\$ 500	\$ (112)	-22.40%	\$ 522	\$ 116	\$ (634)	-121.46%
Arena Fees	\$ 105,000	\$ 108,111	102.96%	\$ 49,254	\$ 165,476	\$ 58,857	119.50%
Skating Rink Charges	\$ 45,000	\$ 52,991	117.76%	\$ 40,289	\$ 40,194	\$ 12,702	31.53%
Zoning Fees	\$ 3,000	\$ 3,350	111.67%	\$ 2,306	\$ 3,056	\$ 1,044	45.27%
Refuse and Garbage Charges	\$ 510,000	\$ 359,363	70.46%	\$ 374,665	\$ 499,400	\$ (15,303)	-4.08%
Toter Fees	\$ 205,000	\$ 213,122	103.96%	\$ 190,788	\$ 211,548	\$ 22,334	11.71%
Sale of Surplus Power	\$ 3,207,000	\$ 1,938,998	60.46%	\$ 2,333,743	\$ 3,522,437	\$ (394,745)	-16.91%
Taxes/Assessment Svcs. Other Govt.	\$ 4,500	\$ 4,504	100.08%	\$ 4,497	\$ 4,497	\$ 7	0.14%
Civil Service Charges-School District	\$ 28,400	\$ 27,724	97.62%	\$ 27,103	\$ 27,103	\$ 621	2.29%
Police Services	\$ 102,325	\$ 53,922	52.70%	\$ 92,173	\$ 80,952	\$ (38,251)	-41.50%
Transportation Services, Other Govts.	\$ 5,000	\$ 4,605	92.10%	\$ 4,605	\$ 4,605	\$ -	0.00%
Interest and Earnings	\$ 80,000	\$ 37,959	47.45%	\$ 63,200	\$ 74,600	\$ (25,241)	-39.94%
Rental of Real Property	\$ 53,585	\$ 46,105	86.04%	\$ 52,297	\$ 56,795	\$ (6,192)	-11.84%
Business and Occupational Licenses	\$ 6,000	\$ 2,455	40.92%	\$ 2,550	\$ 5,201	\$ (95)	-3.73%
Games of Chance Licenses	\$ 100	\$ 90	90.00%	\$ 30	\$ 30	\$ 60	200.00%
Bingo Licenses	\$ 4,000	\$ 2,401	60.02%	\$ 4,337	\$ 5,105	\$ (1,936)	-44.64%
Building & Alterations Permits	\$ 50,000	\$ 71,541	143.08%	\$ 37,164	\$ 72,982	\$ 34,377	92.50%
City Permits	\$ 2,500	\$ 1,868	74.72%	\$ 3,020	\$ 3,584	\$ (1,152)	-38.15%
Sanitary Sewer Permits	\$ 5,000	\$ 3,440	68.80%	\$ 4,910	\$ 6,890	\$ (1,470)	-29.94%
Storm Sewer Permits	\$ 500	\$ 525	105.00%	\$ -	\$ 125	\$ 525	#DIV/0!
Fines & Forfeited Bail	\$ 120,000	\$ 81,080	67.57%	\$ 71,957	\$ 100,533	\$ 9,123	12.68%
Scrap & Excess Materials Sale	\$ 14,000	\$ 5,076	36.26%	\$ 14,391	\$ 16,417	\$ (9,315)	-64.73%
Minor Sales	\$ 100	\$ -	0.00%	\$ 200	\$ 206	\$ (200)	-100.00%
Sale of Real Property	\$ 10,000	\$ 320	3.20%	\$ 4,428	\$ 4,428	\$ (4,108)	-92.77%
Sale of Equipment	\$ 10,000	\$ 1,381	13.81%	\$ 11,004	\$ 29,204	\$ (9,623)	-87.45%
Insurance Recoveries	\$ 20,000	\$ 25,631	128.15%	\$ 9,347	\$ 14,552	\$ 16,284	174.22%
Refund of Prior Year Expense	\$ 5,000	\$ 2,889	57.78%	\$ 3,431	\$ 37,829	\$ (542)	-15.81%
Gifts & Donations	\$ 8,700	\$ 31,190	358.51%	\$ 3,150	\$ 5,175	\$ 28,040	890.16%
Other Unclassified Revenues	\$ 1,000	\$ 556	55.61%	\$ 3,743	\$ 4,189	\$ (3,187)	-85.14%
Central Printing & Mailing	\$ 3,000	\$ 2,415	80.48%	\$ 2,287	\$ 3,114	\$ 128	5.59%
Central Garage	\$ 100,000	\$ 93,136	93.14%	\$ 76,940	\$ 115,168	\$ 16,197	21.05%
State Aid, Per Capita	\$ 4,703,208	\$ 3,183,452	67.69%	\$ 3,279,436	\$ 4,799,192	\$ (95,984)	-2.93%
State Aid, Mortgage Tax	\$ 375,000	\$ 131,909	35.18%	\$ 193,443	\$ 351,984	\$ (61,534)	-31.81%
State Aid, Other	\$ -	\$ -	0.00%	\$ -	\$ 380	\$ -	0.00%
State Reimbursement-Worker's Comp.	\$ 38,000	\$ 29,591	77.87%	\$ 10,653	\$ 56,017	\$ 18,938	177.77%
State Reimbursement-Court Security	\$ 34,900	\$ -	0.00%	\$ -	\$ 30,530	\$ -	0.00%
State Reimbursement-Court Postage	\$ 1,752	\$ 1,314	75.00%	\$ 1,314	\$ 1,752	\$ -	0.00%
State Reimbursement-CHIPs	\$ 6,550	\$ 6,921	105.66%	\$ 6,240	\$ 8,036	\$ 681	10.91%
State Mass Transportation Assistance	\$ 177,400	\$ 182,241	102.73%	\$ 187,683	\$ 231,034	\$ (5,442)	-2.90%
State Aid-Bus Projects	\$ -	\$ -	0.00%	\$ -	\$ 57,757	\$ -	0.00%
State Aid, Youth Program	\$ 4,450	\$ 6,499	155.85%	\$ 8,574	\$ 8,574	\$ (4,522)	-52.74%

**CITY OF WATERTOWN**  
**FY 2011/12 FINANCIAL REPORT (UNAUDITED)**  
**THROUGH THE FISCAL YEAR ENDED MARCH 31, 2012**

	2011-12		Y-T-D % of Budget		2010-11	Current YTD vs. Prior YTD	
	Revised Budget	Current Y-T-D	(Dec = 50%)	Prior Y-T-D	Actual	Variance	%
State Aid, Juvenile Program	\$ 2,600	\$ 4,052	21.80%	\$ 5,161	\$ 5,161	\$ 41,172	797.82%
State Aid, Other Home & Community Service	\$ 212,550	\$ 46,333	0.00%	\$ -	\$ 77,297	\$ -	0.00%
Federal Aid Police Block Grant	\$ 113,486	\$ 61,361	54.07%	\$ -	\$ 56,886	\$ 61,361	#DIV/0!
Federal Aid Highway Safety	\$ 11,100	\$ 7,842	70.65%	\$ 8,347	\$ 8,347	\$ (505)	-6.05%
Federal Transportation Assistance	\$ 146,200	\$ -	0.00%	\$ 124,600	\$ 124,600	\$ (124,600)	-100.00%
Interfund Transfers	\$ 263,900	\$ 118,043	44.73%	\$ 171,434	\$ 513,859	\$ (53,391)	-31.14%
Total Revenue	\$ 36,111,269	\$ 28,201,387	78.10%	\$ 28,151,621	\$ 36,160,480	\$ 49,767	0.18%
Appropriated Fund Balance	\$ 2,006,648	\$ -	0.00%	\$ -	\$ 292,566	\$ -	0.00%
Revenue and Fund Balance	\$ 38,117,917	\$ 28,201,387	73.98%	\$ 28,151,621	\$ 36,453,046	\$ 49,767	0.18%

**General Fund Expenditures**

Legislative Board	\$ 69,054	\$ 56,468	81.77%	\$ 50,884	\$ 67,510	\$ 5,584	10.97%
Mayor	\$ 28,181	\$ 23,434	83.15%	\$ 22,074	\$ 26,552	\$ 1,360	6.16%
Municipal Executive	\$ 493,010	\$ 364,120	73.86%	\$ 292,054	\$ 429,011	\$ 72,066	24.68%
Comptroller	\$ 558,348	\$ 416,648	74.62%	\$ 372,521	\$ 514,015	\$ 44,127	11.85%
Purchasing	\$ 135,577	\$ 91,674	67.62%	\$ 95,169	\$ 137,286	\$ (3,495)	-3.67%
Assessment	\$ 274,194	\$ 190,258	69.39%	\$ 183,919	\$ 253,116	\$ 6,340	3.45%
Tax Advertising	\$ 14,625	\$ 91	0.63%	\$ 4,720	\$ 18,710	\$ (4,629)	-98.06%
Property Acquired for Taxes	\$ 48,050	\$ 32,125	66.86%	\$ 21,663	\$ 22,963	\$ 10,462	48.29%
Fiscal Agent Fees	\$ 2,300	\$ 3,331	144.84%	\$ 1,776	\$ 1,776	\$ 1,555	87.53%
Clerk	\$ 214,538	\$ 187,138	87.23%	\$ 151,298	\$ 207,799	\$ 35,840	23.69%
Law	\$ 192,000	\$ 160,240	83.46%	\$ 139,166	\$ 226,164	\$ 21,074	15.14%
Civil Service	\$ 68,296	\$ 56,921	83.34%	\$ 47,100	\$ 72,072	\$ 9,821	20.85%
Engineering	\$ 760,018	\$ 513,336	67.54%	\$ 483,456	\$ 662,830	\$ 29,880	6.18%
DPW Administration	\$ 690,303	\$ 467,055	67.66%	\$ 467,390	\$ 644,115	\$ (335)	-0.07%
Buildings	\$ 200,580	\$ 132,234	65.93%	\$ 129,947	\$ 170,377	\$ 2,287	1.76%
Central Garage	\$ 707,269	\$ 512,423	72.45%	\$ 459,700	\$ 662,000	\$ 52,723	11.47%
Central Printing & Mailing	\$ 75,448	\$ 45,938	60.89%	\$ 48,209	\$ 68,371	\$ (2,272)	-4.71%
Information Technology	\$ 540,647	\$ 387,760	71.72%	\$ 385,296	\$ 480,821	\$ 2,465	0.64%
Judgements & Claims	\$ 50,000	\$ -	0.00%	\$ 44,509	\$ 44,509	\$ (44,509)	-100.00%
Taxes on Property	\$ 29,175	\$ 29,150	99.91%	\$ 29,283	\$ 29,283	\$ (133)	-0.45%
Contingency	\$ 221,506	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Police	\$ 7,380,874	\$ 5,352,340	72.52%	\$ 4,985,465	\$ 7,200,075	\$ 366,875	7.36%
Fire	\$ 8,081,585	\$ 6,264,620	77.52%	\$ 5,652,997	\$ 7,822,377	\$ 611,623	10.82%
Control of Animals	\$ 95,651	\$ 222	0.23%	\$ 112	\$ 85,545	\$ 110	98.02%
Safety Inspection	\$ 343,495	\$ 245,818	71.56%	\$ 219,123	\$ 337,708	\$ 26,695	12.18%
DPW Municipal Maintenance	\$ 603,815	\$ 376,445	62.34%	\$ 336,642	\$ 535,516	\$ 39,803	11.82%
DPW Road Maintenance	\$ 742,906	\$ 484,541	65.22%	\$ 391,860	\$ 616,942	\$ 92,681	23.65%
DPW Snow Removal	\$ 1,173,058	\$ 918,369	78.29%	\$ 1,044,145	\$ 1,157,517	\$ (125,776)	-12.05%
Hydro Electric Production	\$ 309,139	\$ 197,414	63.86%	\$ 201,889	\$ 303,624	\$ (4,475)	-2.22%
Traffic Control & Lighting	\$ 822,496	\$ 577,599	70.23%	\$ 592,769	\$ 783,579	\$ (15,170)	-2.56%
Bus	\$ 822,774	\$ 602,877	73.27%	\$ 592,011	\$ 793,540	\$ 10,867	1.84%
Off Street Parking	\$ 53,401	\$ 45,219	84.68%	\$ 32,323	\$ 34,926	\$ 12,896	39.90%
Community Action	\$ 62,000	\$ 62,000	100.00%	\$ 52,000	\$ 52,000	\$ 10,000	19.23%
Publicity	\$ 5,000	\$ 100	2.00%	\$ 2,183	\$ 2,183	\$ (2,083)	-95.42%
Private Social Services Agency	\$ 11,600	\$ 11,600	100.00%	\$ -	\$ -	\$ 11,600	#DIV/0!
Recreation Administration	\$ 183,189	\$ 148,066	80.83%	\$ 113,878	\$ 165,380	\$ 34,188	30.02%
Thompson Park	\$ 327,947	\$ 201,812	61.54%	\$ 184,594	\$ 275,975	\$ 17,218	9.33%
Recreation Playgrounds	\$ 54,133	\$ 36,500	67.43%	\$ 37,022	\$ 46,102	\$ (522)	-1.41%
Recreation Fairgrounds	\$ 163,659	\$ 124,585	76.12%	\$ 72,312	\$ 126,619	\$ 52,273	72.29%
Recreation Athletic Programs	\$ 55,686	\$ 25,419	45.65%	\$ 27,329	\$ 43,613	\$ (1,909)	-6.99%
Recreation Outdoor Swimming Pool	\$ 134,672	\$ 103,412	76.79%	\$ 100,630	\$ 150,210	\$ 2,782	2.76%
Recreation Ice Arena	\$ 407,295	\$ 319,249	78.38%	\$ 303,586	\$ 380,679	\$ 15,663	5.16%
Historian	\$ 250	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Zoning	\$ 2,500	\$ 1,886	75.45%	\$ 691	\$ 2,079	\$ 1,195	172.95%
Planning	\$ 85,000	\$ 7,428	8.74%	\$ 6,645	\$ 22,731	\$ 783	11.78%
DPW Storm Sewer	\$ 351,938	\$ 217,053	61.67%	\$ 227,174	\$ 324,960	\$ (10,121)	-4.46%
DPW Refuse & Garbage	\$ 981,350	\$ 646,248	65.85%	\$ 612,242	\$ 844,123	\$ 34,006	5.55%
Worker's Compensation	\$ 90,000	\$ 69,445	77.16%	\$ 73,056	\$ 105,747	\$ (3,611)	-4.94%
Unemployment Insurance	\$ 7,500	\$ 3,338	44.51%	\$ 3,640	\$ 11,308	\$ (302)	-8.29%
Health Insurance-Retirees	\$ 3,017,035	\$ 2,292,931	76.00%	\$ 2,328,554	\$ 3,112,960	\$ (35,624)	-1.53%
Medicare Reimbursements	\$ 282,402	\$ 209,452	74.17%	\$ 197,143	\$ 264,931	\$ 12,309	6.24%
Compensated Absences	\$ 15,000	\$ -	0.00%	\$ -	\$ 39,993	\$ -	0.00%

**CITY OF WATERTOWN**  
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**THROUGH THE FISCAL YEAR ENDED MARCH 31, 2012**

	2011-12		Y-T-D % of Budget		2010-11		Current YTD vs. Prior YTD	
	Revised Budget	Current Y-T-D	(Dec = 50%)	Prior Y-T-D	Actual	Variance	%	
Other Employee Benefits	\$ 12,915	\$ 7,171	55.53%	\$ 9,275	\$ 10,715	\$ (2,104)	-22.68%	
General Liability Reserve Transfer	\$ 75,000	\$ 75,000	100.00%	\$ 25,000	\$ 25,000	\$ 50,000	200.00%	
Library Transfer	\$ 1,276,677	\$ 756,800	59.28%	\$ 695,000	\$ 1,066,499	\$ 61,800	8.89%	
Serial Bonds - Principal	\$ 2,559,062	\$ 2,092,532	81.77%	\$ 2,165,512	\$ 3,570,366	\$ (72,980)	-3.37%	
Serial Bonds-Interest	\$ 723,545	\$ 505,154	69.82%	\$ 652,567	\$ 946,301	\$ (147,413)	-22.59%	
NYPA Loan Principal	\$ 27,150	\$ 22,186	81.72%	\$ 22,045	\$ 29,422	\$ 142	0.64%	
NYPA Loan Interest	\$ 100	\$ 75	75.25%	\$ 234	\$ 275	\$ (159)	-67.89%	
Capital Fund Transfer	\$ 1,393,000	\$ 8,367	0.60%	\$ 115,655	\$ 412,246	\$ (107,288)	-92.77%	
Black River Trust Fund Transfer	\$ 10,000	\$ 10,000	100.00%	\$ 10,000	\$ 10,000	\$ -	0.00%	
<b>TOTAL</b>	<b>\$ 38,117,917</b>	<b>\$ 26,720,798</b>	<b>70.10%</b>	<b>\$ 25,517,436</b>	<b>\$ 36,453,046</b>	<b>\$ 1,203,362</b>	<b>4.72%</b>	

**Water Fund Revenues**

Water Rents	\$ 3,235,000	\$ 2,244,752	69.39%	\$ 2,264,360	\$ 3,182,274	\$ (19,607)	-0.87%
Unmetered Water	\$ 15,000	\$ 6,770	45.14%	\$ 7,678	\$ 12,868	\$ (907)	-11.82%
Outside User Fees	\$ 1,254,000	\$ 779,048	62.13%	\$ 838,692	\$ 1,091,145	\$ (59,644)	-7.11%
Water Service Charges	\$ 65,000	\$ 65,693	101.07%	\$ 36,299	\$ 69,847	\$ 29,394	80.98%
Interest & Penalties on Water Rents	\$ 75,000	\$ 44,518	59.36%	\$ 58,880	\$ 71,854	\$ (14,361)	-24.39%
Interest Earnings	\$ 5,000	\$ 3,282	65.64%	\$ 3,267	\$ 3,939	\$ 15	0.46%
Sale of Scrap	\$ 2,000	\$ 3,199	159.95%	\$ 3,288	\$ 3,288	\$ (89)	-2.71%
Sale of Equipment	\$ 1,000	\$ -	0.00%	\$ 1,700	\$ 1,700	\$ (1,700)	-100.00%
Insurance Recoveries	\$ 1,000	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Refund of Prior Years Expenditure	\$ 100	\$ 574	574.21%	\$ -	\$ -	\$ 574	#DIV/0!
Premium on Obligations	\$ -	\$ -	0.00%	\$ -	\$ 14,423	\$ -	0.00%
Unclassified Revenues	\$ 1,000	\$ 1,626	162.56%	\$ 1,637	\$ 1,767	\$ (11)	-0.70%
Metered Water Sales Funds	\$ 110,000	\$ 97,773	88.88%	\$ 79,959	\$ 108,133	\$ 17,814	22.28%
State Aid - Workers Compensation	\$ -	\$ 25	0.00%	\$ -	\$ -	\$ -	0.00%
State Aid - CHIPS	\$ -	\$ -	0.00%	\$ 1,063	\$ 1,063	\$ -	0.00%
State Aid - Home & Community	\$ -	\$ -	0.00%	\$ -	\$ 1,704	\$ -	0.00%
Interfund Transfers	\$ 1,000	\$ -	0.00%	\$ -	\$ 6,203	\$ -	0.00%
<b>Total Revenue</b>	<b>\$ 4,765,100</b>	<b>\$ 3,247,262</b>	<b>68.15%</b>	<b>\$ 3,296,823</b>	<b>\$ 4,570,208</b>	<b>\$ (49,561)</b>	<b>-1.50%</b>
Appropriated Fund Balance	\$ 156,227	\$ 217,838	139.44%	\$ 127,277	\$ -	\$ 90,562	71.15%
Revenue and Fund Balance	\$ 4,921,327	\$ 3,465,100	70.41%	\$ 3,424,099	\$ 4,570,208	\$ 41,001	1.20%

**Water Fund Expenditures**

Taxes on Property	\$ 725	\$ 717	98.84%	\$ 708	\$ 708	\$ 8	1.19%
Contingency	\$ 21,589	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Water Administration	\$ 265,640	\$ 157,476	59.28%	\$ 191,161	\$ 271,033	\$ (33,685)	-17.62%
Source of Supply, Power and Pump	\$ 607,555	\$ 443,425	72.99%	\$ 325,950	\$ 461,302	\$ 117,476	36.04%
Water Purification	\$ 1,485,472	\$ 1,016,341	68.42%	\$ 1,034,453	\$ 1,415,456	\$ (18,112)	-1.75%
Transmission and Distribution	\$ 1,208,834	\$ 871,847	72.12%	\$ 787,769	\$ 1,055,108	\$ 84,078	10.67%
Worker's Compensation	\$ 5,000	\$ 4,560	91.19%	\$ 4,755	\$ 6,860	\$ (195)	-4.10%
Health Insurance	\$ 125,638	\$ 87,732	69.83%	\$ 94,540	\$ 123,156	\$ (6,809)	-7.20%
Medicare Reimbursements	\$ 10,753	\$ 7,693	71.55%	\$ 8,820	\$ 11,624	\$ (1,127)	-12.77%
Compensated Absences	\$ 2,500	\$ -	0.00%	\$ -	\$ (10,887)	\$ -	0.00%
Other Employee Benefits	\$ 1,000	\$ 344	34.37%	\$ 679	\$ 679	\$ (335)	-49.36%
General Liability Transfer	\$ 15,000	\$ 15,000	100.00%	\$ 7,500	\$ 7,500	\$ 7,500	100.00%
Serial Bonds - Principal	\$ 850,083	\$ 741,602	87.24%	\$ 786,582	\$ 813,258	\$ (44,980)	-5.72%
Serial Bonds - Interest	\$ 156,820	\$ 116,088	74.03%	\$ 136,940	\$ 173,444	\$ (20,852)	-15.23%
Transfer to Coagulation Reserve	\$ 25,000	\$ -	0.00%	\$ -	\$ 30,000	\$ -	0.00%
Transfer to Capital	\$ 195,000	\$ 2,276	1.17%	\$ 44,243	\$ 179,017	\$ (41,967)	-94.86%
<b>TOTAL</b>	<b>\$ 4,976,609</b>	<b>\$ 3,465,100</b>	<b>69.63%</b>	<b>\$ 3,424,099</b>	<b>\$ 4,538,257</b>	<b>\$ 41,001</b>	<b>1.20%</b>

**CITY OF WATERTOWN**  
**FY 2011/12 FINANCIAL REPORT (UNAUDITED)**  
**THROUGH THE FISCAL YEAR ENDED MARCH 31, 2012**

	2011-12	Current Y-T-D	Y-T-D % of Budget		2010-11	Current YTD vs. Prior YTD	
	Revised Budget		(Dec = 50%)	Prior Y-T-D	Actual	Variance	%
<b>Sewer Fund Revenues</b>							
Sewer Rents	\$ 2,566,857	\$ 1,730,870	67.43%	\$ 1,903,616	\$ 2,697,234	\$ (172,745)	-9.07%
Sewer Charges	\$ 600,000	\$ 742,823	123.80%	\$ 474,955	\$ 695,000	\$ 267,868	56.40%
Interest & Penalties on Sewer Rents	\$ 65,000	\$ 45,283	69.67%	\$ 47,826	\$ 60,604	\$ (2,542)	-5.32%
Sewer Rents-Governments	\$ 1,465,000	\$ 1,067,708	72.88%	\$ 1,042,115	\$ 1,404,364	\$ 25,593	2.46%
Interest Earnings	\$ 7,425	\$ 4,813	64.83%	\$ 5,442	\$ 7,018	\$ (629)	-11.56%
Permit Fees	\$ 21,000	\$ 19,375	92.26%	\$ 20,625	\$ 20,375	\$ (250)	-1.20%
Sale of Scrap	\$ 1,000	\$ 754	75.44%	\$ -	\$ 249	\$ 754	#DIV/0!
Sale of Equipment	\$ 1,000	\$ -	0.00%	\$ -	\$ 1,166	\$ -	0.00%
Refund of Prior Years Expenditure	\$ -	\$ 132	0.00%	\$ -	\$ -	\$ 132	#DIV/0!
Premium on Obligations	\$ -	\$ -	0.00%	\$ -	\$ 1,632	\$ -	0.00%
Unclassified Revenues	\$ -	\$ -	0.00%	\$ 94	\$ 94	\$ (94)	-100.00%
Interfund Revenues	\$ 211,400	\$ 162,580	76.91%	\$ 159,146	\$ 220,877	\$ 3,435	2.16%
State Aid - Workers Compensation	\$ 2,500	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
State Aid - CHIPSS	\$ 1,000	\$ -	0.00%	\$ 756	\$ 756	\$ (756)	-100.00%
Interfund Transfer	\$ 1,000	\$ -	0.00%	\$ 60,226	\$ 84,284	\$ (60,226)	-100.00%
Total Revenue	\$ 4,943,182	\$ 3,774,340	76.35%	\$ 3,714,799	\$ 5,193,653	\$ 59,540	1.60%
Appropriated Fund Balance	\$ (130,649)	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Total Revenue	\$ 4,812,533	\$ 3,774,340	78.43%	\$ 3,714,799	\$ 5,193,653	\$ 59,540	1.60%

<b>Sewer Fund Expenditures</b>							
Sewer Administration	\$ 195,233	\$ 106,952	54.78%	\$ 106,311	\$ 143,106	\$ 640	0.60%
Sanitary Sewer	\$ 469,978	\$ 331,665	70.57%	\$ 298,622	\$ 424,812	\$ 33,042	11.06%
Sewage Treatment and Disposal	\$ 2,851,993	\$ 1,962,917	68.83%	\$ 1,923,702	\$ 2,670,489	\$ 39,215	2.04%
Contingency	\$ 15,952	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Worker's Compensation	\$ 4,000	\$ 3,610	90.25%	\$ 3,883	\$ 5,550	\$ (273)	-7.03%
Unemployment Insurance	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Health Insurance- Retirees	\$ 136,740	\$ 103,148	75.43%	\$ 93,224	\$ 126,750	\$ 9,924	10.65%
Medicare Reimbursements	\$ 11,843	\$ 8,769	74.04%	\$ 6,516	\$ 9,477	\$ 2,252	34.56%
Compensated Absences	\$ 1,000	\$ -	0.00%	\$ -	\$ (8,366)	\$ -	0.00%
Other Employee Benefits	\$ 1,000	\$ 344	34.37%	\$ 673	\$ 673	\$ (329)	-48.91%
General Liability Transfer	\$ 15,000	\$ 15,000	100.00%	\$ 7,500	\$ 7,500	\$ 7,500	100.00%
Serial Bonds - Principal	\$ 492,301	\$ 462,866	94.02%	\$ 490,106	\$ 520,277	\$ (27,240)	-5.56%
Serial Bonds - Interest	\$ 152,710	\$ 117,971	77.25%	\$ 134,346	\$ 173,080	\$ (16,374)	-12.19%
NYPA Principal	\$ 2,100	\$ 1,501	71.49%	\$ 1,492	\$ 1,991	\$ 10	0.64%
NYPA Interest	\$ 100	\$ 5	5.05%	\$ 16	\$ 19	\$ (11)	-68.14%
Transfer to Capital Reserve Fund	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Transfer to Capital Fund	\$ 715,000	\$ -	0.00%	\$ -	\$ 870,002	\$ -	0.00%
TOTAL	\$ 5,064,950	\$ 3,114,746	61.50%	\$ 3,066,390	\$ 4,945,359	\$ 48,356	1.58%

<b>Library Fund Revenues</b>							
Library Fines	\$ 17,000	\$ 13,113	77.13%	\$ 11,761	\$ 14,186	\$ 1,352	11.50%
Refund of Prior Years Expenditure	\$ -	\$ -	0.00%	\$ -	\$ 1,644	\$ -	0.00%
Library Grant	\$ 51,484	\$ 25,742	50.00%	\$ 50,704	\$ 50,704	\$ (24,962)	-49.23%
Interfund Transfer	\$ 1,276,677	\$ 756,800	59.28%	\$ 695,000	\$ 1,066,965	\$ 61,800	8.89%
Total Revenue	\$ 1,345,161	\$ 795,655	59.15%	\$ 757,465	\$ 1,133,498	\$ 38,190	5.04%
Appropriated Fund Balance	\$ 40,000	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Revenue and Fund Balance	\$ 1,385,161	\$ 795,655	57.44%	\$ 757,465	\$ 1,133,498	\$ 38,190	5.04%

<b>Library Fund Expenditures</b>							
Contingency	\$ 3,623	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Library Fund Expenditures	\$ 925,685	\$ 637,500	68.87%	\$ 596,452	\$ 814,719	\$ 41,047	6.88%
Worker's Compensation	\$ 1,800	\$ 1,610	89.44%	\$ 1,693	\$ 2,436	\$ (83)	-4.88%
Health Insurance	\$ 108,528	\$ 76,635	70.61%	\$ 84,199	\$ 111,718	\$ (7,564)	-8.98%
Medicare Reimbursements	\$ 17,352	\$ 12,293	70.85%	\$ 13,014	\$ 17,159	\$ (721)	-5.54%
Compensated Absences	\$ 250	\$ -	0.00%	\$ -	\$ 649	\$ -	0.00%
Other Employee Benefits	\$ 250	\$ 172	68.73%	\$ 339	\$ 339	\$ (167)	-49.36%
Serial Bonds - Principal	\$ 57,330	\$ 43,000	75.00%	\$ 38,000	\$ 53,075	\$ 5,000	13.16%
Serial Bonds - Interest	\$ 15,643	\$ 8,251	52.75%	\$ 9,549	\$ 17,706	\$ (1,297)	-13.58%
NYPA Principal	\$ 17,200	\$ 14,031	81.58%	\$ 13,942	\$ 18,608	\$ 90	0.64%
NYPA Interest	\$ 100	\$ 48	47.56%	\$ 148	\$ 174	\$ (101)	-67.92%
Transfer to Capital	\$ 360,000	\$ 149	0.04%	\$ -	\$ -	\$ 149	#DIV/0!
TOTAL	\$ 1,507,761	\$ 793,690	52.64%	\$ 757,336	\$ 1,036,583	\$ 36,354	4.80%

**CITY OF WATERTOWN  
 FY 2011/12 FINANCIAL REPORT (UNAUDITED)  
 THROUGH THE FISCAL YEAR ENDED MARCH 31, 2012**

	2011-12	Current Y-T-D	Y-T-D % of Budget		2010-11	Current YTD vs. Prior YTD	
	Revised Budget		(Dec = 50%)	Prior Y-T-D	Actual	Variance	%

**Self-Insurance Fund Revenues**

Shared Service Charges	\$ 6,319,090	\$ 4,761,724	75.35%	\$ 4,875,345	\$ 6,501,539	\$ (113,621)	-2.33%
Interest and Earnings	\$ 10,000	\$ 5,022	50.22%	\$ 8,494	\$ 10,182	\$ (3,472)	-40.87%
Insurance Recoveries	\$ 224,000	\$ 84,429	37.69%	\$ 68,503	\$ 410,727	\$ 15,926	23.25%
Medicare Part D reimbursement	\$ 140,000	\$ 88,900	63.50%	\$ 81,274	\$ 184,871	\$ 7,626	9.38%
Refund of Prior Years Expenditure	\$ -	\$ -	0.00%	\$ -	\$ 1,095	\$ -	0.00%
Employee Contributions	\$ 554,821	\$ 412,986	74.44%	\$ 426,111	\$ 558,538	\$ (13,125)	-3.08%
Unclassified Revenues	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
Prescription Reimbursements	\$ 140,000	\$ 80,594	57.57%	\$ 46,127	\$ 99,766	\$ 34,467	74.72%
Federal Early Retiree Reinsurance Program	\$ -	\$ 34,974	0.00%	\$ -	\$ 300,952	\$ 34,974	#DIV/0!
Total Revenue	\$ 7,387,911	\$ 5,468,629	74.02%	\$ 5,505,854	\$ 8,067,670	\$ (37,224)	-0.68%
Appropriated Fund Balance	\$ 676,028	\$ 334,412	49.47%	\$ 85,094	\$ 117,058	\$ 249,319	292.99%
Revenue and Fund Balance	\$ 8,063,939	\$ 5,635,836	69.89%	\$ 5,590,947	\$ 8,184,727	\$ 44,888	0.80%

**Self-Insurance Fund Expenditures**

Administration	\$ 666,672	\$ 517,524	77.63%	\$ 509,787	\$ 612,541	\$ 7,738	1.52%
Medical Claims	\$ 4,768,986	\$ 3,281,777	68.81%	\$ 3,386,702	\$ 5,156,764	\$ (104,926)	-3.10%
Pharmacy Claims	\$ 2,628,281	\$ 1,836,535	69.88%	\$ 1,694,458	\$ 2,415,422	\$ 142,077	8.38%
TOTAL	\$ 8,063,939	\$ 5,635,836	69.89%	\$ 5,590,947	\$ 8,184,727	\$ 44,888	0.80%

June 14, 2012

To: The Honorable Mayor and City Council  
From: James E. Mills, City Comptroller  
Subject: Sales Tax Revenue – May 2012

The City has received the monthly sales tax revenue amount from Jefferson County. In comparison to May 2011, the May 2012 sales tax revenue on an actual to actual basis is up \$59,787 or 5.14%. In comparison to the original budget projection for the month of May, sales tax is up \$26,479 or 2.21%.

The year-to-date actual receipts are up \$836,264 or 5.83% while the year-to-date receipts on a budget basis are up \$425,674 or 2.88%. Year-to-date sales tax revenue is at \$15,188,534.

The attached spreadsheet shows the detail collections for this year and last year along with the budgeted amounts. Collections for the Fiscal Years' 2007-08, 2008-09, 2009-10 and 2010-11 have been included for historical perspective.

	<u>Actual 2007-08</u>	<u>Actual 2008-09</u>	<u>Actual 2009-10</u>	<u>Actual 2010-11</u>	<u>Actual 2011-12</u>	<u>Variance</u>
July	\$ 1,202,556	\$ 1,276,583	\$ 1,054,235	\$ 1,294,030	\$ 1,359,433	\$ 65,403
August	\$ 1,150,965	\$ 1,268,437	\$ 1,111,868	\$ 1,250,127	\$ 1,319,714	\$ 69,587
September	\$ 1,777,545	\$ 1,529,231	\$ 1,805,736	\$ 1,777,374	\$ 1,886,899	\$ 109,525
October	\$ 1,041,228	\$ 1,103,267	\$ 1,081,394	\$ 1,147,531	\$ 1,215,872	\$ 68,341
November	\$ 1,089,851	\$ 1,106,240	\$ 1,056,203	\$ 1,203,035	\$ 1,207,881	\$ 4,847
December	\$ 1,554,307	\$ 1,413,485	\$ 1,606,018	\$ 1,681,408	\$ 1,897,409	\$ 216,001
January	\$ 1,055,815	\$ 1,073,261	\$ 1,103,884	\$ 1,213,795	\$ 1,195,675	\$ (18,121)
February	\$ 925,894	\$ 843,971	\$ 921,272	\$ 984,089	\$ 1,039,230	\$ 55,141
March	\$ 1,591,250	\$ 1,458,063	\$ 1,572,098	\$ 1,445,902	\$ 1,624,451	\$ 178,549
April	\$ 1,044,484	\$ 954,271	\$ 1,121,188	\$ 1,190,708	\$ 1,217,913	\$ 27,205
May	\$ 1,070,945	\$ 960,159	\$ 1,079,512	\$ 1,164,270	\$ 1,224,057	\$ 59,787
June	\$ 1,689,660	\$ 1,479,763	\$ 1,709,687	\$ 1,654,800	\$ -	
YTD	<u>\$ 15,194,501</u>	<u>\$ 14,466,732</u>	<u>\$ 15,223,095</u>	<u>16,007,070</u>	<u>\$ 15,188,534</u>	<u>\$ 836,264</u>

	<u>Original Budget 2011-12</u>	<u>Actual 2011-12</u>	<u>Variance</u>
July	\$ 1,331,050	\$ 1,359,433	\$ 28,383
August	\$ 1,285,891	\$ 1,319,714	\$ 33,823
September	\$ 1,828,221	\$ 1,886,899	\$ 58,677
October	\$ 1,180,359	\$ 1,215,872	\$ 35,512
November	\$ 1,237,451	\$ 1,207,881	\$ (29,570)
December	\$ 1,729,510	\$ 1,897,409	\$ 167,899
January	\$ 1,248,520	\$ 1,195,675	\$ (52,845)
February	\$ 1,012,242	\$ 1,039,230	\$ 26,988
March	\$ 1,487,266	\$ 1,624,451	\$ 137,185
April	\$ 1,224,772	\$ 1,217,913	\$ (6,859)
May	\$ 1,197,578	\$ 1,224,057	\$ 26,479
June	\$ 1,702,142	\$ -	
YTD	<u>\$ 16,465,000</u>	<u>\$ 15,188,534</u>	<u>\$ 425,674</u>

June 11, 2012

To: The Honorable Mayor and City Council  
From: John C. Krol, City Manager  
Subject: Board and Commission Appointments

Below is a listing of current and upcoming vacancies on City Boards and Commissions for City Council review.

If Staff can be of assistance in contacting members the Council wishes to consider for reappointment, please let me know.

<b>Board or Commission</b>	<b>Appointed By</b>	<b>Term</b>	<b>Name of Member</b>	<b>Date of Appt.</b>	<b>Term Expires</b>
Empire Zone Admin. Board	Council	3 Years	Debbie Cavallario	4/20/2009	5/31/2012
Empire Zone Admin. Board	Council	3 Years	Joseph M. Butler, Jr.	8/17/2009	5/31/2012
Empire Zone Admin. Board	Council	3 Years	Anthony Doldo	4/20/2009	5/31/2012
Planning Board	Mayor	7 Years	Sarah Warner *	4/16/2009	6/30/2013
Planning Board	Mayor	7 Years	Randy Fipps *	6/11/2009	6/30/2016
Planning Board	Mayor	7 Years	E. Alan Harris, Jr. **	6/30/2008	6/30/2015
DANC	Council	4 Years	Thomas H. Hefferon	8/18/2008	8/8/2012
Transportation Commission	Council	3 Years	Helen Wilson **	4/19/2010	4/1/2013
Board of Ethics	Council	1 Year	Mary M. Corriveau *	11/7/2011	12/31/2012
Board of Ethics	Council	1 Year	Frank A. Seminerio *	11/7/2011	12/31/2012

\*Resigned

\*\* Passed Away

# The City of Watertown will again provide residential curbside service to City of Watertown residents.

## This on-demand bulk item collection service WILL RUN JULY 2<sup>nd</sup> THRU AUGUST 24<sup>th</sup> , 2012.

DESCRIPTION	Unit Price <i>(Purchase Blue City Stickers @ \$3.00/each)</i>
White goods - Appliances and recyclable metal products (These will be collected on a different schedule than junk items that will be taken to the landfill.)	\$3.00
Floor coverings - Carpets and Rugs only.	\$3.00 and up
Lawn furniture, BBQ Grills, etc. (NO fuel tanks)	\$3.00 and up
Lawn & garden equipment (No gas powered equipment)	\$3.00
Swimming pool equipment: filters, covers, liners, etc. ( No decking)	\$6.00
Wooden bed frames, box springs, mattresses	\$3.00 and up
End tables	\$3.00
Dressers	\$6.00 and up
Vanities	\$3.00 and up
Kitchen / dining chairs (per set of two chairs)	\$3.00
Kitchen / dining tables	\$6.00
Individual Kitchen cupboards	\$3.00
Sofa (cost per seat cushion/width)	\$3.00 and up
Recliner Chairs	\$3.00 and up
Lamps	\$3.00
Bookcases	\$3.00 and up
Electronic equipment: television, printer, computer, etc.	\$3.00 and up
Office furniture: desks, cabinets, book cases, etc.	\$3.00 and up
Piano, organ etc.	\$30.00
Bathroom Fixtures: toilets, sinks, plastic surrounds, tubs, shower stalls, etc.	\$3.00 and up
Work benches	\$6.00 and up
Athletic Equipment: treadmills, weight lifting machines, exercise bikes, etc.	\$6.00 and up

ABOVE PRICES ARE ESTIMATES ~ FINAL COST DETERMINED BY SIZE & WEIGHT OF OBJECT

### Items not accepted under Collection Program

Vehicular Items (tires, batteries, etc.)

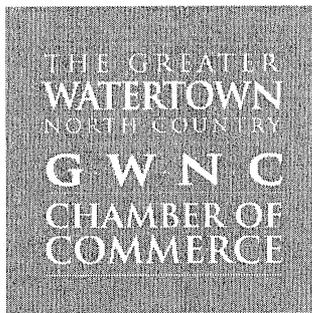
Bedding (blankets, sheets, pillows, etc.)

Demolition & Construction Debris

Clothing (footwear, clothes, hats, gloves, etc.)

Household hazardous waste, paints, or solvents

Residents will initially contact the Department of Public Works at 785-7842 to provide a list of items to be disposed of, at which time a scheduled date of service will be provided. On occasion we may need to visit a site prior to collection and assist the owner in calculating the final costs. The advantage of the On Demand Curbside Collection Program is that it will guarantee service to all City residents as compared to the present system that requires our customers to find a means of initial transport to the bi-annual drop off site. (Next one to be held on Saturday, October 20<sup>th</sup>)



May 17, 2012

Mr. John Krol, City Manager  
City of Watertown  
Suite 302, City Hall  
245 Washington Street  
Watertown, NY 13601

Dear Mr. Krol:

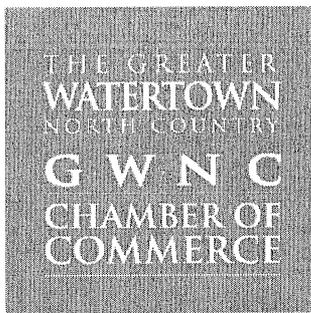
This letter is a follow-up to an email that was sent to you on May 4, 2012 with regard to an event sponsored by the Greater Watertown North Country Chamber of Commerce. On September 25<sup>th</sup>, the Fireball Run Adventurally will be coming to Watertown, NY and we are looking for the city's support! Cities are selected based upon geography, historic significance, scenic locales, and economic vibrancy of the community.

Watertown will also have three team(s) on the run; Mike Collelo of Frontenac Crystal Springs, Erika Leonard of Leonard Printing and Mark Gaines from Stephens Media Group. Each team will represent the region as well as aid in the awareness for New York missing children. Mike Colello will be raising awareness for Azora Hoffman while Erika Leonard searches for Aadam Hoffman; the siblings have been missing from the Buffalo New York area since 2008. Mark Gaines will be driving for the awareness of Qua'mere Rogers, the young Syracuse boy also missing since 2008.

The production encourages the public to come out, get autographs, and show their support for the cause and all the teams in each destination. New York residents will be welcome to meet the teams as they arrive in Watertown on Tuesday, September 25<sup>th</sup> and watch them "green flag" the following morning, Wednesday, September 26<sup>th</sup>.

On March 16<sup>th</sup>, 2012 I met with Mary Corriveau and Andrew Nicholas to review the request of the event. Several suggestions and ideas were presented and shared at this meeting. After meeting with the producers of Fireball Run on April 26<sup>th</sup>, it was requested that the downtown area be the final staging for the finish line. We are requesting to have the street closed from Sterling Street to the Roswell P. Flower Statute. We are planning on hosting a reception for the participants at the Historical Society as the downtown area is the central focus of the events. The production team is requesting the use of a bucket truck if at all possible for filming purposes only or access to the roof of City Hall.

This is a wonderful economic development opportunity for this area and will continue to draw several tourists to the area. If you could please get back to me at your earliest convenience, it would be



appreciated. I welcome the opportunity to speak to you in person about this or if there is another process the City may request, I would also be happy to supply you with the necessary information.

I look forward to hearing from you! Please feel free to contact me at 315-788-4400 or at [ceo@watertownny.com](mailto:ceo@watertownny.com).

Sincerely,

Lynn M. Pietroski  
President & CEO

CC: City Council members, Mayor Jeff Graham