



CITY OF WATERTOWN

2019-2020 ADOPTED BUDGET

CITY OF WATERTOWN NEW YORK

2019-20 BUDGET

City Council

Joseph M. Butler, Jr., Mayor

Sarah V. Compo

Cody J. Horbacz

Ryan J. Henry-Wilkinson

Lisa A. Ruggiero

City Manager

Richard M. Finn

City Management Team

City Assessor, Brian S. Phelps

City Clerk, Ann M. Saunders

City Comptroller, James E. Mills

City Engineer, Justin L. Wood

Executive Secretary to Civil Service, Amie L. McIntyre

Fire Chief, Dale C. Herman

Human Resources Manager, Matthew D. Roy

Information Technology Manager, David S. Wurzburg

Library Director, Yvonne F. Reff

Planning & Community Development Director, Michael A. Lumbis

Police Chief, Charles P. Donoghue

Purchasing Manager, Dale M. Morrow

Superintendent of Parks & Recreation, Erin E. Gardner

Superintendent of Public Works, Patrick W. Keenan

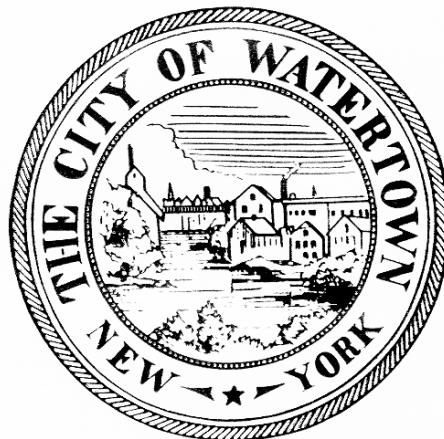
Superintendent of Water, Vicky L. Murphy

City Counsel, Slye Law Offices, P.C.

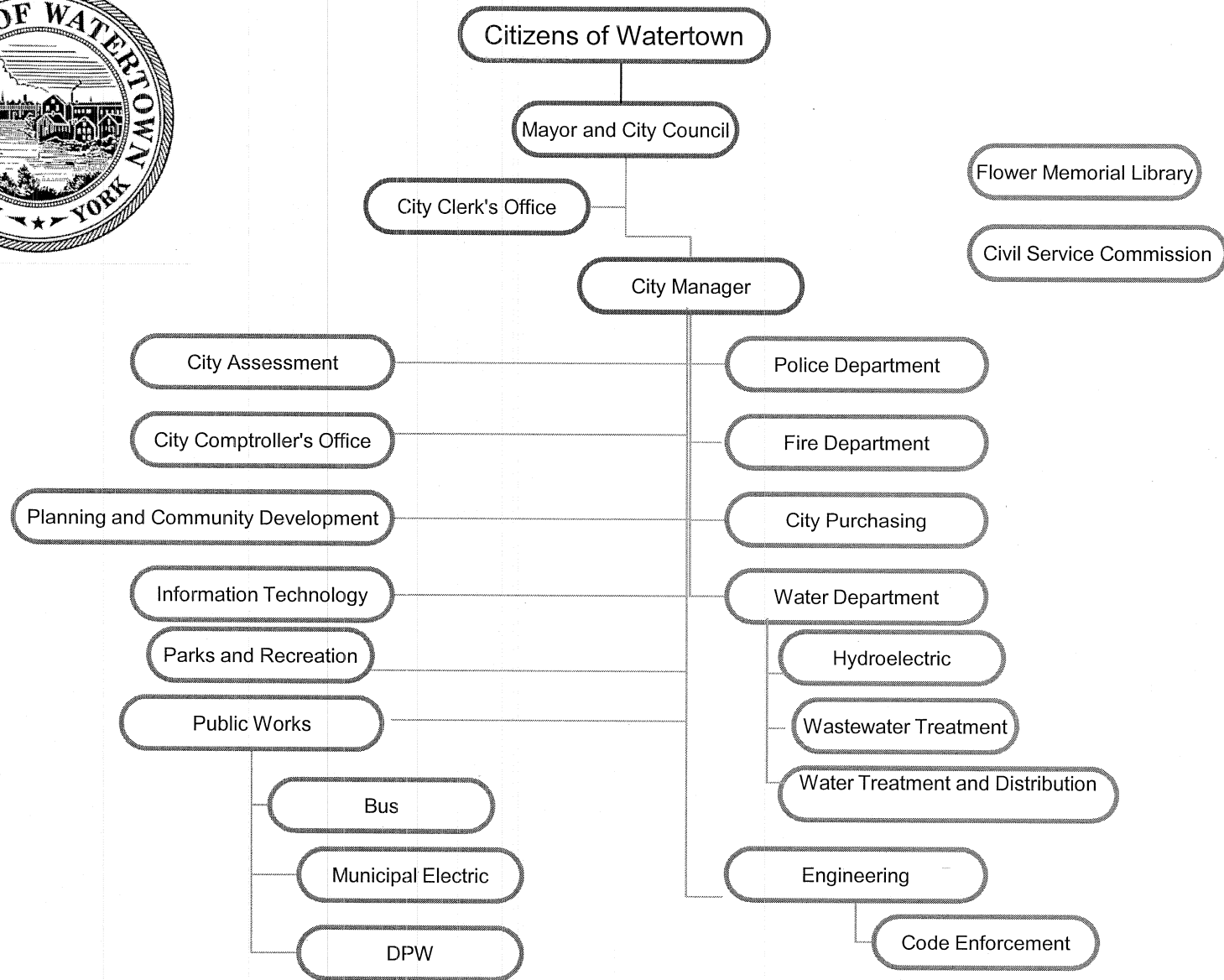
Confidential Secretary to the City Manager, Elaine Giso

City Profile

Date of Incorporation	1869
Form of Government	Council-Manager
Current Populations Estimate (2017 Census estimate)	25,687
Population Density (per acre)	4.27
Land Area (square miles)	9.4
Annual Unemployment Rate (City) 2018	5.4%
2018 Equalized Full Value of Real Property @ 95%	\$1,660,040,006
Median Household Income (2017)	\$40,767
Building/Maintenance Permits Issued (2018)	797 Permits - \$195,050,996 value
Miles of Street	91.5
Number of Acres of Parks and Playgrounds	497
Number of Streetlights	2,632
Public Utilities (number of active accounts)	
Water and Sewer	8,212
Bond Rating (General Obligation Bonds):	
	Moody's Investor Services Aa3 with a negative outlook
Number of Employees	
Full Time	324
Part Time	64



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April 26, 2019

To: The Honorable Mayor and City Council

From: Richard M. Finn, City Manager

Subject: The Proposed 2019-20 Fiscal Budget

On behalf of the City Management Team, I am pleased to present you with the proposed 2019-20 Fiscal Budget. This proposed FY 2019-20 Budget presents a fiscally conservative budget while ensuring that we continue to provide our City with the same level of service that our residents and business community have come to expect. The City's General Fund Budget continues to move our City forward by providing efficient local services. Noteworthy, this is the first year that our General Fund Budget has been developed under the guidance provided in the draft "Strategic Plans" which the City Council recently completed the first phase. As noted, the Strategic plan remains in draft form until it is presented publically allowing our residents and business community to provide their input. We anticipate that this public process will occur during June and July with final approval by the City Council taking place during August/September 2019. However, the draft Strategic Plan has provided the Department Heads with important guidance in the preparation of this recommended budget.

The proposed FY 2019-20 General Fund Budget is \$44,198,031, which represents a decrease of \$199,401 or 0.45% under the approved 2018-19 General Fund Budget which was established at \$44,397,432. This proposed budget has significantly lowered the City's reliance on our fund balance. The two previously approved General Fund Budgets used \$1,000,000 (2017-18) and \$2,000,000 (2018-19) respectively of the fund Balance to balance the City's General Fund Budget. As we know, such a dependence on the City's Fund Balance is unsustainable, as well as financially unacceptable. The proposed FY 2019-20 Budget has significantly reduced our dependence on the Fund Balance to just \$500,000. Although our ultimate goal is not to rely on any Fund Balance to balance the budget, we have chosen to step our reliance on Fund Balance down over a period of several years.

Under this approach, we will help ensure that although our annual budget has been reduced, it has not been reduced to a point where our City workforce is severely hampered to a point where our service levels are compromised.

Projected City Revenues for FY 2019-20

Listed below are the actual General Fund Revenues that the City received during FY 2016-17 and FY 2017-18. Also illustrated is the approved FY 2018-19, along with the projected FY 2019-20 revenues:

<u>Revenues</u>	<u>FY 2016-17</u> <u>Actual</u>	<u>FY 2017-18</u> <u>Actual</u>	<u>FY 2018-19</u> <u>Adopted</u> <u>Budget</u>	<u>FY 2019-20</u> <u>Proposed</u> <u>Budget</u>
Taxes and Penalties	\$ 18,787,708	\$ 19,419,150	\$ 19,482,500	\$ 20,309,500
Departmental Revenues	6,493,240	6,665,001	5,952,550	5,755,185
Intergovernmental Revenues	138,141	129,787	142,051	151,957
Use of Money and Property	88,920	127,643	250,325	324,000
Licenses and Permits	126,729	97,902	112,100	108,350
Fines and Other Revenues	237,080	232,462	198,000	236,500
Interfund Transfers	340,213	428,051	456,500	300,500
State and Federal Aid	5,945,467	5,663,086	6,283,304	6,697,254
Real Property Taxes	<u>8,687,919</u>	<u>8,998,254</u>	<u>9,315,619</u>	<u>9,519,359</u>
Total Revenues	<u>\$ 40,845,417</u>	<u>\$ 41,761,336</u>	<u>\$ 42,192,949</u>	<u>\$ 43,402,605</u>
<u>Appropriated Reserves and Fund Balance</u>				
Appropriated Debt Reserve (Sidewalk Program)	58,386	58,386	36,433	35,426
Appropriated Fairgrounds Capital Reserve	-	-	3,050	-
Appropriated Capital Reserve	456,408	456,408	165,000	260,000
Appropriated Fund Balance	<u>-</u>	<u>380,996</u>	<u>2,000,000</u>	<u>500,000</u>
Total Revenues and Appropriated Reserves/Fund Balance	<u>\$ 41,360,211</u>	<u>\$ 42,657,126</u>	<u>\$ 44,397,432</u>	<u>\$ 44,198,031</u>

As shown in the above chart, the City's property tax revenue under the 2% State Tax Cap will increase by \$ \$202,781. Unfortunately, the City's departmental revenues are estimated to be down by approximately \$197,365. This loss is caused in large part by the reduction in revenue generated from the City's Hydro plant, which will be down by an estimated \$209,000 when compared to our current fiscal year (FY 18-19). This reduction will be caused by the City's power generation plant being shut down for approximately three months for various maintenance and upgrading work being performed. This represents the second consecutive year when the Hydro Facility will generate less revenue due to repair and upkeep of the facility. When compared to FY 2017-18, which was the last year when the plant generated power for 12 months, the lost revenue will be down \$906,579 affecting the upcoming fiscal year.

However, even with this significant loss of revenue due to the Hydro Plant being out of service for three months, the City's total projected FY 2019-20 revenues will increase by \$1,209,656 (2.87%). A significant portion of the revenue increase is directly related to an increase in sales tax of \$805,000 representing a 4.35% increase. A good portion of this sales tax revenue increase is caused by the recent decision to share internet sales tax with local governments. Another revenue source is the Federal SAFER Grant, which is providing \$193,743 to assist the City in the hiring of four new Firefighters. The SAFER grant will continue for one more year, and during the FY 2021-22 budget at which time the City will fund 100% of the new Firefighters costs.

Finally, it should be pointed out that the City's State shared revenue remains at \$4,703,208, which is the same amount that we have received for the past seven years. As the City's costs continue to increase due to inflation and the effects of mandated costs, the State continues to fail in its responsibilities to fund our City and the many cities across the State of New York.

Proposed Expenditures FY 2019-20 General Fund

Listed below is the proposed budget for the City's departments and offices. The proposed FY 2019-20 expenditures are compared to the actual expenditures incurred during FY 2016-17 and FY 2017-18. Also provided is a comparison of the proposed FY 2019-20 department expenditures to the current approved fiscal year (2018-19).

<u>Expenditures</u>	<u>FY 2016-17</u> <u>Actual</u>	<u>FY 2017-18</u> <u>Actual</u>	<u>FY 2018-19</u> <u>Adopted Budget</u>	<u>FY 2019-20</u> <u>Proposed</u> <u>Budget</u>
City Council	\$ 77,543	\$ 93,391	\$ 73,613	\$ 76,356
Mayor	28,810	30,388	41,495	36,435
City Manager	386,548	569,066	402,066	278,526
City Comptroller	547,384	580,565	603,129	523,201
Purchasing	142,147	144,682	170,502	173,910
Assessment	288,436	295,168	221,283	196,904
Tax Advertising	21,323	19,425	19,000	20,000
Property Acquired	9,977	2,722	15,850	30,850
Fiscal Agent Fees	800	-	-	-
City Clerk	210,780	194,346	223,445	219,361
Law	490,999	460,158	289,000	310,000
Civil Service	62,563	60,739	92,415	63,361
Human Resources	-	-	-	166,110
Engineering	604,752	654,821	773,116	721,047
Public Works				
Administration	488,484	512,049	582,197	542,831
Municipal Building	183,520	168,961	205,619	208,469
Central Garage	681,329	749,489	892,044	891,192
Central Printing and Mailing	57,688	57,690	63,950	64,450
Information Technology	506,054	427,971	645,965	748,008
Judgments and Claims	2,802	-	10,000	2,000
Real Property Taxes	21,863	21,125	21,200	21,250
Contingency	-	-	1,318,000	1,309,433
Police	8,193,387	8,555,490	8,666,269	9,156,397

	<u>FY 2016-17</u>	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>
	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Proposed Budget</u>
Fire	9,546,188	9,602,041	8,775,258	8,390,976
Animal Control	103,057	94,366	100,897	150,575
Code Enforcement	488,132	493,399	556,795	529,670
Buildings and Grounds Maintenance	444,846	545,432	581,090	619,356
Maintenance of Roads	725,254	695,171	992,329	1,055,411
Snow Removal	1,187,675	1,355,288	1,284,058	1,228,709
Hydroelectric Production	349,884	439,390	381,293	476,580
Traffic Control and Lighting	773,188	874,930	954,435	971,571
Bus	979,355	934,949	1,015,547	1,155,981
Parking Facilities	42,972	68,782	116,100	69,565
Community Action Planning Council	15,000	15,000	15,000	14,500
Publicity	4,378	4,789	2,000	1,925
Parks and Recreation Administration	\$ 276,601	\$ 293,049	\$ 297,808	\$ 309,645
Thompson Park	482,552	404,257	442,386	421,146
Playgrounds	97,971	53,452	56,408	58,928
Outdoor Recreation	343,824	329,625	410,603	429,460
Outdoor Winter Activities	147	-	-	-
Pools	162,898	173,110	227,261	245,664
Arena	581,394	678,876	673,797	691,226
Zoning	3,284	4,991	4,000	4,000
Planning	238,134	321,053	468,408	375,730
Storm Sewers	258,195	308,972	398,180	373,151
Refuse and Recycling	869,945	828,619	944,912	865,518
Workers' Compensation	102,006	106,008	90,000	98,000
Unemployment Claims	6,675	4,691	5,000	5,000
Health Insurance - Retirees	3,669,936	4,298,415	4,705,697	4,192,976
Medicare Part B - Retirees	361,682	401,210	450,309	483,000
Compensated Absences	(42,624)	(6,354)	-	-
Other Employee Benefits	4,361	4,400	5,000	5,000
General Liability Reserve	75,000	75,000	45,000	45,000
Transfer to Library Fund	1,148,599	1,399,839	1,375,144	1,446,362
Transfer Capital Fund	883,484	1,249,614	641,500	838,500
Black River Trust Reserve	10,000	10,000	10,000	10,000
Debt Service	<u>2,979,644</u>	<u>2,996,516</u>	<u>3,041,059</u>	<u>2,874,815</u>
Total Expenditures	<u>\$ 40,180,826</u>	<u>\$ 42,657,126</u>	<u>\$ 44,397,432</u>	<u>\$ 44,198,031</u>

Overall, the City departments have worked very aggressively to minimize their operating expenses while ensuring that our residents continue to receive a high level of service. It should be noted that although the City's IT budget increased by \$102,0436, a significant portion of this increase pertains to the creation of a new City website. This project was identified in the Goals and Objectives established in the draft Strategic Plan as a priority item. Likewise, although the City Bus budget has increased by \$140,434, approximately \$100,000 of this increase in cost will be offset from additional Federal/State funding. Another department budget that has increased by \$490,128, it is noted that a substantial amount of this increase is related to the recent settlement of the Police labor contract which was previously budgeted in the Contingency account. This recently approved contract was retroactive for a 1.5 year period of time and the budget increase relates primarily to cumulative wage and benefit cost increases during these past few years.

The total proposed FY 2019-20 General Fund budget is \$44,198,031, which represents a decrease of \$199,401 when comparing it to the Adopted FY 2018-19 budget. A review of the above proposed budgets reveals that 23 of the budgets remained the same or were reduced when comparing to FY 2018-19.

City Utility Budgets

The following information is provided for the City's two utilities, Water and Sewer, which have been established as separate enterprise funds:

<u>Fund</u>	<u>Approved FY 2018-19</u>	<u>Proposed FY 2019-20</u>	<u>Dollar Increase/Decrease</u>	<u>Percent Increase/Decrease</u>
Water	\$5,916,684	\$5,683,422	(\$233,262)	(3.94%)
Sewer	\$6,726,650	\$6,458,000	(\$268,650)	(3.99%)

Water Utility Budget

The City's water utility budget will decrease by \$233,262 to a total budget of \$5,683,422. This represents a 3.94% decrease in expenditures when compared to our current approved FY 2018-19 budget. Based on the proposed budget amount, we are recommending no rate adjustment to our established water charges.

Sewer Utility Budget

The City's sewer utility budget also experienced a decrease in expenditures with the proposed sewer budget decreasing by \$268,650. This represents a 3.99% decrease in expenditures during the upcoming fiscal year when compared to our current FY 2018-19 sewer budget. Based on the proposed expenditures, there is no need to adjust our sewer rates. It is recommended that the City keep the established sewer rates for the upcoming fiscal year.

CHIPS Paving Schedule

STANDARD STREET PAVING			
STREET	FROM	TO	COST
Portage Street	Pine Street	West Mullin Street	\$48,250
SURFACE MILL, CURBING AND PAVING BY CITY CREWS			
STREET	FROM	TO	COST
Flower Avenue West	Washington Street	Sherman Street	\$43,500
Pleasant Street South	State Street	Academy Street	\$41,250
Indiana Avenue Street	State Street	Academy Street	\$41,250
Thompson Boulevard	Washington Street	Myrtle Street	\$59,500
Thompson Boulevard	Franklin Street	Wight Drive	\$47,000
Grant Street	East Main Street	Lincoln Street	\$44,000
SURFACE MILL AND PAVING BY CONTRACTOR			
STREET	FROM	TO	COST
Commerce Park Drive	Arsenal Street	Gaffney Drive	\$ 91,000
Black River Parkway	Coffeen Street	Mill Street	\$135,000
CHIPS Funded Street Improvement Projects \$550,750			
ADA Curb Ramps			
CHIPs Funded ADA Ramps by City Crews (46 Ramps)			\$105,000
CHIPs Funded ADA Ramps by Contractor (35 Ramps)			\$175,000
CHIPS Funded ADA Curb Ramp Projects			\$280,000

Budget Highlights

The following budget highlights are provided for your review:

1. The proposed budget does NOT include any new full time positions. Rather, the Management Team has worked very hard to identify methods to provide City services using technology and improved time management techniques. As a result, the proposed budget includes reducing our staffing for the following three positions: Deputy City Comptroller, Refuse Worker, and Maintenance Worker. These three positions are presently vacant, and they will not be filled.
2. Included in the proposed budget is funding to replace the City's existing website with a new up-to-date website that will serve as the City's central communication link with our residents and other external customers. The website redevelopment was a major objective defined in the Strategic Plan.
3. The City's Self-Funded Health Insurance Fund experienced a very good year with a projected decrease in medical claims of \$1,262,000. This represents a decrease in medical claims by 17.5%, which for this one year represents a reversal of the trend that developed during the previous years. Although this reduction may only been an exception, it has allowed the City to reinforce its medical stability fund and reduce next year's allocation. This will reduce the General Fund budget by \$1,097,996, and it will also reduce the amount that employees are required to pay towards their medical coverage.
4. The City's Public Works Department and our Parks and Recreation Department have worked together to redefine how the City provides summer outdoor maintenance of City facilities and City property/grounds. Both departments will jointly create a single workforce that will perform all grass cutting and outdoor maintenance, including building and grounds, during the spring/summer and fall months. This same combined crew during the winter months will jointly work to perform snow removal operations for all City streets, parking areas, and City buildings and structures. Currently, Public Works covers streets and parking lots, while Parks and Recreation covers all Park buildings, structures and the Arena. Under this new approach, there will be one combined workforce and one combined truck and equipment center. This new reorganized approach will begin this summer, and as a result, we are able to reduce one Maintenance Worker position (through attrition) with a potential for further reductions based on the success of this new approach. In addition, it is anticipated that we will eliminate duplication in equipment thereby saving money.
5. Funds have been included to hire a part-time Parking Enforcement Officer (17.5 hours per week). The cost of this new part-time position will be revenue neutral since the fines collected should more than offset the expected cost. Additional parking enforcement is required since the City combined the previous Parking Enforcement

Officer position with another position which results in less enforcement being provided.

6. During FY 2019-20, the City Bus fleet will have one new bus delivered, which will mean that our entire fleet has been upgraded. This will ensure that bus customers are provided with new, more comfortable and reliable transportation services.
7. Included in the proposed budget is an allocation of \$5,000 will would be used to determine where a dog park could be located and develop concept designs and estimated costs. The goal would be to identify an acceptable location and have a design and cost estimate so that a fundraising and grant-writing can begin on this potential project.
8. Upon the adoption of the 2019-20 fiscal budget and the official approval by Council of the Strategic Plan, the City Staff will begin to implement the established Goals and Objectives identified in Year One of the Plan. Funds through this proposed budget have been allocated to begin implementing the new Strategic Plan for Year One.
9. The City's Hydro Plant will be taken out of service for approximately three months this summer to make a number of additional repairs. As noted above, this will significantly reduce the revenue generated by the plant and those effects have been taken into account in development of this proposed budget.
10. The proposed budget includes \$910,000 towards the City objective of replacing sidewalks and ADA ramps in designated areas. The following provides a breakout of the respective funding sources:

City annual sidewalk program (special assessment)	\$300,000
CDBG funding	\$330,000
CHIP ADA ramps	<u>\$280,000</u>
Total	\$910,000

11. The proposed budget includes an allocation of \$20,000 to purchase an Agenda Software program which will allow all future Council Agendas to be developed entirely on an electronic format. This will allow the agendas to be coordinated electronically virtually eliminating paper reports and files. The completed Council Agenda would be sent electronically to the Mayor and Council eliminating the need for delivery service. Each Council Member would be provided with an I-Pad that would be used for Council Agenda and City business. Also, the Agenda Software will serve as a starting point (hub) for the future development of a Records Management System.

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GENERAL FUND

**City of Watertown
Fiscal Year 2019-20 Adopted Budget
Property Tax Rate Calculation**

	<u>2018-19</u>	<u>2019-20</u>	<u>Change</u>	<u>% Change</u>
Appropriations	\$ 44,397,432	\$ 44,148,031	\$ (249,401)	-0.56%
Less Non-Property Tax Levy Revenues	\$ 32,880,767	\$ 33,837,642	\$ 956,875	2.91%
Less Appropriated Fund Balance	\$ 2,000,000	\$ 500,000	\$ (1,500,000)	-75.00%
Less Sidewalk Reserve	\$ 36,433	\$ 35,426	\$ (1,007)	-2.76%
Less Fairgrounds Capital Reserve	\$ 3,050	\$ -	\$ (3,050)	N/A
Less Capital Reserve	\$ 165,000	\$ 260,000	\$ 95,000	57.58%
Real Property Tax Levy	\$ 9,312,182	\$ 9,514,963	\$ 202,781	2.18%
Taxable Assessed Valuation	\$ 1,076,727,691	\$ 1,081,841,045	\$ 5,113,354	0.47%
Tax Rate per \$1,000 of Taxable Assessed Valuation	\$ 8.6405	\$ 8.7835	\$ 0.1430	1.66%

City of Watertown
Fiscal Year 2019-20 Adopted Budget
Constitutional Tax Limit

Five Year Total Full Valuation	<u><u>\$ 5,803,291,256</u></u>
Five Year Average Full Valuation	<u><u>\$ 1,160,658,251</u></u>
Constitutional Tax Limit - 2% of 5 Year Average	<u><u>\$ 23,213,165</u></u>
Property Tax Levy	\$ 9,514,963
Less Total Exclusions	<u>5,228,758</u>
Tax Levy Subject to Tax Limit	<u><u>\$ 4,286,205</u></u>
Percentage of Tax Limit Exhausted	<u><u>18.46%</u></u>
Constitutional Tax Margin	<u><u>\$ 18,926,960</u></u>

City of Watertown

Fiscal Year 2019-20 Budget

Property Tax Cap Calculation

		<u>FY 2019-20</u>
	Prior Year Adopted Tax Levy	\$ 9,346,155
Multiply By	Tax Base Growth Factor (provided by NYS Dept. of Taxation and Finance)	<u>100.23%</u>
	Subtotal	\$ 9,367,651
Plus	PILOTs Receivable from Prior Year	<u>\$ 180,500</u>
Equals	Subtotal	\$ 9,548,151
Multiply By	Allowable Levy Growth Factor (provided by NYS Office of the State Comptroller)	<u>2.00%</u>
Equals	Subtotal	\$ 9,739,114
Less	PILOTs Receivable for Current Year	\$ (187,500)
Plus	Available Carryover from Prior Year	<u>\$ -</u>
Equals	Tax Levy Limit Before Adjustments / Exclusions	\$ 9,551,614
Less	Costs Incurred from Transfer of Local Government Functions	\$ -
Plus	Savings Realized from Transfer of Local Government Functions	<u>\$ -</u>
Equals	Tax Levy Limit (Adjusted for Transfer of Local Government Functions)	\$ 9,551,614
	Tax Levy Necessary for Expenditures Resulting from Tort Orders /	
Plus	Judgments over 5% of Prior Year Levy	\$ -
	Tax Levy Necessary for Pension Contribution Expenditures Caused by	
	Growth in the Employees Retirement System Average Actuarial	
Plus	Contribution Rate in Excess of 2 Percentage Points	\$ -
	Tax Levy Necessary for Pension Contribution Expenditures Caused by	
	Growth in the Police and Fire Retirement System Average Actuarial	
Plus	Contribution Rate in Excess of 2 Percentage Points	\$ -
Plus	Available Carryover (if any, up to a maximum of 1.5%)	<u>\$ -</u>
Equals	Tax Levy Limit (Adjusted for Transfers and Exclusions)	<u><u>\$ 9,551,614</u></u>
	 Tax Levy Increase Allowable per Tax Cap Calculation	 \$ 205,459
	 Percent Tax Levy Increase Allowable per Tax Cap Calculation	 2.20%

City of Watertown
Fiscal Year 2019-20 Adopted Budget
General Fund Revenue Summary

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Revenues</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
Taxes and Penalties	\$ 18,787,708	\$ 19,419,150	\$ 19,482,500	\$ 20,309,500
Departmental Revenues	6,493,240	6,665,001	5,952,550	5,755,185
Intergovernmental Revenues	138,141	129,787	142,051	151,957
Use of Money and Property	88,920	127,643	250,325	324,000
Licenses and Permits	126,729	97,902	112,100	108,350
Fines and Other Revenues	237,080	232,462	198,000	236,500
Interfund Transfers	340,213	428,051	456,500	300,500
State and Federal Aid	5,945,467	5,663,086	6,283,304	6,647,254
Real Property Taxes	<u>8,687,919</u>	<u>8,998,254</u>	<u>9,315,619</u>	<u>9,519,359</u>
Total Revenues	\$ 40,845,417	\$ 41,761,336	\$ 42,192,949	\$ 43,352,605

Appropriated Reserves and Fund Balance

Appropriated Debt Reserve (Sidewalk Program)	58,386	58,386	36,433	35,426
Appropriated Fairgrounds Capital Reserve	-	-	3,050	-
Appropriated Capital Reserve	456,408	456,408	165,000	260,000
Appropriated Fund Balance	<u>-</u>	<u>380,996</u>	<u>2,000,000</u>	<u>500,000</u>
Total Revenues and Appropriated Reserves/Fund Balance	\$ 41,360,211	\$ 42,657,126	\$ 44,397,432	\$ 44,148,031

Fund Balance

Beginning reserves and fund balance	\$ 12,773,565	\$ 13,542,164
+ Revenues	40,845,417	41,761,336
+ Transfer to debt reserve (sidewalk program)	104,008	-
- Expenses	(40,180,826)	(42,657,126)
- Prior period adj. for Federal Bus Revenues	<u>-</u>	<u>391,004</u>
Ending reserve and fund balances	\$ 13,542,164	\$ 13,037,378
- Reserve for capital	(833,280)	(547,782)
- Reserve for debt (sidewalk program)	(216,122)	(173,140)
- Reserve for Fairgrounds Stadium	(3,016)	(3,016)
- Reserve for encumbrances	(386,963)	(167,452)
- Fund balance appropriated to subsequent fiscal year	<u>(1,000,000)</u>	<u>(2,000,000)</u>
Unreserved un-appropriated fund balance	\$ 11,102,783	\$ 10,145,988

City of Watertown
Fiscal Year 2019-20 Adopted Budget
General Fund Tax and Penalty Revenues

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	Actual	Actual	Adopted Budget	Adopted Budget
A.0000.1080 Federal PILOTs	\$ 45,600	\$ 49,744	\$ 55,000	\$ 56,500
A.0000.1081 Other PILOTs	116,499	86,687	125,500	131,000
A.0000.1090 Interest and Penalties on Real Property Taxes	169,140	200,632	170,000	175,000
A.0000.1110 State Administered Sales and Use Tax	17,816,807	18,424,974	18,510,000	19,315,000
A.0000.1130 Utilities Gross Receipts Tax	274,504	291,913	267,000	284,000
A.0000.1170 Franchises	<u>365,158</u>	<u>365,200</u>	<u>355,000</u>	<u>348,000</u>
Taxes and Penalties	<u>\$ 18,787,708</u>	<u>\$ 19,419,150</u>	<u>\$ 19,482,500</u>	<u>\$ 20,309,500</u>

A.0000.1080 - Federal Payments in Lieu of Taxes - Payments in lieu of taxes paid by the Watertown Housing Authority.

A.0000.1081 - Other Payments in Lieu of Taxes - Payments in lieu of taxes paid on various properties that are exempt from property taxes. They include various apartment projects and properties being financed through the Jefferson County Industrial Development Agency.

A.0000.1090 - Interest and Penalties on Real Property Taxes - Property owners who do not pay their taxes on time are assessed interest and penalties.

A.0000.1110 - State Administered Sales and Use Tax - Per agreement with Jefferson County, the City receives 24% of the four percent county sales tax collected within the County.

A.0000.1130 - Utilities Gross Receipts Tax - Under General Municipal Law the City imposes a 1% tax on the gross receipts of utility company sales for gas, electric and telephone.

A.0000.1170 - Franchises - The City receives 5% of the gross revenue earned by Time Warner from its subscribers in the City.

City of Watertown
Fiscal Year 2019-20 Adopted Budget
General Fund Departmental Revenues

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	Actual	Actual	Adopted Budget	Adopted Budget
A.0000.1235 Tax Sale Advertising	\$ 18,505	\$ 18,440	\$ 19,000	\$ 20,000
A.0000.1240 Comptroller Fees	9,587	10,329	10,000	10,000
A.0000.1250 Assessor Fees	303	591	500	500
A.0000.1255 Clerk Fees	119,255	127,822	128,000	136,000
A.0000.1260 Civil Service Fees	4,158	1,320	2,650	550
A.0000.1520 Police Fees	1,766	27,836	12,000	14,000
A.0000.1570 Demolitions	35,833	21,348	-	-
A.0000.1710 Public Works Fee	66,979	82,281	75,000	80,000
A.0000.1715 DPW Charges - Fuel	18,357	20,642	22,600	22,750
A.0000.1750 Bus Fares	131,183	133,058	135,000	135,000
A.0000.1751 Bus Advertising	14,950	14,025	15,000	15,000
A.0000.2001 Park and Recreation Charges	46,623	48,010	41,000	35,350
A.0000.2002 Field Use Charges	41,799	42,347	67,000	62,455
A.0000.2012 Recreation Concessions	128,197	158,545	150,000	156,000
A.0000.2025 Stadium Charges	13,330	16,904	18,800	20,700
A.0000.2030 Arena Fees	30,334	28,933	29,000	37,580
A.0000.2065 Skating Rink Charges	223,646	235,010	255,000	221,300
A.0000.2110 Zoning Fees	3,975	3,810	5,000	4,000
A.0000.2130 Refuse and Garbage Charges	443,015	453,340	440,000	450,000
A.0000.2135 Refuse and Garbage Totes	384,541	416,831	421,000	437,000
A.0000.2150 Sale of Surplus Power	<u>4,756,904</u>	<u>4,803,579</u>	<u>4,106,000</u>	<u>3,897,000</u>
Departmental Revenues	<u>\$ 6,493,240</u>	<u>\$ 6,665,001</u>	<u>\$ 5,952,550</u>	<u>\$ 5,755,185</u>

City of Watertown
Fiscal Year 2019-20 Adopted Budget
General Fund Departmental Revenues

A.0000.1235 - Tax Sale Advertising - Advertising and lien search fees paid by property owners with delinquent taxes.

A.0000.1240 - Comptroller Fees - The revenue derived is received for property tax certifications and searches, processing fee for returned checks and ATM service fees.

A.0000.1250 - Assessor Fees - Fees for copies of property record cards and sales reports.

A.0000.1255 - Clerk Fees - Fees for certified copies of birth certificates, death certificates, marriage licenses, dog licenses and wedding ceremonies.

A.0000.1260 - Civil Service Fees - City share of Civil Service exam fees.

A.0000.1520 - Police Fees - The Police Department charges fees for copies of accident reports and for fingerprinting. A fee is charged to anyone, other than a city police officer, who is receiving formal training at the City's Police Academy.

A.0000.1570 - Demolitions Fees - Demolition costs and fees charged to a property owner when the City has to demolish a structure for Code compliance issues.

A.0000.1710 - Public Works Services - Charges for services such as mowing and refuse clean-up performed by DPW, at properties whose owner is in violation of the municipal code.

A.0000.1715 - DPW Charges - Fuel - Charges to the School District for purchase of fuel.

A.0000.1750 - Bus Fares - Passengers riding the City bus system pay a fee each time they ride, or may purchase a book of passes.

A.0000.1751 - Bus Advertising - Revenue received from advertising on City buses.

A.0000.2001 - Park and Recreation Charges - The Recreation Department charges various fees for activities such as t-ball, baseball softball, golf and tennis.

A.0000.2002 - Field Use Charges - The Recreation Department charges various fees for the use of the City's athletic fields for sports, community activities and events.

A.0000.2012 - Recreation Concessions - The revenue consists of the Arena concession stand and any other concessions operated at the Fairgrounds complex.

A.0000.2025 - Stadium Charges - Fees associated with leases of or events at the baseball stadium.

A.0000.2030 - Arena Fees - The Recreation Department charges for rental of the arena for concerts, performances and trade shows.

A.0000.2065 - Skating Rink Charges - This is the charge for the rental of ice time, public skating and miscellaneous revenues related to the ice rink at the Fairgrounds Arena.

A.0000.2110 - Zoning Fees - The Municipal Code provides for fees to be charged for matters brought before the Zoning Board of Appeals.

A.0000.2130 - Refuse and Garbage Charges - This is the revenue derived from the sale of the City's refuse bag stickers.

A.0000.2135 - Refuse and Garbage Totes - This is the revenue derived from the rental of the City's tote bins for refuse and garbage disposal.

A.0000.2150 - Sale of Surplus Power - Under the terms of a 40 year agreement with Niagara Mohawk, the power company purchases all of the excess power the City produces at its hydroelectric power plant.

City of Watertown
Fiscal Year 2019-20 Adopted Budget
General Fund Intergovernmental Revenues

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	Actual	Actual	Adopted Budget	Adopted Budget
A.0000.2210 Tax and Assessment Services for Other Governments	\$ 5,197	\$ 5,185	\$ 5,185	\$ 5,175
A.0000.2220 Civil Service Charges for School District	25,600	24,055	25,250	35,750
A.0000.2260 Police Services	101,744	94,947	106,016	105,432
A.0000.2300 Transportation, Other Governments	<u>5,600</u>	<u>5,600</u>	<u>5,600</u>	<u>5,600</u>
Intergovernmental Revenues	<u>\$ 138,141</u>	<u>\$ 129,787</u>	<u>\$ 142,051</u>	<u>\$ 151,957</u>

A.0000.2210 - Tax and Assessment Services for Other Governments - The City Assessor's Department charges the Watertown City School District for the preparation of its tax roll and tax bills.

A.0000.2220 - Civil Service Charges for School District - Based upon the ratio of total employees at the City and the School District, the District reimburses the City for its share of operating the Civil Service Department.

A.0000.2260 - Police Services - Jefferson County reimburses the City for expenses incurred by the Police Department (salary, overtime, fuel, maintenance) for participating in the STOP-DWI program. The Watertown City School District reimburses the City for costs related to a School Resource Officer.

A.0000.2300 - Transportation, Other Governments - Revenue received from Jefferson County Office of the Aging for the Citibus system.

City of Watertown
Fiscal Year 2019-20 Adopted Budget
General Fund Use of Money and Property Revenues

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	Actual	Actual	Adopted Budget	Adopted Budget
A.0000.2401 Interest and Earnings	\$ 12,886	\$ 51,092	\$ 173,000	\$ 264,000
A.0000.2410 Rental of Real Property	<u>76,034</u>	<u>76,551</u>	<u>77,325</u>	<u>60,000</u>
Use of Money and Property	<u>\$ 88,920</u>	<u>\$ 127,643</u>	<u>\$ 250,325</u>	<u>\$ 324,000</u>

A.0000.2401 - Interest and Earnings - Revenue derived from the investment of city funds through certificates of deposits, savings accounts and the purchase of government securities.

A.0000.2410 - Rental of Real Property - Revenue is received from the rental of land to the Watertown Golf Course, rental of office space at the baseball stadium, the City's health insurance administrator, and water and sewer administration at City Hall.

City of Watertown
Fiscal Year 2019-20 Adopted Budget
General Fund License and Permit Revenues

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	Actual	Actual	Adopted Budget	Adopted Budget
A.0000.2501 Business and Occupational Licenses	\$ 9,775	\$ 7,405	\$ 9,000	\$ 8,000
A.0000.2530 Games of Chance Licenses	60	80	8,600	100
A.0000.2540 Bingo Licenses	2,750	2,291	2,500	2,250
A.0000.2555 Building and Alteration Permits	92,393	75,876	75,000	80,000
A.0000.2560 City Permits	13,451	6,325	10,000	10,000
A.0000.2590 Other Permits	4,675	2,975	5,000	5,000
A.0000.2591 Storm and Sanitary Sewer Permits	<u>3,625</u>	<u>2,950</u>	<u>2,000</u>	<u>3,000</u>
Licenses and Permits	<u>\$ 126,729</u>	<u>\$ 97,902</u>	<u>\$ 112,100</u>	<u>\$ 108,350</u>

A.0000.2501 - Business and Occupational Licenses - The City receives revenue from the sale of plumbing, public street vending, liquidation and private trash hauler licenses.

A.0000.2530 - Games of Chance Licenses - The City's share of the profit and license fee.

A.0000.2540 - Bingo Licenses - The City's share of the profit and license fee.

A.0000.2555 - Building and Alterations Permits - As provided by the Municipal Code the Code Enforcement Officer requires payment for the issuance of permits for new construction and remodeling, etc.

A.0000.2560 - City Permits - The Municipal Code allows the City to charge a fee for curb and pavement cut permits.

A.0000.2590 - Other Permits - The Municipal Code allows for the City to charge for snow dump permits.

A.0000.2591 - Storm and Sanitary Sewer Permits - The administrative fee and connection and disconnect fee for storm and sanitary sewer hook-ups.

City of Watertown
Fiscal Year 2019-20 Adopted Budget
General Fund Fines and Other Revenues

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	Actual	Actual	Adopted Budget	Adopted Budget
A.0000.2610 Fines and Forfeited Bail	\$ 117,388	\$ 94,796	\$ 100,000	\$ 122,000
A.0000.2650 Scrap and Excess Material Sale	4,455	13,188	10,000	10,000
A.0000.2660 Sale of Real Property	52,633	2,458	25,000	25,000
A.0000.2665 Sale of Equipment	10,695	32,592	15,000	26,000
A.0000.2680 Insurance Recoveries	29,827	33,245	25,000	30,000
A.0000.2701 Refund of Prior Year Expenses	2,323	37,743	5,000	5,000
A.0000.2705 Gifts and Donations	10,222	6,750	6,000	5,500
A.0000.2770 Other Unclassified Revenues	1,541	1,549	1,000	1,000
A.0000.2773 Payment Processing Fees	7,996	10,141	11,000	12,000
Fines and Other Revenue	\$ 237,080	\$ 232,462	\$ 198,000	\$ 236,500

A.0000.2610 - Fines and Forfeited Bail - Revenue from parking tickets and City court fines.

A.0000.2650 - Scrap and Excess Material Sales - Bicycle auction proceeds and sale of excess scrap.

A.0000.2660 - Sale of Real Property - Revenue received from sale of City owned property net of back taxes.

A.0000.2665 - Sale of Equipment - Revenue received from sale of City equipment.

A.0000.2680 - Insurance Recoveries - Insurance proceeds received for damages to City property and vehicles.

A.0000.2701 - Refund of Prior Year Expenses - Refunds received for a prior year expenditure.

A.0000.2705 - Gifts and Donations - Gifts and donations received by the City.

A.0000.2770 - Other Unclassified Revenues - Revenues for which a specific code has not been provided.

A.0000.2773 - Payment Processing Fees - Fees charged in connection with accepting on-line payments for property taxes and trash totes.

City of Watertown
Fiscal Year 2019-20 Adopted Budget
General Fund Interfund Transfer Revenues

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	Actual	Actual	Adopted Budget	Adopted Budget
A.0000.2802 Central Printing and Mailing	\$ 5,209	\$ 5,548	\$ 5,500	\$ 5,500
A.0000.2803 Central Garage	75,946	86,028	75,000	80,000
A.0000.5031 Interfund Transfers	<u>259,058</u>	<u>336,475</u>	<u>376,000</u>	<u>215,000</u>
Interfund Revenues	<u>\$ 340,213</u>	<u>\$ 428,051</u>	<u>\$ 456,500</u>	<u>\$ 300,500</u>

A.0000.2802 - Central Printing and Mailing - Charges to funds, other than the General Fund, for postage and office supplies used.

A.0000.2803 - Central Garage - Interfund billing to the Water and Sewer Funds.

A.0000.5031 - Interfund Transfers - Contributions from the Debt Service, Community Development and Tourism Funds.

City of Watertown
Fiscal Year 2019-20 Adopted Budget
General Fund State and Federal Aid Revenues

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	Actual	Actual	Adopted Budget	Adopted Budget
A.0000.3001 State Aid, Per Capita	\$ 4,703,208	\$ 4,703,208	\$ 4,703,208	\$ 4,703,208
A.0000.3005 State Aid, Mortgage Tax	263,961	303,280	310,000	250,000
A.0000.3088 State Reimbursement, Other	664	775	1,000	1,000
A.0000.3089 State Reimbursement, Workers' Compensation	42,275	18,762	27,500	26,000
A.0000.3330 State Reimbursement, Court Security	28,433	30,961	33,000	34,000
A.0000.3331 State Reimbursement, Court Costs	1,752	1,752	1,752	1,752
A.0000.3501 State Reimbursement, CHIPS	266,410	212,415	163,000	271,000
A.0000.3589 State Mass Transportation Assistance	279,926	282,165	286,000	292,000
A.0000.3989 State Aid, Home and Community Services	27,684	102,507	204,884	155,830
A.0000.4389 Federal Aid, Public Safety	323,351	4,004	95,816	355,320
A.0000.4510 Federal Aid, Highway Safety	7,803	3,257	7,144	7,144
A.0000.4589 Federal Aid, Transportation Asst.	-	-	450,000	550,000
State and Federal Aid	<u>\$ 5,945,467</u>	<u>\$ 5,663,086</u>	<u>\$ 6,283,304</u>	<u>\$ 6,647,254</u>

City of Watertown
Fiscal Year 2019-20 Adopted Budget
General Fund State and Federal Aid Revenues

A.0000.3001 - State Aid, Per Capita - General revenue sharing provided to localities by the State of New York.

A.0000.3005 - State Aid, Mortgage Tax - The City receives 1/2% tax for each mortgage recorded on property located within the City.

A.0000.3088 - State Reimbursement, Other - Miscellaneous reimbursements received from NYS for training.

A.0000.3089 - State Reimbursement, Workers' Compensation - The State reimburses the City for certain workers, compensation expenses incurred by the City.

A.0000.3330 - State Reimbursement, Court Security - The City is reimbursed for the space provided to the State Court system.

A.0000.3331 - State Reimbursement, Court Costs - The Court system reimburses the City for telephone expense.

A.0000.3501 - State Reimbursement, CHIPS - Aid from highway capital program to offset Department of Public Works' costs.

A.0000.3589 - State Mass Transportation Assistance - The City receives operating assistance from the NYS Department of Transportation for the City bus system and para-transit system. Reimbursement is based on number of passengers carried and miles driven.

A.0000.3989 - State Aid, Home and Community Services - Grant proceeds from the New York State Department of State for Brownfield related project costs.

A.0000.4389 - Federal Aid, Public Safety - Grants for bullet proof vests, computers, hiring of firefighters (SAFER),etc.

A.0000.4510 - Federal Aid, Highway Safety - Revenues received from the Police Traffic Services (PTS) program.

A.0000.4589 - Federal Aid, Transportation Assistance - The City receives a lump sum amount from the federal government for the City bus system and para-transit system. The funds are for operating assistance or capital expenditures.

City of Watertown
Fiscal Year 2019-20 Adopted Budget
General Fund Property Tax Revenues

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	Actual	Actual	Adopted Budget	Adopted Budget
A.0000.1001 Real Property Taxes	\$ 8,749,686	\$ 9,099,271	\$ 9,312,182	\$ 9,514,963
A.0000.1030 Special Assessments	4,265	5,141	3,437	4,396
A.0000.1050 Real Property Tax Reserve	<u>(66,032)</u>	<u>(106,158)</u>	<u>-</u>	<u>-</u>
Real Property Taxes	<u>\$ 8,687,919</u>	<u>\$ 8,998,254</u>	<u>\$ 9,315,619</u>	<u>\$ 9,519,359</u>

A.0000.1001 - Real Property Taxes - Real property taxes are assessed on all residential, commercial and industrial property located within the City. Under the law, certain properties are tax exempt, ie: school, churches, government buildings.

A.0000.1030 - Special Assessments - Installment interest received on the special assessment sidewalk program.

A.0000.1050 - Real Property Tax Reserve - Deferred tax revenue to be collected at a later date is recorded in this account.

City of Watertown
Fiscal Year 2019-20 Adopted Budget
General Fund Expenditure Summary

<u>Expenditures</u>	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
City Council	\$ 77,543	\$ 93,391	\$ 73,613	\$ 74,815
Mayor	28,810	30,388	41,495	35,885
City Manager	386,548	569,066	402,066	278,526
City Comptroller	547,384	580,565	603,129	523,201
Purchasing	142,147	144,682	170,502	173,910
Assessment	288,436	295,168	221,283	196,904
Tax Advertising	21,323	19,425	19,000	20,000
Property Acquired	9,977	2,722	15,850	15,850
Fiscal Agent Fees	800	-	-	-
City Clerk	210,780	194,346	223,445	219,361
Law	490,999	460,158	289,000	230,000
Civil Service	62,563	60,739	92,415	63,361
Human Resources	-	-	-	161,046
Engineering	604,752	654,821	773,116	716,047
Public Works Administration	488,484	512,049	582,197	542,831
Municipal Building	183,520	168,961	205,619	208,469
Central Garage	681,329	749,489	892,044	891,192
Central Printing and Mailing	57,688	57,690	63,950	64,450
Information Technology	506,054	427,971	645,965	748,008
Judgments and Claims	2,802	-	10,000	2,000
Real Property Taxes	21,863	21,125	21,200	21,250
Contingency	-	-	1,318,000	1,356,588
Police	8,193,387	8,555,490	8,666,269	9,156,397
Fire	9,546,188	9,602,041	8,775,258	8,390,976
Animal Control	103,057	94,366	100,897	150,575
Code Enforcement	488,132	493,399	556,795	529,670
Buildings and Grounds Maintenance	444,846	545,432	581,090	619,356
Maintenance of Roads	725,254	695,171	992,329	1,055,411
Snow Removal	1,187,675	1,355,288	1,284,058	1,228,709
Hydroelectric Production	349,884	439,390	381,293	476,580
Traffic Control and Lighting	773,188	874,930	954,435	971,571
Bus	979,355	934,949	1,015,547	1,155,981
Parking Facilities	42,972	68,782	116,100	69,565
Community Action Planning Council	15,000	15,000	15,000	14,500
Publicity	4,378	4,789	2,000	1,925

City of Watertown
Fiscal Year 2019-20 Adopted Budget
General Fund Expenditure Summary

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	Actual	Actual	Adopted Budget	Adopted Budget
Parks and Recreation Administration	\$ 276,601	\$ 293,049	\$ 297,808	\$ 309,645
Thompson Park	482,552	404,257	442,386	421,146
Playgrounds	97,971	53,452	56,408	73,928
Outdoor Recreation	343,824	329,625	410,603	429,460
Outdoor Winter Activities	147	-	-	-
Pools	162,898	173,110	227,261	245,664
Arena	581,394	678,876	673,797	691,226
Zoning	3,284	4,991	4,000	4,000
Planning	238,134	321,053	468,408	375,730
Storm Sewers	258,195	308,972	398,180	373,151
Refuse and Recycling	869,945	828,619	944,912	865,518
Workers' Compensation	102,006	106,008	90,000	98,000
Unemployment Claims	6,675	4,691	5,000	5,000
Health Insurance - Retirees	3,669,936	4,298,415	4,705,697	4,192,976
Medicare Part B - Retirees	361,682	401,210	450,309	483,000
Compensated Absences	(42,624)	(6,354)	-	-
Other Employee Benefits	4,361	4,400	5,000	5,000
General Liability Reserve	75,000	75,000	45,000	40,000
Transfer to Library Fund	1,148,599	1,399,839	1,375,144	1,446,362
Transfer Capital Fund	883,484	1,249,614	641,500	838,500
Black River Trust Reserve	10,000	10,000	10,000	10,000
Debt Service	<u>2,979,644</u>	<u>2,996,516</u>	<u>3,041,059</u>	<u>2,874,815</u>
Total Expenditures	<u>\$ 40,180,826</u>	<u>\$ 42,657,126</u>	<u>\$ 44,397,432</u>	<u>\$ 44,148,031</u>

City of Watertown

Fiscal Year: 2019-20

Department: City Council

Account Code: A1010

Function: General Government Support



Description: The City Council is responsible for fostering public relations; establishing the overall policies of the City; voting on appropriations, ordinances, local laws and resolutions; and adopting the City's annual budget. The Council conducts legislative matters as a body and implements policy decisions through the office of the City Manager.

2018-19 Accomplishments:

2019-20 Goals and Objectives:

City of Watertown**Fiscal Year: 2019-20****Department: City Council****Account Code: A1010****Function: General Government Support**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Budget Summary	Actual	Actual	Adopted Budget	Adopted Budget
Personal Services				
110 Salaries	\$ 53,256	\$ 53,256	\$ 53,256	\$ 53,256
120 Clerical	-	-	-	-
130 Wages	-	-	-	-
140 Temporary	-	-	-	-
150 Overtime	-	-	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 53,256</u>	<u>\$ 53,256</u>	<u>\$ 53,256</u>	<u>\$ 53,256</u>
Equipment				
230 Vehicles	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ -	\$ -	\$ -	\$ -
420 Insurance	-	-	-	-
430 Contracted Services	10,683	27,065	11,100	11,500
440 Fees Non Employees	-	-	-	-
450 Miscellaneous	890	1,882	650	1,150
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	-	110	-	500
465 Equipment < \$5,000	226	-	-	-
Total Operating Expenses	<u>\$ 11,799</u>	<u>\$ 29,057</u>	<u>\$ 11,750</u>	<u>\$ 13,150</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 8,414	\$ 7,004	\$ 4,531	\$ 4,333
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	4,074	4,074	4,076	4,076
840 Workers' Compensation	-	-	-	-
850 Health Insurance	-	-	-	-
Total Fringe Benefits	<u>\$ 12,488</u>	<u>\$ 11,078</u>	<u>\$ 8,607</u>	<u>\$ 8,409</u>
Department Total	<u><u>\$ 77,543</u></u>	<u><u>\$ 93,391</u></u>	<u><u>\$ 73,613</u></u>	<u><u>\$ 74,815</u></u>

City of Watertown

Fiscal Year: 2019-20
Department: City Council
Account Code: A1010
Function: General Government Support

FY 2019-20 Adopted Budget**Personal Services**

A.1010.0110	Salaries		
	Council Members (4)	\$	53,256
	Total Personal Services	\$	53,256

Operating Expenses

A.1010.0430	Contracted Services		
	Broadcasting of Meetings	\$	11,000
	Legal Ads	<u>500</u>	\$ 11,500
A.1010.0450	Miscellaneous		
	Travel and Training	500	
	Membership Dues	<u>650</u>	1,150
A.1010.0460	Materials and Supplies		
	Swearing in Ceremony	250	
	Business Cards, Nameplates, Letterhead	<u>250</u>	500
	Total Operating Expenses		<u>\$ 13,150</u>

Fringe Benefits

A.1010.0810	New York State Employees' Retirement System	\$	4,333
A.1010.0830	Social Security		<u>4,076</u>
	Total Fringe Benefits	\$	<u>8,409</u>

TOTAL BUDGET		\$	<u><u>74,815</u></u>
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City of Watertown**Fiscal Year: 2019-20****Department: Mayor****Account Code: A1210****Function: General Government Support**

Description: The Mayor is the head of City Government and presides at all meetings of the City Council. A voting member of the Council, the Mayor provides leadership and promotes teamwork by assisting the Council in establishing policies and coordinating Council activities. The Mayor represents the City at local and State level events and on private and public occasions.

2018-19 Accomplishments:**2019-20 Goals and Objectives:**

City of Watertown**Fiscal Year: 2019-20****Department: Mayor****Account Code: A1210****Function: General Government Support**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Budget Summary	Actual	Actual	Adopted Budget	Adopted Budget
Personal Services				
110 Salaries	\$ 17,753	\$ 17,753	\$ 17,753	\$ 17,753
120 Clerical	-	-	-	-
130 Wages	-	-	-	-
140 Temporary	-	-	-	-
150 Overtime	-	-	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	\$ 17,753	\$ 17,753	\$ 17,753	\$ 17,753
Equipment				
230 Vehicles	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	\$ -	\$ -	\$ -	\$ -
Operating Expenses				
410 Utilities	\$ -	\$ -	\$ -	\$ -
420 Insurance	-	-	-	-
430 Contracted Services	-	-	-	-
440 Fees Non Employees	-	629	-	-
450 Miscellaneous	7,527	7,841	19,600	13,825
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	-	-	-	100
465 Equipment < \$5,000	-	-	-	-
Total Operating Expenses	\$ 7,527	\$ 8,470	\$ 19,600	\$ 13,925
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 2,172	\$ 2,807	\$ 2,784	\$ 2,849
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	1,358	1,358	1,358	1,358
840 Workers' Compensation	-	-	-	-
850 Health Insurance	-	-	-	-
Total Fringe Benefits	\$ 3,530	\$ 4,165	\$ 4,142	\$ 4,207
Department Total	\$ 28,810	\$ 30,388	\$ 41,495	\$ 35,885

City of Watertown

Fiscal Year: 2019-20
Department: Mayor
Account Code: A1210
Function: General Government Support

FY 2019-20 Adopted Budget**Personal Services**

A.1210.0110	Salaries		
	Mayor	\$	17,753
	Total Personal Services	\$	17,753

Operating Expenses

A.1210.0450	Miscellaneous		
	Memberships	\$	7,325
	Travel Expenses		500
	Legal Fees - Charter Commission	6,000	\$ 13,825
A.1210.0460	Materials and Supplies		
	Business Cards, Nameplate	\$	100
	Total Operating Expenses	\$	13,925

Fringe Benefits

A.1210.0810	NYS Employees' Retirement System	\$	2,849
A.1210.0830	Social Security		1,358
	Total Fringe Benefits	\$	4,207

TOTAL BUDGET		\$	35,885
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City of Watertown**Fiscal Year: 2019-20****Department: City Manager****Account Code: A1230****Function: General Government Support**

Description: The City Manager directs and supervises the activities of the City, manages municipal resources for efficient operation of public services, presents plans, reports and analyses to City Council and the Mayor, and maintains the current and projected financial affairs of the City. Appointed by Watertown's City Council, the City Manager serves as the Chief Executive Officer and is responsible for implementing policy and administering City operations. The City Manager's Office includes the City Manager and Confidential Secretary.

2018-19 Accomplishments:

- ✓ Successfully completed the negotiation process and reached a successful Collective Bargaining Agreement with the City Police Union
- ✓ Initiated a process of reaching out to the City's firefighting personnel to begin a process of re-building a solid work environment based on active listening and cooperation.
- ✓ Provided leadership in the coordination of the Vacant and Zombie property program, which included guiding the process through the design and implementation phase of the program. The new program will be implemented during May/June 2019.
- ✓ Successfully appointed a new City Purchasing Manager after the position was vacant for approximately one year.
- ✓ Successfully worked with the City Council and the City Management Team in the development of the City's new Strategic Plan. This new Plan will be completed and adopted during July/August 2019.
- ✓ Successfully implemented the City's new Safety Program throughout the entire City organization.

2019-20 Goals and Objectives:

- Upon the adoption of the City's Strategic Plan, will direct/manage the effective implementation of all the Goals and Objectives identified in the Plan.
- Continue to work closely with the City Comptroller in the development of a comprehensive strategy which moves the City in an overall direction of downsizing the General Fund Budget.
- Continue working with the City's new Safety Consultant and Human Resource Manager on the implementation of a comprehensive employee safety program. The ultimate goal is to make employee safety part of the work culture throughout all City departments.
- Develop and implement a written goals and objective Performance Evaluation program which will be used by the City Manager for all City Department Heads. This new program will be designed to facilitate ongoing communication between each respective Department Head and the City Manager. It will also create a method to hold all managerial personnel accountable for the defined goals and objectives.
- Work with the City management personnel to create an integrated team that is committed to the City organization which is based on professionalism, integrity and dedication to serve City residents and the business community.
- Work with City Planning and City Engineer and all other involved City departments to successfully implement the new comprehensive Plan, which is scheduled to be approved in December 2019.
- Develop a multi-disciplined program that will aggressively deal with blight issues and deteriorated housing throughout the City.

City of Watertown

Fiscal Year: 2019-20

Department: City Manager

Account Code: A1230

Function: General Government Support

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Budget Summary	Actual	Actual	Adopted Budget	Adopted Budget
Personal Services				
110 Salaries	\$ 251,307	\$ 250,028	\$ 249,579	\$ 174,728
120 Clerical	-	-	-	-
130 Wages	-	-	-	-
140 Temporary	2,505	3,488	-	-
150 Overtime	-	-	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	\$ 253,812	\$ 253,516	\$ 249,579	\$ 174,728
Equipment				
230 Vehicles	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	20,000
Total Equipment	\$ -	\$ -	\$ -	\$ 20,000
Operating Expenses				
410 Utilities	\$ 668	\$ 436	\$ 450	\$ -
420 Insurance	-	-	-	-
430 Contracted Services	39,337	30,264	34,825	-
440 Fees Non Employees	-	-	-	-
450 Miscellaneous	3,565	4,609	7,160	6,960
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	746	799	1,200	1,200
465 Equipment < \$5,000	508	1,353	2,700	1,450
Total Operating Expenses	\$ 44,824	\$ 37,461	\$ 46,335	\$ 9,610
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 19,607	\$ 29,742	\$ 30,429	\$ 28,044
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	17,522	17,629	19,093	13,366
840 Workers' Compensation	7,416	180,205	-	-
850 Health Insurance	43,367	50,513	56,630	32,778
Total Fringe Benefits	\$ 87,912	\$ 278,089	\$ 106,152	\$ 74,188
Department Total	\$ 386,548	\$ 569,066	\$ 402,066	\$ 278,526

City of Watertown**Fiscal Year: 2019-20****Department: City Manager****Account Code: A1230****Function: General Government Support**

		FY 2019-20 Adopted Budget	
Personal Services			
A.1230.0110	Salaries		
	City Manager	\$ 122,200	
	Confidential Secretary to the City Manager	<u>52,528</u>	<u>\$ 174,728</u>
	Total Personal Services		<u>\$ 174,728</u>
Equipment			
A.1230.0250	Other		
	Agenda Software		<u>\$ 20,000</u>
			<u>\$ 20,000</u>
Operating Expenses			
A.1230.0450	Miscellaneous		
	Travel and Training, Seminars	\$ 4,000	
	Membership/Organizational Dues	2,860	
	Shipping	<u>100</u>	<u>\$ 6,960</u>
A.1230.0460	Materials and Supplies		
	Letterhead, Envelopes, Forms		1,200
A.1230.0465	Equipment < \$5,000		
	Computer	850	
	Printer	<u>600</u>	<u>1,450</u>
	Total Operating Expenses		<u>\$ 9,610</u>
Fringe Benefits			
A.1230.0810	New York State Employees' Retirement System		\$ 28,044
A.1230.0830	Social Security		13,366
A.1230.0840	Workers' Compensation		-
A.1230.0850	Health Insurance		<u>32,778</u>
	Total Fringe Benefits		<u>\$ 74,188</u>
	TOTAL BUDGET		<u>\$ 278,526</u>

A1230- City Manager



Fiscal Year 2019-20
Equipment

Agenda Software Program

\$20,000

Agenda Software program will allow all future Council Agendas to be developed entirely in an electronic format. This will allow the agendas to be coordinated electronically virtually eliminating paper reports and files. The completed Council Agenda would be sent electronically to the Mayor and Council eliminating the need for delivery service. Each Council Member will be provided with an I-Pad that will be used for Council Agenda and City business. Also, the Agenda Software will serve as a starting point (hub) for the future development of a Records Management System.

City of Watertown**Fiscal Year: 2019-20****Department: City Comptroller****Account Code: A1315****Function: General Government Support**

Description: The City Comptroller is the Chief Fiscal Officer of the City; the custodian of all City funds. The Comptroller's Office is responsible for general accounting functions, which include processing of all revenues, accounts payable, payroll and financial reporting to State and Federal agencies. This office is in charge of investing City funds, borrowing for debt, and the parking violations bureau. The City Comptroller is charged with collection of all City, County and delinquent School property taxes, special assessments, and water and sewer charges. Annually, the Comptroller is required to conduct a Tax Sale to allow for collection of delinquent property taxes. The Comptroller's Office is currently staffed with a total of six employees and is highly utilized by the taxpayers of the City and the public in general.

2018-19 Accomplishments:

- ✓ Continued developing accounting policies and procedures manual.
- ✓ Monitored financial conditions and addressed budget issues timely to minimize any negative financial impacts.
- ✓ Received an unqualified (or "clean") opinion on the Fiscal Year 2017-18 audited financial statements.
- ✓ Issued \$5,965,749 in serial bonds to finance various capital projects such as the Flower Avenue East reconstruction, hydro-electric facility improvements, Massey Street Fire Station HVAC system, Western Boulevard betterments, Flynn Pool improvements, Thompson Park retaining wall and sidewalk special assessment district #12.
- ✓ Issued \$762,500 in short-term financing through the NYS Environmental Facilities Corporation for the Wastewater Treatment Plant bar screen and grit removal equipment projects.

2019-20 Goals and Objectives:

- Monitor economic conditions and address budget issues timely to minimize negative financial impacts to the City.
- Evaluate Governmental Accounting Standards Board (GASB) technical bulletins, exposure drafts or statements for effect on the City's financial reporting.
- Review, adjust and implement policies and initiatives that support financial stewardship
- Develop a long-term financial plan
- Develop financial options for the expiration of the National Grid power purchase agreement
- Conduct an Indirect Cost Study to appropriately charge revenue generating departments' overhead costs to maximize reimbursements and to incorporate into the City fee structure

City of Watertown**Fiscal Year: 2019-20****Department: City Comptroller****Account Code: A1315****Function: General Government Support**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Budget Summary	Actual	Actual	Adopted Budget	Adopted Budget
Personal Services				
110 Salaries	\$ 177,016	\$ 179,697	\$ 182,066	\$ 116,248
120 Clerical	157,416	172,708	180,059	179,667
130 Wages	-	-	-	-
140 Temporary	-	-	-	-
150 Overtime	30	-	500	1,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	2,800	2,800	2,800	2,800
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 337,262</u>	<u>\$ 355,205</u>	<u>\$ 365,425</u>	<u>\$ 299,715</u>
Equipment				
230 Vehicles	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ -	\$ -	\$ -	\$ -
420 Insurance	2,546	2,546	2,600	2,675
430 Contracted Services	50,419	54,494	52,950	71,350
440 Fees Non Employees	21,000	27,840	27,840	35,840
450 Miscellaneous	5,632	4,346	4,585	4,350
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	2,591	1,704	3,000	2,500
465 Equipment < \$5,000	2,021	1,250	2,100	1,450
Total Operating Expenses	<u>\$ 84,209</u>	<u>\$ 92,180</u>	<u>\$ 93,075</u>	<u>\$ 118,165</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 52,821	\$ 46,796	\$ 50,599	\$ 41,136
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	24,797	25,999	27,955	22,929
840 Workers' Compensation	-	-	-	-
850 Health Insurance	48,295	60,385	66,075	41,256
Total Fringe Benefits	<u>\$ 125,913</u>	<u>\$ 133,180</u>	<u>\$ 144,629</u>	<u>\$ 105,321</u>
Department Total	<u><u>\$ 547,384</u></u>	<u><u>\$ 580,565</u></u>	<u><u>\$ 603,129</u></u>	<u><u>\$ 523,201</u></u>

City of Watertown**Fiscal Year: 2019-20****Department: City Comptroller****Account Code: A1315****Function: General Government Support**

		FY 2019-20 Adopted Budget	
Personal Services			
A.1315.0110	Salaries		
	City Comptroller	\$ 95,309	
	Accountant (.5)	<u>20,939</u>	\$ 116,248
A.1315.0120	Clerical		
	Principal Account Clerk (2)	99,562	
	Sr. Account Clerk Typist (2)	<u>80,105</u>	179,667
A.1315.0150	Overtime		1,000
A.1315.0175	Health Insurance Buyout		<u>2,800</u>
	Total Personal Services		<u>\$ 299,715</u>
Operating Expenses			
A.1315.0420	Insurance		\$ 2,675
A.1315.0430	Contracted Services		
	Office Equipment Maintenance	\$ 250	
	Advertising - Tax/Audit/Debt Notices	350	
	Bankruptcy Search Services	100	
	KVS Financial Software Maintenance	36,600	
	Parking Ticket Software Maintenance	15,000	
	Credit Card Processing Fees	16,000	
	Record Management Services	250	
	Debt Disclosure Filing	1,150	
	Fixed Asset Software Maintenance	<u>1,650</u>	71,350
A.1315.0440	Fees, Non Employees		
	Single Audit	22,080	
	Allocated Indirect Cost Plan	12,000	
	Actuarial Services	<u>1,760</u>	35,840
A.1315.0450	Miscellaneous		
	Travel and Training, Seminars	2,650	
	Dues and Publications	1,650	
	Shipping	<u>50</u>	4,350
A.1315.0460	Materials and Supplies		
	Letterhead, Envelopes	750	
	Checks, 1099s, W-2s	<u>1,750</u>	2,500
A.1315.0465	Equipment < \$5,000		
	Computer	850	
	Miscellaneous Office Equipment	<u>600</u>	1,450
	Total Operating Expenses		<u>\$ 118,165</u>

City of Watertown

Fiscal Year: 2019-20

Department: City Comptroller

Account Code: A1315

Function: General Government Support

		<u>FY 2019-20 Adopted Budget</u>	
Fringe Benefits			
A.1315.0810	New York State Employees' Retirement System	\$	41,136
A.1315.0830	Social Security		22,929
A.1315.0850	Health Insurance		<u>41,256</u>
	Total Fringe Benefits	\$	<u>105,321</u>
TOTAL BUDGET		\$	<u>523,201</u>



City of Watertown
Fiscal Year: 2019-20
Department: Purchasing
Account Code: A1345
Function: General Government Support

Description: The Purchasing Manager's primary role is to operate and maintain a Decentralized Purchasing Program with the various City departments in accordance with the rules and guidelines as set forth under New York State General Municipal Law 103. The objective of the department is to support the various services provided by the City's departments as well as to ensure the prudent and economical use of the public's money for the purchase of maximum quality at the most economical cost, and to guard against favoritism, improvidence, fraud and corruption.

2018-19 Accomplishments:

- ✓ Continued conversations with other governmental agencies in region to work cooperatively in purchasing endeavors. The department met with other Purchasing officials in the area to discuss ways to cooperatively bid or source goods and services in order to save time and money.
- ✓ Oversaw thirty (30) sealed bids, three (3) Request for Proposals and numerous Requests for Quotations
- ✓ Approved approximately 3,400 Purchase Orders

2019-2020 Goals and Objectives:

- Continue to review City service contracts to formalize a standard system of awarding contracts and managing performance, reporting and payments.
- Continue to work with departments to better utilize New York State and County contracts in order to obtain savings for the City.
- Continue conversations with other governmental agencies in region to work cooperatively in purchasing endeavors.
- Attend training that will assist in establishing policies and procedures that will bring us into compliance with Federal Grant requirements.
- Organize NYSDOL (New York State Department of Labor) presentation on prevailing wage/public work requirements.
- Update the Purchasing Policy that was last revised January 2017.

City of Watertown**Fiscal Year: 2019-20****Department: Purchasing****Account Code: A1345****Function: General Government Support**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Budget Summary	Actual	Actual	Adopted Budget	Adopted Budget
Personal Services				
110 Salaries	\$ 69,344	\$ 65,300	\$ 71,880	\$ 74,825
120 Clerical	31,013	33,514	35,276	37,615
130 Wages	-	-	-	-
140 Temporary	-	-	-	-
150 Overtime	-	-	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 100,357</u>	<u>\$ 98,814</u>	<u>\$ 107,156</u>	<u>\$ 112,440</u>
Equipment				
230 Vehicles	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ -	\$ -	\$ -	\$ -
420 Insurance	-	-	-	-
430 Contracted Services	32	1,410	125	125
440 Fees Non Employees	-	-	-	-
450 Miscellaneous	4,166	1,163	1,100	1,100
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	55	-	-	-
465 Equipment < \$5,000	-	640	-	850
Total Operating Expenses	<u>\$ 4,253</u>	<u>\$ 3,213</u>	<u>\$ 1,225</u>	<u>\$ 2,075</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 15,561	\$ 15,779	\$ 16,797	\$ 18,046
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	7,218	6,960	8,198	8,602
840 Workers' Compensation	-	-	-	-
850 Health Insurance	14,758	19,916	37,126	32,747
Total Fringe Benefits	<u>\$ 37,537</u>	<u>\$ 42,655</u>	<u>\$ 62,121</u>	<u>\$ 59,395</u>
Department Total	<u><u>\$ 142,147</u></u>	<u><u>\$ 144,682</u></u>	<u><u>\$ 170,502</u></u>	<u><u>\$ 173,910</u></u>

City of Watertown

Fiscal Year: 2019-20
Department: Purchasing
Account Code: A1345
Function: General Government Support

		FY 2019-20 Adopted Budget	
Personal Services			
A.1345.0110	Salaries		
	Purchasing Manager	\$	74,825
A.1345.0120	Clerical		
	Account Clerk Typist		37,615
	Total Personal Services	\$	112,440
Operating Expenses			
A.1345.0430	Contracted Services		
	Printing	\$	125
A.1345.0450	Miscellaneous		
	Association Fees	\$	100
	Education/Travel and Training		1,100
A.1345.0465	Equipment < \$5,000		
	Computer		850
	Total Operating Expenses	\$	2,075
Fringe Benefits			
A.1345.0810	New York State Employees' Retirement System	\$	18,046
A.1345.0830	Social Security		8,602
A.1345.0850	Health Insurance		32,747
	Total Fringe Benefits	\$	59,395
TOTAL BUDGET		\$	173,910

City of Watertown**Fiscal Year: 2018-19****Department: Assessment****Account Code: A1355****Function: General Government Support**

Description: The City Assessor's primary function is to provide, on an annual basis, equitable tax rolls. In addition, the department produces over 25,000 City, School and County tax bills annually for all real property located within the City of Watertown. Billing includes the re-levying of delinquent water/sewer, DPW and sidewalk improvement charges. The department maintains inventory and values for over 9,000 parcels with inventory being collected and updated using building permits and periodic area-wide inspections. The department processes approximately 600 property transfers annually, requiring the review of deeds and transfer documents. The department oversees the changes to tax maps required by subdivisions and merges. The department administers over 3,000 escrow accounts and 6,700 real property tax exemptions. The department is comprised of a staff of two; City Assessor and Real Property Appraiser.

2018-19 Accomplishments:

- ✓ Successful settlement of tax challenges to the Home Depot and McDonalds properties.
- ✓ Worked with NDC participants as part of the Vacant and Zombie Task Force to affect the rehabilitation of vacant property.
- ✓ Transitioned from a three person office to two.
- ✓ Successfully implemented the State mandated changes to the Enhanced STAR exemption program that required additional paperwork and processing for over 800 properties.

2019-20 Goals and Objectives:

- Further integrate technology in data collection and valuation modeling.
- Explore opportunities to share staff with other departments to provide citizens with access during all office hours.
- Work with Watertown Savings Bank to implement an electronic billing and payment of tax bills with escrow accounts.
- Pilot New York State's next generation of assessment software.

City of Watertown**Fiscal Year: 2019-20****Department: Assessment****Account Code: A1355****Function: General Government Support**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Budget Summary	Actual	Actual	Adopted Budget	Adopted Budget
Personal Services				
110 Salaries	\$ 67,348	\$ 68,446	\$ 69,018	\$ 70,743
120 Clerical	-	-	-	-
130 Wages	108,548	104,802	50,522	53,942
140 Temporary	-	-	7,081	7,000
150 Overtime	222	181	-	100
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 176,118</u>	<u>\$ 173,429</u>	<u>\$ 126,621</u>	<u>\$ 131,785</u>
Equipment				
230 Vehicles	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ 480	\$ 480	\$ 481	\$ 481
420 Insurance	-	-	-	-
430 Contracted Services	3,291	5,263	5,790	5,130
440 Fees Non Employees	51,994	63,471	53,000	20,000
450 Miscellaneous	7,240	6,928	8,120	8,305
455 Vehicle Expenses	-	-	-	1,500
460 Materials and Supplies	2,477	1,362	1,480	1,580
465 Equipment < \$5,000	2,639	247	-	850
Total Operating Expenses	<u>\$ 68,121</u>	<u>\$ 77,751</u>	<u>\$ 68,871</u>	<u>\$ 37,846</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 24,567	\$ 24,627	\$ 16,104	\$ 17,190
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	13,042	12,795	9,687	10,083
840 Workers' Compensation	-	-	-	-
850 Health Insurance	6,588	6,566	-	-
Total Fringe Benefits	<u>\$ 44,197</u>	<u>\$ 43,988</u>	<u>\$ 25,791</u>	<u>\$ 27,273</u>
Department Total	<u><u>\$ 288,436</u></u>	<u><u>\$ 295,168</u></u>	<u><u>\$ 221,283</u></u>	<u><u>\$ 196,904</u></u>

City of Watertown**Fiscal Year: 2019-20****Department: Assessment****Account Code: A1355****Function: General Government Support****Personal Services****FY 2019-20 Adopted Budget**

A.1355.0110	Salaries		
	City Assessor	\$	70,743
A.1355.0130	Wages		
	Real Property Appraiser		53,942
A.1355.0140	Temporary		7,000
	Total Personal Services	\$	<u>131,785</u>

Operating Expenses

A.1355.0410	Utilities		
	Tablet Data Plan	\$	481
A.1355.0430	Contracted Services		
	Advertising Expenses	\$	70
	Fulcrum		2,160
	SDG Link Maintenance		1,100
	Data Processing Service (RPS)	<u>1,800</u>	\$ 5,130
A.1355.0440	Fees, Non Employees		
	Legal and Appraisals Services		20,000
A.1355.0450	Miscellaneous		
	Professional Organization Dues		305
	Travel and Training		2,500
	Postage	<u>5,500</u>	8,305
A.1355.0455	Vehicle Expenses		
	Fuel		200
	Vehicle Maintenance		250
	Insurance	<u>1,050</u>	1,500
A.1355.0460	Materials and Supplies		
	Tax Bills and Notices		1,300
	Office Supplies	<u>280</u>	<u>1,580</u>
A.1355.0465	Equipment < \$5,000		
	Computer		850
	Total Operating Expenses	\$	<u>37,846</u>

Fringe Benefits

A.1355.0810	New York State Employees' Retirement System	\$	17,190
A.1355.0830	Social Security		10,083
A.1355.0850	Health Insurance		-
	Total Fringe Benefits	\$	<u>27,273</u>
	TOTAL BUDGET	\$	<u><u>196,904</u></u>

City of Watertown

Fiscal Year: 2019-20
Department: Miscellaneous
Account Code: A1362, A1380, A1930, A1950, A1990
Function: General Government Support

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	Actual	Actual	Adopted Budget	Adopted Budget
A.1362.0430 Tax Advertising	\$ 21,323	\$ 19,425	\$ 19,000	\$ 20,000
A.1380.0430 Fiscal Agent Fees	800	-	-	-
A.1930.0450 Judgments and Claims	2,802	-	10,000	2,000
A.1950.0430 Real Property Taxes	21,863	21,125	21,200	21,250
A.1990.0430 Contingency	<u>-</u>	<u>-</u>	<u>1,318,000</u>	<u>1,356,588</u>
TOTAL BUDGET	<u>\$ 46,788</u>	<u>\$ 40,550</u>	<u>\$ 1,368,200</u>	<u>\$ 1,399,838</u>

A.1362.0430 - Tax Advertising - Expenses related to Tax Sale procedure including lien searches, filing fees and advertising costs.

A.1380.0430 - Fiscal Agent Fees - Expenses associated with payment of serial bond principal and interest to bond holders.

A.1930.0430 - Judgments and Claims - Expenses associated with settlements in certiorari cases.

A.1950.0430 - Real Property Taxes - Taxes on City owned property located outside corporate limits of the City.

A.1990.0430 - Contingency - Projected salary and benefit increases for outstanding collective bargaining units, deferred compensation payments and other miscellaneous items.

City of Watertown**Fiscal Year: 2019-20****Department: Property Acquired****Account Code: A1364****Function: General Government Support**

Description: Charged to this account are expenses incurred in the managing of property taken by foreclosure for delinquent real property taxes and property acquired through donation. Expenses include maintenance, repairs and demolitions.

2018-19 Accomplishments:

- ✓ Worked to mitigate blight within the community through aggressive code enforcement, property acquisition and revitalization efforts and, as a final resort, demolition of properties acquired for non-payment of taxes.
- ✓ Sold various lots acquired by the City for un-paid taxes.
- ✓ Demolished 549 Leray Street

2019-20 Goals and Objectives:

- Continue to work aggressively to mitigate blight within the community through aggressive code enforcement, property acquisition and revitalization efforts and, as a final resort, demolition of properties acquired for non-payment of taxes.
- Continue to work toward reverting properties to the tax roll from City ownership.
- Utilize the NDC Program to the maximum extent possible to renovate tax foreclosed and donated properties, and sell them to homeowners.
- Develop and implement a procedure which causes the inspection of all residential properties that the City holds property tax certificates. Such inspections would be for residential properties to identify which properties can be effectively repair/renovated to meet all City code requirements thereby allowing them to be returned to the property tax base. At the same time the inspections would identify which residential properties that have the capacity to be developed into safe residential structures that effectively support the neighborhood they are located in.

City of Watertown**Fiscal Year: 2019-20****Department: Property Acquired****Account Code: A1364****Function: General Government Support**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Budget Summary	Actual	Actual	Adopted Budget	Adopted Budget
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	-	-	-	-
130 Wages	-	-	-	-
140 Temporary	-	-	-	-
150 Overtime	-	-	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	\$ -	\$ -	\$ -	\$ -
Equipment				
230 Vehicles	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	\$ -	\$ -	\$ -	\$ -
Operating Expenses				
410 Utilities	\$ -	\$ -	\$ -	\$ -
420 Insurance	-	-	-	-
430 Contracted Services	3,977	2,722	15,750	15,750
440 Fees Non Employees	6,000	-	-	-
450 Miscellaneous	-	-	-	-
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	-	-	100	100
465 Equipment < \$5,000	-	-	-	-
Total Operating Expenses	\$ 9,977	\$ 2,722	\$ 15,850	\$ 15,850
Fringe Benefits				
810 NYS Employees' Retirement System	\$ -	\$ -	\$ -	\$ -
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	-	-	-	-
840 Workers' Compensation	-	-	-	-
850 Health Insurance	-	-	-	-
Total Fringe Benefits	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 9,977	\$ 2,722	\$ 15,850	\$ 15,850

City of Watertown

Fiscal Year: 2019-20
Department: Property Acquired
Account Code: A1364
Function: General Government Support

Operating Expenses		<u>FY 2019-20 Adopted Budget</u>	
A.1364.0430	Contracted Services		
	Auction Notices	\$ 250	
	Deed Filings	500	
	Demolitions	<u>15,000</u>	\$ 15,750
A.1364.0460	Materials and Supplies		<u>100</u>
	Total Operating Expenses		<u>\$ 15,850</u>
	TOTAL BUDGET		<u><u>\$ 15,850</u></u>

City of Watertown**Fiscal Year: 2019-20****Department: City Clerk****Account Code: A1410****Function: General Government Support**

Description: As prescribed by City Charter, the City Clerk serves as the custodian of the City Seal, the Registrar of Vital Statistics and the Clerk for the City Council. The City Clerk's Office is responsible for recording all births and deaths which occur within the City limits, issuing various licenses such as marriage, bingo, games of chance, dog, etc., issuing certified copies of various records and disbursing license and permit fees to various government agencies. The office is staffed by the City Clerk and two Deputy Clerks, all of whom are authorized to perform marriages at City Hall. The City Clerk is also the City Historian and is responsible for the material housed in the Historian's Office. The City Clerk prepares and distributes the minutes for the City Council Meetings and periodic revisions of the Municipal Code, as authorized by Council. The City Clerk's Office operates in a highly professional and accurate manner. The staff strives to provide quality service to the citizens of the area, other government agencies and departments within our City government structure.

2018-19 Accomplishments:

- ✓ In 2018, recorded and filed 891 marriage licenses, 1,631 birth certificates, 440 death certificates. Issued 6,329 certified copies of birth, death and marriage certificates. Processed 16 business licenses, 1,775 dog licenses/renewals and 551 handicap parking permits. Performed 536 wedding ceremonies and 64 genealogy searches.
- ✓ In 2018, prepared 545 pages of City Council minutes and certified 252 resolutions and 17 ordinances, as well as certified and filed 3 local laws with New York State Department of State
- ✓ Implemented the last phase of fee increases for wedding ceremonies which had a direct positive effect on City Clerk Revenue
- ✓ Transitioned smoothly through the training process of a new Deputy City Clerk to achieve full coverage of all aspects of the position's responsibilities

2019-20 Goals and Objectives:

- Continue to participate in training opportunities as required by the Registered Municipal Clerk Certification.
- Collaborate with other departments within the City for the continued development of a records management program.
- Continue to evaluate daily processes to improve workflow and efficiencies.
- Implement Online Dog Licensing in an effort to improve customer service and offer more online services.

City of Watertown**Fiscal Year: 2019-20****Department: City Clerk****Account Code: A1410****Function: General Government Support**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Budget Summary	Actual	Actual	Adopted Budget	Adopted Budget
Personal Services				
110 Salaries	\$ 139,686	\$ 133,866	\$ 138,343	\$ 143,414
120 Clerical	-	-	-	-
130 Wages	-	-	-	-
140 Temporary	-	-	-	-
150 Overtime	-	-	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 139,686</u>	<u>\$ 133,866</u>	<u>\$ 138,343</u>	<u>\$ 143,414</u>
Equipment				
230 Vehicles	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	7,500	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,500</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ -	\$ -	\$ -	\$ -
420 Insurance	-	-	-	-
430 Contracted Services	8,201	3,912	8,660	8,907
440 Fees Non Employees	-	-	-	-
450 Miscellaneous	1,332	1,190	3,000	2,875
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	1,270	1,519	2,000	1,700
465 Equipment < \$5,000	2,988	-	-	850
Total Operating Expenses	<u>\$ 13,791</u>	<u>\$ 6,621</u>	<u>\$ 13,660</u>	<u>\$ 14,332</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 20,094	\$ 19,799	\$ 17,559	\$ 18,879
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	10,055	9,522	10,583	10,970
840 Workers' Compensation	-	-	-	-
850 Health Insurance	27,154	24,538	35,800	31,766
Total Fringe Benefits	<u>\$ 57,303</u>	<u>\$ 53,859</u>	<u>\$ 63,942</u>	<u>\$ 61,615</u>
Department Total	<u><u>\$ 210,780</u></u>	<u><u>\$ 194,346</u></u>	<u><u>\$ 223,445</u></u>	<u><u>\$ 219,361</u></u>

City of Watertown**Fiscal Year: 2019-20****Department: City Clerk****Account Code: A1410****Function: General Government Support**

		FY 2019-20 Adopted Budget	
Personal Services			
A.1410.0110	Salaries		
	City Clerk	\$ 67,704	
	Deputy City Clerk (2)	75,710	\$ 143,414
	Total Personal Services		\$ 143,414
Operating Expenses			
A.1410.0430	Contracted Services		
	BAS Clerk Software Fee	\$ 2,300	
	BAS Online Dog Licensing Software Fee	300	
	BAS Online Dog Licensing Setup Fee	650	
	Online Code Book Updates (E-Code)	1,300	
	Copier Maintenance Agreement	650	
	General Code Supplements	3,707	\$ 8,907
A.1410.0450	Miscellaneous		
	Education/Staff Training	2,450	
	Membership Dues/Travel	365	
	Notary Renewal	60	2,875
A.1410.0460	Materials and Supplies		
	Historian Supplies	100	
	Office Supplies	1,600	1,700
A.1410.0465	Equipment < \$5,000		
	Computer		850
	Total Operating Expenses		\$ 14,332
Fringe Benefits			
A.1410.0810	New York State Employees' Retirement System	\$ 18,879	
A.1410.0830	Social Security		10,970
A.1410.0850	Health Insurance		31,766
	Total Fringe Benefits		\$ 61,615
TOTAL BUDGET			\$ 219,361

City of Watertown**Fiscal Year: 2019-20****Department: Law****Account Code: A1420****Function: General Government Support**

Description: Corporation Counsel is retained by the City Council to serve as legal advisor to the Mayor, the City Council, City staff, City boards and officers of the City. Corporation Counsel defends and prosecutes all actions and proceedings brought by or against the City or by or against any of its officers. All contracts, legal documents and instruments are reviewed and/or prepared by Corporation Counsel. Counsel provides interpretation of City Code, State and Federal laws and provides legal opinion as required. The City employs specialized counsel as circumstances require.

2018-19 Accomplishments:

- ✓ Provided legal counsel, defense and opinions for a number of labor, general, and litigation matters.

2019-20 Goals and Objectives:

- Continue to provide timely and responsive legal counsel to City Council and staff concerning: labor matters; requests for opinions; contracts and agreements; interpretation of City Code, State and Federal legislation; and, defense of the City and its officers in self-insured defense matters.
- Maintain a high level of responsiveness to legal inquiries from staff and Council.

City of Watertown**Fiscal Year: 2019-20****Department: Law****Account Code: A1420****Function: General Government Support**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Budget Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	-	-	-	-
130 Wages	-	-	-	-
140 Temporary	-	-	-	-
150 Overtime	-	-	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	\$ -	\$ -	\$ -	\$ -
Equipment				
230 Vehicles	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	\$ -	\$ -	\$ -	\$ -
Operating Expenses				
410 Utilities	\$ -	\$ -	\$ -	\$ -
420 Insurance	-	-	-	-
430 Contracted Services	-	-	-	-
440 Fees Non Employees	481,838	450,766	280,000	230,000
450 Miscellaneous	9,161	9,392	9,000	-
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	-	-	-	-
465 Equipment < \$5,000	-	-	-	-
Total Operating Expenses	\$ 490,999	\$ 460,158	\$ 289,000	\$ 230,000
Fringe Benefits				
810 NYS Employees' Retirement System	\$ -	\$ -	\$ -	\$ -
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	-	-	-	-
840 Workers' Compensation	-	-	-	-
850 Health Insurance	-	-	-	-
Total Fringe Benefits	\$ -	\$ -	\$ -	\$ -
Department Total	<u>\$ 490,999</u>	<u>\$ 460,158</u>	<u>\$ 289,000</u>	<u>\$ 230,000</u>

City of Watertown

Fiscal Year: 2019-20

Department: Law

Account Code: A1420

Function: General Government Support

		<u>FY 2019-20 Adopted Budget</u>	
Operating Expenses			
A.1420.0440	Fees, Non Employees		
	Slye Law Firm	\$ 220,000	
	Miscellaneous Legal Support (Other Law Firms, Arbitrators, Stenographers, etc.)	<u>10,000</u>	<u>\$ 230,000</u>
	Total Operating Expenses		<u>\$ 230,000</u>
	TOTAL BUDGET		<u><u>\$ 230,000</u></u>

City of Watertown**Fiscal Year: 2019- 20****Department: Civil Service****Account Code: A1430****Function: General Government Support**

Description: The City of Watertown Civil Service Commission performs legislative, executive, and judicial functions: legislative when establishing rules having the force and effect of law; executive when administering the merit system, determining general policy, and establishing internal procedures; and judicial when considering and resolving appeals of Civil Service Law. The Civil Service Commission serves the City of Watertown, Flower Memorial Library, Watertown City School District, and Watertown Housing Authority with responsibility over 309 competitive, 188 non-competitive, 90 labor, 10 exempt, and 4 unclassified positions (for a total of 601 employees). The department is staffed with a full-time Executive Secretary.

2018- 19Accomplishments:

- ✓ In 2018, 21 exams were given (competitive, promotional and decentralized), resulting in the total receipt of 133 approved applicants.
- ✓ 314 employment applications were approved and forwarded to Department Heads and Appointing Authorities for consideration.
- ✓ Assisted Civil Service Commission members in recruitment of new Commissioner.
- ✓ Assisted in recruitment and appointment of 129 eligible candidates to include 4 firefighters, 7 police officers, City Manager and Purchasing Manager.
- ✓ Promoted job opportunities for all agencies served by this office by posting available positions/examinations and through community outreach to include Workforce 2020 and Fort Drum.

2019- 20 Goals and Objectives:

- As duties of function change, work in collaboration with Department Heads and Appointing Authorities, to review and update individual job specifications and minimum qualifications.
- Hold public hearings to present revisions of Civil Service Rules and send revisions and resolutions to the State Commission for final approval.
- In collaboration with IT, assist with implementation of a new Civil Service software package.
- Continue to update Civil Service Rules for the City of Watertown. Section 20 of the NYS Civil Service Law requires the local Commission to prescribe, amend, and enforce suitable rules for administering the merit and fitness system. This is a critical function in that the rules have the force and effect of law.
- Continue to assist all Appointing Authorities serviced by this office to maintain Civil Service compliance and cohesiveness.

City of Watertown**Fiscal Year: 2019-20****Department: Civil Service****Account Code: A1430****Function: General Government Support**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Budget Summary	Actual	Actual	Adopted Budget	Adopted Budget
Personal Services				
110 Salaries	\$ 44,179	\$ 44,897	\$ 45,795	\$ 46,940
120 Clerical	-	-	-	-
130 Wages	-	-	-	-
140 Temporary	-	-	-	-
150 Overtime	-	-	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	115	250	200	200
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	\$ 44,294	\$ 45,147	\$ 45,995	\$ 47,140
Equipment				
230 Vehicles	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	30,000	-
Total Equipment	\$ -	\$ -	\$ 30,000	\$ -
Operating Expenses				
410 Utilities	\$ -	\$ -	\$ -	\$ -
420 Insurance	-	-	-	-
430 Contracted Services	5,661	-	150	150
440 Fees Non Employees	-	-	-	-
450 Miscellaneous	352	764	820	6,800
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	64	114	300	300
465 Equipment < \$5,000	153	846	-	850
Total Operating Expenses	\$ 6,230	\$ 1,724	\$ 1,270	\$ 8,100
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 3,440	\$ 4,069	\$ 4,233	\$ 4,515
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	2,960	3,037	3,518	3,606
840 Workers' Compensation	-	-	-	-
850 Health Insurance	5,639	6,762	7,399	-
Total Fringe Benefits	\$ 12,039	\$ 13,868	\$ 15,150	\$ 8,121
Department Total	\$ 62,563	\$ 60,739	\$ 92,415	\$ 63,361

City of Watertown

Fiscal Year: 2019-20
Department: Civil Service
Account Code: A1430
Function: General Government Support

FY 2019-20 Adopted Budget**Personal Services**

A.1430.0110	Salaries		
	Executive Secretary to Civil Service Commission	\$	46,940
A.1430.0170	Out of Code (Exam Monitors)		<u>200</u>
	Total Personal Services	\$	<u>47,140</u>

Operating Expenses

A.1430.0430	Contracted Services		
	Advertising (Public Hearings)	\$	150
A.1430.0450	Miscellaneous		
	Membership Dues	\$	150
	Software Maintenance Agreement		5,400
	Law Book Update		300
	Annual Conference		<u>950</u>
			6,800
A.1430.0460	Materials and Supplies		
	Printed Forms, Letterhead		300
A.1430.0465	Equipment < \$5,000		
	Computer		<u>850</u>
	Total Operating Expenses	\$	<u>8,100</u>

Fringe Benefits

A.1430.0810	New York State Employees' Retirement System	\$	4,515
A.1430.0830	Social Security		3,606
A.1430.0850	Health Insurance		<u>-</u>
	Total Fringe Benefits	\$	<u>8,121</u>

TOTAL BUDGET		\$	<u><u>63,361</u></u>
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City of Watertown**Fiscal Year: 2019- 20****Department: Human Resources****Account Code: A1435****Function: General Government Support**

Description: The City of Watertown Human Resources Department is responsible for Personnel Administration of the City's roughly 320 full-time employees. This Department facilitates the hiring of new employees, employee discipline, supports contract negotiations, Workers' Compensation, unemployment, civil rights, employee safety, employee leaves, labor relations and oversees the City's Benefits Administrator.

2018- 19 Accomplishments:

- ✓ Successfully supported negotiations with Police and began negotiations with IBEW.
- ✓ In conjunction with the City's safety consultant, implemented a comprehensive employee safety program.
- ✓ In conjunction with the City's Benefits Administrator, completed RFP's for the City's health insurance third party administrator and pharmacy benefit manager.
- ✓ Assisted all departments by providing timely Human Resources support.

2019- 20 Goals and Objectives:

- Complete negotiations with IBEW.
- Continue to support the implementation of the City's comprehensive safety plan.
- Complete an RFP for the City's third-party administrator of Worker's Comp. and General Municipal Law 207 claims.
- Continue to assist all departments by providing timely Human Resources support.
- Work with the customer service committee to complete the sub-goals identified in the strategic plan:
 1. Enhance customer's positive experience at City Hall
 2. Exceptional customer service should be the core value of the City's mission
 3. Create and develop strong staff committed to the City's goal of outstanding customer service

City of Watertown**Fiscal Year: 2019-20****Department: Human Resources****Account Code: A1435****Function: General Government Support**

Budget Summary	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2019-20 Adopted Budget
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ 75,166
120 Clerical	-	-	-	-
130 Wages	-	-	-	-
140 Temporary	-	-	-	-
150 Overtime	-	-	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	\$ -	\$ -	\$ -	\$ 75,166
Equipment				
230 Vehicles	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	\$ -	\$ -	\$ -	\$ -
Operating Expenses				
410 Utilities	\$ -	\$ -	\$ -	\$ -
420 Insurance	-	-	-	-
430 Contracted Services	-	-	-	47,185
440 Fees Non Employees	-	-	-	-
450 Miscellaneous	-	-	-	1,150
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	-	-	-	1,990
465 Equipment < \$5,000	-	-	-	850
Total Operating Expenses	\$ -	\$ -	\$ -	\$ 51,175
Fringe Benefits				
810 NYS Employees' Retirement System	\$ -	\$ -	\$ -	\$ 11,483
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	-	-	-	5,750
840 Workers' Compensation	-	-	-	-
850 Health Insurance	-	-	-	17,472
Total Fringe Benefits	\$ -	\$ -	\$ -	\$ 34,705
Department Total	\$ -	\$ -	\$ -	\$ 161,046

City of Watertown**Fiscal Year: 2019-20****Department: Human Resources****Account Code: A1435****Function: General Government Support**

		FY 2019-20 Adopted Budget	
Personal Services			
A.1435.0110	Salaries		
	Human Resources Manager (.90) (a)	\$ 66,225	
	Benefits Administrator (.20) (b)	8,941	\$ 75,166
	Total Personal Services		\$ 75,166
Operating Expenses			
A.1435.0430	Contracted Services		
	Safety Consultant	\$ 37,200	
	Unemployment Services	2,400	
	Federally Mandated Training and Employee Assistance Program	5,585	
	Employee Training	1,500	
	Customer Service Survey	500	\$ 47,185
A.1435.0450	Miscellaneous		
	Membership Dues	250	
	Travel and Training	900	1,150
A.1435.0460	Materials and Supplies		
	Customer Service Flipcharts	820	
	Customer Service Survey	820	
	ID Card Printer Supplies	350	1,990
A.1435.0465	Equipment < \$5,000		
	Computer		850
	Total Operating Expenses		\$ 51,175
Fringe Benefits			
A.1435.0810	New York State Employees' Retirement System	\$ 11,483	
A.1435.0830	Social Security		5,750
A.1435.0850	Health Insurance		17,472
	Total Fringe Benefits		\$ 34,705
TOTAL BUDGET			\$ 161,046

(a) Split between A.1435 (90%) and MS.1710 (10%).

(b) Split between A.1435 (20%) and MS.1710 (80%).

City of Watertown**Fiscal Year: 2019-20****Department: Engineering****Account Code: A1440****Function: General Government Support**

Description: The City Engineering Department is responsible for providing support to other City departments and the public. Areas include capital design (in-house or outside consultant), project management, property surveys, Planning Board reviews, Zoning and oversight of the Code Enforcement Office. In addition to the City Engineer, the department currently has authorized staffing of one Civil Engineer II, three Civil Engineer I's, one Senior Engineering Technician, and a Secretary. The Department is postured to: respond promptly to inter-departmental needs; maximize in-house design of projects; perform project management work on capital projects; and serve the public as promptly and efficiently as possible.

2018-19 Accomplishments:

- ✓ Capital Project design, construction oversight and coordination with City Staff, consultants, contractors, utilities, regulatory and funding agencies on a multitude of projects including: Western Boulevard Construction, Flower Avenue East Reconstruction, City Court Expansion, Massey Street Fire Station HVAC improvements, Thompson Park Retaining Wall Reconstruction and Splash Pad, as well as development of design plans for the Pool and Bathhouse.
- ✓ Successfully designed, and implemented the Phase 2 of Washington Street Road Diet, which included handicap ramp improvements and installation of a Rectangular Rapid Flash Beacon at Barben Avenue.
- ✓ Completed various projects in support of DPW, such as Knickerbocker Drive Reconstruction, ADA ramps, drainage and utility issues, and repairs to Vanduzee St and Pearl St Bridges; Parks and Recreation with the improvements at the Fairgrounds stadium; the Water Department and Fire Department with facility improvements, as well as design and oversight of capital improvement projects at the Hydro facility.
- ✓ Worked with Jefferson County and NYSDOT to progress the MPO's Long Range Transportation Plan, the Brownville Bridge Replacement Study, and prepare for upcoming studies such as the Bellew Ave. South Extension and Bridge project, (3rd CSX crossing), and Black River Trail Extension to Fort Drum.
- ✓ Assisted with continued development of the City's ADA Transition Plan, and Complete Streets Policy, and MS4 Program.
- ✓ Designed and over construction of \$1 Million dollars of sidewalk improvements including; the CDBG Huntington Street Phase 3 Sidewalk Project, which will complete the five foot wide "River Walk" sidewalk along Huntington Street from Waterworks Park to Factory Street. Sidewalk Improvement Program District #13 to enhance safe routes to Ohio St. School in the Gill St., Bronson St., neighborhood. Also designed and completed a CDBG fund project to replace 3,200 LF of sidewalk on Central Street.
- ✓ Reviewed Site Plan applications and assisted developers for projects such as Samaritan Medical Center, commercial developments, as well as subdivisions, zone changes, and special use permits.
- ✓ Assisted NYSDOT on the Arsenal Street Bridge Replacement Project for coordination of traffic impacts and impacts to City utilities and lighting improvements.
- ✓ Oversaw issuance of Sidewalk, Sewer, Floodplain, and General City Permits, as well as assisted hundreds of customers with utility and property research and improvement projects.

City of Watertown**Fiscal Year: 2019-20****Department: Engineering****Account Code: A1440****Function: General Government Support****2019-20 Goals and Objectives:**

- Provide responsive, friendly customer service to the public, and help address issues or concerns they bring to our attention.
- Continue exceptional service and communication with City Departments in support of Projects including: City Court Expansion Design and City Hall Reorganization, Thompson Park Preservation and Maintenance, Facility Improvements at the Watertown Fairgrounds baseball stadium, Water Treatment and Waste Water Treatment Plants, planning future Sidewalk Improvement Projects, Massey St.- Coffeen St.- Court St. Bridge Rehabilitation Design, and the Western Outfall Trunk Sewer Evaluation.
- Complete the construction of the Thompson Park Pool and Bathhouse Project.
- Oversee construction of Pearl and Mill Bridge rehabilitation, Cooper Street Sewer Outfall, Harrison Street Sewer Improvements, \$1 million in sidewalk improvements.
- Continue Long Term Strategic Planning of maintenance and preservation of City streets, utilities, and facilities to reduce major reconstruction and maximize existing infrastructure life.
- Complete a pavement condition survey on all 95 miles of street to aid the City's Pavement Management Plan and secure additional funding to improve the overall condition and rideability of our streets (increase the overall PCI - Pavement Condition Index).
- Support DPW street reconstruction projects, sewer issues, drainage improvements at Mill Street and Leray Street culverts, ADA sidewalk ramps, and signal improvements.
- Continue implementation and refinement of City's Complete Street's Program, ADA Transition Program, and MS4 Program in cooperation with DPW, Planning, and other departments.
- Utilize the Engineering Department's comprehensive Bridge Maintenance Program to extend the life of the City's bridges. Systematically program preventive maintenance and long term plans for major capital projects for bridges. Identify and leverage funding and grant opportunities to offset the cost to City taxpayers.
- Investigate and identify critical infrastructure vulnerabilities based on severe storm impacts, and program capital project funds to improve system capacity and performance, as well as reduce property damage and sewer surcharging.
- Continue Public Information Campaign to assist homeowners with Sewer Backflow Prevention.
- Assist with the Downtown Revitalization Initiative in support of downtown streetscape projects and improving vehicular and pedestrian traffic safety.
- Progress design of the \$581,000 Pedestrian Safety Action Plan Project to install accessible pedestrian signals and improve handicap ramps at six high priority intersections.
- Utilize the Engineering Department's Roof Inventory and Maintenance Program to identify and prioritize roof replacement projects for City owned Buildings.
- Complete a Building Energy and Envelope Evaluation for City Hall to determine the exact scope of work and cost estimates to repair the marble façade and associated water damage, replace 50 + year old windows, make improvements to the HVAC system as well as Lighting improvements to reduce energy consumption.
- Partner with public and private organizations to identify and build upon common goals to better serve the public, increase efficiencies, and reduce costs to City tax payers.

City of Watertown**Fiscal Year: 2019-20****Department: Engineering****Account Code: A1440****Function: General Government Support**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Budget Summary	Actual	Actual	Adopted Budget	Adopted Budget
Personal Services				
110 Salaries	\$ 251,859	\$ 335,373	\$ 318,528	\$ 326,491
120 Clerical	36,705	32,613	38,236	39,001
130 Wages	101,732	51,869	52,474	53,523
140 Temporary	2,618	6,250	3,080	7,200
150 Overtime	-	1,230	1,000	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 392,914</u>	<u>\$ 427,335</u>	<u>\$ 413,318</u>	<u>\$ 426,215</u>
Equipment				
230 Vehicles	\$ -	\$ 24,832	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ 24,832</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ 971	\$ 960	\$ 961	\$ 961
420 Insurance	-	-	-	-
430 Contracted Services	27,104	31,451	142,645	85,450
440 Fees Non Employees	15,951	2,937	15,000	15,000
450 Miscellaneous	9,901	3,265	10,100	8,600
455 Vehicle Expenses	2,122	7,510	3,300	3,125
460 Materials and Supplies	2,349	902	9,000	8,500
465 Equipment < \$5,000	7,422	2,294	10,800	1,650
Total Operating Expenses	<u>\$ 65,820</u>	<u>\$ 49,319</u>	<u>\$ 191,806</u>	<u>\$ 123,286</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 62,819	\$ 60,448	\$ 60,936	\$ 64,197
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	28,811	31,116	31,620	32,606
840 Workers' Compensation	4,898	-	2,000	1,000
850 Health Insurance	49,490	61,771	73,436	68,743
Total Fringe Benefits	<u>\$ 146,018</u>	<u>\$ 153,335</u>	<u>\$ 167,992</u>	<u>\$ 166,546</u>
Department Total	<u><u>\$ 604,752</u></u>	<u><u>\$ 654,821</u></u>	<u><u>\$ 773,116</u></u>	<u><u>\$ 716,047</u></u>

City of Watertown

Fiscal Year: 2019-20
Department: Engineering
Account Code: A1440
Function: General Government Support

		FY 2019-20 Adopted Budget	
Personal Services			
A.1440.0110	Salaries		
	City Engineer	\$ 89,410	
	Civil Engineer II	75,498	
	Civil Engineer I (2 @ 1.0), (1 @ .60) (b)	<u>161,583</u>	\$ 326,491
A.1440.0120	Clerical		
	Secretary I		39,001
A.1440.0130	Wages		
	Senior Engineering Technician	<u>53,523</u>	53,523
A.1440.0140	Temporary (Internship)		<u>7,200</u>
	Total Personal Services		<u>\$ 426,215</u>
Operating Expenses			
A.1440.0410	Utilities		\$ 961
A.1440.0430	Contracted Services		
	Equipment Service/Repair	\$ 1,000	
	Software and Tech Support	12,000	
	Monument Survey and Installation	2,500	
	Legal Advertisements	1,000	
	Filing Fees for Deeds/Easements	600	
	Pre-Design Engineering Inspections	25,000	
	Metropolitan Planning Organization Planning Consultant (Black River Trail Extension Study)(a)	34,000	
	Traffic Counts	6,000	
	Accela - AA User License	2,550	
	Equipment Maintenance Agreements	<u>800</u>	85,450
A.1440.0440	Fees, Non Employee		
	Surveying Agreement		15,000
A.1440.0450	Miscellaneous		
	Travel	1,500	
	Training and Professional Development	4,500	
	Mileage Reimbursement	1,200	
	Professional Memberships	800	
	Texts/Reference Materials	600	8,600

(a) 100% reimbursable by Metropolitan Planning Organization

(b) Split between A.1440 (60%) and A.5184 (40%).

City of Watertown

Fiscal Year: 2019-20
Department: Engineering
Account Code: A1440
Function: General Government Support

		<u>FY 2019-20 Adopted Budget</u>	
A.1440.0455	Vehicle Expense		
	Insurance	1,975	
	Fuel and Oil	900	
	Maintenance/Repairs	250	3,125
A.1440.0460	Materials and Supplies		
	Monument Supplies	7,500	
	Field Supplies	500	
	Office Supplies	500	8,500
A.1440.0465	Equipment < \$5,000		
	Field Equipment	400	
	Total Station - Miscellaneous Equipment	400	
	Computer	850	1,650
	Total Operating Expenses		\$ 123,286
Fringe Benefits			
A.1440.0810	New York State Employees' Retirement System	\$	64,197
A.1440.0830	Social Security		32,606
A.1440.0840	Workers' Compensation		1,000
A.1440.0850	Health Insurance		68,743
	Total Fringe Benefits	\$	166,546
	TOTAL BUDGET	\$	716,047

City of Watertown**Fiscal Year: 2019-20****Department: Public Works Administration****Account Code: A1490****Function: General Government Support**

Description: This account is responsible for the administrative and operational supervision and coordination of a multi-tasked, full service traditional Department of Public Works as well as the CitiBus Public Transit System, Electric and Central Garage with a combined 2018-2019 fiscal year Operating and Capital funding of approximately \$8,850,000. The office clerical staff provides full accounting, billing, payroll calculations and personnel record keeping for all full time employees. This account is also responsible for operations and maintenance of the Newell Street Facility. There are a total of one part time and five full time employees within this account.

2018-19 Accomplishments:

- ✓ Participated in joint inter-departmental construction and maintenance activities with projects such as the reconstruction of Knickerbocker Drive, the Washington Street/ Chestnut Street intersection pedestrian and signal upgrade, Thompson Park Splash Pad utility and trail construction, rehabilitation of thirty-one (31) ADA compliant curb ramps, asphalt resurfacing of 5,200 linear feet of roadway and installation of 1,240 linear feet of pin-on curbing.
- ✓ Transitioned to mandatory use of paper bags for yard waste collection.
- ✓ Proceeded with the purchase of 4 new fixed route transit buses and 2 on-demand (para transit) buses for Watertown CitiBus. Renewed contracts with Guilfoyle Ambulance Service for Paratransit service as well as the Volunteer Transportation Center for assistance in program development and grant submittals.

2019-20 Goals and Objectives:

- Continue efforts to provide exceptional customer service for residents and visitors to the City with an emphasis on effective communication of Department programs and policies.
- Work jointly with City Engineering to implement a pavement management program utilizing innovative road analysis tools. The program will be used to develop short and long term pavement management strategies with the ultimate goal of increasing our pavement condition index consistent with goals set forth in the draft strategic plan.
- Continue to refine CitiBus operational protocols as they pertain to the Federal Transit Administration's Urban Transportation Rules and Regulations. Submit projects to the FTA for operating and capital expense reimbursements. Develop implementation strategies for extending CitiBus service areas to outer Arsenal Street and Fort Drum.
- Develop a scope of services for a contracted facilities assessment for the Public Works Newell Street Facility. This project was identified in the draft strategic plan.
- Adopt new city-wide policies and procedures related to injury and near-miss incident reporting as part of the Departments overall safety training programs.
- Conduct monthly, in-depth safety related training sessions on such topics as fall prevention, driver training, lock-out tag-out, hazard communications and PPE compliance.

City of Watertown

Fiscal Year: 2019-20
Department: Public Works Administration
Account Code: A1490
Function: General Government Support

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Budget Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
Personal Services				
110 Salaries	\$ 105,880	\$ 115,568	\$ 130,774	\$ 109,969
120 Clerical	105,996	113,388	113,762	120,507
130 Wages	49,827	51,869	52,474	53,523
140 Temporary	-	-	-	-
150 Overtime	3,716	2,248	2,000	2,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 265,419</u>	<u>\$ 283,073</u>	<u>\$ 299,010</u>	<u>\$ 285,999</u>
Equipment				
230 Vehicles	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ 23,990	\$ 26,733	\$ 24,240	\$ 29,460
420 Insurance	4,151	4,084	4,175	4,250
430 Contracted Services	55,872	54,225	64,970	73,188
440 Fees Non Employees	1,218	1,256	1,200	1,300
450 Miscellaneous	6,324	3,115	10,700	7,200
455 Vehicle Expenses	4,790	2,348	3,100	3,100
460 Materials and Supplies	19,604	16,213	37,150	27,050
465 Equipment < \$5,000	734	3,712	1,600	850
Total Operating Expenses	<u>\$ 116,683</u>	<u>\$ 111,686</u>	<u>\$ 147,135</u>	<u>\$ 146,398</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 37,955	\$ 38,788	\$ 43,807	\$ 41,565
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	19,484	20,660	22,874	21,880
840 Workers' Compensation	4,940	4,940	5,000	5,000
850 Health Insurance	44,003	52,902	64,371	41,989
Total Fringe Benefits	<u>\$ 106,382</u>	<u>\$ 117,290</u>	<u>\$ 136,052</u>	<u>\$ 110,434</u>
Department Total	<u><u>\$ 488,484</u></u>	<u><u>\$ 512,049</u></u>	<u><u>\$ 582,197</u></u>	<u><u>\$ 542,831</u></u>

City of Watertown

Fiscal Year: 2019-20
Department: Public Works Administration
Account Code: A1490
Function: General Government Support

		FY 2019-20 Adopted Budget	
Personal Services			
A.1490.0110	Salaries		
	Superintendent of Public Works	\$ 93,919	
	Assistant Superintendent of Public Works (.2)(a)	<u>16,050</u>	\$ 109,969
A.1490.0120	Clerical		
	Principal Account Clerk	53,523	
	Senior Account Clerk Typist	44,633	
	Account Clerk Typist (part-time)	<u>22,351</u>	120,507
A.1490.0130	Wages		
	Senior Engineering Tech		53,523
A.1490.0150	Overtime		<u>2,000</u>
	Total Personal Services		<u>\$ 285,999</u>
Operating Expenses			
A.1490.0410	Utilities		
	Water/Sewer	\$ 1,300	
	Electric	5,400	
	Natural Gas	18,000	
	Westelcom Telephone	3,000	
	Tablet Aircard (x3)	960	
	Cellular Phone Service	<u>800</u>	\$ 29,460
A.1490.0420	Insurance		4,250
A.1490.0430	Contracted Services		
	Janitorial Services	10,650	
	Rug/Mat Rentals	738	
	GIS/GPS Software Service/Maintenance	1,800	
	Cartegraph Software Maintenance	12,000	
	Weather Forecast Service	875	
	Elevator Repair (platform, counter-weight, belt)	8,500	
	Elevator Maintenance/Repair	3,000	
	HVAC/Plumbing Maintenance	4,000	
	Sprinkler System Maintenance	2,000	
	Generator Maintenace	875	
	Fire Detection Sprinklers	550	
	Window Fill-In (521 Newell St)	11,500	
	Sealcoat Yard (521 Newell St)	6,000	
	Overhead Door Preventive Maintenance (21)	3,500	

(a) Split between A.1490 (20%) and A.1640 (80%).

City of Watertown**Fiscal Year: 2019-20****Department: Public Works Administration****Account Code: A1490****Function: General Government Support**

		<u>FY 2019-20 Adopted Budget</u>	
A.1490.0430	Contracted Services continued		
	Overhead Door Repairs	3,500	
	Various Fence and Gate Repairs	900	
	Office Equipment Maint./Repair	1,800	
	Small Equipment Repairs	1,000	73,188
A.1490.0440	Fees, Non-Employees		
	CDL Mandated Random Testing		1,300
A.1490.0450	Miscellaneous		
	Subscriptions and Memberships	1,000	
	PESH Training / First Aid	1,000	
	Conference and Special Training/Webinars	5,000	
	Reference Manuals	200	7,200
A.1490.0455	Vehicle Expenses		
	Vehicle Fuel and Lubricants	800	
	Maintenance and Repairs	550	
	Insurance	1,750	3,100
A.1490.0460	Materials and Supplies		
	<u>Public Works Administration:</u>		
	Safety Shoes/Related Equipment	1,500	
	Small Tools and Materials	1,750	
	Building/Grounds Maintenance and Repair Materials	4,500	
	Janitorial/Restroom Supplies	2,000	
	Office Equipment Supplies	500	
	Carpenter Tools/Supplies	500	
	Small Tools and Safety Lights	1,000	
	Electric Panels (2) (521 Newell St - materials only)	1,800	
	Steel Siding (521 Newell St. south end - materials only)	1,000	
	<u>Central Storeroom Materials:</u>		
	Barricade Parts/Batteries	3,000	
	Lumber and Materials	2,000	
	Small Hand Tools/Equipment	1,500	
	Safety Vests, Gloves, etc. (Stock)	4,000	
	Miscellaneous Supplies	2,000	27,050
A.1490.0465	Equipment < \$5,000		
	Computer		850
	Total Operating Expenses		<u>\$ 146,398</u>

City of Watertown

Fiscal Year: 2019-20
Department: Public Works Administration
Account Code: A1490
Function: General Government Support

		<u>FY 2019-20 Adopted Budget</u>	
Fringe Benefits			
A.1490.0810	New York State Employees' Retirement System	\$	41,565
A.1490.0830	Social Security		21,880
A.1490.0840	Workers' Compensation		5,000
A.1490.0850	Health Insurance		<u>41,989</u>
	Total Fringe Benefits	\$	<u>110,434</u>
TOTAL BUDGET		\$	<u>542,831</u>

City of Watertown**Fiscal Year: 2019-20****Department: Municipal Building****Account Code: A1620****Function: General Government Support**

Description: This Department is staffed with three full-time employees and is responsible for the operation and maintenance of the Municipal Building and the Flower Memorial Library. The staff responsibilities extend to the leased areas of the building, including the NYS Unified Court Administration for the City Court facilities pertaining to cleaning, maintenance, minor repairs and renovation projects.

2018-19 Accomplishments:

- ✓ Erected a new wall in room #205 with electrical, communications, and door for the relocated Benefits office
- ✓ Moved Purchasing, Human Resources and Benefits offices
- ✓ Installed additional security cameras
- ✓ Upgraded 2 Laborers to Facility Maintenance Workers
- ✓ Painted courtroom, court offices as well as 1st & 2nd floor hallways

2019-20 Goals and Objectives:

- Replace the court area roof at City Hall
- Install and enforce building security
- Purchase new tractor/snow blower as the present one is from 1997
- Safety training for the buildings and grounds staff to improve their knowledge of potential safety issues and hazardous conditions.
- Improve and enhance the appearance of the buildings and grounds in preparation of the Farmer's Market, various activities and events held at City Hall and Flower Memorial Library.
- Fulfill maintenance requests, upkeep of daily tasks, paint and repair the 2nd floor hallway and Council Chambers and continue to maintain the grounds for City Hall as well as the Flower Memorial Library of snow and ice removal, mowing and weeding, boiler maintenance, plumbing issues, and various other issues and maintenance.

City of Watertown**Fiscal Year: 2019-20****Department: Municipal Building****Account Code: A1620****Function: General Government Support**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Budget Summary	Actual	Actual	Adopted Budget	Adopted Budget
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	-	-	-	-
130 Wages	59,058	46,742	57,621	60,162
140 Temporary	-	7,482	-	-
150 Overtime	3,910	3,011	4,000	4,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	1,400	1,656	1,400	1,400
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	\$ 64,368	\$ 58,891	\$ 63,021	\$ 65,562
Equipment				
230 Vehicles	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	\$ -	\$ -	\$ -	\$ -
Operating Expenses				
410 Utilities	\$ 38,144	\$ 39,095	\$ 39,750	\$ 35,950
420 Insurance	15,638	8,928	8,950	13,350
430 Contracted Services	23,610	24,702	39,845	42,645
440 Fees Non Employees	-	-	-	-
450 Miscellaneous	-	2,921	-	-
455 Vehicle Expenses	93	535	2,100	2,700
460 Materials and Supplies	12,564	14,918	11,000	11,000
465 Equipment < \$5,000	7,516	2,098	5,000	12,000
Total Operating Expenses	\$ 97,565	\$ 93,197	\$ 106,645	\$ 117,645
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 10,139	\$ 9,381	\$ 7,543	\$ 8,050
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	4,850	4,449	4,822	5,016
840 Workers' Compensation	10	-	10,500	-
850 Health Insurance	6,588	3,043	13,088	12,196
Total Fringe Benefits	\$ 21,587	\$ 16,873	\$ 35,953	\$ 25,262
Department Total	\$ 183,520	\$ 168,961	\$ 205,619	\$ 208,469

City of Watertown

Fiscal Year: 2019-20
Department: Municipal Building
Account Code: A1620
Function: General Government Support

		FY 2019-20 Adopted Budget	
Personal Services			
A.1620.0130	Wages		
	Custodial and Maintenance Supervisor (a)	\$ 25,567	
	Facilities Maintenance Worker (2 @ .50) (a)	<u>34,595</u>	\$ 60,162
A.1620.0150	Overtime		4,000
A.1620.0175	Health Insurance Buyout		<u>1,400</u>
	Total Personal Services		<u>\$ 65,562</u>
Operating Expenses			
A.1620.0410	Utilities		
	Phone System	\$ 18,500	
	Water and Sewer	3,250	
	Electric	8,900	
	Electric (Town Clock)	550	
	Natural Gas	<u>4,750</u>	\$ 35,950
A.1620.0420	Insurance		13,350
A.1620.0430	Contracted Services		
	Stat Contract	550	
	Seimen's Contract	8,595	
	HVAC Maintenance and Repairs	18,000	
	Buildings and Grounds Repairs	4,500	
	Elevator Lockout Devices	3,600	
	Elevator Maintenance	6,000	
	Generator Contract	<u>1,400</u>	42,645
A.1620.0455	Vehicle Expenses		
	Small Engine Repair	2,200	
	Gasoline	<u>500</u>	2,700
A.1620.0460	Materials and Supplies		
	Cleaning Supplies, Filters, Mops, Wax, Light Bulbs, Paint		11,000
A.1620.0465	Equipment < \$5,000		
	Locksets for Accessibility & Security	3,000	
	Baby Changing Stations (2)	800	
	Maintenance Tools	2,500	
	High-definition Cameras (Interior-7, Exterior -2)	<u>5,700</u>	<u>12,000</u>
	Total Operating Expenses		\$ 117,645

(a) Split between A.1620 (50%) and L.7410 (50%)

City of Watertown

Fiscal Year: 2019-20
Department: Municipal Building
Account Code: A1620
Function: General Government Support

		<u>FY 2019-20 Adopted Budget</u>
Fringe Benefits		
A.1620.0810	New York State Employees' Retirement System	\$ 8,050
A.1620.0830	Social Security	5,016
A.1620.0840	Workers' Compensation	-
A.1620.0850	Health Insurance	<u>12,196</u>
	Total Fringe Benefits	<u>\$ 25,262</u>
	TOTAL BUDGET	<u><u>\$ 208,469</u></u>

City of Watertown**Fiscal Year: 2019-20****Department: Central Garage****Account Code: A1640****Function: General Government Support**

Description: This account under the Department of Public Works is responsible for the maintenance and repair of all City owned equipment and fleet rolling stock of approximately 300 units. There are presently eight employees in this department consisting of the Assistant Superintendent of Public Works, six Motor Equipment Mechanics and a Senior Account Clerk/Typist.

2018-19 Accomplishments:

- ✓ Vehicle diagnostic software was upgraded to support maintenance of newer model year rolling stock.
- ✓ Vehicles that were available for purchase from the NYSOGS purchase plan have been ordered and delivered. Vehicles/Equipment that required competitive bidding have been bid and should be delivered before the end of the 2018-19 fiscal year
- ✓ Took delivery of four new CitiBus fixed route buses and two new paratransit units. All vehicles were inspected and put into service in the Spring of 2019.

2019-20 Goals and Objectives:

- Continue to upgrade vehicle diagnostic software and associated staff training to facilitate quicker troubleshooting and reduce the overall downtime of fleet assets.
- Develop specifications and procure all 2019-20 authorized vehicle/equipment purchases utilizing either NYSOGS purchase contracts or a competitive bidding process.
- Engage a firm to perform a bi-annual physical count of all items in the parts inventory
- Provide training for mechanics on new transit assets to include buses and fare collection equipment which will insure consistent delivery of services to our customers consistent with strategic planning objectives.
- Conduct a review of the City's fleet of vehicles and equipment to identify assets that are underutilized or of no beneficial value to any department as part of our fiscal sustainability objective.
- Transition departmental oversight from the Assistant Superintendent to a dedicated Fleet Manager position in July of 2020.

City of Watertown**Fiscal Year: 2019-20****Department: Central Garage****Account Code: A1640****Function: General Government Support**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Budget Summary	Actual	Actual	Adopted Budget	Adopted Budget
Personal Services				
110 Salaries	\$ 38,633	\$ 54,615	\$ 29,400	\$ 70,321
120 Clerical	42,005	43,345	43,758	44,633
130 Wages	240,608	244,703	281,801	281,198
140 Temporary	-	-	-	-
150 Overtime	1,879	4,804	4,000	4,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	2,800	2,800	2,800	2,800
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 325,925</u>	<u>\$ 350,267</u>	<u>\$ 361,759</u>	<u>\$ 402,952</u>
Equipment				
230 Vehicles	\$ 27,310	\$ -	\$ 125,000	\$ 100,000
250 Other	-	22,573	-	-
Total Equipment	<u>\$ 27,310</u>	<u>\$ 22,573</u>	<u>\$ 125,000</u>	<u>\$ 100,000</u>
Operating Expenses				
410 Utilities	\$ 13,767	\$ 12,020	\$ 13,600	\$ 12,700
420 Insurance	4,156	3,490	3,575	3,655
430 Contracted Services	50,540	66,087	77,694	59,514
440 Fees Non Employees	675	736	300	300
450 Miscellaneous	812	1,207	2,650	850
455 Vehicle Expenses	3,433	6,793	5,600	4,200
460 Materials and Supplies	93,180	103,936	114,590	108,700
465 Equipment < \$5,000	12,882	18,410	8,300	11,250
Total Operating Expenses	<u>\$ 179,445</u>	<u>\$ 212,679</u>	<u>\$ 226,309</u>	<u>\$ 201,169</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 55,227	\$ 52,644	\$ 49,072	\$ 57,895
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	23,863	25,500	27,674	30,825
840 Workers' Compensation	423	1,205	1,000	1,000
850 Health Insurance	69,136	84,621	101,230	97,351
Total Fringe Benefits	<u>\$ 148,649</u>	<u>\$ 163,970</u>	<u>\$ 178,976</u>	<u>\$ 187,071</u>
Department Total	<u><u>\$ 681,329</u></u>	<u><u>\$ 749,489</u></u>	<u><u>\$ 892,044</u></u>	<u><u>\$ 891,192</u></u>

City of Watertown**Fiscal Year: 2019-20****Department: Central Garage****Account Code: A1640****Function: General Government Support**

		FY 2019-20 Adopted Budget	
Personal Services			
A1640.0110	Salaries		
	Assistant Superintendent of Public Works (.8)(a)	\$ 64,198	
	Fleet Manager (1 month)	<u>6,123</u>	\$ 70,321
A.1640.0120	Clerical		
	Senior Account Clerk/Typist		44,633
A.1640.0130	Wages		
	Motor Equipment Mechanic (6)		281,198
A.1640.0150	Overtime		4,000
A.1640.0175	Health Insurance Buyout		<u>2,800</u>
	Total Personal Services		<u>\$ 402,952</u>
Equipment			
A.1640.0230	Vehicles		
	Service truck with crane, air compressor and accessories (#1-75)		<u>\$ 100,000</u>
	Total Equipment Expenses		<u>\$ 100,000</u>
Operating Expenses			
A.1640.0410	Utilities		
	Gas	\$ 9,000	
	Water/Sewer	3,500	
	Cell Phone	<u>200</u>	\$ 12,700
A.1640.0420	Insurance		3,655
A.1640.0430	Contracted Services		
	Janitorial Services	13,500	
	Sanor Service	500	
	Uniforms/Rug Rental	3,500	
	Part Machine Servicing	2,800	
	Annual Sprinkler Inspection	300	
	Oil, Filters and Antifreeze Disposal	1,000	
	Overhead Door Repairs	1,200	
	Overhead Door Preventive Maintenance (11)	1,500	
	Brake Lathe Maintenance	600	
	Shop Air Compressor Maintenance	800	
	Building Roof Repairs	2,000	
	Parts Inventory	1,200	
	Veeder Root and Leak Detector Testing	900	

(a) Split between A.1490 (20%) and A.1640 (80%).

City of Watertown**Fiscal Year: 2019-20****Department: Central Garage****Account Code: A1640****Function: General Government Support**

		<u>FY 2019-20 Adopted Budget</u>	
A.1640.0430	Contracted Services continued		
	Heating/Plumbing Maintenance and Repairs	2,500	
	HVAC Service Agreement	2,500	
	Pest Control	1,100	
	Mandown Alarm Monitoring	384	
	Fire Alarm Testing	250	
	Fire Alarm Monitoring	330	
	<u>Vehicle Diagnostic Sytem Upgrades:</u>		
	Shop Key Program	2,500	
	Snapon Scanner Update (2)	1,800	
	CUMMINS Insite Program Renewal	600	
	Detroit Diesel	700	
	Ford VCM	700	
	Allison Update	1,000	
	Car Wash Maintenance	2,800	
	Vehicle Lift Annual OSHA Inspection	2,150	
	Vehicle Lift Repair	2,200	
	Fork Lift Maintenance	700	
	Pressure Washer Maintenance	900	
	Fuelmaster System Maintenance Contract	1,400	
	Fleet Maintenance Software (RTA)	1,600	
	Copier Maintenance Contract	600	
	Fuel Farm Maintenance	1,500	
	Crane Inspection and Certification (3)	1,000	
	Cylinder Rental	500	59,514
A.1640.0440	Fees, Non Employees		
	Employee Testing		300
A.1640.0450	Miscellaneous		
	Training/PESH	400	
	Repair Manuals	300	
	Licensing/Subscriptions	150	850
A.1640.0455	Vehicle Expenses		
	Equipment Maintenance and Repair	800	
	Preventive Maintenance	500	
	Gasoline	1,600	
	Insurance	1,300	4,200

City of Watertown**Fiscal Year: 2019-20****Department: Central Garage****Account Code: A1640****Function: General Government Support**

		<u>FY 2019-20 Adopted Budget</u>	
A.1640.0460	Materials and Supplies		
	Safety Shoes and Safety Apparel (7)	2,000	
	NYSI Authorization	150	
	Gas / Diesel / Lubricants (a)	75,000	
	Propane (1-127)	600	
	Diesel Exhaust Fluid	2,000	
	Shop Tool Replacements	2,700	
	Welding Gas	500	
	Building / Janitorial / Restroom Supplies	4,250	
	Lunchroom Carpet Replacement	400	
	Shop Towels, Hand Soap, etc.	3,000	
	Water Cooler/Delivery	600	
	Misc. Parts for Maintenance/Repair (a)	17,500	108,700
A.1640.0465	Equipment < \$5,000		
	Computer	850	
	Jack Stands	600	
	Torque Wrench	600	
	Floor Jacks	1,200	
	Brake Lathe Parts	1,400	
	AC/DC Welder replacement	3,500	
	Parts Shelving	600	
	Vehicle Diagnostic Software	2,500	11,250
	Total Operating Expenses		\$ 201,169
Fringe Benefits			
A.1640.0810	New York State Employees' Retirement System	\$	57,895
A.1640.0830	Social Security		30,825
A.1640.0840	Workers' Compensation		1,000
A.1640.0850	Health Insurance		97,351
	Total Fringe Benefits	\$	187,071
TOTAL BUDGET		\$	<u><u>891,192</u></u>

(a) Expenditure estimates for funds needed to pay current expenses before charged back to Water and Sewer funds and City School District. These billings are reflected in General Fund revenues.

A1640 – Central Garage

Fiscal Year 2019-20
Vehicles and Equipment



Service truck with crane, air compressor and accessories (#1-75) \$100,000

Vehicle 1-075 is a 2001 Ford F350, two wheel drive, dual wheel chassis equipped with a service body, crane, electric inverter and a PTO driven air compressor. This truck is the “heart and soul” for road service calls. The truck is equipped with an oxy-acetylene torch setup, hand and pneumatic tools, jacks, fluids, and a portable hydraulic hose crimper to repair leaking hoses in the field. It also has a permanently mounted 360* rotational crane to remove tires, snow plow wings or just about anything that needs to be removed from a vehicle. It is also equipped with emergency and work lighting. The on-board compressor will inflate tires and power any pneumatic tools that may be required. The tool compartments are beset with corrosion allowing moisture into the compartments causing the tools to rust. The understructure of the chassis is showing signs of degradation from rust and corrosion. The truck will be replaced with a like unit. This unit has proven to be a great asset to the fleet services division of Public Works.



City of Watertown**Fiscal Year: 2019-20****Department: Central Printing and Mailing****Account Code: A1670****Function: General Government Support**

Description: It is the responsibility of Central Printing and Mailing to operate and maintain the Kyocera Taskalfa 5501i & 6501i copiers, Hasler IN-600 mailing machine and electronic mail scale located in City Hall for use by all City departments. All fees associated with maintenance, copy charges, stationery supplies and postage are charged to this account. This department maintains a centralized inventory of office supplies for use by all of the departments within the City. Through the use of State Contract pricing, blanket order purchasing for this account has minimized the need for departmental inventorying of miscellaneous office supplies thus reducing the overall inventory expense to the City. This account is charged to advise all departments of current postal regulations and to assist each of them in determining the most economic means for mailing their parcels.

2018-19 Accomplishments:

- ✓ Continued to review current service contracts for performance and toner usage.

2019-20 Goals and Objectives:

- Continue to investigate the use of County, New York State OGS or cooperative contracts to lower paper and basic office supply costs.
- Collaborate with the IT Department to reduce the cost of printing by migrating from ink-jet printers to a lower cost alternative.

City of Watertown**Fiscal Year: 2019-20****Department: Central Printing and Mailing****Account Code: A1670****Function: General Government Support**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Budget Summary	Actual	Actual	Adopted Budget	Adopted Budget
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	-	-	-	-
130 Wages	-	-	-	-
140 Temporary	-	-	-	-
150 Overtime	-	-	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	\$ -	\$ -	\$ -	\$ -
Equipment				
230 Vehicles	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	\$ -	\$ -	\$ -	\$ -
Operating Expenses				
410 Utilities	\$ -	\$ -	\$ -	\$ -
420 Insurance	-	-	-	-
430 Contracted Services	3,793	4,562	5,100	5,600
440 Fees Non Employees	-	-	-	-
450 Miscellaneous	28,000	28,045	28,000	28,000
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	25,895	25,083	30,850	30,850
465 Equipment < \$5,000	-	-	-	-
Total Operating Expenses	\$ 57,688	\$ 57,690	\$ 63,950	\$ 64,450
Fringe Benefits				
810 NYS Employees' Retirement System	\$ -	\$ -	\$ -	\$ -
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	-	-	-	-
840 Workers' Compensation	-	-	-	-
850 Health Insurance	-	-	-	-
Total Fringe Benefits	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 57,688	\$ 57,690	\$ 63,950	\$ 64,450

City of Watertown

Fiscal Year: 2019-20

Department: Central Printing and Mailing

Account Code: A1670

Function: General Government Support

FY 2019-20 Adopted Budget

Operating Expenses

A.1670.0430	Contracted Services		
	Postage Meter Rental	\$ 900	
	Mail Machine Maintenance	800	
	Copier Maintenance and Supplies (2nd Floor)	1,900	
	Copier Maintenance and Supplies (3rd Floor)	<u>2,000</u>	\$ 5,600
A.1670.0450	Miscellaneous		
	Postage		28,000
A.1670.0460	Materials and Supplies		
	Office Supplies	30,000	
	Postage Machine Supplies (Ink and Tapes)	<u>850</u>	<u>30,850</u>
	Total Operating Expenses		<u>\$ 64,450</u>
	TOTAL BUDGET		<u>\$ 64,450</u>

City of Watertown**Fiscal Year: 2019-20****Department: Information Technology****Account Code: A1680****Function: General Government Support**

Description: The IT Department is responsible for strategic planning, budgeting, operational support, and coordination of technology requirements and uses within and between all departments to achieve the business objectives of City. The department's staff operate the City's data and voice network; manage its servers, workstations, data and software and implement and support GIS information technologies for all departments.

2018-19 Accomplishments:

- Launched Complaints/Violations/Citations Module of Code Enforcement Software
- Finalized the implementation of GPS units in Police vehicles
- Transitioned to IP Telephony at the Wastewater Treatment Plant
- Completed Thompson Park & Basin fiber projects
- Completed Firehouse software upgrade
- Implemented off site back-up configuration
- Upgraded and migrated DPW signage software
- Provided GIS data to US Census Bureau
- Implemented Moisture detection for the Arena Boiler Room
- Awarded DHES Cyber Security Grant
- Upgraded and expanded Arena Security Camera system
- Migrated to newest version of Secure Check
- Completed TRACs software upgrade
- Migrated Massey Street Fire to new subnet

2019-20 Goals and Objectives:

- Implement appropriate security measures for City Hall
- Complete GIS Needs Assessment
- Complete CitiBus Software Migration
- E-mail and Office System migration
- Continue implementation of Code Enforcement Software
- Continue Implementing security resolutions as dictated in the NYS CAP
- Install WiFi capability at the baseball field
- Replace Civil Service Software and Migrate Data
- Complete next phases of our network rebuild project
- Transition additional nodes to the new Domain & Subnet
- Continue consolidation and centralization to cut down on excessive printing costs
- Replace some of the aging servers
- Begin Website redevelopment project
- Plan for IT components of the Thompson Park Pool project
- Complete work required for next phase of the ADA Transition Plan
- Accommodate and execute appropriate IT initiatives included in the upcoming strategic plan (TBD)

City of Watertown**Fiscal Year: 2019-20****Department: Information Technology****Account Code: A1680****Function: General Government Support**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Budget Summary	Actual	Actual	Adopted Budget	Adopted Budget
Personal Services				
110 Salaries	\$ 130,418	\$ 113,731	\$ 135,224	\$ 138,605
120 Clerical	-	-	-	-
130 Wages	170,939	132,701	212,941	240,438
140 Temporary	-	26,124	-	-
150 Overtime	-	534	1,500	1,500
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	1,500	3,527	5,600	4,300
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 302,857</u>	<u>\$ 276,617</u>	<u>\$ 355,265</u>	<u>\$ 384,843</u>
Equipment				
230 Vehicles	\$ -	\$ -	\$ -	\$ -
250 Other	8,243	-	-	-
Total Equipment	<u>\$ 8,243</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ 18,962	\$ 20,957	\$ 21,793	\$ 21,793
420 Insurance	-	-	-	-
430 Contracted Services	34,151	35,116	99,393	189,796
440 Fees Non Employees	-	-	1,000	-
450 Miscellaneous	2,782	3,434	7,000	6,000
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	342	21	1,000	1,000
465 Equipment < \$5,000	49,450	1,731	37,750	27,000
Total Operating Expenses	<u>\$ 105,687</u>	<u>\$ 61,259</u>	<u>\$ 167,936</u>	<u>\$ 245,589</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 32,276	\$ 34,355	\$ 32,083	\$ 40,333
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	22,672	20,696	27,177	29,440
840 Workers' Compensation	-	-	-	-
850 Health Insurance	34,319	35,044	63,504	47,803
Total Fringe Benefits	<u>\$ 89,267</u>	<u>\$ 90,095</u>	<u>\$ 122,764</u>	<u>\$ 117,576</u>
Department Total	<u><u>\$ 506,054</u></u>	<u><u>\$ 427,971</u></u>	<u><u>\$ 645,965</u></u>	<u><u>\$ 748,008</u></u>

City of Watertown

Fiscal Year: 2019-20
Department: Information Technology
Account Code: A1680
Function: General Government Support

		<u>FY 2019-20 Adopted Budget</u>	
Personal Services			
A.1680.0110	Salaries		
	Information Technology Manager	\$ 78,925	
	Information Technology Project Manager	<u>59,680</u>	\$ 138,605
A.1680.0130	Wages		
	GIS Coordinator	61,431	
	GIS Technician	47,103	
	Information Technology Specialist (3)	<u>131,904</u>	240,438
A.1680.0150	Overtime		1,500
A.1680.0175	Health Insurance Buyout		<u>4,300</u>
	Total Personal Services		<u>\$ 384,843</u>
Operating Expenses			
A.1680.0410	Utilities		
	Westelcom Data/RPI	\$ 16,736	
	Time Warner Data	3,732	
	Cell phones	<u>1,325</u>	\$ 21,793
A.1680.0430	Contracted Services		
	Software Maintenance:		
	ESRI (ARCGIS Maintenance and Support)	8,000	
	Hosted E-mail and Office	65,000	
	Website/Intranet Redevelopment	65,000	
	Citizen and Staff Alerting Software	15,000	
	Antivirus Annual Subscription	4,000	
	AutoDesk Licenses	1,025	
	Domain Registration Renewal	400	
	Digicert SSL Certs	888	
	Firewall Support	3,389	
	Accela - KVS oracle	5,662	
	Telephone System Maintenance (Avaya)	16,692	
	STAT Communications Server RM	340	
	Fiber Repairs	1,400	
	Technical Support Services	1,000	
	Printer Support	<u>2,000</u>	189,796
A.1680.0450	Miscellaneous		
	Travel and Training		6,000
A.1680.0460	Materials and Supplies		
	Tapes and Supplies		1,000

City of Watertown

Fiscal Year: 2019-20
Department: Information Technology
Account Code: A1680
Function: General Government Support

		<u>FY 2019-20 Adopted Budget</u>	
A.1680.0465	Equipment < \$5,000		
	Servers	15,000	
	Computers / Tablets / Printers	1,700	
	Phone Handsets and Equipment	300	
	UPS Batteries	5,000	
	Network Switch Replacement	<u>5,000</u>	<u>27,000</u>
	Total Operating Expenses		<u>\$ 245,589</u>
Fringe Benefits			
A.1680.0810	New York State Employees' Retirement System	\$ 40,333	
A.1680.0830	Social Security	29,440	
A.1680.0850	Health Insurance	<u>47,803</u>	
	Total Fringe Benefits	<u>\$ 117,576</u>	
TOTAL BUDGET			<u><u>\$ 748,008</u></u>

City of Watertown

Fiscal Year: 2019-2020
Department: Police Department
Account Code: A3120
Function: Public Safety



Description: The City of Watertown Police Department provides 24-hour service to the city through the deterrence of crime, the prosecution of criminals, the safeguarding of citizens, the protection of property and the maintenance of order. The department is staffed with 66 sworn officers and three full-time civilian personnel. It is divided into three divisions: Patrol, Investigations and Administration. In 2018, the Watertown Police Department received 26,461 calls for service, of which 1,268 were domestic incident investigations, 1,159 were motor vehicle accidents, 167 were drug offenses, 143 were burglary investigations, 38 were assault investigations, 48 were weapons investigations, 108 were sex offenses, 106 were DWIs and 65 were drug overdoses. WPD officers made 1,665 adult arrests, 60 juvenile arrests, 3,785 vehicle stops, issued 2,565 uniform traffic tickets, and 1,552 parking tickets.

2018-2019 Accomplishments:

- ✓ Successfully investigated and made arrests in numerous serious felony cases, including a shooting incident at downtown bar in which five victims sustained gunshot wounds, an arson fire in which two Watertown Firefighters were injured (one of them seriously), a one night rash of armed home invasion burglaries of three residences in which numerous victims were menaced with a weapon and unlawfully imprisoned, several incidents involving the possession of illegal handguns and several robberies and burglaries. Additionally, WPD patrol officers sought out and arrested a fugitive from justice who was wanted in Massachusetts for several violent felonies. Patrols also made arrests for a number of active "meth labs." The Watertown Police Department Special Reaction Team (SRT) had another active year. The SRT was activated 30 times, which was another increase over the previous year's record number of activations (25). The majority of the activations were in response to calls to assist the Metro-Jefferson Drug Task Force with the execution of search warrants. Other calls included barricaded armed subjects. The SRT activations resulted in multiple arrests and the seizures of long guns, handguns, cocaine, heroin, methamphetamine, marihuana, cash and drug related paraphernalia.
- ✓ The Watertown Police Department was awarded re-accreditation by the NY State Division of Criminal Justice Services (DCJS). Accreditation is granted to agencies that satisfy the standards set by DCJS. Those standards include statutory requirements, training requirements and best practices that insure that departments operate in an efficient and professional manner. Only about 28% of police agencies in NY State are accredited. The Watertown Police Department has maintained accreditation continuously since 1998. Our next full accreditation evaluation will be in December of 2023.
- ✓ Added one detective to the Metro-Jefferson Drug Task force. This brings the number of Watertown Police Department Detectives on the Task Force to four. 2019 is already turning out to be a very busy year for the task force. The great majority of MJDTF cases continue to occur within the City of Watertown.
- ✓ Obtained external grants totaling nearly \$26,129. These grants covered costs related to DWI enforcement/DWI court appearances, aggressive driving details (including cell phone/seat belt/stopped school bus details), and equipment such as bullet resistant vests.
- ✓ Worked with the City of Watertown Information Technology Department, to upgrade and keep police computers, monitors and printers up to date and in working order and to plan for future major upgrades to the department's computer systems. A total of 14 computers were purchased for the year.

City of Watertown**Fiscal Year: 2019-2020****Department: Police Department****Account Code: A3120****Function: Public Safety****2018-2019 Accomplishments continued:**

- ✓ Added additional special-topics instructors to the department's Training Unit. While we did lose some instructor officers to retirements, we are continuing to send officers to specialized training as that training becomes available.
- ✓ Began research into the implementation of a body-worn camera program. Body-worn cameras are a sub-goal of the City Council in the "Strategic Plan" and are currently in the City of Watertown Capital Budget for the 2020-2021 budget year.
- ✓ Outfitted officers with body armor through the Bulletproof Vest Partnership Program which is sponsored by the Federal government. The program pays 50% of the cost of providing body armor to new officers and to replace worn vests of veteran officers. We received no additional funding for 2018-2019. We have \$1,800 left in the previous year's funding, and that money will be used towards the \$6,700 spent on 11 vests in the 2018-2019 fiscal year.

2019-2020 Goals:

- Assign and train a patrol officer as a "Neighborhood Watch" liaison. The officer will connect with newly formed Neighborhood Watch (NW) groups and will assist with communication between those groups and the Watertown Police Department. This is one of City Council's sub-goals in the new "Strategic Plan."
- Purchase a License Plate Reader (LPR) to replace the obsolete and unusable model that the WPD currently owns. This LPR is already in the 2019-2020 Operational Budget and would be the first of two LPRs that we would purchase over two years. This is an example of technology assisted policing and is also part of the City Council's "Strategic Plan."
- Begin planning for a "Crime Prevention Program." Another sub-goal of the "Strategic Plan" would involve the hiring of a part-time civilian to act as a crime prevention specialist. This is not yet a budgeted position and would still need City Council approval.
- Continue to research body camera options for their anticipated purchase in the 2020-2021 budget year. Body camera features, storage options and policies/best practices have continued to change over the past few years. Agencies have widely varied policies on what footage may or may not be released, and some states have passed legislation regarding the disclosure of body camera footage. The high cost of video storage, whether cloud based or hard drive based, is a major concern. Privacy is another concern. We anticipate that some of these issues will be settled by the time the department is ready to put a system into operation and we want to be well-educated in the topic when the time to deploy a system arrives. This goal is part of the City's "Strategic Plan."
- Re-institute the "Impact Team" to the patrol division. This assignment would place two patrol officers in an unmarked police car in high-traffic and high-crime areas of the city with the goal of catching suspects in the act of committing crimes. The team would specifically target activity related to drug sales, drug possession and the related property crimes that they promote. It would also serve as an additional general deterrent to criminal activity. The team would be deployed only when non-overtime staffing allows. This has been an unrealized goal for the past three budget years, due to manpower levels. We will again attempt to deploy an impact team if manpower allows.

City of Watertown**Fiscal Year: 2019-2020****Department: Police Department****Account Code: A3120****Function: Public Safety****2019-2020 Goals continued:**

- Monitor and maintain the number of certified police training instructors within the department. In order to continue providing a full police academy and in-service training program, we need to keep up with the gradual loss of “general topics” and “special topics” training instructors through the normal retirement of personnel.
- Continue to work closely with the City of Watertown Information Technology Department, to upgrade and keep police computers up to date and in working order. We will continue to replace old desktop computers, in-car computers, monitors and printers on a rotating basis as needed.
- Continue to seek federal and state grants and other external funding to enhance the department’s equipment, training budget, and services that the police department provides to the citizens of Watertown.
- Continue to outfit officers with replacement body armor through the Bulletproof Vest Partnership Program. The program matches City of Watertown funds, providing 50% of the cost of new body armor for officers and tactical team members.
- Strive to continue providing courteous and professional customer service to the citizens of the City of Watertown by insuring that all officers follow-up with complainants in a timely manner and treat all persons with respect.
- Seek to improve communications between the Watertown Police Department, the City Council and other City departments through timely responses to inquiries.
- Continue to improve communication with the public through media releases and through the City of Watertown website.
- Continue partnerships with other public and private entities, such as the NY State Police, the Jefferson County Sheriff’s Office, the Jefferson County District Attorney’s Office, Jefferson County Emergency Management/Dispatch Center, Ft. Drum, Samaritan Medical Center, the Watertown City School District, the Victim’s Assistance Center, the Alliance for Better Communities, the Jefferson County Businesses Against Drugs organization, Jefferson Community College and many more.
- Help improve the City of Watertown’s image and appearance by working to keep patrol vehicles as clean as possible and to insure that officers’ appearance and demeanor is courteous and professional. Additionally, we will continue to notify the Department of Public Works, City Electric, National Grid and other departments/entities of deficiencies such as pot holes, traffic light malfunctions and street light malfunctions as needed.

City of Watertown

Fiscal Year: 2019-20
Department: Police
Account Code: A3120
Function: Public Safety

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Budget Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
Personal Services				
110 Salaries	\$ 191,541	\$ 194,670	\$ 194,085	\$ 230,268
120 Clerical	95,070	99,555	102,730	124,442
130 Wages	4,330,338	4,372,851	4,360,795	4,754,635
140 Temporary	44,987	52,290	60,000	60,000
150 Overtime	329,707	378,045	325,000	325,000
155 Holiday Pay	46,610	42,594	48,500	48,500
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	20,115	23,342	25,000	24,375
180 Roll Call Pay	45,236	45,056	46,000	46,000
185 On Call Pay	15,354	12,624	14,500	14,500
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	18,450	14,650	13,000	13,000
Total Personal Services	<u>\$ 5,137,408</u>	<u>\$ 5,235,677</u>	<u>\$ 5,189,610</u>	<u>\$ 5,640,720</u>
Equipment				
230 Vehicles	\$ 160,630	\$ 140,272	\$ 246,000	\$ 213,000
250 Other	16,263	-	-	62,500
Total Equipment	<u>\$ 176,893</u>	<u>\$ 140,272</u>	<u>\$ 246,000</u>	<u>\$ 275,500</u>
Operating Expenses				
410 Utilities	\$ 16,599	\$ 15,173	\$ 14,950	\$ 27,900
420 Insurance	3,985	2,701	2,775	2,790
430 Contracted Services	229,912	230,391	245,100	220,850
440 Fees Non Employees	8,264	9,119	5,950	5,950
450 Miscellaneous	59,529	73,613	69,500	69,500
455 Vehicle Expenses	170,327	218,722	221,750	231,875
460 Materials and Supplies	49,453	45,586	93,150	87,350
465 Equipment < \$5,000	22,843	116,680	79,000	84,050
Total Operating Expenses	<u>\$ 560,912</u>	<u>\$ 711,985</u>	<u>\$ 732,175</u>	<u>\$ 730,265</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 5,635	\$ 8,573	\$ 9,425	\$ 10,455
820 NYS Police/Fire Retirement System	1,072,606	1,130,575	1,079,519	1,175,354
830 Social Security	377,126	383,819	397,007	431,517
840 Workers' Compensation	75,512	84,728	75,000	115,000
850 Health Insurance	787,295	859,861	937,533	777,586
Total Fringe Benefits	<u>\$ 2,318,174</u>	<u>\$ 2,467,556</u>	<u>\$ 2,498,484</u>	<u>\$ 2,509,912</u>
Department Total	<u><u>\$ 8,193,387</u></u>	<u><u>\$ 8,555,490</u></u>	<u><u>\$ 8,666,269</u></u>	<u><u>\$ 9,156,397</u></u>

City of Watertown**Fiscal Year: 2019-20****Department: Police****Account Code: A3120****Function: Public Safety****FY 2019-20 Adopted Budget****Personal Services**

A.3120.0110	Salaries		
	Police Chief	\$ 117,942	
	Police Captain	<u>112,326</u>	\$ 230,268
A.3120.0120	Clerical		
	Parking Enforcement Officer/Records Clerk	38,488	
	Parking Enforcement Officer (.5)	14,977	
	Secretary	33,662	
	Records Clerk	<u>37,315</u>	124,442
A.3120.0130	Wages		
	Police Lieutenant (5)	503,746	
	Police Sergeant (7)	602,183	
	Police Detective (8)	612,533	
	Police Officer (44)	<u>3,036,173</u>	4,754,635
A.3120.0140	Temporary		
	School Crossing Guards		60,000
A.3120.0150	Overtime		325,000
A.3120.0155	Holiday Pay		48,500
A.3120.0175	Health Insurance Buyout		24,375
A.3120.0180	Roll Call Pay		46,000
A.3120.0185	On Call Pay		14,500
A.3120.0195	Clothing/Cleaning Allowance		<u>13,000</u>
	Total Personal Services		<u>\$ 5,640,720</u>

Equipment

A.3120.0230	Motor Vehicles		
	Marked Patrol Car (4)	\$ 172,000	
	Un-marked Vehicle	<u>41,000</u>	\$ 213,000
A.3120.0250	Other Equipment		
	LIVESCAN	22,500	
	Range Shack	15,000	
	License Plate Reader	<u>25,000</u>	<u>62,500</u>
	Total Equipment		<u>\$ 275,500</u>

Operating Expenses

A.3120.0410	Utilities		
	National Grid	\$ 300	
	PSB Phone Charges	3,300	
	Cellular Telephones	6,300	
	Wireless Communication	<u>18,000</u>	\$ 27,900

City of Watertown**Fiscal Year: 2019-20****Department: Police****Account Code: A3120****Function: Public Safety**

		<u>FY 2019-20 Adopted Budget</u>	
A.3120.0420	Insurance		2,790
A.3120.0430	Contracted Services		
	Software Maintenance	37,500	
	Net Motion Security Contract	5,200	
	Live Scan Maintenance/Licensing	2,500	
	Ambulance Service	2,500	
	Datamaster Maintenance	1,500	
	Lightbar/Radio Maintenance	6,500	
	Advertising	500	
	Towing Service	1,800	
	Public Safety Building Maintenance	150,000	
	Radar Recertification	2,800	
	Portable Toilets	700	
	Taser Maintenance/Insurance	3,000	
	Copier Maintenance	3,800	
	Sierra Wireless Update Plan	350	
	Shred-con	450	
	K9 Boarding	750	
	Laser Printer Maintenance	1,000	220,850
A.3120.0440	Fees, Non Employee		
	Veterinary Care	3,200	
	New Hires Physicals	1,000	
	New Hires Psychologicals	1,000	
	Crossing Guard Physicals	750	5,950
A.3120.0450	Miscellaneous		
	Tuition Assistance	2,500	
	Training Schools	20,000	
	Shipping Expenses	500	
	Travel Reimbursements	6,500	
	Investigation Funds	25,000	
	Police Academy	15,000	69,500
A.3120.0455	Vehicle Expenses		
	Gasoline	110,000	
	Replacement Tires	15,000	
	Insurance	47,375	
	General and Collision Repairs	50,000	
	Preventive Maintenance	7,000	
	Vehicle Marking Materials	2,500	231,875

City of Watertown**Fiscal Year: 2019-20****Department: Police****Account Code: A3120****Function: Public Safety**

		<u>FY 2019-20 Adopted Budget</u>	
A.3120.0460	Materials and Supplies		
	Training Ammo	9,000	
	Service Ammo	4,500	
	Range Supplies	2,500	
	Pepperball Supplies	5,200	
	Quartermaster Program	30,000	
	Safety Flares	500	
	Identification Materials	4,000	
	K-9 Dog Food	2,400	
	K-9 Supplies	2,000	
	Parking Tickets	1,400	
	General Office Supplies	3,000	
	Printed Forms	2,500	
	Special Response Team (SRT)	1,600	
	Training Supplies	1,000	
	DARE Supplies	4,000	
	Crossing Guard Supplies	750	
	General Police Supplies	2,000	
	Portable Radio Batteries	1,500	
	Pepper Spray Replacement	500	
	Taser Cartridges	3,500	
	Printed Materials/Brochures	3,500	
	Defensive Tactics Supplies	2,000	87,350
A.3120.0465	Equipment < \$5,000		
	Computers and Printer (11)	10,000	
	SRT Tactical Armor Replacement (5)	20,000	
	JAG grant - County pass-through portion	5,220	
	JAG grant - Evidence/Patrol Equipment	7,830	
	Mobile Sierra Wireless Upgrade (18)	23,000	
	Office Equipment	1,500	
	Weapons - Trade/Replace (15)	2,500	
	Taser Replacements	4,000	
	Police Equipment	10,000	84,050
	Total Operating Expenses		<u>\$ 730,265</u>

City of Watertown

Fiscal Year: 2019-20

Department: Police

Account Code: A3120

Function: Public Safety

FY 2019-20 Adopted Budget

Fringe Benefits

A.3120.0810	New York State Employees' Retirement System	\$ 10,455
A.3120.0820	New York State Police/Fire Retirement System	1,175,354
A.3120.0830	Social Security	431,517
A.3120.0840	Workers' Compensation	115,000
A.3120.0850	Health Insurance	<u>777,586</u>
	Total Fringe Benefits	<u>\$ 2,509,912</u>

TOTAL BUDGET	<u>\$ 9,156,397</u>
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A3120 – Police

Fiscal Year 2019-20 Vehicles and Equipment



Patrol Vehicle Replacement (4) -

\$172,000

To effectively maintain the department's fleet in a cost effective manner, four (4) high mileage marked patrol cars (100,000 +) will be replaced. The NYS min bid process (if available) will be utilized to get the best pricing.



Criminal Investigations Division - Unmarked car

\$41,000

The Department is requesting to purchase one new unmarked car. The unmarked car will replace either a 2009 or 2010 Chevrolet Impala based on mileage, body rust and persistent mechanical issues. The NYS mini bid process (if available) will be utilized to get the best pricing.



A3120 – Police

Fiscal Year 2019-20 Vehicles and Equipment



LiveScan Fingerprint System Replacement

\$22,500

This purchase will replace the current system that is being phased out by New York State. The existing LiveScan machine will become obsolete when NYS activates the new system. There is an approximate \$8,000 trade in for our current system.



License Plate Reader Purchase

\$25,000

This purchase will equip two patrol vehicles with License Plate Reader technology. The existing License Plate Reader (LPR) is 10 plus years old and is no longer operable.



A3120 – Police

Fiscal Year 2019-20
Vehicles and Equipment



Police Department Shooting Range Shack Replacement \$15,000

This project includes the removal and replacement of the range shack. The existing shack is 30 plus years old and in a state of disrepair that deems replacement necessary.



City of Watertown**Fiscal Year: 2019-20****Department: Fire****Account Code: A3410****Function: Public Safety**

Description: The City of Watertown Fire Department provides emergency and non-emergent services for the citizens of Watertown and the larger regional area with 72 uniformed personnel. These services include: a limited fire safety education programs to school age children, fire suppression and investigation, non-transport first response emergency medical care using the closes unit response plan, and hazardous materials and technical rescue services. The average demand for services has been 4242 incidents a year for the past five years. For calendar year 2018, the department handled 4,211 incidents. Fire incidents including: 21 residential structures fires, 18 multi-family dwellings fires, and 61 other fire type situations of various nature; 2,752 rescue and emergency medical responses; 5 occasions where the department provided mutual aid to our neighboring departments, of which 3 were for assistance at structure fires, and the other two were for specialized support of an incident.

2018-19 Accomplishments:

- ✓ Installed Washer/Extractor and dryers at all three fire stations to improve gear cleaning and reduction of health risks to our employees offset by AFG funds.
- ✓ Provided limited fire education to community organizations and businesses using our Municipal Training Officer.
- ✓ Awarded a SAFER grant which allowed for the hiring of 4 new members. Cost of these members is offset by the grant funds for a three year period which started October 22, 2018.
- ✓ Continued to collect data from an after incident survey for citizens to respond to department performance when called to provide assistance to them. Results are part of the department's annual report
- ✓ Provided in house initial training to four new recruits hired under the SAFER grant and four additional recruits hired due to retirements utilizing department personnel to educate them through skills and testing meeting state and national minimum standards.
- ✓ Continue following new staffing directive whereby daily staffing levels were not to fall below 13 members. This effectively prevents the rescue truck from being staffed when daily staffing is below 15.
- ✓ Provided Council with an Annual Report which identifies services provided and resources used to provide those services
- ✓ Met with representatives from Pierce Manufacturing with regards to the condition of the frame rails of Engine #3 to formulate a plan of action moving forward for not only this apparatus, but other apparatus built in that time frame

2019-20 Goals and Objectives:

- Work with the City Manager and City Council to implement contract outcomes from latest interest arbitration award.
- Write specification, review and award bids for the purchase of new aerial truck to replace a 1986 Emergency One 95 ft. platform.
- Oversee the replacement of frame structure and refurbishment of Engine #3, being done at a Pierce facility in Wisconsin.

City of Watertown

Fiscal Year: 2019-20

Department: Fire

Account Code: A3410

Function: Public Safety



2019-20 Goals and Objectives continued:

- Seek and execute grant assistance for equipment, operations, training, prevention, and building weatherization.
- Continue to implement study recommendations pertaining to operational efficiencies and identifying community risk.
- Continue evaluation of community risk and community expectations to update existing Standard of Cover document
- Commit to the department obtaining Accreditation through the Center of Public Safety Excellence by enrolling members in classes, forming committees to review, update and prepare documents necessary to achieve this goal.
- Continue to seek input from citizens who have received services from our department, evaluate their responses in order to improve service delivery
- Develop and implement a plan to provide ongoing Fire Prevention Education program for local schools and other organizations within the City. This will be accomplished without adding any additional full time staffing. Various approaches to accomplishing this goal will be examined as part of the review process.

City of Watertown

Fiscal Year: 2019-20
Department: Fire
Account Code: A3410
Function: Public Safety

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Budget Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
Personal Services				
110 Salaries	\$ 181,972	\$ 181,315	\$ 181,836	\$ 186,382
120 Clerical	38,110	37,180	31,095	33,135
130 Wages	4,636,992	4,615,401	3,994,124	4,123,923
140 Temporary	-	3,239	-	-
150 Overtime	720,217	862,459	760,000	575,942
155 Holiday Pay	187,949	187,372	171,825	172,478
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	12,884	14,423	15,000	16,250
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	17,700	16,500	17,400	16,800
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	\$ 5,795,824	\$ 5,917,889	\$ 5,171,280	\$ 5,124,910
Equipment				
230 Vehicles	\$ -	\$ 42,949	\$ -	\$ -
250 Other Equipment	5,699	-	72,450	-
Total Equipment	\$ 5,699	\$ 42,949	\$ 72,450	\$ -
Operating Expenses				
410 Utilities	\$ 37,504	\$ 35,831	\$ 43,900	\$ 38,700
420 Insurance	36,469	18,716	15,000	17,700
430 Contracted Services	49,703	56,973	68,585	24,685
440 Fees Non Employees	3,860	4,335	5,000	5,000
450 Miscellaneous	9,959	8,420	32,552	16,800
455 Vehicle Expenses	118,111	118,653	125,700	126,550
460 Materials and Supplies	28,879	27,855	35,500	41,900
465 Equipment < \$5,000	426,955	80,988	105,100	164,500
Total Operating Expenses	\$ 711,440	\$ 351,771	\$ 431,337	\$ 435,835
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 6,289	\$ 6,041	\$ 2,853	\$ 4,952
820 NYS Police/Fire Retirement System	1,559,420	1,562,945	1,382,878	1,309,349
830 Social Security	421,108	428,878	395,597	392,052
840 Workers' Compensation	59,619	171,495	125,000	70,000
850 Health Insurance	986,789	1,120,073	1,193,863	1,053,878
Total Fringe Benefits	\$ 3,033,225	\$ 3,289,432	\$ 3,100,191	\$ 2,830,231
Department Total	<u>\$ 9,546,188</u>	<u>\$ 9,602,041</u>	<u>\$ 8,775,258</u>	<u>\$ 8,390,976</u>

City of Watertown**Fiscal Year: 2019-20****Department: Fire****Account Code: A3410****Function: Public Safety**

		FY 2019-20 Adopted Budget	
Personal Services			
A.3410.0110	Salaries		
	Fire Chief	\$ 96,896	
	Deputy Fire Chief	<u>89,486</u>	\$ 186,382
A.3410.0120	Clerical		
	Secretary		33,135
A.3410.0130	Wages		
	Battalion Fire Chief (4)	315,080	
	Fire Captain (17)	1,124,439	
	Firefighter (49) (a)	2,657,449	
	Out of Rank	8,235	
	Fire Educator (.5)	<u>18,720</u>	4,123,923
A.3410.0150	Overtime		575,942
A.3410.0155	Holiday Pay		172,478
A.3410.0175	Health Insurance Buyout		16,250
A.3410.0190	EMT Incentive		<u>16,800</u>
	Total Personal Services		<u>\$ 5,124,910</u>
Operating Expenses			
A.3410.0410	Utilities		
	Telephone	\$ 8,500	
	Westelcom	7,500	
	Gas	10,500	
	Water and Sewer	6,900	
	Electric	<u>5,300</u>	\$ 38,700
A.3410.0420	Insurance		17,700
A.3410.0430	Contracted Services		
	Testing Fire Apparatus	5,800	
	Printing, Copy Machine Service	3,000	
	Tools, Equipment and Repairs	6,000	
	Fire Alarm Monitoring	2,000	
	Miscellaneous Bldg. Repairs	9,000	
	Electric, Plumbing/HVAC Repairs	5,000	
	Radio Repair and Service	6,938	

(a) Four firefighter positions are funded by a 2017 SAFER grant at 75%.

City of Watertown**Fiscal Year: 2019-20****Department: Fire****Account Code: A3410****Function: Public Safety**

		<u>FY 2019-20 Adopted Budget</u>	
A.3410.0430	Contracted Services continued:		
	Fit Testing Machine Rental	1,000	
	Testing/Repair SCBA Equipment	2,800	
	Hardware/Software Maintenance	8,000	
	Generator Service	1,500	
	EMT Training Program	8,385	
	SCBA Compressor Maintenance	<u>3,000</u>	24,685
A.3410.0440	Fees, Non Employee		
	Physicals, OSHA Testing		5,000
A.3410.0450	Miscellaneous		
	Dues, Memberships	1,000	
	Arson In-Service	2,800	
	Technical Rescue Training	2,000	
	Tuition	2,500	
	Books and Publications	1,250	
	Shipping	750	
	Travel Reimbursement	3,500	
	Misc. Academy Training	<u>3,000</u>	16,800
A.3410.0455	Vehicle Expenses		
	Fire Apparatus Parts/Repairs	57,000	
	DPW Repairs, Gas and Oil	18,700	
	Automobile Parts, Repairs	7,500	
	Diesel Fuel and Additive	26,000	
	Insurance	<u>17,350</u>	126,550
A.3410.0460	Materials and Supplies		
	Office Supplies	1,000	
	Hats, Badges, Clothing	5,000	
	Maintenance and Cleaning Supplies	18,000	
	Training Supplies	3,000	
	Chemicals for Extinguishers	400	
	Medical Supplies	5,500	
	Foam	500	
	Parts and Materials for Small Equipment	2,000	
	Air Filters HVAC Units	500	
	Fire Prevention Bureau Publications / Supplies	<u>6,000</u>	41,900

City of Watertown**Fiscal Year: 2019-20****Department: Fire****Account Code: A3410****Function: Public Safety**

		<u>FY 2019-20 Adopted Budget</u>	
A.3410.0465	Equipment < \$5,000		
	Turnout Gear (14)	35,000	
	Spare Air Cylinders (4)	6,400	
	Hoses and Nozzles (a) (contingent on AFG award)	76,000	
	Computers (6)	5,100	
	Boots (10)	4,000	
	Gloves, Face Pieces, Hoods	6,000	
	Fire Helmets (10)	4,000	
	Life Rope, Hose, Nozzles, Ropes	7,000	
	Fire Investigation Equipment	1,000	
	Response Truck Equipment	2,000	
	Technical Rescue Equipment	2,000	
	Hazardous Monitoring Equipment	2,000	
	SCBA Thermal Camera Upgrade (5)	6,000	
	Pumper Tools	4,000	
	Truck Tools	4,000	164,500
	Total Operating Expenses		<u>435,835</u>
Fringe Benefits			
A.3410.0810	New York State Employees' Retirement System	\$	4,952
A.3410.0820	New York State Police/Fire Retirement System		1,309,349
A.3410.0830	Social Security		392,052
A.3410.0840	Workers' Compensation		70,000
A.3410.0850	Health Insurance		<u>1,053,878</u>
	Total Fringe Benefits	\$	<u>2,830,231</u>
	TOTAL BUDGET	\$	<u><u>8,390,976</u></u>

(a) Appropriation contingent upon award and acceptance of 2018 AFG grant for hoses and nozzles

City of Watertown

Fiscal Year: 2019-20
Department: Animal Control
Account Code: A3510
Function: Public Safety



Description: The City has contracted with Jefferson County since April 1, 1999 to provide Dog Control Services. These services include the provision of the following: a dog control officer, as required by New York Agricultural and Markets Law, who will enforce certain sections of Chapter 81 of the City Code; a shelter for seized dogs with a process to care for and make available for adoption; enumeration services; investigation into circumstances of unlicensed dogs; the removal of dog carcasses from public property; and assistance to the City Police on animal cruelty investigations and removal of dogs during drug raids and arrests.

The City has contracted with Loomacres Wildlife Management to conduct crow harassment activities since the winter of 2011-2012. Loomacres visits the City several times each winter to conduct dispersal activities with efforts focused at reducing flock sizes concentrated in one location and directing flocks out of the city. A variety of non-lethal harassment techniques, such as pyrotechnics, lasers, spotlights, distress callers, and other sensory harassments, is used to break up the crow flocks that roost in the City and minimize the nuisance the crows create. During the 2015-2016 hazing season, Loomacres initiated the reinforcement of non-lethal harassment with lethal means.

2018-19 Accomplishments:

- ✓ During 2018, the Jefferson County Dog Warden received 512 trouble calls within the City and 154 dogs were impounded for city violations, which resulted in 33 appearance tickets issued for City Court. There were 17 adoptions by City Residents from the shelter. City Police were assisted with 7 cruelty investigations as well as 2 drug raid. Inquiries were made on 154 delinquent dog licenses and 2 appearance tickets were issued to City Court from this program.
- ✓ During the 2017-2018 crow management program, 27 sighting reports were filed and 77,200 crows were harassed over 74 harassment instances. There were 42 pyrotechnics and 44 laser/distress deterrents used with a total number of 4 lethal crow takes.

2019-20 Goals and Objectives:

- Monitor the County's response to canine nuisance complaints, and stray and/or abandoned dogs
- Continue a crow dispersal program using a private contractor

City of Watertown

Fiscal Year: 2019-20
Department: Animal Control
Account Code: A3510
Function: Public Safety

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Budget Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	-	-	-	-
130 Wages	-	-	-	-
140 Temporary	-	-	-	-
150 Overtime	-	-	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	\$ -	\$ -	\$ -	\$ -
Equipment				
230 Vehicles	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	\$ -	\$ -	\$ -	\$ -
Operating Expenses				
410 Utilities	\$ -	\$ -	\$ -	\$ -
420 Insurance	-	-	-	-
430 Contracted Services	103,057	94,366	100,897	150,575
440 Fees Non Employees	-	-	-	-
450 Miscellaneous	-	-	-	-
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	-	-	-	-
465 Equipment < \$5,000	-	-	-	-
Total Operating Expenses	\$ 103,057	\$ 94,366	\$ 100,897	\$ 150,575
Fringe Benefits				
810 NYS Employees' Retirement System	\$ -	\$ -	\$ -	\$ -
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	-	-	-	-
840 Workers' Compensation	-	-	-	-
850 Health Insurance	-	-	-	-
Total Fringe Benefits	\$ -	\$ -	\$ -	\$ -
Department Total	<u>\$ 103,057</u>	<u>\$ 94,366</u>	<u>\$ 100,897</u>	<u>\$ 150,575</u>

City of Watertown

Fiscal Year: 2019-20
Department: Animal Control
Account Code: A3510
Function: Public Safety

		<u>FY 2019-20 Adopted Budget</u>	
Operating Expenses			
A.3510.0430	Contracted Services		
	Dog Control Services	\$ 145,000	
	Crow Dispersal Services	<u>5,575</u>	<u>\$ 150,575</u>
	Total Operating Expenses		<u>\$ 150,575</u>
	TOTAL BUDGET		<u><u>\$ 150,575</u></u>

City of Watertown

Fiscal Year: 2019-20
Department: Code Enforcement
Account Code: A3620
Function: Public Safety



Description: The Bureau of Code Enforcement follows and enforces Local and State regulations pertaining to life safety and the general welfare of the public. The Code Enforcement staff consists of the Supervisor, two Code Enforcement Officers, one Fire personnel, one vacant Fire position, one Building safety Inspector and one secretary. This department works continually with all City departments, as well as County and State agencies and private organizations in the interest of health, safety and the general progress of quality of life in the City of Watertown. There were 544 Building and Maintenance & Repair Permits issued last year, having an approximate construction value of \$187,811,127. Additionally, this office processed 51 Sign Permits, 80 Heating Permits, 37 Plumbing Permits, 71 Fence Permits, 8 Certificates of Occupancy, and 62 Certificates of Compliance, generating total permit revenue of \$1,169,421.60. This office fielded and investigated over 1,100 complaints throughout the City concerning a range of issues, each requiring inspection to ensure validity, follow-up, and closure. 561 violation notices were issued.

2018-19 Accomplishments:

- ✓ Finalized the inspections of the following projects:
 - 1165 Arsenal Street- Aldi Renovation
 - 1125 Arsenal Street- Luxx Nails
 - 1283 Arsenal Street- Pet Supplies Plus
 - 1290 Arsenal Street- IHOP-New
 - 1222 Arsenal Street-Above Reality Your Virtual Sports Complex
 - 1004 Arsenal Street- KFC Renovation
 - 1704 State Street- Children's Home of Jefferson County finished cottages 1 & 2- Alteration
 - 454 State Street – State Street Market
 - 830 Washington Street- Cancer Treatment Complex
 - 418 Washington Street – Victims Assistance Center
 - 309 Mill Street -Cold Black River LLC – Apartment Rehab/Revitalizations
 - 743 Huntington Street- The Broken String
 - 89 Public Square- Boots Brewing Co.
 - 32 Public Square- Cornerstone Eatery
 - 321 Hawk Street- Garland City Beer Works
 - 938 Water Street- Habitat for Humanity
 - 223 JB Wise Place- Power Play Sports
- ✓ Addressed blight removal and public safety hazards through the NYS Property Maintenance Code. Properties demolished and slated for demolition include:
 - 158-60 Academy Street
 - 731 State Street Process of demolition almost finished
- ✓ Worked with property owners on various construction/remodeling projects.
- ✓ Hired a new secretary as well as a new Code Enforcement Officer
- ✓ Accela software is now live and being implemented daily and is still undergoing adjustments to accommodate the department's needs.

City of Watertown**Fiscal Year: 2018-19****Department: Code Enforcement****Account Code: A3620****Function: Public Safety****2019-20 Goals and Objectives:**

- 1233 Arsenal Street- 5 Star Urgent Care- Owner's portion is complete. Tenant's portion of work will begin in March 2019.
- 830 Washington Street- Pharmacy Phase #2
- 830 Washington Street- 3 Story Addition
- 629 Washington Street- Magnetic Imaging Center
- 575 Washington Street- Women's' Wellness
- 1575 Washington Street-Samaritan Transportation
- 114 Court Street- Lorie Gervera Realty- new office
- Facilitate and improve the implementation of the Accela software and expand it's capabilities to other processes of Codes.
- Explore further education for the Codes staff to ensure optimal knowledge of new, improved and upcoming building materials and methods and changes to Codes.
- Continue to recognize and act upon distressed vacant properties via the Zombie/Vacant Program.
- Implement the Vacant Building Ordinance (Abandon Structures) including identification and use of the new software program to track all vacant structures. This includes developing a program to identify and effectively monitor these properties through on-going inspections.
- Strengthen communication to the public the importance of maintaining their property's and the consequences of non-compliance and provide information to educate the public on the rules and regulations of the City Code.
- Educational training for new Code Enforcement Officer, Dana Aikins
- Building Safety Inspector educational training for Morgan Baker

City of Watertown

Fiscal Year: 2019-20
Department: Code Enforcement
Account Code: A3620
Function: Public Safety

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Budget Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
Personal Services				
110 Salaries	\$ 68,126	\$ 69,239	\$ 69,031	\$ 70,758
120 Clerical	44,999	46,634	30,678	32,230
130 Wages	118,153	120,973	168,444	168,493
140 Temporary	481	27	-	-
150 Overtime	665	1,742	2,500	20,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	(775)	-	-	2,800
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 231,649</u>	<u>\$ 238,615</u>	<u>\$ 270,653</u>	<u>\$ 294,281</u>
Equipment				
230 Vehicles	\$ -	\$ 31,072	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ 31,072</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ 594	\$ 3,335	\$ 3,300	\$ 3,300
420 Insurance	-	-	-	-
430 Contracted Services	133,660	67,968	96,180	82,623
440 Fees Non Employees	-	-	-	-
450 Miscellaneous	8,510	5,225	9,600	10,100
455 Vehicle Expenses	6,173	8,537	9,625	9,820
460 Materials and Supplies	798	163	1,000	2,000
465 Equipment < \$5,000	7	3,250	2,000	8,475
Total Operating Expenses	<u>\$ 149,742</u>	<u>\$ 88,478</u>	<u>\$ 121,705</u>	<u>\$ 116,318</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 37,867	\$ 36,228	\$ 40,432	\$ 38,912
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	16,620	16,902	20,704	22,513
840 Workers' Compensation	708	11,992	18,000	-
850 Health Insurance	51,546	70,112	85,301	57,646
Total Fringe Benefits	<u>\$ 106,741</u>	<u>\$ 135,234</u>	<u>\$ 164,437</u>	<u>\$ 119,071</u>
Department Total	<u><u>\$ 488,132</u></u>	<u><u>\$ 493,399</u></u>	<u><u>\$ 556,795</u></u>	<u><u>\$ 529,670</u></u>

City of Watertown

Fiscal Year: 2019-20
Department: Code Enforcement
Account Code: A3620
Function: Public Safety

		FY 2019-20 Adopted Budget	
Personal Services			
A.3620.0110	Salaries		
	Code Enforcement Supervisor	\$	70,758
A.3620.0120	Clerical		
	Secretary		32,230
A.3620.0130	Wages		
	Sr. Code Enforcement Officer	\$	62,831
	Code Enforcement Officer		53,484
	Building Safety Inspector		168,493
A3620.0150	Overtime		20,000
	Total Personal Services	\$	294,281
Operating Expenses			
A.3620.0410	Utilities		
	Cell Phones and Tablet Data Plans	\$	3,300
A3620.0430	Contracted Services		
	Health Officer	\$	1,700
	Printing		400
	Blight Removal/Demolitions		60,000
	Title Searches		800
	Copier Lease		2,400
	Copier Maintenance and Supplies		1,323
	Accela - AA User Licenses		15,300
	Tire Disposal		700
			82,623
A.3620.0450	Miscellaneous		
	Travel and Training		7,200
	NFPA Software License		1,800
	Dues		300
	Safety Gear/Supplies		800
			10,100
A.3620.0455	Vehicle Expenses		
	Gasoline		4,800
	Insurance		1,720
	Maintenance		3,300
			9,820
A.3620.0460	Materials and Supplies		
	Property Securing Materials		2,000

City of Watertown**Fiscal Year: 2019-20****Department: Code Enforcement****Account Code: A3620****Function: Public Safety**

		<u>FY 2019-20 Adopted Budget</u>	
A.3620.0465	Equipment < \$5,000		
	Computers (2)	1,700	
	Tablets (2)	3,200	
	48 inch Monitor Electric Plan	600	
	4 Drawer File Cabinet (6)	2,400	
	Varidesk 36 inch	450	
	Rolling Stand for Monitor	<u>125</u>	<u>8,475</u>
	Total Operating Expenses		<u>\$ 116,318</u>
Fringe Benefits			
A.3620.0810	New York State Employees' Retirement System	\$ 38,912	
A.3620.0830	Social Security	22,513	
A.3620.0840	Workers' Compensation	-	
A.3620.0850	Health Insurance	<u>57,646</u>	
	Total Fringe Benefits	<u>\$ 119,071</u>	
	TOTAL BUDGET		<u><u>\$ 529,670</u></u>

City of Watertown**Fiscal Year: 2019-20****Department: Building and Grounds Maintenance****Account Code: A5010****Function: Transportation**

Description: This is an eight-month account, having a total of 8 full time employees responsible for the repair and maintenance of all departmental owned buildings, grounds and facilities. This unit is responsible for the maintenance and upkeep of the pavilions and public restrooms located within the J.B. Wise parking lot, the Marble Street Park and the Veterans' Memorial Walkway. Grounds maintenance performed by this unit consists of mowing, trash disposal, trimming and weeding of abandoned parcels acquired from tax sale deeds, the City's 78 acre landfill and all downtown parks and walkways. This crew is also responsible for the maintenance of over 3,000 street trees and 1,600 park trees located throughout the City of Watertown. Maintenance responsibilities include the annual pruning of over 800 small diameter trees, the removal and trimming of larger diameter trees and the planting, mulching and watering of 200-250 trees each spring. In addition to this maintenance work, the crew performs numerous other tasks, ranging from fountain maintenance, to the placement of the downtown area holiday decorations, to establishing traffic control for various community events. In 2018, this division responded to 153 Code Enforcement orders ranging from mowing yards, to shoveling sidewalks, to private tree removal, to board up windows and doors, removing infested/ contaminated/ unsanitary personal affects, refuse and debris from private homes.

2018-19 Accomplishments:

- ✓ Facilitated the City's Urban Forestry Plan by supporting and planting of 131 new street trees, by pruning 1437 trees, and removing 55 trees throughout the course of the year.
- ✓ Assisted the sewer crew in clearing sections of the streambeds along Kelsey Creek and the portion of Oily Creek between Leray Street and Mill Street.
- ✓ Oversaw the masonry repairs to the brick walls and repairs to the concrete stairs at Strauss Memorial Walkway.
- ✓ Performed maintenance on the gates for Strauss Walkway and the kiosks around Public Square by sanding and repainting.

2019-20 Goals and Objectives:

- Support the City's Urban Forestry Plan with the implementation of the Emerald Ash Borer Management Plan.
- Maintain assets within the purview of this group to a high standard consistent with the Cities strategic goal of Pride in City Appearance.
- Continue support of community events working with both public & private partners to provide efficient delivery of services that contribute to the overall success of these events.
- Implement a maintenance schedule for Western Boulevard due to the reconstruction project that added islands, trees and green areas.
- Clear and grub brush from top edge at the City owned quarry.
- Remove and replace concrete posts surrounding the Arsenal Street Cemetery.
- Oversee the repairs to the rain gutters on the Butler Pavilion in JB Wise parking lot.
- Work with the Planning Department to develop a preventive maintenance plan for powder coating of the existing deteriorated streetscape furniture.

City of Watertown

Fiscal Year: 2019-20
Department: Buildings and Grounds Maintenance
Account Code: A5010
Function: Transportation

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Budget Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
Personal Services				
110 Salaries	\$ 41,807	\$ 42,397	\$ 45,656	\$ 46,797
120 Clerical	-	-	-	-
130 Wages	131,660	158,852	164,925	134,170
140 Temporary	38,441	38,786	57,500	61,500
150 Overtime	4,793	12,066	7,500	7,500
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	1,005	1,005	1,005	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 217,706</u>	<u>\$ 253,106</u>	<u>\$ 276,586</u>	<u>\$ 249,967</u>
Equipment				
230 Vehicles	\$ -	\$ 38,484	\$ -	\$ 44,000
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ 38,484</u>	<u>\$ -</u>	<u>\$ 44,000</u>
Operating Expenses				
410 Utilities	\$ 4,791	\$ 4,661	\$ 5,280	\$ 5,105
420 Insurance	615	3,221	3,825	4,410
430 Contracted Services	26,154	10,192	24,363	27,263
440 Fees Non Employees	1,661	1,146	2,700	2,700
450 Miscellaneous	1,528	4,919	5,250	5,850
455 Vehicle Expenses	38,142	41,345	51,550	55,265
460 Materials and Supplies	32,381	32,909	35,350	55,300
465 Equipment < \$5,000	1,987	3,789	18,500	6,150
Total Operating Expenses	<u>\$ 107,259</u>	<u>\$ 102,182</u>	<u>\$ 146,818</u>	<u>\$ 162,043</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 25,545	\$ 26,231	\$ 32,371	\$ 30,896
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	16,025	18,421	21,159	19,122
840 Workers' Compensation	37,500	43,011	44,000	70,000
850 Health Insurance	40,811	63,997	60,156	43,328
Total Fringe Benefits	<u>\$ 119,881</u>	<u>\$ 151,660</u>	<u>\$ 157,686</u>	<u>\$ 163,346</u>
Department Total	<u><u>\$ 444,846</u></u>	<u><u>\$ 545,432</u></u>	<u><u>\$ 581,090</u></u>	<u><u>\$ 619,356</u></u>

City of Watertown

Fiscal Year: 2019-20
Department: Buildings and Grounds Maintenance
Account Code: A5010
Function: Transportation

FY 2019-20 Adopted Budget**Personal Services**

A.5010.0110	Salaries		
	Street/Sewer Maintenance Supervisor (1 @ .67) (a)	\$	46,797
A.5010.0130	Wages		
	Crew Chief (1 @ .67) (a)	\$	32,735
	Motor Equipment Operator (1 @ .67) (a)		28,587
	Municipal Worker I (2 @ .67) (a)		44,261
	Tree Trimmer (1 @ .67) (a)		28,587
			134,170
A.5010.0140	Temporary		61,500
A.5010.0150	Overtime		7,500
A.5010.0175	Health Insurance Buyout		-
	Total Personal Services	\$	249,967

Equipment

A.5010.0230	Vehicles		
	Six person Pickup Truck with Service Body (1-24)	\$	44,000
	Total Equipment	\$	44,000

Operating Expenses

A.5010.0410	Utilities		
	Water/Sewer	\$	2,000
	Monument, Cemetery, Flag and Sign Lighting		1,350
	Clinton and Marble St Park Lighting		700
	Tablet Air Card		320
	Verizon Cell Phone		135
	Veterans' Memorial Walkway Lights		600
			5,105
A.5010.0420	Insurance		4,410
A.5010.0430	Contracted Services		
	GPS Tracking (3)		713
	Material Disposal		1,500
	Radio Repairs		600
	Repairs/Maintenance on Equipment		2,000
	Repair Gutters at Butler Pavillion		2,500
	Masonry Repairs at Strauss Walkway		3,000
	Roof Repairs and Cleaning - Veterans Memorial Walkway		3,500
	Misc. Building and Grounds Maintenance		1,400
	Restroom Decommission/Recomission (3)		1,800

(a) Split between A.5010 (67%) and A5142 (33%).

City of Watertown

Fiscal Year: 2019-20
Department: Buildings and Grounds Maintenance
Account Code: A5010
Function: Transportation

		<u>FY 2019-20 Adopted Budget</u>	
A.5010.0430	Contracted Services continued:		
	Kelsey Creek Beaver Control	750	
	Private Property Cleanup	5,000	
	Telescopic Rental	2,500	
	Miscellaneous Equipment Rental	<u>2,000</u>	27,263
A.5010.0440	Fees, Non Employees		
	Employee Testing	1,700	
	Employee Vaccinations	<u>1,000</u>	2,700
A.5010.0450	Miscellaneous		
	Tree Trimmer Training Certification (3)	3,600	
	Pesticide Recertification	450	
	Safety Training/Seminars/PESH	<u>1,800</u>	5,850
A.5010.0455	Vehicle Expenses		
	Insurance	7,065	
	Vehicle Maintenance and Repairs	23,000	
	Routine Preventive Maintenance	3,000	
	Skid Steer Tires (1-93)	1,200	
	Tire Replacements	1,500	
	Bucket Truck Certification/Repairs	3,500	
	Gas and Diesel Fuel	<u>16,000</u>	55,265
A.5010.0460	Materials and Supplies		
	Safety Shoes/Jackets/Related Equipment	2,700	
	Waferboard Codes Orders	550	
	Restroom Supplies (x 3)	2,500	
	Restroom Fixtures	1,500	
	Portable Radio Batteries	300	
	Top Soil, Crusher Run etc.	4,500	
	Ropes and Related Equipment	1,000	
	Annual Tree Replacement Program	30,200	
	Replacement Parts and Supplies for Mowers, Trimmers, Chainsaws, etc.	3,500	
	Park Furniture Repairs	2,000	
	Flowers, Bulbs, Mulch	1,800	
	Small Hand Tools	2,000	
	Dogi-Pot Pet Station Supplies	250	
	Miscellaneous Supplies	<u>2,500</u>	55,300

City of Watertown

Fiscal Year: 2019-20
Department: Buildings and Grounds Maintenance
Account Code: A5010
Function: Transportation

		<u>FY 2019-20 Adopted Budget</u>	
A.5010.0465	Equipment < \$5,000		
	Computer	850	
	Backup Camera for Bobcat (1-93)	800	
	Park Bench Replacement Public Square (2)	3,200	
	Weedwackers (4)	<u>1,300</u>	<u>6,150</u>
	Total Operating Expenses		<u>\$ 162,043</u>
 Fringe Benefits			
A.5010.0810	New York State Employees' Retirement System	\$	30,896
A.5010.0830	Social Security		19,122
A.5010.0840	Workers Compensation		70,000
A.5010.0850	Health Insurance		<u>43,328</u>
	Total Fringe Benefits	\$	<u>163,346</u>
	 TOTAL BUDGET	 \$	 <u><u>619,356</u></u>

A5010 – Buildings & Grounds Maintenance

Fiscal Year 2019-20
Vehicles and Equipment



Six person Pickup Truck with Service Body (1-24)

\$44,000

Vehicle 1-024 is a 2005 Ford F350 six person pickup truck with service body. It is a primary vehicle for the Buildings and Grounds division. It is assigned to the “tree trimmer” as it houses all the equipment needed for pruning and removing trees. It is also used for general grounds maintenance around the City as it is able to transport the seasonal help to the various City owned properties that need maintenance in the summer for mowing and the winter for snow and ice control. The truck has approximately 105,000 miles and is showing signs of distress due to corrosion of the understructure of both the chassis and service body. It is also beginning to see increase oil consumption due to its mileage. It has reached the end of its useful life cycle and needs to be replaced. It will be replaced with a like style of vehicle as this particular vehicle is a good fit for the department.



City of Watertown**Fiscal Year: 2019-20****Department: Maintenance of Roads****Account Code: A5110****Function: Transportation**

Description: This is an eight-month account, having a total of 14 budgeted full time employees responsible for in-house maintenance, overlay and rebuilding of 100 miles of accepted City streets, all associated concrete curbing and sidewalk/crosswalk construction as well as the demolition of unsafe structures on properties acquired by the City. Funding for street maintenance and repair is primarily provided through the Consolidated Highway Improvement Program (CHIPS) administered by NYSDOT. Capital Project CHIPS funding for State Fiscal Year 2018-19 is \$582,396, \$132,938 PAVE NY Funding and \$84,025 under Extreme Winter Recovery (EWR). This account is also responsible for street sweeping which includes the initial removal of the accumulated winter ice control road mix from the City streets, public parking lots and numerous City owned facilities. Following the initial cleanup, scheduled sweeping continues throughout the season with the average street being swept up to seven times, while the downtown business district is serviced weekly. A total of 986 miles of travel ways were swept in 2018.

2018-19 Accomplishments:

- ✓ Reconstructed Knickerbocker Drive to include pedestrian curb ramps, bulb out and sidewalk realignment along the north side of the street.
- ✓ Rehabilitated sidewalks with 25 pedestrian curb ramps in various locations throughout the city.
- ✓ Worked in conjunction with the Planning Department rehabilitating 6 curb ramps through the Community Development Block Grant (CDBG) program.
- ✓ Installed a new bus shelter and mid-block crossing at Kelsey Creek on Superior Street. Installed a new bus shelter with concrete pad at Huntington Heights Apartments.
- ✓ Washington Street Traffic Signal 34 Project; Reconstructed existing pedestrian curb ramps at Washington Street, Thompson Boulevard and Chestnut Street.
- ✓ Assisted the Parks and Recreation Department with paving the access for the Thompson Park splash pad.
- ✓ Placed 285-lf of concrete pin-on curbing for Jefferson County Highway Department on County Route 26 in Spragueville - Shared Services
- ✓ Paved ±7,550-lf of roadway and placed ±520-lf of concrete pin-on curbing.

2019-20 Goals and Objectives:

The goals & objectives listed below are consistent with the City Infrastructure Goal as detailed in the draft Strategic Plan:

- Work with City Engineering to create an up to date pavement condition index rating from which future maintenance activities can be planned.
- Complete the street paving project list for 2019 as detailed in the proposed capital budget.
- Address chronic pavement failures with more thorough repair techniques including milling and tack coat applications, full depth repairs and alternative patch techniques.
- Expand our crack sealing program to extend pavement life cycles.
- Conduct bridge cleaning & maintenance activities to extend the life cycle of these assets.

City of Watertown

Fiscal Year: 2019-20

Department: Maintenance of Roads

Account Code: A5110

Function: Transportation

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Budget Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
Personal Services				
110 Salaries	\$ 43,318	\$ 43,938	\$ 45,656	\$ 46,797
120 Clerical	-	-	-	-
130 Wages	284,892	288,785	358,900	385,008
140 Temporary	1,920	2,443	7,000	10,500
150 Overtime	795	5,805	2,000	2,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	1,876	3,752	3,752	7,638
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 332,801</u>	<u>\$ 344,723</u>	<u>\$ 417,308</u>	<u>\$ 451,943</u>
Equipment				
230 Vehicles	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	18,000	58,500
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 18,000</u>	<u>\$ 58,500</u>
Operating Expenses				
410 Utilities	\$ 31	\$ 145	\$ 456	\$ 456
420 Insurance	750	5,661	5,775	7,045
430 Contracted Services	1,896	3,653	91,414	69,514
440 Fees Non Employees	1,495	1,130	900	1,000
450 Miscellaneous	2,565	1,803	5,475	2,675
455 Vehicle Expenses	87,268	97,643	113,850	116,955
460 Materials and Supplies	54,562	66,854	95,500	94,900
465 Equipment < \$5,000	3,732	3,003	3,500	850
Total Operating Expenses	<u>\$ 152,299</u>	<u>\$ 179,892</u>	<u>\$ 316,870</u>	<u>\$ 293,395</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 51,484	\$ 47,299	\$ 58,062	\$ 62,687
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	24,118	24,855	31,925	34,573
840 Workers' Compensation	83,449	2,550	25,000	67,000
850 Health Insurance	81,103	95,852	125,164	87,313
Total Fringe Benefits	<u>\$ 240,154</u>	<u>\$ 170,556</u>	<u>\$ 240,151</u>	<u>\$ 251,573</u>
Department Total	<u><u>\$ 725,254</u></u>	<u><u>\$ 695,171</u></u>	<u><u>\$ 992,329</u></u>	<u><u>\$ 1,055,411</u></u>

City of Watertown

Fiscal Year: 2019-20
Department: Maintenance of Roads
Account Code: A5110
Function: Transportation

FY 2019-20 Adopted Budget**Personal Services**

A.5110.0110	Salaries		
	Street/Sewer Maintenance Supervisor (1 @ .67) (a)	\$	46,797
A.5110.0130	Wages		
	Crew Chief (3 @ .67) (a)	\$	98,205
	Heavy Equipment Operator (2 @ .67)(a)		65,470
	Motor Equipment Operator (6 @ .67) (a)		156,180
	Municipal Worker I (3 @.67) (a)	<u>65,153</u>	385,008
A.5110.0140	Temporary		10,500
A.5110.0150	Overtime		2,000
A.5110.0175	Health Insurance Buyout		<u>7,638</u>
	Total Personal Services	\$	<u>451,943</u>

Equipment

A.5110.0250	Other Equipment		
	Asphalt Hot Box Recycler (b)	\$	50,000
	Tilt Bed Trailer (b)	<u>8,500</u>	<u>58,500</u>
	Total Equipment	\$	<u>58,500</u>

Operating Expenses

A.5110.0410	Utilities		
	Cell Phone and Aircard	\$	456
A.5110.0420	Insurance		7,045
A.5110.0430	Contracted Services		
	GPS Tracking (6)	\$	1,664
	Bridge Sealing and Maintenance		40,000
	Radio Repairs		600
	Material Disposal		4,000
	Miscellaneous Equipment Repairs		2,000
	Mechanical Sweeper Rental		20,000
	Outside Equipment Rentals	<u>1,250</u>	69,514
A.5110.0440	Fees, Non Employees		
	Employee Testing		1,000
A.5110.0450	Miscellaneous		
	Membership Dues		75
	Training/PESH	<u>2,600</u>	2,675

(a) Split between A.5110 (67%) and A.5142 (33%).

(b) To be funded by CHIPS

City of Watertown

Fiscal Year: 2019-20
Department: Maintenance of Roads
Account Code: A5110
Function: Transportation

		<u>FY 2019-20 Adopted Budget</u>	
A.5110.0455	Vehicle Expenses		
	Maintenance and Repairs	40,000	
	Routine Preventive Maintenance	6,000	
	Gas and Diesel Fuel	40,000	
	Tire Replacements	2,000	
	Sweeper/Paver Maintenance	8,000	
	Sweeper Brooms	3,500	
	Skid Steer Tires (1-92)	1,400	
	Insurance	<u>16,055</u>	116,955
A.5110.0460	Materials and Supplies		
	Safety Shoes, Apparel and Related Materials	3,100	
	Small Tools	3,500	
	Blacktop and Related Materials - Road Patch Only	40,000	
	Portable Radio Batteries	300	
	Top Soil, Crusher Run, etc.	5,000	
	Ready-mix Concrete	10,000	
	Materials for Concrete Forms	2,000	
	Milling Machine Bits	1,500	
	ADA Truncated Sidewalk Domes (b)	16,000	
	Concrete Sealant	1,500	
	Roadsaver Sealant (Crack Sealer)	7,000	
	Work Zone Safety Devices	2,000	
	Miscellaneous Supplies	<u>3,000</u>	94,900
A.5110.0465	Equipment < \$5,000		
	Computer		<u>850</u>
	Total Operating Expenses		<u>\$ 293,395</u>
Fringe Benefits			
A.5110.0810	New York State Employees' Retirement System	\$	62,687
A.5110.0830	Social Security		34,573
A.5110.0840	Workers Compensation		67,000
A.5110.0850	Health Insurance		<u>87,313</u>
	Total Fringe Benefits	\$	<u>251,573</u>
	TOTAL BUDGET	\$	<u><u>1,055,411</u></u>

(b) To be funded by CHIPS

A5110 – Road Maintenance

Fiscal Year 2019-20
Vehicles and Equipment



Tilt Bed Trailer

\$8,500

This request is for the purchase of a replacement tilt bed trailer to transport various pieces of equipment and material used in pavement and sidewalk maintenance operations. The new trailer has a larger deck area, increased carrying capacity and a smaller load angle than the current 1997 model year trailer which will be disposed of through auction.



A5110 – Maintenance of Roads

Fiscal Year 2019-20 Equipment Requests



Asphalt Hot Box Recycler

\$50,000

This request is to purchase a trailer mounted asphalt hot-box/recycler. This will be used year round in our pavement management program. In simple terms, this is a heated, 4 ton capacity container for transporting hot mix asphalt in the summer and for re-heating stockpiled hot mix asphalt for use in the winter.

During warmer weather when hot mix asphalt is available, this unit will allow us to expand our capacity of patch material by 4 tons reducing trips to the asphalt plant. It will also allow us to keep the mix at working temperatures for extended work times. The extended work time allows for doing patch work in high volume traffic areas overnight during off peak times. In the winter months, this unit will have the capacity to re-heat virgin hot mix asphalt that has been stockpiled from warmer months. The re-heated material is far superior to the winter cold patch commonly used.

Lastly, this unit will allow crews to keep the conventional winter road patch warm and pliable for better performance. Current winter mix is kept in the back of an open truck and is difficult to manage in colder temperatures.



Funding for this unit will be from the CHIPS program at 100%

City of Watertown**Fiscal Year: 2019-20****Department: Snow Removal****Account Code: A5142****Function: Transportation**

Description: The thirty-eight (38) employees in this account within the Department of Public Works are responsible for the surface treatment, plowing and snow removal from 100 center lane miles of City Streets, Municipal Parking Lots and City Owned Sidewalks, as well as the placement and re-supply of approximately 40 sand barrels located throughout the City. Equipment assigned includes 4 medium duty spreader/plow combination units, 1 medium duty spreader unit, 7 heavy duty wing plows, (4 equipped with spreader units), 2 rotary blowers, 6 utility plows (1 with spreader unit), 3 skid-steer loaders, 1 multi-purpose unit and 4 front-end loaders. Overtime, Contract Hauling, Fuel and Road Salt figures in this account are based upon the 100-year average of 104.14 inches of snow per year whereas by comparison the previous 5-year average is 117.00 inches of snow per year. During the winter of 2018-19 approximately 154.15 inches of snow fell, as compared to 135.25 inches received during the 2017-18 season.

2018-19 Accomplishments:

- ✓ Installed a drop type spreader and rotary broom on the downtown sidewalk unit with great success. The broom sweeps the walk clean and reduces impacts to the equipment and operator from hitting raised edges with conventional blades and blowers. Crews reported an overall drop in salt usage associated with the broom and drop spreader improvements.
- ✓ Developed specifications for replacement of HD wing plow 1-017 with a similar unit. It is our intent to make the new unit a 12 month vehicle by equipping it with a standard dump box for summer use.
- ✓ Coordinated with the Watertown School District to provide feedback to school personnel regarding road conditions and our plowing status to assist in school delay/closure decisions.

2019-20 Goals and Objectives:

- Develop conceptual plans for a salt storage facility to be sited at the DPW facility.
- Reconfigure downtown plowing operations in an effort to reallocate one of four HD wing plows to begin their secondary route sooner. The change is prompted by increased delays in servicing the south west section of the City, some of which can be attributed to the addition of Western Boulevard and the Round-About to our street inventory.
- Work with the City Management team to evaluate the effectiveness of current policies related to on street parking bans and travel restrictions during winter weather events.

City of Watertown

Fiscal Year: 2019-20
Department: Snow Removal
Account Code: A5142
Function: Transportation

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Budget Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
Personal Services				
110 Salaries	\$ 47,863	\$ 48,821	\$ 44,974	\$ 46,100
120 Clerical	-	-	-	-
130 Wages	426,701	454,944	453,462	450,605
140 Temporary	-	-	-	-
150 Overtime	88,401	133,544	70,000	95,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	3,267	4,191	4,191	6,534
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 566,232</u>	<u>\$ 641,500</u>	<u>\$ 572,627</u>	<u>\$ 598,239</u>
Equipment				
230 Vehicles	\$ -	\$ 34,199	\$ 42,000	\$ -
250 Other	<u>29,679</u>	<u>43,344</u>	<u>14,300</u>	<u>9,500</u>
Total Equipment	<u>\$ 29,679</u>	<u>\$ 77,543</u>	<u>\$ 56,300</u>	<u>\$ 9,500</u>
Operating Expenses				
410 Utilities	\$ 4,652	\$ 4,465	\$ 5,624	\$ 4,470
420 Insurance	358	7,861	8,025	8,785
430 Contracted Services	24,110	27,759	31,123	35,523
440 Fees Non Employees	762	1,441	1,000	1,500
450 Miscellaneous	-	66	-	-
455 Vehicle Expenses	81,121	125,664	119,525	132,060
460 Materials and Supplies	194,305	222,636	200,700	200,200
465 Equipment < \$5,000	<u>4,789</u>	<u>640</u>	<u>12,550</u>	<u>3,800</u>
Total Operating Expenses	<u>\$ 310,097</u>	<u>\$ 390,532</u>	<u>\$ 378,547</u>	<u>\$ 386,338</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 76,896	\$ 76,847	\$ 78,139	\$ 82,380
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	41,581	46,953	43,806	45,763
840 Workers' Compensation	62,253	595	10,000	2,500
850 Health Insurance	<u>100,937</u>	<u>121,318</u>	<u>144,639</u>	<u>103,989</u>
Total Fringe Benefits	<u>\$ 281,667</u>	<u>\$ 245,713</u>	<u>\$ 276,584</u>	<u>\$ 234,632</u>
Department Total	<u><u>\$ 1,187,675</u></u>	<u><u>\$ 1,355,288</u></u>	<u><u>\$ 1,284,058</u></u>	<u><u>\$ 1,228,709</u></u>

City of Watertown

Fiscal Year: 2019-20
Department: Snow Removal
Account Code: A5142
Function: Transportation

FY 2019-20 Adopted Budget**Personal Services**

A.5142.0110	Salaries		
	Street/Sewer Maintenance Supervisor (2 @ .33) (a)	\$	46,100
A.5142.0130	Wages		
	Crew Chief (6 @ .33) (a)	\$	97,200
	Heavy Equip Operator (3 @ .33) (a)		45,729
	Motor Equip Operator (12 @ .33) (a)		154,585
	Sign Maintenance Worker (2 @ .33) (a)		26,421
	Tree Trimmer (1 @ .33) (a)		14,080
	Refuse/Recycle MEO (2 @ .33) (a)		25,290
	Municipal Worker I (9 @ .33) (a)		87,300
			450,605
A.5142.0150	Overtime		95,000
A.5142.0175	Health Insurance Buyout		6,534
	Total Personal Services	\$	598,239

Equipment

A.5142.0250	Other Equipment		
	Snowblower Extended Shute		9,500
	Total Equipment	\$	9,500

Operating Expenses

A.5142.0 410	Utilities		
	Tablet Aircards	\$	480
	Water/Fire Service		288
	Natural Gas		1,700
	Electric		1,000
	Telephone/Alarm System		732
	Cell Phone		270
		\$	4,470
A.5142.0420	Insurance		8,785
A.5142.0430	Contracted Services		
	GPS Tracking (6)		713
	Annual Fire Alarm Monitoring		360
	Overhead Door Preventive Maintenance (4)		600
	Plow / Pusher Repairs		7,500
	Radio Repairs		600
	Heat System Annual Maintenance Inspection		250
	Heat System Repair		250
	Private Haulers for Snow Removal		25,000
	Small Engine Repair		250
			35,523

(a) Split between either A.5110, A.8140, A.8160 or G.8120 (67%) and A.5142 (33%).

City of Watertown

Fiscal Year: 2019-20
Department: Snow Removal
Account Code: A5142
Function: Transportation

		<u>FY 2019-20 Adopted Budget</u>	
A.5142.0440	Fees, Non Employees		
	Post Accident Employee Testing		1,500
A.5142.0455	Vehicle Expenses		
	Plow Tires and Wheels	2,200	
	Tire Replacements	3,000	
	Service and Repair Pickup Truck Plows	2,500	
	Sander Chains (4)	4,000	
	Rotary Blower Maintenance	4,000	
	Equipment Maintenance and Repair	55,000	
	Gas and Diesel Fuel	40,000	
	Preventive Maintenance	5,000	
	Insurance	16,360	132,060
A.5142.0460	Materials and Supplies		
	Road Salt, Abrasives, and De-icers	175,000	
	Patching Materials	5,000	
	Cutting Edges and Bolts	10,000	
	Wing Braces, Slides, Trip Blocks	6,000	
	Replace Snow Dump Electric Service (materials only)	4,000	
	Miscellaneous Hand Tools/Supplies	200	200,200
A.5142.0465	Equipment < \$5,000		
	Walk Behind Snowblower	1,900	
	72" Snow Blade	1,900	3,800
	Total Operating Expenses		\$ 386,338
Fringe Benefits			
A.5142.0810	New York State Employees' Retirement System	\$	82,380
A.5142.0830	Social Security		45,763
A.5142.0840	Workers Compensation		2,500
A.5142.0850	Health Insurance		103,989
	Total Fringe Benefits	\$	234,632
	TOTAL BUDGET	\$	1,228,709

A5142 – Snow Removal

Fiscal Year 2019-20 Vehicles and Equipment



Extended Chute Snow Blower

\$9,500

This recommendation is to purchase an extended chute snow blower for the City's Bobcat loader or Toolcat. The taller extended chute is going to be required to cast snow off the soon to be rebuilt Arsenal Street viaduct. The new structure will have higher bridge railings than the present bridge and that additional height will preclude the department from using its present blower setup. This blower can be used in any application or location throughout the City, not just the bridge.



City of Watertown**Fiscal Year: 2019-20****Department: Hydroelectric Production****Account Code: A5184****Function: Home and Community Services**

Description: This account covers costs associated with daily operation and maintenance of the City's Hydro electric facility. The operation and maintenance of the hydro plant is a service provided under contract by Ampersand NY Operations Co., LLC (formally Upstate Testing & Control) which is responsible for the day-to-day operation of the plant in conformance with our FERC permit and maintenance of the generators, switchgear, relays, bypass pumps, computers, monitoring equipment (both in the plant and on the river), and all other facilities required to produce electricity for City use and resale. The goal for this department is to monitor operations to maximize power production from plant within the limits imposed by the requirements of the FERC permit. During Fiscal Year 2017-2018 generation totaled 25,765,003 kwh; which is down from 26,091,297 kwh during Fiscal Year 2016-2017.

2018-19 Accomplishments:

- ✓ Resurfaced the turbine chambers on all three units.
- ✓ Finish Cleaning on remaining Turbine Windings.
- ✓ Repaired windings on unit 1.
- ✓ Inspected hydro plant canal and forebay areas.
- ✓ Sealed main crack in building that allowed water infiltration into the plant.
- ✓ Had plant crane inspected and tested to be made operational.
- ✓ Repaired brake system on plant crane.
- ✓ Performed minor repairs to sliding door on front of plant.
- ✓ Awarded bid to ABB of Canada to start building new Excitation System.

2019-20 Goals and Objectives:

- Clean-out debris in canal
- Resurface both sides of canal spillway wall.
- Repair trash/safety rack in front of sluice gates on unit 2.
- Install upgraded excitation system
- Replace front sliding door.
- Renew existing operations contract.
- Continue and improve safety awareness
- Improve information on department website
- Create weekly Status and Information Update, shared publicly, to report on current projects and actions of the department
- Renew department infrastructure per engineering master schedule
- Offer public tours of facilities to interested parties
- Improve/update the Supervisory Control and Data Acquisition (SCADA) for better control and improved efficiency

City of Watertown

Fiscal Year: 2019-20

Department: Hydroelectric Production

Account Code: A5184

Function: Home and Community Services

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Budget Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
Personal Services				
110 Salaries	\$ 20,985	\$ 8,976	\$ 34,818	\$ 35,688
120 Clerical	-	-	-	-
130 Wages	10,409	10,855	10,987	11,206
140 Temporary	-	-	-	-
150 Overtime	68	66	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 31,462</u>	<u>\$ 19,897</u>	<u>\$ 45,805</u>	<u>\$ 46,894</u>
Equipment				
230 Vehicles	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	31,900
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 31,900</u>
Operating Expenses				
410 Utilities	\$ 1,358	\$ 1,329	\$ 1,500	\$ 1,750
420 Insurance	10,837	9,059	9,250	9,495
430 Contracted Services	258,443	367,391	265,200	323,200
440 Fees Non Employees	-	-	-	-
450 Miscellaneous	406	119	-	400
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	567	122	-	-
465 Equipment < \$5,000	7,573	640	12,000	14,850
Total Operating Expenses	<u>\$ 279,184</u>	<u>\$ 378,660</u>	<u>\$ 287,950</u>	<u>\$ 349,695</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 2,558	\$ 3,464	\$ 6,466	\$ 6,798
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	2,331	1,460	3,504	3,587
840 Workers' Compensation	30,109	30,704	30,000	31,000
850 Health Insurance	4,240	5,205	7,568	6,706
Total Fringe Benefits	<u>\$ 39,238</u>	<u>\$ 40,833</u>	<u>\$ 47,538</u>	<u>\$ 48,091</u>
Department Total	<u><u>\$ 349,884</u></u>	<u><u>\$ 439,390</u></u>	<u><u>\$ 381,293</u></u>	<u><u>\$ 476,580</u></u>

City of Watertown

Fiscal Year: 2019-20
Department: Hydroelectric Production
Account Code: A5184
Function: Home and Community Services

		FY 2019-20 Adopted Budget	
Personal Services			
A.5184.0110	Salaries		
	Water Superintendent (.10) (a)	\$ 9,384	
	Civil Engineer I (.40) (b)	<u>26,304</u>	\$ 35,688
A.5184.0130	Wages		
	SCADA Technician (.20) (c)		<u>11,206</u>
	Total Personal Services		<u>\$ 46,894</u>
Equipment			
A.5184.0250	Other Equipment		
	Human-Machine Interface (HMI) /Supervisory Control and Data Acquisition (SCADA) Software	\$ 14,400	
	Turbine Relay Replacement	<u>17,500</u>	\$ 31,900
	Total Equipment		<u>\$ 31,900</u>
Operating Expenses			
A.5184.0410	Utilities		
	Telephone	\$ 1,450	
	Electric (Huntington Dam)	<u>300</u>	\$ 1,750
A.5184.0420	Insurance		9,495
A.5184.0430	Contracted Services		
	Operations and Maintenance	248,700	
	Building/Plant Upgrades	25,000	
	Additional Services	36,000	
	FERC License Fee	<u>13,500</u>	323,200
A.5184.0450	Miscellaneous		400
A.5184.0465	Equipment < \$5,000		
	Computer	850	
	Security Equipment	2,000	
	Spare Cards and Parts	<u>12,000</u>	<u>14,850</u>
	Total Operating Expenses		<u>\$ 349,695</u>
Fringe Benefits			
A.5184.0810	New York State Employees' Retirement System		\$ 6,798
A.5184.0830	Social Security		3,587
A.5184.0840	Workers Compensation		31,000
A.5184.0850	Health Insurance		<u>6,706</u>
	Total Fringe Benefits		<u>\$ 48,091</u>
	TOTAL BUDGET		<u>\$ 476,580</u>

(a) Split between A.5184 (10%), F.8310 (45%) and G.8110 (45%).

(b) Split between A.1440 (60%) and A.5184 (40%).

(c) Split between A.5184 (20%), F.8310 (40%) and G.8110 (40%).

A5184 – Hydro-electric Production

Fiscal Year 2019-20 Vehicles and Equipment



Turbine Relay

\$17,500

The relays act like a circuit breaker, and are designed to protect the excitation systems. There is one relay per turbine, three all together.



A5184 – Hydro-electric Production

Fiscal Year 2019-20
Vehicles and Equipment



Human-Machine Interface (HMI) / Supervisory Control and Data Acquisition (SCADA)
Software \$14,400

The Water, Wastewater, and Hydroelectric facilities use Human-Machine Interface (HMI)/Supervisory Control and Data Acquisition (SCADA) software to monitor, record, and control their various machinery and systems. This software plays a key role in the safe and efficient operation of the facilities. The current software package is beginning to show its age and is not well supported by its vendor. The last update release was in 2013. The software suffers from performance shortcomings as well as compatibility issues on newer operating systems. No additional features or improvements are expected.

This project aims to replace the current software with a modern, modular package that is both actively developed and well-supported. In keeping with the current configuration, the costs include primary and backup systems at all three locations to ensure uninterrupted operation.

In addition to modernizing the City's software, this upgrade will allow the City to advance its capabilities and further improve efficiency. This project is to be developed in-house using current staff, with the only costs being the software licensing and annual software support.

City of Watertown**Fiscal Year: 2019-20****Department: Traffic Control and Lighting****Account Code: A5186****Function: Transportation**

Description: This account within the Department of Public Works is responsible for the care and maintenance of the traffic signage and roadway markings as well as the signal devices at the City's 43 controlled intersections. This division consists of three IBEW employees: the Line Crew Chief who is a time served Journeyman Lineman and Wireman as well as an International Municipal Signal Association (IMSA) Level I Traffic Signal Technician, two Line Workers II and two CSEA Traffic Sign Maintenance Workers. This division is also assigned the maintenance of the lighting systems at the City owned parking lots and recreational facilities, including the Fairground's baseball and multipurpose field lighting. In addition, the IBEW employees maintain all external and internal lighting and electrical requirements at City owned facilities.

2018-19 Accomplishments:

- ✓ Completed the rebuild of the Washington/Thompson/Chestnut traffic signal in accordance to the City's ADA Transition Plan.
- ✓ Upgraded Washington Street traffic signals at the Brooke Drive and Hudson Lane intersection to further support the Road Diet Program.
- ✓ Installed point to point air fiber system for the IT Dept. to get Wi Fi to the Baseball Grandstand at the Fairgrounds.
- ✓ Completed phase 2 installation of the automatic time/occupancy controlled LED lighting system at the Arsenal Street parking garage.
- ✓ Began the LED restoration project for Public Square ornamental lighting.
- ✓ Installed electric service for the Water Department from Dosing Station to Dredger Storage Building.

2019-20 Goals and Objectives:

- Complete the final phase of the Arsenal Street parking garage lighting project to LED.
- Continue Public Square LED ornamental lighting restoration, maintaining a state of good repair consistent with City Infrastructure and Pride in City Appearance Strategic Plan objectives.
- Continue with annual inspections and preventative maintenance of traffic signal control facilities at 43 controlled intersections.
- Installation of traffic control cabinets , TS2 timers and POD detection systems in accordance with the City's ADA Transition Plan.
- Continue improvements to our road marking protocol to better address short season application times through upgraded application tools as well as superior paint and pavement marking selection.

City of Watertown**Fiscal Year: 2019-20****Department: Traffic Control and Lighting****Account Code: A5186****Function: Transportation**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Budget Summary	Actual	Actual	Adopted Budget	Adopted Budget
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	-	-	-	-
130 Wages	225,184	231,393	236,715	241,199
140 Temporary	14,488	22,747	15,000	7,500
150 Overtime	18,787	23,235	20,000	21,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	\$ 258,459	\$ 277,375	\$ 271,715	\$ 269,699
Equipment				
230 Vehicles	\$ -	\$ -	\$ -	\$ -
250 Other	41,745	51,330	67,500	28,000
Total Equipment	\$ 41,745	\$ 51,330	\$ 67,500	\$ 28,000
Operating Expenses				
410 Utilities	\$ 304,302	\$ 331,969	\$ 333,355	\$ 334,980
420 Insurance	1,606	2,453	2,500	2,805
430 Contracted Services	8,296	9,077	12,444	5,594
440 Fees Non Employees	545	1,292	600	600
450 Miscellaneous	1,899	3,818	3,700	8,400
455 Vehicle Expenses	19,754	17,307	25,075	30,985
460 Materials and Supplies	26,453	40,399	55,050	49,320
465 Equipment < \$5,000	5,990	6,600	6,000	10,000
Total Operating Expenses	\$ 368,845	\$ 412,915	\$ 438,724	\$ 442,684
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 40,146	\$ 37,289	\$ 39,578	\$ 35,261
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	19,099	20,652	20,787	20,633
840 Workers' Compensation	115	18,837	65,000	132,000
850 Health Insurance	44,779	56,532	51,131	43,294
Total Fringe Benefits	\$ 104,139	\$ 133,310	\$ 176,496	\$ 231,188
Department Total	\$ 773,188	\$ 874,930	\$ 954,435	\$ 971,571

City of Watertown

Fiscal Year: 2019-20
Department: Traffic Control and Lighting
Account Code: A5186
Function: Transportation

		FY 2019-20 Adopted Budget	
Personal Services			
A.5186.0130	Wages		
	Line Crew Chief	\$	71,656
	Lineworker II (2)		115,898
	Sign Maintenance Worker (2 @ .67) (a)	<u>53,645</u>	\$ 241,199
A.5186.0140	Temporary		7,500
A.5186.0150	Overtime		<u>21,000</u>
	Total Personal Services		<u>\$ 269,699</u>
Equipment			
A.5186.0250	Other Equipment		
	Traffic Signal Cabinet (Arsenal /Massey Streets) (b)	\$	10,000
	Traffic Signal Cabinet (Main /Mill Streets) (b)		10,000
	Traffic Signal Cabinet (Spare) (b)	<u>8,000</u>	<u>\$ 28,000</u>
	Total Equipment		<u>\$ 28,000</u>
Operating Expenses			
A.5186.0410	Utilities		
	Verizon Cellular Phone	\$	600
	Tablet Aircard		480
	Traffic Signals - Electric		16,000
	Street Lighting - Electric		310,000
	Lachenauer Fountain		600
	Public Square Gazebo/Woodruff Site		2,000
	Electric for Christmas Decorations		750
	Natural Gas and Electric - Engine St.		3,500
	FAX Line		150
	Water/Sewer	<u>900</u>	\$ 334,980
A.5186.0420	Insurance		2,805
A.5186.0430	Contracted Services		
	GPS Monitoring Fee		1,044
	Annual Overhead Door Maintenance		200
	Radio Repairs		600
	Materials Disposal / City Bulb Recycle		500
	Equipment Rentals		750
	Electrical Inspection Fees		250

(a) Split between either A.5186 (67%) and A.5142 (33%).

(b) To be funded by CHIPS

City of Watertown**Fiscal Year: 2019-20****Department: Traffic Control and Lighting****Account Code: A5186****Function: Transportation**

		<u>FY 2019-20 Adopted Budget</u>	
	Contracted Services continued		
	Building Maintenance	1,250	
	Tool Repairs	<u>1,000</u>	5,594
A.5186.0440	Fees, Non Employees		
	Employment Related Testing		600
A.5186.0450	Miscellaneous		
	Professional Certification/Traffic Signal Class	2,200	
	International Municipal Signal Association		
	Certification training (2)	4,000	
	Training/PESH	1,000	
	Personnel/Vehicular Safety Equipment	<u>1,200</u>	8,400
A.5186.0455	Vehicle Expenses		
	Maintenance and Repairs	7,000	
	Routine Preventive Maintenance	700	
	Gas and Diesel Fuel	7,000	
	Front Tires & Wheels 4 (6-2)	1,200	
	Third Stage Boom for Digger /Derrick	8,000	
	Vehicle Safety Inspection (4)	1,800	
	Insurance	<u>5,285</u>	30,985
A.5186.0460	Materials and Supplies		
	<u>Electrical:</u>		
	Street Lighting (Public Sq./Arsenal		
	corridor)	1,980	
	Electrical Supplies	1,890	
	Loop Wire, PODs and sealant	1,350	
	Traffic Signal Wire	1,800	
	Signal Maintenance/Repair	3,420	
	Building Maintenance/Repair	900	
	Hand Tools and Supplies	1,575	
	Electrical Hardware and LEDs	1,575	
	ARC Protection Gear	675	
	Miscellaneous Supplies	1,620	

City of Watertown**Fiscal Year: 2019-20****Department: Traffic Control and Lighting****Account Code: A5186****Function: Transportation**

		<u>FY 2019-20 Adopted Budget</u>	
A.5186.0460	Materials and Supplies continued		
	<u>Sign and Paint Crew:</u>		
	Aluminum Sign Blanks	2,475	
	Hardware and Sign Faces	2,250	
	Reflective Sheeting	6,300	
	Sign Posts	4,500	
	Road Tape and Arrows	5,400	
	Road Paint	7,650	
	Sign Foundations	900	
	Paint Stencils	675	
	Portable Radio Batteries	270	
	Miscellaneous Supplies	1,755	
	Safety Boots / Glasses / Protective Gear	<u>360</u>	49,320
A.5186.0465	Equipment < \$5,000		
	Computer	850	
	Utility Trailer with Spring Gate (a)	4,650	
	Scanner	500	
	Traffic Signal TS2 Controllers (2) (a)	<u>4,000</u>	<u>10,000</u>
	Total Operating Expenses		<u>\$ 442,684</u>
Fringe Benefits			
A.5186.0810	New York State Employees' Retirement System	\$	35,261
A.5186.0830	Social Security		20,633
A.5186.0840	Workers Compensation		132,000
A.5186.0850	Health Insurance		<u>43,294</u>
	Total Fringe Benefits	\$	<u>231,188</u>
	TOTAL BUDGET	\$	<u><u>971,571</u></u>

(a) To be funded by CHIPS

A5186 – Traffic Control and Lighting

Fiscal Year 2019-20
Vehicles and Equipment



Traffic Signal Cabinet Replacements (2)

Arsenal / Massey Streets intersection and Main / Mill Street intersection \$20,000

This request is for two (2) NEMA 12 phase TS2 traffic signal cabinets and controllers which will replace the 1994 pole mount TS1 controller currently in service at the Arsenal/Massey and Main/Mill intersections.



City of Watertown**Fiscal Year: 2019-20****Department: Bus****Account Code: A5630****Function: Transportation**

Description: The City of Watertown provides a fixed route public transportation system complete with ADA complementary Paratransit Service operating Monday through Friday 7:00 a.m. until 6:15 p.m., and Saturdays from 9:40 a.m. until 5:35 p.m.

With a total passenger count of 135,296, our combined fixed route/Paratransit Program experienced a slight increase in ridership during the 2017-2018 fiscal year. Simultaneously total revenues once again increased by 2% to \$133,058 and State contributions increased by 1 %.

Effective July 1, 2009 the fare structure increased to \$1.50 for adults, \$0.50 for children 12 and under, transfers are free. 10 and 20 ticket coupon books are available to all passengers at a rate of \$1.00 per ride. In January 2010 the City began offering a \$40 unlimited ride, monthly pass. Paratransit fares are \$3.00 one-way. The federally mandated "Half Fare" program was adopted in September, 2015 and as of January 2019 there have been 212 City residents obtain ID cards.

2018-19 Accomplishments:

- ✓ Continued providing complementary shuttle service to transport patrons from City parking lots to City Hall to support the Watertown Farm and Crafts Market Wednesdays. In addition, Citibus provided Sunday service with extended routes for 5 weeks during the Holiday season.
- ✓ Replaced four aging transit buses and two paratransit buses with new vehicles. Upgraded the fare collection system to include alternate fare media including magnetic cards to enhance rider experiences. Funding for these improvements included FTA 5307, 5339 funds as well NYSDOT grants.
- ✓ Installed a new bus shelter at the Salvation Army site on State Street through CDBG funding.

2019-20 Goals and Objectives:

- Provide exceptional customer service to all passengers utilizing CitiBus through effective communication of service options, maintaining clean vehicles & facilities and continuing to provide a well trained, courteous staff.
- Continue to work with the Metropolitan Planning Organization (MPO) to identify the needs and long term direction for CitiBus to pursue in order to ensure that we can best address the comprehensive city/county/regional needs of those individuals dependent on a dependable, affordable, convenient and responsive Public Transportation System.
- Initiate construction supporting a comprehensive Bus Stop Signage Program consistent with the Communication Goal of the draft Strategic Plan

City of Watertown**Fiscal Year: 2019-20****Department: Bus****Account Code: A5630****Function: Transportation**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Budget Summary	Actual	Actual	Adopted Budget	Adopted Budget
Personal Services				
110 Salaries	\$ -	\$ -	\$ 30,000	\$ 35,000
120 Clerical	-	-	-	-
130 Wages	321,247	310,612	329,606	336,812
140 Temporary	36,340	70,069	40,000	72,000
150 Overtime	17,178	18,814	20,000	20,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	8,400	3,954	4,300	4,300
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	\$ 383,165	\$ 403,449	\$ 423,906	\$ 468,112
Equipment				
230 Vehicles	\$ 96,794	\$ 36,362	\$ -	\$ -
250 Other	-	8,995	-	-
Total Equipment	\$ 96,794	\$ 45,357	\$ -	\$ -
Operating Expenses				
410 Utilities	\$ 6,819	\$ 6,892	\$ 7,000	\$ 7,300
420 Insurance	1,306	1,394	1,425	1,505
430 Contracted Services	129,816	127,173	131,827	291,261
440 Fees Non Employees	2,166	2,552	2,400	2,400
450 Miscellaneous	4,636	5,440	31,175	29,075
455 Vehicle Expenses	197,933	182,252	217,135	148,580
460 Materials and Supplies	6,231	5,994	5,500	15,600
465 Equipment < \$5,000	-	6,621	20,000	20,000
Total Operating Expenses	\$ 348,907	\$ 338,318	\$ 416,462	\$ 515,721
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 44,914	\$ 44,440	\$ 44,967	\$ 50,894
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	28,208	29,710	32,428	34,472
840 Workers' Compensation	28,088	14,799	25,000	15,000
850 Health Insurance	49,279	58,876	72,784	71,782
Total Fringe Benefits	\$ 150,489	\$ 147,825	\$ 175,179	\$ 172,148
Department Total	\$ 979,355	\$ 934,949	\$ 1,015,547	\$ 1,155,981

City of Watertown

Fiscal Year: 2019-20
Department: Bus
Account Code: A5630
Function: Transportation

FY 2019-20 Adopted Budget**Personal Services**

A.5630.0110	Salaries		
	Transit Director (anticipated January 1 start date)	\$	35,000
A.5630.0130	Wages		
	Transit Supervisor	\$	59,238
	Head Bus Driver		39,810
	Bus Driver (5)		186,631
	Motor Equipment Mechanic		<u>51,133</u>
			336,812
A.5630.0140	Temporary		72,000
A.5630.0150	Overtime		20,000
A.5630.0175	Health Insurance Buyout		<u>4,300</u>
	Total Personal Services	\$	<u>468,112</u>

Operating Expenses

A.5630.0410	Utilities		
	Water/Sewer	\$	1,200
	Electric - Newell Street		1,000
	Electric - Transfer Site		1,500
	Natural Gas		<u>3,600</u>
		\$	7,300
A.5630.0420	Insurance		1,505
A.5630.0430	Contracted Services		
	Paratransit Contract		210,000
	Paratransit Contract - Sunday Bus Run (4)		2,052
	Grant Management Professional Services		30,000
	Pest Control for Buses		3,960
	Farebox Maintenance/Support		2,500
	Language Assistance Plan - Limited English Proficiency		500
	Janitorial Services		14,000
	Rug Rentals		475
	Pressure Washer Maintenance		500
	Snow Blower Maintenance		400
	Pickup Plow Service (B-1)		150
	Transfer Station Repairs		5,000
	GPS Tracking (10)		3,564
	Advertising		2,500
	Alarm System Monitoring		360
	Radio Repairs		600
	Overhead Door Maintenance/Repair		1,500
	Semi Annual Sprinkler Inspections		250

City of Watertown**Fiscal Year: 2019-20****Department: Bus****Account Code: A5630****Function: Transportation**

		<u>FY 2019-20 Adopted Budget</u>	
A.5630.0430	Contracted Services continued		
	Gutter Replacement (north side)	10,000	
	Heating System Maintenance	1,200	
	Miscellaneous Services/Repairs	<u>1,750</u>	291,261
A.5630.0440	Fees, Non Employee		
	Employment Related Testing		2,400
A.5630.0450	Miscellaneous		
	Reference Books	500	
	Miscellaneous Postage	100	
	Seminars	8,500	
	NY Public Transit Dues	475	
	FTA Procurement Series Training	5,000	
	Training for MPO/Urban Public Transp.	10,000	
	Driver Safety Training	<u>4,500</u>	29,075
A.5630.0455	Vehicle Expenses		
	Insurance	34,375	
	Tires CitiBuses	6,600	
	Tires for Pickup	750	
	Fuel for Truck	655	
	Fuel for Buses	60,000	
	Fuel for Paratransits	19,000	
	Fuel for Buses and Paratransits for Sunday Bus Run (4)	700	
	Tires Paratransit Buses	2,000	
	Repairs and Maintenance	20,000	
	Repairs and Maintenance Paratransit	<u>4,500</u>	148,580
A.5630.0460	Materials and Supplies		
	Weather Gear	200	
	Uniforms	2,500	
	Safety Shoes	500	
	Water Cooler / Delivery	300	
	Re-lamp Bus Storage Bays with LED	3,500	
	Gutter Replacements (north side - materials only)	4,000	
	Portable Radio Batteries	300	
	Office Supplies	500	
	Cleaning and Maintenance Supplies	1,800	
	Printing (Tickets, Transfers)	<u>2,000</u>	15,600

City of Watertown

Fiscal Year: 2019-20
Department: Bus
Account Code: A5630
Function: Transportation

		<u>FY 2019-20 Adopted Budget</u>
A.5630.0465	Equipment < \$5,000	
	Security Improvements	<u>20,000</u>
	Total Operating Expenses	<u>\$ 515,721</u>
Fringe Benefits		
A.5630.0810	New York State Employees' Retirement System	\$ 50,894
A.5630.0830	Social Security	34,472
A.5630.0840	Workers Compensation	15,000
A.5630.0850	Health Insurance	<u>71,782</u>
	Total Fringe Benefits	<u>\$ 172,148</u>
	TOTAL BUDGET	<u><u>\$ 1,155,981</u></u>

City of Watertown

Fiscal Year: 2019-20

Department: Parking Facilities

Account Code: A5650

Function: Transportation



Description: Expenses incurred for the maintenance of the following off street parking areas are charged to this account:

1. J.B. Wise Parking Lot
2. Clinton/Stone Street Parking Lot
3. Arsenal Street Parking including Deck and covered parking
4. Court Street Parking Lot
5. State Street Parking Lot
6. Arcade Street Parking Lot
7. High Street Parking Lot
8. Union Street Parking Lot

2018-19 Accomplishments:

- ✓ Removed existing and installed 540' of new box beam guiderail along the northern boundary of the Court Street Parking Lot with assistance from Jefferson County Highway.
Completed phase 2 installation of the LED lighting system at the Arsenal Street parking garage.
- ✓ Washed and applied Sealer to the upper deck of the Arsenal Street Parking Lot.

2019-20 Goals and Objectives:

- Continue with the phased upgrade to the Arsenal Street Parking Garage/covered parking area with automatic time/occupancy controlled LED lighting system.
- Replace sidewalk and driveway approach at the west end of Court Street parking lot.
- Refresh lane and parking space striping/markings at J.B.Wise and Stone Street parking lots.

City of Watertown**Fiscal Year: 2019-20****Department: Parking Facilities****Account Code: A5650****Function: Transportation**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Budget Summary	Actual	Actual	Adopted Budget	Adopted Budget
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	-	-	-	-
130 Wages	-	-	-	-
140 Temporary	-	-	-	-
150 Overtime	-	-	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	\$ -	\$ -	\$ -	\$ -
Equipment				
230 Vehicles	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	\$ -	\$ -	\$ -	\$ -
Operating Expenses				
410 Utilities	\$ 11,199	\$ 10,683	\$ 13,000	\$ 14,000
420 Insurance	2,272	1,703	1,750	1,785
430 Contracted Services	25,588	28,073	68,150	28,250
440 Fees Non Employees	-	-	-	-
450 Miscellaneous	-	-	-	-
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	3,913	28,323	33,200	25,530
465 Equipment < \$5,000	-	-	-	-
Total Operating Expenses	\$ 42,972	\$ 68,782	\$ 116,100	\$ 69,565
Fringe Benefits				
810 NYS Employees' Retirement System	\$ -	\$ -	\$ -	\$ -
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	-	-	-	-
840 Workers' Compensation	-	-	-	-
850 Health Insurance	-	-	-	-
Total Fringe Benefits	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 42,972	\$ 68,782	\$ 116,100	\$ 69,565

City of Watertown

Fiscal Year: 2019-20
Department: Parking Facilities
Account Code: A5650
Function: Transportation

		FY 2019-20 Adopted Budget	
Operating Expenses			
A.5650.0410	Utilities		
	Electric	\$	14,000
A.5650.0420	Insurance		1,785
A.5650.0430	Contracted Services		
	Stone Street Lease Payments	\$	22,050
	Riverwalk Parking Lease		1,500
	State Street Parking Lot Lease		3,300
	State Street Lot Tax Reimbursement		1,400
			28,250
A.5650.0460	Materials and Supplies		
	Light Pole		4,200
	Mulch Material		2,250
	Top Soil		1,080
	Asphalt Patching		1,800
	Stairwell Rail Arsenal Street Lower Deck		3,600
	LED Lighting - Arsenal Street Parking Garage (Phase 3 of 3)		7,200
	Painting and Striping Road Markings		2,250
	Routine Maintenance of Lights/Signs/Facilities		3,150
			25,530
	Total Operating Expenses		69,565
TOTAL BUDGET		\$	69,565

City of Watertown

Fiscal Year: 2019-20

Department: Miscellaneous

Account Code: A6310, A6410, A6530, A7510, A8010

Function: Home and Community Services

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Budget Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
A.6310.0430 Community Action Planning Council	\$ 15,000	\$ 15,000	\$ 15,000	\$ 14,500
A.6410.0430 Publicity	4,378	4,789	2,000	1,925
A.8010.0430 Zoning	<u>3,284</u>	<u>4,991</u>	<u>4,000</u>	<u>4,000</u>
Total Budget	<u>\$ 22,662</u>	<u>\$ 24,780</u>	<u>\$ 21,000</u>	<u>\$ 20,425</u>

A.6310.0430 - Community Action Planning Council - Funding to CAPC for services provided to residents of the City.

A.6410.0430 - Publicity - Expenses associated with repairs, installation, and removal of Christmas decorations and other publicity functions.

A.8010.0430 - Zoning - Costs associated with the Zoning Board of Appeals.

City of Watertown**Fiscal Year: 2019-20****Department: Parks and Recreation Administration****Account Code: A7020****Function: Culture and Recreation**

Description: Recreation Administration provides for the personnel management, planning, support services and financial management for the Parks and Recreation Department. This account contains three full-time employees: the Superintendent, Assistant Superintendent, and a Senior Account Clerk Typist, and a part-time account clerk. The hours worked by the account clerk are split between Administration and Concession Stand/ The Superintendent and Assistant Superintendent oversee nine full-time employees and 50-60 seasonal employees dedicated to Parks and Recreation. The department continually works with organizations throughout the City to meet community needs. A variety of indoor and outdoor concerts, all athletic field usage, Thompson Park reservations, arena and fairgrounds events, in addition to organizing and registrations for various programs and leagues are coordinated through the Administration office.

2018-19 Accomplishments:

- ✓ Continued with the “pay before you play” policy. This has guaranteed that payments are collected before use.
- ✓ Oversaw the design, installation and budget for the Thompson Park Splash Pad.
- ✓ Partnered with The Northern New York Community Foundation and volunteers to successfully offer Snowtown USA to the community.
- ✓ Worked with the Northern New York Community Foundation and the Watertown Rotary to create a partnership for the Annual Concert in Thompson Park.
- ✓ Continued to use RecTrac and Facebook as main communication tools to participants in our program.
- ✓ The Parks and Recreation Department welcomed our first intern from January 2019-May 2019. This intern majored in Recreation Management at SUNY Brockport and was a tremendous asset to the Parks and Recreation Department.

2019-20 Goals and Objectives:

- Ensure that the Arena is booked with events to guarantee revenue as well as generate and update events calendar.
- Provide and maintain Parks and Recreation infrastructure for the community to enjoy – Thompson Park, pools, playgrounds, picnic areas, and athletic fields.
- The morale in the Parks and Recreation Department has improved significantly. The Parks and Recreation Department will continue to develop new and innovative ways to continue in this direction.
- Continue to attend monthly Friends of Thompson Park Meeting
- Foster relationship with Fort Drum by offering cosponsored activities.

City of Watertown**Fiscal Year: 2019-20****Department: Parks and Recreation Administration****Account Code: A7020****Function: Culture and Recreation**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Budget Summary	Actual	Actual	Adopted Budget	Adopted Budget
Personal Services				
110 Salaries	\$ 136,281	\$ 138,477	\$ 138,948	\$ 142,422
120 Clerical	42,379	50,687	50,357	53,398
130 Wages	-	-	-	-
140 Temporary	5,245	-	-	-
150 Overtime	2,026	150	1,000	1,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 185,931</u>	<u>\$ 189,314</u>	<u>\$ 190,305</u>	<u>\$ 196,820</u>
Equipment				
230 Vehicles	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ 5,511	\$ 6,009	\$ 5,485	\$ 5,485
420 Insurance	-	-	-	-
430 Contracted Services	7,304	8,398	6,465	15,280
440 Fees Non Employees	-	-	-	-
450 Miscellaneous	2,684	3,361	3,375	3,375
455 Vehicle Expenses	1,080	222	1,350	2,260
460 Materials and Supplies	506	52	875	975
465 Equipment < \$5,000	-	1,280	-	-
Total Operating Expenses	<u>\$ 17,085</u>	<u>\$ 19,322</u>	<u>\$ 17,550</u>	<u>\$ 27,375</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 18,077	\$ 20,657	\$ 20,369	\$ 21,763
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	13,362	13,469	14,558	15,057
840 Workers' Compensation	-	-	-	-
850 Health Insurance	42,146	50,287	55,026	48,630
Total Fringe Benefits	<u>\$ 73,585</u>	<u>\$ 84,413</u>	<u>\$ 89,953</u>	<u>\$ 85,450</u>
Department Total	<u><u>\$ 276,601</u></u>	<u><u>\$ 293,049</u></u>	<u><u>\$ 297,808</u></u>	<u><u>\$ 309,645</u></u>

City of Watertown

Fiscal Year: 2019-20
Department: Parks and Recreation Administration
Account Code: A7020
Function: Culture and Recreation

		FY 2019-20 Adopted Budget	
Personal Services			
A.7020.0110	Salaries		
	Superintendent of Parks and Recreation	\$ 80,586	
	Asst. Superintendent of Parks and Recreation	<u>61,836</u>	\$ 142,422
A.7020.0120	Clerical		
	Senior Account Clerk Typist	44,633	
	Part-time Clerk (.50) (a)	<u>8,765</u>	53,398
A.7020.0150	Overtime		<u>1,000</u>
	Total Personal Services		<u>\$ 196,820</u>
Operating Expenses			
A.7020.0410	Utilities		
	Telephone	\$ 5,050	
	Cellular Phone Service	<u>435</u>	\$ 5,485
A.7020.0430	Contracted Services		
	Copier/Printer Maintenance	1,800	
	RecTrac Maintenance	5,600	
	RecTrac Upgrade	7,700	
	Monitoring of Alarm System	<u>180</u>	15,280
A.7020.0450	Miscellaneous		
	NYS Rec. and Park Membership	400	
	National Inst. Parks and Recreation	375	
	Conferences and Seminars	2,500	
	Mileage Reimbursements	<u>100</u>	3,375
A.7020.0455	Vehicle Expenses		
	Fuel	100	
	Vehicle Maintenance	200	
	Insurance	<u>1,960</u>	2,260
A.7020.0460	Materials and Supplies		
	Paper and Poster Board	500	
	Janitorial/Cleaning Supplies	50	
	Maintenance Supplies	75	
	Miscellaneous Office Supplies	<u>350</u>	975
	Total Operating Expenses		<u>\$ 27,375</u>
Fringe Benefits			
A.7020.0810	New York State Employees' Retirement System		\$ 21,763
A.7020.0830	Social Security		15,057
A.7020.0850	Health Insurance		<u>48,630</u>
	Total Fringe Benefits		<u>\$ 85,450</u>
	TOTAL BUDGET		<u>\$ 309,645</u>

(a) Split between A.7020 (50%) and A.7265 (50%).

City of Watertown**Fiscal Year: 2019-20****Department: Thompson Park****Account Code: A7110****Function: Culture and Recreation**

Description: The John C. Thompson Park, given as a gift to the City of Watertown, was designed by the country's preeminent landscape architectural firm, the Olmsted Brothers, at the turn of the 20th Century. The Park contains 355 acres including large open green spaces, untouched woodlands, a children's creative playground, splash pad, tennis courts, picnic areas, pavilions, exercise trails, a modern habitat zoo, cross country ski trails, sledding areas and a private golf course. The Park is open year round from 7:00 am to 9:00 pm and is attended by three full-time and five seasonal employees. The City works closely with the Thompson Park Conservancy, which operates the Zoo. There were 190 reservations made for 27,777 people, 18 charity walks, a fairy festival and an agricultural extravaganza, 112 buses that carried 7,056 school children for various field trips, 26 weddings, 25 military functions, and several other events that totaled 46,231 in park attendance. This figure does not include daily activity.

2018-19 Accomplishments:

- ✓ Worked closely with the "Friends of Thompson Park" to begin clearing hiking trails.
- ✓ Continued to organize and offer the Orchestra and Fire Works for the July 4th Concert in the Park with the help of Northern New York Community Foundation and Watertown Rotary.
- ✓ Had a successful Thompson Park Harvest Festival.
- ✓ Maintained and repaired ski netting at the bottom of Thompson Park Sledding Hill.
- ✓ Designed and installed a new Splash Pad. Friend's of Thompson Park and The Watertown Rotary Club assisted in collecting donations to pay for ½ the cost.
- ✓ Removed the concrete and cable fence along West Entrance Drive.
- ✓ Successfully offered the Club Vortex Running Program.
- ✓ Successful collaboration with Fort Drum to hold the 1st Annual Memorial to Monument Run
- ✓ Resurfaced the Thompson Park Tennis Courts
- ✓ Repaired stone pillars and stone walls throughout Thompson Park

2019-20 Goals and Objectives:

- Complete the installation of the pool and bath house in Thompson Park.
- Repair sections of the deteriorating stone wall, stone steps and pillars throughout Thompson Park.
- Continue to foster a positive relationship with the Thompson Park Conservancy.
- Continue to collaborate with Fort Drum and the YMCA on the Memorial to Monument Run to increase attendance from the general public.
- Construct kiosks, mark trails and install tree identification markers throughout Park.

City of Watertown**Fiscal Year: 2019-20****Department: Thompson Park****Account Code: A7110****Function: Culture and Recreation**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Budget Summary	Actual	Actual	Adopted Budget	Adopted Budget
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	-	-	-	-
130 Wages	102,150	83,362	94,509	100,694
140 Temporary	29,956	37,710	35,903	45,210
150 Overtime	13,322	11,554	10,000	15,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	390	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	\$ 145,428	\$ 133,016	\$ 140,412	\$ 160,904
Equipment				
230 Vehicles	\$ 32,044	\$ -	\$ -	\$ -
250 Other	-	-	-	9,000
Total Equipment	\$ 32,044	\$ -	\$ -	\$ 9,000
Operating Expenses				
410 Utilities	\$ 156,479	\$ 64,651	\$ 79,375	\$ 57,675
420 Insurance	5,730	5,553	5,675	5,810
430 Contracted Services	48,270	115,282	110,405	94,425
440 Fees Non Employees	70	-	375	375
450 Miscellaneous	-	130	-	-
455 Vehicle Expenses	20,163	20,730	21,775	20,570
460 Materials and Supplies	13,167	11,172	19,770	18,770
465 Equipment < \$5,000	4,800	435	500	-
Total Operating Expenses	\$ 248,679	\$ 217,953	\$ 237,875	\$ 197,625
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 19,887	\$ 18,583	\$ 18,163	\$ 20,738
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	10,806	9,794	10,741	12,311
840 Workers' Compensation	4,628	1,637	5,000	2,500
850 Health Insurance	21,080	23,274	30,195	18,068
Total Fringe Benefits	\$ 56,401	\$ 53,288	\$ 64,099	\$ 53,617
Department Total	\$ 482,552	\$ 404,257	\$ 442,386	\$ 421,146

City of Watertown

Fiscal Year: 2019-20
Department: Thompson Park
Account Code: A7110
Function: Culture and Recreation

FY 2019-20 Adopted Budget**Personal Services**

A.7110.0130	Wages		
	Crew Chief (1 @ .98) (a)	\$ 47,881	
	Parks and Recreation Maintenance Worker (1 @ .44)(b)	16,244	
	Municipal Worker (1 @ .98) (a)	<u>36,569</u>	\$ 100,694
A.7110.0140	Temporary		45,210
A.7110.0150	Overtime		<u>15,000</u>
	Total Personal Services		<u>\$ 160,904</u>

Equipment

A.7110.0250	Other Equipment		
	Furnace for Nocturnal Building	<u>\$ 9,000</u>	
	Total Equipment		<u>\$ 9,000</u>

Operating Expenses

A.7110.0410	Utilities		
	Water/Sewer	\$ 48,000	
	Electricity	4,000	
	Natural Gas	4,800	
	DSL Internet Connection	<u>875</u>	\$ 57,675
A.7110.0420	Insurance		5,810
A.7110.0430	Contracted Services		
	Alarm Systems Monitoring	300	
	Stone Work Repairs	30,000	
	Maintenance Service and Repairs	17,500	
	Small Engine Maintenance	750	
	Fence Repairs	250	
	Welding Lease and Supplies	1,000	
	Solid Waste Disposal	5,500	
	Generator Maintenance/Repair	625	
	Harvest Festival	2,000	
	Memorial to Monument Run	2,500	
	Special Events - Portable Toilet Rentals, First Aid	4,000	
	Thompson Park Conservancy Lease Agreement Funding	<u>30,000</u>	94,425
A.7110.0440	Fees, Non Employee		
	Employment Related Testing		375

(a) Split between A.7110 (98%) and A.7265 (2%).

(b) Split between A.7110 (44%) and A.7265 (56%).

City of Watertown**Fiscal Year: 2019-20****Department: Thompson Park****Account Code: A7110****Function: Culture and Recreation**

		<u>FY 2019-20 Adopted Budget</u>	
A.7110.0455	Vehicle Expenses		
	Outside Vehicle Maintenance	5,000	
	Vehicle Maintenance	4,000	
	Fuel	6,750	
	Insurance	<u>4,820</u>	20,570
A.7110.0460	Materials and Supplies		
	Miscellaneous Equipment Supplies	2,500	
	Hardware Materials and Supplies	500	
	Safety Equipment	250	
	Uniforms and Protective Clothing	500	
	Safety Shoes	420	
	Lumber, Paint and Stain	500	
	Cleaning Supplies	1,000	
	Rakes, Shovels, Lawn Care	100	
	Grass Seed/Top Soil	750	
	Roadway and Walkway Materials	500	
	Signage Materials	1,000	
	Plumbing/Electric Supplies	1,000	
	Dogi-Pot Pet Station Supplies	1,000	
	Playground Cushion Material	250	
	Playground Repairs and Maintenance	500	
	Fence Repairs	1,000	
	Trail Markers / Tree Identification	2,500	
	Kiosks	2,000	
	Memorial to Monument Run	<u>2,500</u>	18,770
	Total Operating Expenses		<u>\$ 197,625</u>
Fringe Benefits			
A.7110.0810	New York State Employees' Retirement System	\$	20,738
A.7110.0830	Social Security		12,311
A.7110.0840	Workers Compensation		2,500
A.7110.0850	Health Insurance		<u>18,068</u>
	Total Fringe Benefits	\$	<u>53,617</u>
TOTAL BUDGET		\$	<u><u>421,146</u></u>

A7110 – Thompson Park

Fiscal Year 2019-20 Vehicles and Equipment



Furnace for Nocturnal Building \$9,000

The Parks and Recreation Department is proposing to replace the furnace in the Nocturnal Building at the Zoo. The existing furnace was manufactured in 1998 and has reached the end of its useful life. There have been consistent problems which result in costly repairs. Over the past few years alone, we have spent a few thousand dollars in repairs. A new furnace would ensure proper operation and reduce the need for continual repair.

New Furnace *(Stock Photo)*



Old Furnace:



City of Watertown**Fiscal Year: 2019-20****Department: Playgrounds****Account Code: A7140****Function: Culture and Recreation**

Description: In the past, the City has staffed multiple playgrounds. In 2018, the Parks and Recreation Department started the season with four locations: Alteri Pool/Fairgrounds, Flynn Pool/North elementary, Portage and North Hamilton. Due to the low attendance, staff has consolidated and the Portage and North Hamilton programs were closed. This year, the Department will staff three playgrounds from 10:00 a.m. to 3:00 p.m., Monday through Friday. All three playgrounds will be regulated by the NYS Department of Health: Alteri Pool/ Fairgrounds, Flynn Pool/North Elementary and Thompson Park Playground and Splash Pad. Activities will include: arts and crafts, age appropriate games, board games and athletic games. The Department also works with CAPC to provide **free** healthy lunches and snacks to the children who participate in the program. CAPC also provides food safety training to our playground employees.

2018-19 Accomplishments:

- ✓ Successfully communicated with local schools to inform students and parents about what the playground programs have to offer.
- ✓ Worked with the Planning Department to install new playgrounds at North Hamilton and Academy playground locations, through CDBG funding.
- ✓ Worked with CAPC to offer free healthy snacks and lunches to children attending our playground program. Both children and parents truly appreciated this program.
- ✓ The Parks and Recreation Playground Program received clean audits from the New York State Department of Health.
- ✓ Parks and Recreation Assistant Superintendent became certified as a certified playground safety inspector through the National Recreation and Parks Association.

2019-20 Goals and Objectives:

- Continue to ensure all City playgrounds conform to safety standards as per ASTM and CPS regulations.
- Provide a safe environment for children to recreate in.
- Create new marketing strategy to create awareness and promote City playground program.
- Work with CAPC to get participants in the Playground Program free healthy lunches and snacks.
- Implement a new program at Thompson Park. The Parks and Recreation Department believes that with the Splash Pad, Thompson Park would make for a popular destination
- Install new playground equipment at Portage Playground.
- Implement an educational Cultural Festival at the end of the playground season.

City of Watertown

Fiscal Year: 2019-20

Department: Playgrounds

Account Code: A7140

Function: Culture and Recreation

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Budget Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	-	-	-	-
130 Wages	9,875	7,351	6,983	7,123
140 Temporary	37,185	22,096	24,000	38,500
150 Overtime	2,116	1,201	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	\$ 49,176	\$ 30,648	\$ 30,983	\$ 45,623
Equipment				
230 Vehicles	\$ -	\$ -	\$ -	\$ -
250 Other	19,286	-	-	-
Total Equipment	\$ 19,286	\$ -	\$ -	\$ -
Operating Expenses				
410 Utilities	\$ 373	\$ 65	\$ 450	\$ 100
420 Insurance	-	36	50	50
430 Contracted Services	707	675	690	990
440 Fees Non Employees	-	1,266	2,420	3,020
450 Miscellaneous	509	245	400	400
455 Vehicle Expenses	3,805	6,308	5,511	5,600
460 Materials and Supplies	9,403	4,843	7,645	8,275
465 Equipment < \$5,000	499	-	500	500
Total Operating Expenses	\$ 15,296	\$ 13,438	\$ 17,666	\$ 18,935
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 7,353	\$ 4,364	\$ 2,441	\$ 3,291
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	3,702	2,307	2,370	3,492
840 Workers' Compensation	-	-	-	-
850 Health Insurance	3,158	2,695	2,948	2,587
Total Fringe Benefits	\$ 14,213	\$ 9,366	\$ 7,759	\$ 9,370
Department Total	<u>\$ 97,971</u>	<u>\$ 53,452</u>	<u>\$ 56,408</u>	<u>\$ 73,928</u>

City of Watertown**Fiscal Year: 2019-20****Department: Playgrounds****Account Code: A7140****Function: Culture and Recreation**

		FY 2019-20 Adopted Budget	
Personal Services			
A.7140.0130	Wages		
	Crew Chief (1 @ .05) (a)	\$ 2,443	
	Parks and Recreation Maintenance Worker (1 @ .03) (b), (1 @ .09) (c)	4,680	\$ 7,123
A.7140.0140	Temporary		38,500
	Total Personal Services		\$ 45,623
Operating Expenses			
A.7140.0410	Utilities		
	Electric		\$ 100
A.7140.0420	Insurance		50
A.7140.0430	Contracted Services		
	Equipment Repairs	\$ 150	
	Porta-john Rental	600	
	Uniform Cleaning	150	
	Solid Waste Disposal	90	990
A.7140.0440	Fees, Non Employee		
	First Aid and CPR	1,720	
	Medical Services	1,000	
	Physicals / Drug Tests	300	3,020
A.7140.0450	Miscellaneous		
	Mileage Reimbursements		400
A.7140.0455	Vehicle Expenses		
	Fuel	3,400	
	Vehicle Maintenance	1,300	
	Small Equipment	300	
	Insurance	600	5,600
A.7140.0460	Materials and Supplies		
	Playground Supplies	1,380	
	Arts and Crafts Supplies	850	
	First Aid Supplies	350	
	Uniforms and Equipment	725	
	Paint and Stain	400	
	Miscellaneous Maintenance Supplies	470	

(a) Split between A.7140 (5%), A.7141 (31%), A.7180 (7%) and A.7265 (57%).

(b) Split between A.7140 (3%), A.7141 (42%) and A.7265 (55%).

(c) Split between A.7140 (9%), A.7141 (24%), A.7180 (4%) and A.7265 (63%).

City of Watertown**Fiscal Year: 2019-20****Department: Playgrounds****Account Code: A7140****Function: Culture and Recreation**

		<u>FY 2019-20 Adopted Budget</u>	
A.7140.0460	Materials and Supplies continued		
	Grass Seed/Topsoil	400	
	Equipment Parts	1,000	
	Lumber	325	
	Cultural Day Festival	1,375	
	Wood Chips	<u>1,000</u>	8,275
	Equipment < \$5,000		
	Weedeaters		<u>500</u>
	Total Operating Expenses	<u>\$</u>	<u>18,935</u>
Fringe Benefits			
A.7140.0810	New York State Employees' Retirement System	\$	3,291
A.7140.0830	Social Security		3,492
A.7140.0850	Health Insurance		<u>2,587</u>
	Total Fringe Benefits	<u>\$</u>	<u>9,370</u>
	TOTAL BUDGET	<u>\$</u>	<u>73,928</u>

City of Watertown**Fiscal Year: 2019-20****Department: Outdoor Recreation****Account Code: A7141****Function: Culture and Recreation**

Description: The Parks and Recreation Department oversees the Fairgrounds, North Elementary, Kostyk and Marble fields and facilities. These facilities support the athletic and recreation programs of the Parks and Recreation Department, multiple school districts, colleges and other community organizations. The Fairgrounds is the City's busiest year-round facility with well over 150,000 people attending events or using the facilities. The 63 acres include a lighted professional baseball facility, one youth baseball field, a lighted basketball court, two lighted softball fields, two horse rings, five multi-purpose fields - two of which are lighted, a picnic area with playground equipment that compliments the Riverfront Development trail, a pavilion, the Fair building, the Municipal Arena, Steve D. Alteri Swimming Pool, and the Fairgrounds YMCA indoor athletic facility. Kostyk, North Elementary and Marble fields and facilities play host to numerous leagues run by the City of Watertown. These leagues include U6, U8, U10, U13, Co-ed and Men's Slow Pitch softball, Sunday Softball and a kickball league. This program provides for 90 City league teams with over 1258 participants. T-Ball's evening session is very successful and a popular choice for parents. Parks and Recreation crews maintain 15 baseball/softball fields, 14 of which are City owned, two outdoor basketball courts, 8 multi-purpose fields, a tennis court and skate park. Recreational opportunities are conveniently located for community use. Golf and tennis clinics were offered with 60 participants.

The Fairgrounds hosts Watertown's largest events with outdoor concerts attended by 7,500 or more people. The four multi-purpose fields are used extensively by high schools, colleges and community teams. The local college and both high schools use the Fairgrounds as their home sites for many sports. The lighted multi-purpose athletic field is used by the Red and Black semi-professional football team, Jefferson Community College Soccer, and various high schools for their home games. The Jefferson County Agricultural Society, Pop Warner Football, the Fairgrounds YMCA, the Black River Valley Horse Association, Relay for Life, Jefferson County Fair and many local charity organizations use the facilities during the year. The access road to JCC through the Fairgrounds proves valuable for additional parking and exits when hosting large events such as concerts.

2019-20 Accomplishments:

- ✓ Served as the "home" field for JCC, WHS and IHC for sports including baseball, softball, soccer, lacrosse, and football.
- ✓ Continued with programs such as horseback riding, running programs, etc. All programs were very successful.
- ✓ Worked in conjunction with the YMCA to continue the archery program. The cost of this program was off-set by a grant from New York State Parks and Recreation.
- ✓ Had very smooth year with Sunday Co-ed adult softball. A total of 31 teams participated in the league.
- ✓ Crews did extensive trail clearing to keep them safe for pedestrians.
- ✓ Had a successful inaugural season with the new collegiate baseball team.
- ✓ Worked with the Planning and Engineering Department to obtain a grant for \$125,000 for grandstand renovations. Locker rooms were upgraded, new sound system installed, new seating installed, public restroom renovated and roof of grandstand repaired.
- ✓ Implemented youth softball league.

City of Watertown

Fiscal Year: 2019-20

Department: Outdoor Recreation

Account Code: A7141

Function: Culture and Recreation



2019-20 Goals and Objectives:

- Increase the number of teams participating in the youth softball league.
- Work closely with the Watertown Rapids to help ensure a successful season in 2019.
- Continue to offer "Free Outdoor Movies" with the assistance of the Heather A. Freeman Foundation.
- Implement naming rights of the fields to bring in additional revenue.
- Improve the quality and environment of our current athletic fields and trails to maintain safety.
- Seek grant to replace lighting at main baseball field with LED lighting.

City of Watertown

Fiscal Year: 2019-20
Department: Outdoor Recreation
Account Code: A7141
Function: Culture and Recreation

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Budget Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	-	-	-	-
130 Wages	50,208	54,787	57,674	58,826
140 Temporary	90,215	73,225	86,670	101,000
150 Overtime	10,403	12,587	7,500	7,500
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 150,826</u>	<u>\$ 140,599</u>	<u>\$ 151,844</u>	<u>\$ 167,326</u>
Equipment				
230 Vehicles	\$ -	\$ -	\$ -	\$ -
250 Other	5,451	-	28,000	39,000
Total Equipment	<u>\$ 5,451</u>	<u>\$ -</u>	<u>\$ 28,000</u>	<u>\$ 39,000</u>
Operating Expenses				
410 Utilities	\$ 15,378	\$ 17,051	\$ 32,775	\$ 27,575
420 Insurance	5,000	5,658	5,750	6,540
430 Contracted Services	9,275	16,981	27,265	33,790
440 Fees Non Employees	9,181	8,597	750	750
450 Miscellaneous	461	1,980	2,775	2,700
455 Vehicle Expenses	19,867	39,211	25,661	22,865
460 Materials and Supplies	76,077	50,014	76,200	84,200
465 Equipment < \$5,000	2,085	8,437	-	-
Total Operating Expenses	<u>\$ 137,324</u>	<u>\$ 147,929</u>	<u>\$ 171,176</u>	<u>\$ 178,420</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 23,151	\$ 14,013	\$ 14,839	\$ 15,763
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	11,353	10,518	11,617	12,801
840 Workers' Compensation	-	-	15,000	250
850 Health Insurance	15,719	16,566	18,127	15,900
Total Fringe Benefits	<u>\$ 50,223</u>	<u>\$ 41,097</u>	<u>\$ 59,583</u>	<u>\$ 44,714</u>
Department Total	<u><u>\$ 343,824</u></u>	<u><u>\$ 329,625</u></u>	<u><u>\$ 410,603</u></u>	<u><u>\$ 429,460</u></u>

* A7141 Outdoor Recreation is a combination of the previous A7141 Fairgrounds and A7143 Athletic Programs Departments

Fiscal Year:	2019-20
Department:	Outdoor Recreation
Account Code:	A7141
Function:	Culture and Recreation

Personal Services

A.7141.0130	Wages		
	Crew Chief (1 @ .31) (a)	\$	15,146
	Parks and Recreation Maintenance Worker (1 @ .42)(b), (1 @ .46)(c) , (1 @ .24)(d)		
		<u>43,680</u>	\$ 58,826
A.7141.0140	Temporary		101,000
A.7141.0150	Overtime		<u>7,500</u>
	Total Personal Services	\$	167,326

Equipment

A.7141.0250	Other Equipment		
	Field Groomer	\$ 25,000	
	Water Wheel	<u>14,000</u>	<u>\$ 39,000</u>
	Total Equipment		<u>\$ 39,000</u>

Operating Expenses

A.7141.0410	Utilities			
	Water/Sewer	\$	22,000	
	Electric		4,725	
	Telephone/Security		750	
	Natural Gas		<u>100</u>	\$ 27,575
A.7141.0420	Insurance			
	Facility and Contents		4,990	
	USSA Insurance		<u>1,550</u>	6,540
A.7141.0430	Contracted Services			
	Small Equipment Repair		1,000	
	Pest Control		200	
	Bleacher Repairs		1,000	
	Audio Repairs		250	
	Facility Building Repairs		1,000	
	Portable Toilet Rentals		2,000	
	Alarm Monitor Fees		240	
	Annual Fire Inspection and Repairs		600	
	Key Work		250	

(a) Split between A.7140 (5%), A.7141 (31%), A.7180 (7%) and A.7265 (57%).

(b) Split between A.7140 (3%), A.7141 (42%) and A.7265 (55%).

(c) Split between A.7141 (46%) and A.7265 (54%).

(d) Split between A.7140 (9%), A.7141 (24%), A.7180 (4%) and A.7265 (63%).

City of Watertown

Fiscal Year: 2019-20
Department: Outdoor Recreation
Account Code: A7141
Function: Culture and Recreation

		<u>FY 2019-20 Adopted Budget</u>	
A.7141.0430	Contracted Services continued		
	Basketball Court Resurfacing	8,200	
	Golf Instruction	1,650	
	Tennis Instructions	900	
	Officials Fees	11,800	
	Program Instructions	1,200	
	Fence Upgrades and Repairs	<u>3,500</u>	33,790
A.7141.0440	Fees, Non Employees		
	Employment Related Testings		750
A.7141.0450	Miscellaneous		
	NYS Turfgrass Association	400	
	Sports Turf Managers NY	300	
	League Registration	<u>2,000</u>	2,700
A.7141.0455	Vehicle Expenses		
	Fuel	8,000	
	Vehicle Maintenance	2,500	
	Outside Repairs/Field Equipment	8,100	
	Tines/Aerifier	900	
	Insurance	<u>3,365</u>	22,865
A.7141.0460	Materials and Supplies		
	Athletic Equipment (Balls, Bats, Bases, Home Plates, Pitching Slabs, Mats, Nets, Covers)	13,000	
	T-League Shirts (20 Teams)	2,000	
	Awards, Ribbon and Trophies	750	
	Field Maintenance (Soil, Fertilizer, Grass Seed, Turface, Clay, Stone Dust)	45,000	
	Marking Chalk and Paint	6,750	
	Gravel for Grandstand Parking	500	
	Paint Supplies	1,000	
	Janitorial Products	750	
	Rakes, Shovels, Rollers	600	
	Infield Tarps	1,500	
	Replacement for Batting Cage Net	1,000	
	Water Pumps	300	
	Lumber and Hardware	2,000	
	Ground Sockets	300	
	Mowing Equipment and Supplies	500	
	Program Materials	1,000	

City of Watertown

Fiscal Year: 2019-20
Department: Outdoor Recreation
Account Code: A7141
Function: Culture and Recreation

		<u>FY 2019-20 Adopted Budget</u>	
A.7141.0460	Materials and Supplies continued		
	Plumbing	750	
	Top Rail Fence Protection	1,000	
	Fence Repair	1,000	
	Signage for naming fields	1,600	
	Miscellaneous Equipment and Supplies	500	
	Electrical	2,400	84,200
	Total Operating Expenses		<u>\$ 178,420</u>
Fringe Benefits			
A.7141.0810	New York State Employees' Retirement System	\$	15,763
A.7141.0830	Social Security		12,801
A.7141.0840	Workers Compensation		250
A.7141.0850	Health Insurance		<u>15,900</u>
	Total Fringe Benefits	\$	<u>44,714</u>
	TOTAL BUDGET	\$	<u><u>429,460</u></u>

A7141 – Outdoor Recreation

Fiscal Year 2019-20 Vehicles and Equipment



Field Groomer

\$25,000

The Parks and Recreation Department is proposing to replace our 1998 SmithCo Sand Star (3-30) with a Sand Pro 5040. This Sand Star is used seven days a week from May-October to maintain multiple baseball and softball fields throughout the City. It's primary purpose is drag and level each field. The current machine is over twenty years old and in need constant repair.

New Sand Pro



Old Sand Star (1998)



A7141 – Outdoor Recreation

Fiscal Year 2019-20 Vehicles and Equipment



Water Wheel

\$14,000

The Parks and Recreation Department is proposing to replace our 1995 water reel. The current model is at the end stage of its life and requires attention daily during the spring, summer and fall months. Due to its age, parts for this model are extremely hard to find and we are forced to retrofit pieces to ensure functionality. This piece of equipment is used every day during the outdoor sports season to make a safe playing surface.

New Water Reel:



Old Water Reel (1995):



City of Watertown

Fiscal Year: 2019-20
Department: Outdoor Winter Activities
Account Code: A7142
Function: Culture and Recreation

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Budget Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	-	-	-	-
130 Wages	-	-	-	-
140 Temporary	-	-	-	-
150 Overtime	-	-	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	\$ -	\$ -	\$ -	\$ -
Equipment				
230 Vehicles	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	\$ -	\$ -	\$ -	\$ -
Operating Expenses				
410 Utilities	\$ -	\$ -	\$ -	\$ -
420 Insurance	-	-	-	-
430 Contracted Services	-	-	-	-
440 Fees Non Employees	-	-	-	-
450 Miscellaneous	-	-	-	-
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	147	-	-	-
465 Equipment < \$5,000	-	-	-	-
Total Operating Expenses	\$ 147	\$ -	\$ -	\$ -
Fringe Benefits				
810 NYS Employees' Retirement System	\$ -	\$ -	\$ -	\$ -
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	-	-	-	-
840 Workers' Compensation	-	-	-	-
850 Health Insurance	-	-	-	-
Total Fringe Benefits	\$ -	\$ -	\$ -	\$ -
Department Total	<u>\$ 147</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Watertown**Fiscal Year: 2019-20****Department: Pools****Account Code: A7180****Function: Culture and Recreation**

Description: The City provides two outdoor pools during summer months (Alteri Pool at Fairgrounds which opened in 1974 and Flynn Pool at the North Side which opened in 1979). The pools open in June and close by Labor Day. In total, the pools recorded 18,430 visitors'. Visits from patrons to Alteri - 9783 and Flynn - 8647. All pool personnel are certified and meet New York State requirements for life guarding. The City offers a "Learn to Swim" program in the mornings for a four-week period with an attendance of 101 youth last year. The Fairgrounds pool provides the opportunity for lap swimming. City pools are maintained by Parks and Recreation Maintenance Workers who, as required under New York State Health Department guidelines, are certified pool operators. This year the Thompson Park Pool and bathhouse will be rebuilt to offer a third option for swimming.

2018-19 Accomplishments:

- ✓ Provided higher level of monitoring and testing of chemicals used in order to ensure consistent water quality as directed by NYSDOH.
- ✓ Passed NYSDOH inspections at both pool locations.
- ✓ Installed handicap lift at Flynn Pool.
- ✓ Worked with the Flynn family to donate money for a new sign and benches for the Flynn Pool.
- ✓ Worked with Engineering to install a new boiler and filter.

2019-20 Goals and Objectives:

- Continue to provide a high level of safety and a family friendly environment for pool patrons.
- Encourage lifeguards to complete their Water Safety Instructor course that is above and beyond their job requirements.
- Change structure of Parks and Recreation swimming lessons to promote better instruction and smaller group lesson time as recommended by parents.
- Construct Thompson Park Pool and Bathhouse.
- Operate the Thompson Park Splash Pad for its first full season.

City of Watertown

Fiscal Year: 2019-20

Department: Pools

Account Code: A7180

Function: Culture and Recreation

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Budget Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	-	-	-	-
130 Wages	16,981	18,950	19,225	20,190
140 Temporary	50,841	58,321	74,500	98,509
150 Overtime	2,298	4,437	2,500	4,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	\$ 70,120	\$ 81,708	\$ 96,225	\$ 122,699
Equipment				
230 Vehicles	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	\$ -	\$ -	\$ -	\$ -
Operating Expenses				
410 Utilities	\$ 30,468	\$ 16,593	\$ 36,500	\$ 32,200
420 Insurance	2,064	1,733	2,500	1,800
430 Contracted Services	5,831	18,813	26,000	4,150
440 Fees Non Employees	-	130	5,200	7,800
450 Miscellaneous	1,177	-	1,300	2,000
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	31,584	34,035	29,050	44,000
465 Equipment < \$5,000	2,270	2,270	9,720	7,100
Total Operating Expenses	\$ 73,394	\$ 73,574	\$ 110,270	\$ 99,050
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 10,207	\$ 6,665	\$ 7,943	\$ 9,487
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	5,304	6,171	7,361	9,387
840 Workers' Compensation	-	-	-	250
850 Health Insurance	3,873	4,992	5,462	4,791
Total Fringe Benefits	\$ 19,384	\$ 17,828	\$ 20,766	\$ 23,915
Department Total	<u>\$ 162,898</u>	<u>\$ 173,110</u>	<u>\$ 227,261</u>	<u>\$ 245,664</u>

City of Watertown**Fiscal Year: 2019-20****Department: Pools****Account Code: A7180****Function: Culture and Recreation****FY 2019-20 Adopted Budget****Personal Services**

A.7180.0130	Wages		
	Crew Chief (1 @ .07) (a)	\$ 3,420	
	Parks and Recreation Maintenance Worker (1 @ .39)(b), (1 @ .04)(c)	<u>16,770</u>	\$ 20,190
A.7180.0140	Temporary		98,509
A.7180.0150	Overtime		<u>4,000</u>
	Total Personal Services		<u>\$ 122,699</u>

Operating Expenses

A.7180.0410	Utilities		
	Fuel Oil	\$ 2,000	
	Water and Sewer	27,500	
	Electric	2,500	
	Cell Phones	<u>200</u>	\$ 32,200
A.7180.0420	Insurance		1,800
A.7180.0430	Contracted Services		
	Building Repairs/Maintenance	700	
	Key Work	200	
	Uniform Cleaning	500	
	Splash Pad Porta-John Rentals	2,000	
	Fence Repairs/Replacement	<u>750</u>	4,150
A.7180.0440	Fees, Non Employee		
	First Aid and CPR	2,362	
	Lifeguard Course	3,750	
	Employment Related Testing	<u>1,688</u>	7,800
A.7180.0450	Miscellaneous		
	Mileage Reimbursements	300	
	Water Safety Instructor Course	800	
	Certified Pool Operator Course	<u>900</u>	2,000
A.7180.0460	Materials and Supplies		
	Chemicals	24,000	
	Pool Supplies	3,000	
	Maintenance Supplies	2,100	
	Uniforms	2,000	

(a) Split between A.7140 (5%), A.7141 (31%), A.7180 (7%) and A.7265 (57%).

(b) Split between A.7180 (39%), and A.7265 (61%).

(c) Split between A.7140 (9%), A.7141 (24%), A.7180 (4%) and A.7265 (63%).

City of Watertown**Fiscal Year: 2019-20****Department: Pools****Account Code: A7180****Function: Culture and Recreation**

		<u>FY 2019-20 Adopted Budget</u>	
A.7180.0460	Materials and Supplies continued		
	First Aid Supplies	1,125	
	Lifeguard Equipment	2,225	
	Paint and Hardware	1,050	
	Pool Repairs	2,550	
	Electrical/Plumbing Supplies	1,500	
	Swim Lesson Supplies	1,000	
	Swim Lesson Recognition	600	
	Filtration Equipment	1,200	
	Pool Filter Covers	900	
	Signage	750	44,000
A.7180.0465	Equipment < \$5,000		
	Water Tester	1,500	
	Rope/Floaters/Covers	600	
	Pool Pump	5,000	7,100
	Total Operating Expenses		<u>\$ 99,050</u>
Fringe Benefits			
A.7180.0810	New York State Employees' Retirement System	\$	9,487
A.7180.0830	Social Security		9,387
A.7180.0840	Workers Compensation		250
A.7180.0850	Health Insurance		4,791
	Total Fringe Benefits	\$	<u>23,915</u>
	TOTAL BUDGET	\$	<u><u>245,664</u></u>

City of Watertown**Fiscal Year: 2019-20****Department: Arena****Account Code: A7265****Function: Culture and Recreation**

Description: In 2015-2016 the Municipal Arena underwent extensive renovations, adding new locker rooms, bathrooms, offices, new roof, new floor, new bleachers, to name a few. Two additions were added to create a main team locker room and office space as well as a new lobby consisting of offices, conference rooms, concession stand, and skate rentals.

The Municipal Arena, which opened in 1975, provides the community with a variety of services. For 8 months of the year, a high-quality ice surface is maintained. The City welcomed back the Watertown Wolves Professional Hockey team for the 2018-2019 season. Ice time is rented to the Watertown Wolves professional hockey team, Minor Hockey Association, the Figure Skating Club, IHC/WHS/IRCS, adult hockey groups, Ft. Drum groups and private groups. The ice surface is also used by seasonal broomball groups. Rock N Skate, Slip, Slide, & Skate, Public Skate and Family Skate Night continued to be offered with positive feedback.

During the remaining 4 months, the Arena is used for community events such as concerts, MMA fights, the circus, boxing, and a home show. It is a popular site and the only facility in this area that can seat 4,035 people for concerts. Some events have been held annually since the late 1970's.

2018-19 Accomplishments:

- ✓ Parks and Recreation had a successful season with the Watertown Wolves Professional Hockey team using the arena as their home ice in 2018/19. The team had record attendance averaging over 1000 fans per game.
- ✓ The Municipal Arena hosted the All Army Hockey team as their home base.
- ✓ The Watertown Figure Skating Competition had a record number of skaters for their annual competition. Both the Figure Skating Board as well as visiting judges was very impressed with the facility for the event.
- ✓ The attendance at Public Skate, Rock and Skate and Family Skate increased from past years.
- ✓ Implemented a new school fee for week day public skating to encourage schools to bring students to skate from 12:00-2:30pm.
- ✓ Implemented a policy that kids under 4 skate for free.

2019-20 Goals and Objectives:

- Continue to work with all users to ensure the best possible customer service.
- Ensure that the arena is filled to capacity to generate revenue.
- Provide the community with new and exciting programs and events in the arena.
- Increase the number of attendees for Rock and Skate, Public Skate, Adult Skate and Family Skate through new marketing strategies.
- Work closely with Fort Drum to promote the Army Hockey team to practice at the Municipal Arena in 2019/2020.

City of Watertown

Fiscal Year: 2019-20

Department: Arena

Account Code: A7265

Function: Culture and Recreation

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Budget Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	1,891	7,342	6,599	8,765
130 Wages	101,829	133,228	136,564	141,121
140 Temporary	171,158	162,370	142,000	160,000
150 Overtime	31,979	31,727	20,000	30,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	\$ 306,857	\$ 334,667	\$ 305,163	\$ 339,886
Equipment				
230 Vehicles	\$ -	\$ 39,273	\$ 38,000	\$ -
250 Other	11,050	-	-	13,000
Total Equipment	\$ 11,050	\$ 39,273	\$ 38,000	\$ 13,000
Operating Expenses				
410 Utilities	\$ 52,172	\$ 66,272	\$ 67,370	\$ 69,850
420 Insurance	6,903	11,553	11,800	6,975
430 Contracted Services	33,381	30,071	32,800	35,600
440 Fees Non Employees	271	110	1,200	1,200
450 Miscellaneous	2,420	1,702	6,250	3,750
455 Vehicle Expenses	9,081	5,524	7,275	8,075
460 Materials and Supplies	88,652	91,719	80,000	107,250
465 Equipment < \$5,000	17,678	7,134	9,500	5,350
Total Operating Expenses	\$ 210,558	\$ 214,085	\$ 216,195	\$ 238,050
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 3,796	\$ 27,750	\$ 32,069	\$ 35,736
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	23,017	24,846	23,344	26,002
840 Workers' Compensation	53	-	16,000	1,000
850 Health Insurance	26,063	38,255	43,026	37,552
Total Fringe Benefits	\$ 52,929	\$ 90,851	\$ 114,439	\$ 100,290
Department Total	<u>\$ 581,394</u>	<u>\$ 678,876</u>	<u>\$ 673,797</u>	<u>\$ 691,226</u>

City of Watertown

Fiscal Year: 2019-20
Department: Arena
Account Code: A7265
Function: Culture and Recreation

		FY 2019-20 Adopted Budget	
Personal Services			
A.7265.0120	Clerical		
	Clerk - Concession Stand (.5)(a)	\$	8,765
A.7265.0130	Wages		
	Crew Chief (1 @ .57) (b), (1 @ .02) (c)	\$	28,826
	Municipal Worker (1 @ .02) (c)		746
	Parks and Recreation Maintenance Worker (1 @ .55) (d), (1 @ .54) (e), (1 @ .56) (f), (1 @ .61) (g), (1 @ .63) (h)		
		111,549	141,121
A.7265.0140	Temporary		
	General Arena	130,000	
	Concession Stand	30,000	160,000
A.7265.0150	Overtime		30,000
	Total Personal Services	\$	339,886
Equipment			
A.7265.0250	Other Equipment		
	Floor Cleaner		13,000
	Total Equipment	\$	13,000
Operating Expenses			
A.7265.0410	Utilities		
	Water/Sewer	\$	18,000
	Electric		22,750
	Natural Gas		28,000
	Cable Television	1,100	\$ 69,850
A.7265.0420	Insurance		6,975

- (a) Split between A.7020 (50%) and A.7265 (50%).
(b) Split between A.7140 (5%), A.7141 (31%), A.7180 (7%) and A.7265 (57%).
(c) Split between A.7110 (98%) and A.7265 (2%).
(d) Split between A.7140 (3%), A.7141 (42%) and A.7265 (55%).
(e) Split between A.7141 (46%) and A.7265 (54%).
(f) Split between A.7110 (44%) and A.7265 (56%).
(g) Split between A.7180 (39%), and A.7265 (61%).
(h) Split between A.7140 (9%), A.7141 (24%), A.7180 (4%) and A.7265 (63%).

City of Watertown**Fiscal Year: 2019-20****Department: Arena****Account Code: A7265****Function: Culture and Recreation**

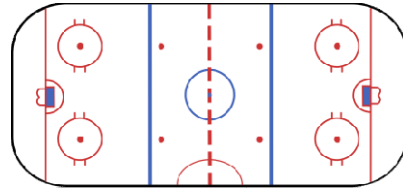
		<u>FY 2019-20 Adopted Budget</u>	
A.7265.0430	Contracted Services		
	Outside Equipment Rentals	500	
	Facility Maintenance and Repairs	1,800	
	Trash Service	5,500	
	Pest Control	2,000	
	Zamboni Blades Sharpening	1,500	
	Public Skating Schedules	300	
	Maintenance/Repairs to Floor	1,200	
	Sprinkler Maintenance/Inspection	1,000	
	DJ Service for Skating Events	2,500	
	Heating Maintenance	5,000	
	PA System Maintenance	500	
	Merchant Processing Fees	4,000	
	Compressor Maintenance	1,000	
	Slip, Slide and Skate Instructor	1,000	
	Audio Subscription	200	
	First Aid/CPR	600	
	Zamboni Repairs	1,000	
	Forklift Repair	1,000	
	Refrigeration System Maintenance	<u>5,000</u>	35,600
A.7265.0440	Fees, Non Employee		
	Physicals for Employees		1,200
A.7265.0450	Miscellaneous		
	Mileage Reimbursement	250	
	Ice Skating Institute	350	
	North East Ice Skating Managers' Association Membership	250	
	Music Licensing Charges	900	
	Ice Tech Class	1,500	
	North East Ice Skating Managers' Association Training	<u>500</u>	3,750
A.7265.0455	Vehicle Expenses		
	Vehicle Repairs	3,000	
	Insurance	1,875	
	Fuel	<u>3,200</u>	8,075
A.7265.0460	Materials and Supplies		
	Safety Shoes	700	
	Safety Equipment, Jackets, Gloves	1,800	
	Skate Supplies	1,500	

City of Watertown**Fiscal Year: 2019-20****Department: Arena****Account Code: A7265****Function: Culture and Recreation**

		<u>FY 2019-20 Adopted Budget</u>	
A.7265.0460	Materials and Supplies continued		
	Refrigeration Supplies	1,500	
	Edger Supplies	300	
	Ballast Replacement	500	
	Ice Paint	2,000	
	Maintenance of Small Equipment	500	
	Building/Maintenance/Janitorial	15,000	
	Dasher Board Maintenance	2,000	
	Rink Glass	2,500	
	Emergency Lights	300	
	Hardware, Lumber, Paint	750	
	Electrical/Plumbing Supplies	2,000	
	Uniforms and Jackets	750	
	Tables and Chairs	2,000	
	First Aid Supplies	750	
	Miscellaneous Supplies	1,600	
	Propane, Oil	800	
	Zamboni Supplies	1,500	
	Stage Skirt and Bunting	3,500	
	Stage and Concert Supplies	500	
	Concession Stand Food	60,000	
	Concession Stand Supplies	<u>4,500</u>	107,250
A.7265.0465	Equipment < \$5,000		
	Computer	850	
	Concession Equipment	2,000	
	Rental Skate Replacements	<u>2,500</u>	<u>5,350</u>
	Total Operating Expenses		<u>\$ 238,050</u>
Fringe Benefits			
A.7265.0810	New York State Employees' Retirement System	\$	35,736
A.7265.0830	Social Security		26,002
A.7265.0840	Workers Compensation		1,000
A.7265.0850	Health Insurance		<u>37,552</u>
	Total Fringe Benefits	\$	<u>100,290</u>
	TOTAL BUDGET	\$	<u><u>691,226</u></u>

A7265 – Arena

Fiscal Year 2019-20
Vehicles and Equipment



Floor Cleaner

\$13,000

The Parks and Recreation Department is proposing to replace our 2005 floor cleaning machine with a newer model. The current machine is a 2005 that currently does not work. Tracking down parts for this machine has been a challenge. This model was manufactured in Italy and the company has since closed. Purchasing a new model will save time and money. This machine is used every day throughout the ice season as well as the summer months between each event.

New Floor Cleaning Machine:



Old Floor Cleaning Machine (2005)



City of Watertown**Fiscal Year: 2019-20****Department: Planning****Account Code: A8020****Function: Home and Community Services**

Description: The Planning Department is responsible for guiding development and managing future growth patterns within the City. It proposes and implements programs, projects and legislation that positively affect the development of the City as a community. Topics that fall under the purview of Planning include downtown revitalization, riverfront development, housing programs, urban forestry, historic preservation, zoning and economic development. Many of the projects and programs within these categories involve grant applications and contract administration. The department provides staff support to the Planning Board and the Zoning Board of Appeals. The Department's staff is comprised of the Planning & Community Development Director, a Senior Planner and two Planners.

2018-19 Accomplishments:

- ✓ Worked with Elan Planning to begin developing the City's first Comprehensive Plan. Formed a 10-member Steering Committee, conducted public outreach and assisted with the development of the draft plan.
- ✓ Completed the Downtown-Riverfront Parks Connection Feasibility Study that provided designs and cost estimates to improve the connection between downtown and the riverfront.
- ✓ Successfully completed the grant agreement process with NYS for five Downtown Revitalization Initiative projects and began implementation of them through preliminary planning and design efforts.
- ✓ Provided oversight and management of the City's urban forestry program which included the planting of 341 trees, completion of Phase 2 of the street tree inventory and the street tree management plan. Completed hazard tree evaluations and obtained the Tree City USA designation for the 19th straight year.
- ✓ Led the Complete Streets Committee in the review of all proposed street infrastructure projects and assisted with implementing the Flower Ave. East and Western Blvd. reconstruction projects by providing planting design and urban forestry guidance on site. Drafted the Complete Streets Annual Progress Report.
- ✓ Planned, organized and conducted the City's first Small Business Summit and the BID Breakfast.
- ✓ Drafted a new chapter of City Code to regulate outdoor restaurant seating within the Downtown.
- ✓ During calendar year 2018, Staff reviewed and processed applications for 7 site plans, 3 site plan waivers, 5 minor subdivisions, 2 zone changes, 2 special use permits, 7 area variances and 4 use variances.
- ✓ Designed a set of bus stop signs for 60 proposed bus stops along the CitiBus system's five routes, and worked with the Department Public Works and the GIS Department to identify the 60 most appropriate locations for bus stops based on boarding patterns.

City of Watertown**Fiscal Year: 2019-20****Department: Planning****Account Code: A8020****Function: Home and Community Services****2019-20 Goals and Objectives:**

- Assist with ongoing downtown redevelopment efforts including administering projects associated with the Downtown Revitalization Initiative grant and other downtown projects, including the Jefferson Community College Tech Space Project and the YMCA Aquatics Facility.
- Continue to assist the Downtown Business Association with further exploration of creating a BID District in downtown Watertown, identifying potential incentives for dining and entertainment uses to locate downtown, and assisting any prospective Opportunity Zone projects.
- Work with Elan Planning to complete the Comprehensive Plan by December 2019.
- Continue oversight and management of the City's urban forestry program to include the planting of 175 trees, implementation of the recommendations in the City's Street Tree Management Plan, completing the City's annual Tree City USA application, and partnering with Cornell Cooperative Extension to develop a tool for educating property owners on beautification efforts they can undertake on their parcels.
- Continue to work with the Friends of Thompson Park on various redevelopment initiatives in Thompson Park including a master plan and the development of new trails, as well as marketing efforts for the park.
- Working within the Complete Streets Committee, develop standard benchmark cross sections for various classifications of streets (e.g. arterial, collector, local) that the City can use as a guide for future projects.
- Work with NYSOPRHP and NYSDOT to complete the extension of the Black River Trail from Walker Ave. to Waterworks Park via Eastern Blvd. and Huntington St. and begin work on writing a Cross City Trail Connection Plan.
- Continue to investigate the feasibility of participating in the NYS Land Bank Program.
- Assist with developing a marketing strategy to attract new residents to the City of Watertown and with creating a recognizable brand for the City to use in that strategy.
- Work to strengthen the City's relationships with local entities that can assist with economic development efforts, such as the GWNCCC, JCED/JCIDA, WLDC, DBA, and others.
- Continue to identify ways to improve customer service and work with other departments to accomplish the City's customer service objectives.
- Enhance intradepartmental communication through various initiatives such as assisting in the development of a City Project Meeting Policy and improve external communication regarding projects through the continued use of the social media.
- Plan, organize and conduct the City's second annual Small Business Summit.
- Create a list of all potential infill development sites within the City and assist the GIS department in creating a GIS layer that spatially illustrates that list.

City of Watertown**Fiscal Year: 2019-20****Department: Planning****Account Code: A8020****Function: Home and Community Services**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Budget Summary	Actual	Actual	Adopted Budget	Adopted Budget
Personal Services				
110 Salaries	\$ 159,868	\$ 177,303	\$ 171,532	\$ 175,821
120 Clerical	-	-	-	-
130 Wages	-	-	-	-
140 Temporary	-	-	-	-
150 Overtime	291	506	500	500
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 160,159</u>	<u>\$ 177,809</u>	<u>\$ 172,032</u>	<u>\$ 176,321</u>
Equipment				
230 Vehicles	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ -	\$ -	\$ -	\$ -
420 Insurance	-	-	-	-
430 Contracted Services	3,872	67,773	212,745	114,450
440 Fees Non Employees	-	-	-	-
450 Miscellaneous	4,429	4,448	6,000	7,300
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	-	138	-	1,500
465 Equipment < \$5,000	2,400	640	-	1,400
Total Operating Expenses	<u>\$ 10,701</u>	<u>\$ 72,999</u>	<u>\$ 218,745</u>	<u>\$ 124,650</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 27,718	\$ 20,909	\$ 24,715	\$ 25,994
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	11,060	12,261	13,161	13,489
840 Workers' Compensation	-	-	-	-
850 Health Insurance	28,496	37,075	39,755	35,276
Total Fringe Benefits	<u>\$ 67,274</u>	<u>\$ 70,245</u>	<u>\$ 77,631</u>	<u>\$ 74,759</u>
Department Total	<u><u>\$ 238,134</u></u>	<u><u>\$ 321,053</u></u>	<u><u>\$ 468,408</u></u>	<u><u>\$ 375,730</u></u>

City of Watertown

Fiscal Year: 2019-20
Department: Planning
Account Code: A8020
Function: Home and Community Services

		FY 2019-20 Adopted Budget	
Personal Services			
A.8020.0110	Salaries		
	Planning and Community Development Director (1 @ .80) (a)	\$ 59,554	
	Senior Planner (1 @ .75) (b)	46,402	
	Planner (2 @ .75) (b)	69,865	\$ 175,821
A.8020.0150	Overtime		500
	Total Personal Services		\$ 176,321
Operating Expenses			
A.8020.0430	Contracted Services		
	Sewall's Island NYWII ERP Grant Match	\$ 80,000	
	Grant Writer	30,000	
	Accela - AA User License	2,550	
	U.S Census activities	1,500	
	Legal Ads	400	114,450
A.8020.0450	Miscellaneous		
	Subscriptions/Memberships	2,800	
	Jefferson Leadership Institute	1,000	
	Travel and Training	3,500	7,300
A.8020.0460	Materials and Supplies		
	Supplies related to U.S. Census		1,500
A.8020.0465	Equipment < \$5,000		
	Office Equipment	550	
	Computer	850	1,400
	Total Operating Expenses		\$ 124,650
Fringe Benefits			
A.8020.0810	New York State Employees' Retirement System	\$ 25,994	
A.8020.0830	Social Security		13,489
A.8020.0850	Health Insurance		35,276
	Total Fringe Benefits		\$ 74,759
	TOTAL BUDGET		\$ 375,730

(a) Split between A.8020 (80%) and CD.8668 (20%).

(b) Split between A.8020 (75%) and CD.8668 (25%).

City of Watertown**Fiscal Year: 2019-20****Department: Storm Sewers****Account Code: A8140****Function: Home and Community Services**

Description: This account, associated with the Department of Public Works, is responsible for the repair and maintenance of the City's 46 miles of storm sewer mains, 4,100 catch basins and 1,275 manholes. This department is staffed with one Working Crew Chief, one Heavy Motor Equipment Operator, two Motor Equipment Operators and two Municipal Workers. Leadership is provided by the Street/Sewer Maintenance Supervisor whose position is funded half in this account and half in the Sanitary Sewer Account. The employees within this account routinely repair and replace storm water collection structures, clean storm water culverts and swales, clean and video inspect storm water pipelines and install new storm water infrastructure.

2018-19 Accomplishments:

- ✓ Completed right-of-way maintenance, including vegetation management and swale shaping work, in the outer Mill Street drainage area.
- ✓ Installed a storm drain system to address subsurface roadway drainage issues on Thompson Boulevard at Gotham Street.
- ✓ Completed the yearly shared service commitment of cleaning 241 drainage structures for NYS DOT.

2019-20 Goals and Objectives:

The goals & objectives listed below are consistent with the City Infrastructure Goal as detailed in the draft Strategic Plan:

- Continue efforts with the Town of Watertown for a cooperative solution to address storm water drainage issues outer Holcomb Street near the City/Town boundary
- Address storm water runoff issues on Green Street at Thompson Boulevard.
- Perform storm water infrastructure maintenance and repairs on various street resurfacing projects.
- Repair the gully washout area adjacent to the sidewalk on Veterans' Memorial Walkway.
- Address drainage issues at the Barben Avenue/Holcomb Street intersection.

City of Watertown**Fiscal Year: 2019-20****Department: Storm Sewers****Account Code: A8140****Function: Home and Community Services**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Budget Summary	Actual	Actual	Adopted Budget	Adopted Budget
Personal Services				
110 Salaries	\$ 33,625	\$ 32,890	\$ 34,072	\$ 34,924
120 Clerical	-	-	-	-
130 Wages	92,577	103,419	150,888	160,658
140 Temporary	-	9,730	-	-
150 Overtime	1,591	8,312	3,000	10,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 127,793</u>	<u>\$ 154,351</u>	<u>\$ 187,960</u>	<u>\$ 205,582</u>
Equipment				
230 Vehicles	\$ -	\$ -	\$ -	\$ -
250 Other	-	19,171	25,000	-
Total Equipment	<u>\$ -</u>	<u>\$ 19,171</u>	<u>\$ 25,000</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ 792	\$ 821	\$ 480	\$ 465
420 Insurance	-	1,469	1,500	1,460
430 Contracted Services	3,073	4,610	19,275	9,475
440 Fees Non Employees	860	690	890	840
450 Miscellaneous	4,664	4,130	4,275	2,790
455 Vehicle Expenses	14,023	22,151	17,325	17,955
460 Materials and Supplies	29,882	25,144	38,300	39,600
465 Equipment < \$5,000	2,333	5,437	8,700	7,050
Total Operating Expenses	<u>\$ 55,627</u>	<u>\$ 64,452</u>	<u>\$ 90,745</u>	<u>\$ 79,635</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 24,849	\$ 20,357	\$ 26,599	\$ 25,899
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	9,266	11,291	14,381	15,728
840 Workers' Compensation	123	214	1,000	250
850 Health Insurance	40,537	39,136	52,495	46,057
Total Fringe Benefits	<u>\$ 74,775</u>	<u>\$ 70,998</u>	<u>\$ 94,475</u>	<u>\$ 87,934</u>
Department Total	<u><u>\$ 258,195</u></u>	<u><u>\$ 308,972</u></u>	<u><u>\$ 398,180</u></u>	<u><u>\$ 373,151</u></u>

City of Watertown**Fiscal Year: 2019-20****Department: Storm Sewers****Account Code: A8140****Function: Home and Community Services****FY 2019-20 Adopted Budget****Personal Services**

A.8140.0110	Salaries		
	Street/Sewer Maintenance Supervisor (.50) (a)	\$	34,924
A.8140.0130	Wages		
	Crew Chief (1 @ .67) (b)	\$	33,673
	Heavy Equipment Operator (1 @ .67) (b)		27,374
	Motor Equipment Operator (2 @ .67) (b)		52,723
	Municipal Worker I (2 @ .67) (b)		46,888
			<u>160,658</u>
A.8140.0150	Overtime		<u>10,000</u>
	Total Personal Services	\$	<u>205,582</u>

Operating Expenses

A.8140.0410	Utilities		
	Tablet Aircards	\$	400
	Cellular Phone		<u>65</u>
		\$	465
A.8140.0420	Insurance		1,460
A.8140.0430	Contracted Services		
	GPS Tracking		475
	Material Disposal		2,500
	Recertify Safety Equipment		500
	Radio Repairs		600
	Camera Software Maintenance		900
	Camera Equipment Repair		1,500
	Small Equipment Repairs		<u>3,000</u>
			9,475
A.8140.0440	Fees, Non Employees		
	Employee Testing		600
	Employee Vaccinations		<u>240</u>
			840
A.8140.0450	Miscellaneous		
	Public Safety Emp Training/PESH		1,200
	Jefferson County Stormwater Coalition		1,500
	NASSCO Membership		<u>90</u>
			2,790

(a) Split between A.8140 (50%) and G.8120 (50%).

(b) Split between either A.5010, A.5110 or A.8140 (67%) and A.5142 (33%).

City of Watertown**Fiscal Year: 2019-20****Department: Storm Sewers****Account Code: A8140****Function: Home and Community Services**

		<u>FY 2019-20 Adopted Budget</u>	
A.8140.0455	Vehicle Expenses		
	Maintenance and Repairs	5,500	
	Tires	1,000	
	Preventive Maintenance	1,200	
	Gas and Diesel Fuel	6,500	
	Insurance	<u>3,755</u>	17,955
A.8140.0460	Materials and Supplies		
	Safety Apparel and Shoes	1,500	
	Manholes and Catch Basins	6,750	
	Radio Batteries	300	
	Asphalt Patching Material	2,250	
	Pipes and Fittings	8,250	
	Castings and Grates	7,250	
	Crusher Run and Stone Products	7,000	
	Sewer Camera Supplies	1,500	
	Sewer Vac Hose, 500LF	1,800	
	Work Zone Safety Devices	1,000	
	Small Hand Tools, Related Supplies	<u>2,000</u>	39,600
A.8140.0465	Equipment < \$5,000		
	Sewer Jet Cleaning Heads	2,500	
	Shoring Components Replacement	2,500	
	Sewer Pipe Beveling Tool	350	
	Rigid Navitrack Scout Locator	750	
	Generator	<u>950</u>	<u>7,050</u>
	Total Operating Expenses		<u>\$ 79,635</u>
Fringe Benefits			
A.8140.0810	New York State Employees' Retirement System	\$	25,899
A.8140.0830	Social Security		15,728
A.8140.0840	Workers Compensation		250
A.8140.0850	Health Insurance		<u>46,057</u>
	Total Fringe Benefits	\$	<u>87,934</u>
TOTAL BUDGET		\$	<u><u>373,151</u></u>

City of Watertown**Fiscal Year: 2019-20****Department: Refuse and Recycling****Account Code: A8160****Function: Home and Community Services**

Description: There are a total of 8 employees in this division associated with the Department of Public Works. They are responsible for the scheduled weekly curbside collection of refuse from the City's 8,000 residential units as well as bi-weekly collection of recyclables. Yard waste and brush is also collected bi-weekly on a seasonal basis. Also included in this account is the maintenance and environmental monitoring of the City's 78 acre landfill that was closed in 1993.

In 2018, City crews collected 3,033 tons of residential refuse, an increase of 19 tons from 2017. Crews also collected 487 tons of recyclable materials, a decrease of 41 tons from 2017. Recycling continues to be about 16+/- % of the solid waste stream. It is estimated that approximately 1,000 tons of yard waste comprised of brush, leaves and grass clippings are collected annually. Jefferson County Solid Waste has agreed to accept the City's compost at their facility at no charge. A residential bulk item drop off program is held annually in late spring. Seventy six (76) City residents dropped off thirteen (13) tons of trash at the 2018 event. The division participated in forty two (42) Codes ordered private property cleanups removing a total of 32.3 tons of trash and debris from these premises. The City's "on-demand" collection service during July and August responded to sixty three (63) requests and disposed of approximately 3.6 tons of material. The bio-mass heating plant at Fort Drum provided a contractor to process and haul the ground brush "chips" at no charge to the City. This partnership may end in 2019-20 due to a governmental change at Fort Drum with the heating plant; therefore, funds have been added for brush grinding and disposal.

2018-19 Accomplishments:

- ✓ Accepted delivery of two new side load refuse packers and a rear load yard waste/brush collection vehicle.
- ✓ Formally adopted/mandated paper bags for yard waste collection.

2019-20 Goals and Objectives:

- Develop multi-year contract specifications for the mowing of the closed landfill and brush grinding.
- Continue to lobby DANC and Jefferson County to initiate facility and operational enhancements for the purpose of increasing recycling levels (i.e. single stream). Also, participate in discussions regarding development of a regional composting/yard waste program to help further reduce the refuse stream.

City of Watertown**Fiscal Year: 2019-20****Department: Refuse and Recycling****Account Code: A8160****Function: Home and Community Services**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Budget Summary	Actual	Actual	Adopted Budget	Adopted Budget
Personal Services				
110 Salaries	\$ 23,180	\$ 15,883	\$ 7,350	\$ -
120 Clerical	-	-	-	-
130 Wages	257,276	268,742	321,298	286,183
140 Temporary	-	-	-	-
150 Overtime	13,491	13,065	16,000	15,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	2,800	6,195	6,176	6,176
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 296,747</u>	<u>\$ 303,885</u>	<u>\$ 350,824</u>	<u>\$ 307,359</u>
Equipment				
230 Vehicles	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ 324	\$ 307	\$ 300	\$ 300
420 Insurance	-	-	-	-
430 Contracted Services	220,298	223,375	248,255	273,055
440 Fees Non Employees	5,499	4,425	14,100	14,100
450 Miscellaneous	3,255	3,574	7,100	4,500
455 Vehicle Expenses	120,279	78,897	84,225	76,660
460 Materials and Supplies	13,257	15,191	17,300	17,500
465 Equipment < \$5,000	10,519	320	-	-
Total Operating Expenses	<u>\$ 373,431</u>	<u>\$ 326,089</u>	<u>\$ 371,280</u>	<u>\$ 386,115</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 35,636	\$ 35,815	\$ 38,585	\$ 35,367
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	21,552	22,156	26,838	23,513
840 Workers' Compensation	58,937	65,183	75,000	50,000
850 Health Insurance	83,642	75,491	82,385	63,164
Total Fringe Benefits	<u>\$ 199,767</u>	<u>\$ 198,645</u>	<u>\$ 222,808</u>	<u>\$ 172,044</u>
Department Total	<u><u>\$ 869,945</u></u>	<u><u>\$ 828,619</u></u>	<u><u>\$ 944,912</u></u>	<u><u>\$ 865,518</u></u>

City of Watertown

Fiscal Year: 2019-20
Department: Refuse and Recycling
Account Code: A8160
Function: Home and Community Services

		FY 2019-20 Adopted Budget	
Personal Services			
A.8160.0130	Wages		
	Crew Chief	\$	46,214
	Refuse Motor Equipment Operator (5 @ 1.0), (2 @ .67) (a)	<u>239,969</u>	\$ 286,183
A.8160.0150	Overtime		15,000
A.8160.0175	Health Insurance Buyout		<u>6,176</u>
	Total Personal Services		<u>\$ 307,359</u>
Operating Expenses			
A.8160.0410	Utilities		
	Water/Sewer		\$ 300
A.8160.0430	Contracted Services		
	GPS Tracking (7)	\$	2,495
	Tipping Fees (Regular)		217,000
	Refuse/Recycle Services at Creekwood		31,000
	On-Demand Bulk Pickup Tipping		
	Fees/Advertising		1,800
	Education/Public Awareness/Ads		1,800
	Employee Uniform Rental		1,500
	Radio Repairs		600
	Overhead Door Preventative Maintenance		600
	Annual Fire Alarm Monitoring		360
	Pressure Washer Repair		900
	Brush Grinding/Disposal		8,500
	Mowing of Closed Landfill	<u>6,500</u>	273,055
A.8160.0440	Fees Non Employee		
	Employment Related Testing		1,100
	Landfill Monitoring Fees	<u>13,000</u>	14,100
A.8160.0450	Miscellaneous		
	Bulk Postage for Tote Bills		2,500
	Safety Training/PESH		1,800
	Permits and Miscellaneous	<u>200</u>	4,500
A.8160.0455	Vehicle Expenses		
	Vehicle Maintenance and Repairs		25,000
	Preventive Maintenance		3,200
	Gas and Diesel Fuels		42,000
	Insurance		6,460
			76,660

(a) Split between either A.8160 (67%) and A.5142 (33%).

City of Watertown

Fiscal Year: 2019-20
Department: Refuse and Recycling
Account Code: A8160
Function: Home and Community Services

		<u>FY 2019-20 Adopted Budget</u>	
A.8160.0460	Materials and Supplies		
	Safety Shoes and Equipment	3,000	
	Refuse Bag Stickers and Forms	7,000	
	Totes	4,000	
	Tote Repair Parts	1,000	
	Landfill Drainage/Ground Materials	1,500	
	Miscellaneous Supplies	1,000	17,500
	Total Operating Expenses		<u>\$ 386,115</u>
Fringe Benefits			
A.8160.0810	New York State Employees' Retirement System	\$ 35,367	
A.8160.0830	Social Security	23,513	
A.8160.0840	Workers Compensation	50,000	
A.8160.0850	Health Insurance		<u>63,164</u>
	Total Fringe Benefits	\$	<u>172,044</u>
	TOTAL BUDGET	\$	<u><u>865,518</u></u>

City of Watertown

Fiscal Year: 2019-20

Department: General

Account Code: A9040, A9050, A9060, A9065, A9070, A9089, A9501, A9512, A9950, A9960

Function: General Government Support

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	Actual	Actual	Adopted Budget	Adopted Budget
A.9040.0800 Workers' Compensation	\$ 102,006	\$ 106,008	\$ 90,000	\$ 98,000
A.9050.0800 Unemployment Claims	6,675	4,691	5,000	5,000
A.9060.0800 Health Insurance - Retirees	3,669,936	4,298,415	4,705,697	4,192,976
A.9065.0800 Medicare Part B - Retirees	361,682	401,210	450,309	483,000
A.9070.0800 Compensated Absences	(42,624)	(6,354)	-	-
A.9089.0800 Other Employee Benefits	4,361	4,400	5,000	5,000
A.9501.0900 Transfer to Risk Retention Fur	75,000	75,000	45,000	40,000
A.9512.0900 Transfer to Library Fund	1,148,599	1,399,839	1,375,144	1,446,362
A.9950.0900 Transfer to Capital Fund	883,484	1,249,614	641,500	838,500
A.9960.0900 Black River Trust Reserve	10,000	10,000	10,000	10,000
	<u>\$ 6,219,119</u>	<u>\$ 7,542,823</u>	<u>\$ 7,327,650</u>	<u>\$ 7,118,838</u>

Accounts A.9040.0800, A.9050.0800, A.9060.0800, A.9065.0800, A.9070.0800 and A.9089.0800 represent fringe benefit expenses that are not charged directly to detail operating accounts.

A.9501.0900 - Transfer to Risk Retention Fund - This represents the annual transfer to support the costs associated with defending claims against the City.

A.9512.0900 - Transfer to Library Fund - Operating support of the Flower Memorial Library.

A.9950.0900 - Transfer to Capital Fund - Represents the City's operating support of capital equipment purchases and capital projects.

A.9960.0900 - Black River Trust Reserve - Represents the City's annual commitment to the Black River Reserve Trust.

City of Watertown

Fiscal Year: 2019-20
Department: Debt Service
Account Code: A9710
Function: Debt Service

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Budget Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
Serial Bonds				
A.9710.0600 Serial Bond Principal	\$ 2,152,872	\$ 2,322,200	\$ 2,202,713	\$ 2,148,337
A.9710.0700 Serial Bond Interest	681,272	674,316	607,346	726,478
Bond Anticipation Notes				
A.9730.0600 Bond Anticipation Note Principal	121,000	-	177,000	-
A.9730.0700 Bond Anticipation Note Interest	24,500	-	54,000	-
Total Budget	<u>\$ 2,979,644</u>	<u>\$ 2,996,516</u>	<u>\$ 3,041,059</u>	<u>\$ 2,874,815</u>

These accounts represent the annual principal reduction and interest payments on General Fund debt.

OUTSTANDING SERIAL BONDS

DATE OF ISSUE / (INTEREST RATE)		PRINCIPAL BALANCE AT END OF FISCAL YEAR			
/ MATURITY DATE		PRINCIPAL	INTEREST	TOTAL	YEAR
2/15/2008 (3.25 - 4.00%)	2/15/2023	\$ 153,000	\$ 21,938	\$ 174,938	\$ 405,000
6/15/2010 (3.125 - 4.00%)	12/15/2024	90,000	11,105	101,105	257,000
4/15/2011 A (2.00 - 4.00%)	11/15/2025	145,000	41,963	186,963	1,005,000
4/15/2011 C (2.00 - 6.00%)	11/15/2022	335,000	74,675	409,675	1,130,000
6/28/2011 (2.00 - 3.00%)	6/15/2021	140,500	8,430	148,930	140,500
6/12/2013 (3.00 - 3.50%)	10/15/2027	59,800	13,707	73,507	406,400
4/10/2014 A (1.50 - 2.75%)	4/1/2024	64,000	6,758	70,758	230,000
6/18/2014 (1.00 - 2.625%)	11/15/2023	154,756	6,001	160,757	205,154
6/25/2015 A (3.00 - 3.50%)	6/15/2040	285,000	301,638	586,638	8,635,000
6/25/2015 B (2.00 - 3.125%)	6/15/2030	79,000	10,754	89,754	315,000
6/15/2017 (2.00 - 3.00%)	6/15/2032	231,851	47,955	279,806	1,966,955
3/29/2019 (5.00 - 3.00%)	9/1/2033	410,430	181,554	591,984	4,020,647
TOTAL		<u>\$ 2,148,337</u>	<u>\$ 726,478</u>	<u>\$ 2,874,815</u>	<u>\$ 18,716,656</u>

WATER FUND

**City of Watertown
Fiscal Year 2019-20 Adopted Budget
Water Fund Summary**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Revenues</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
Water Rents	\$ 3,488,909	\$ 3,708,425	\$ 3,782,919	\$ 3,718,000
Unmetered Water Sales	12,756	4,728	10,000	10,000
Outside User Fees	1,541,172	1,313,038	1,386,000	1,412,000
Water Service Charges	46,945	40,338	60,000	60,000
Interest and Penalties on Water Rents	49,485	55,780	55,000	55,000
Interest and Earnings	2,359	12,868	15,000	46,000
Sale of Scrap	3,743	4,476	3,000	4,000
Sale of Equipment	-	6,134	-	-
Insurance Recoveries	1,001	79	1,000	1,000
Premium on Obligations	5,220	-	-	-
Unclassified Revenues	2,795	1,899	1,000	1,000
Payment Processing Fees	5,323	5,972	6,000	7,000
Metered Water Sales - Other Funds	180,308	137,493	176,000	180,000
State Aid, Home & Community Services	15,958	17,081	303,815	100,000
Interfund Transfer	60,000	44,542	1,000	1,000
Sub-Total	\$ 5,415,974	\$ 5,377,508	\$ 5,800,734	\$ 5,595,000
Appropriated Debt Reserve	-	-	-	11,638
Appropriated Fund Balance	-	-	115,950	76,784
Total Revenues	\$ 5,415,974	\$ 5,377,508	\$ 5,916,684	\$ 5,683,422

<u>Expenditures</u>				
Administration	\$ 241,724	\$ 237,000	\$ 283,715	\$ 258,809
Source, Supply, Power and Pumping	526,377	584,510	669,505	578,300
Purification	1,762,549	1,924,140	2,017,994	2,146,319
Transmission and Distribution	1,100,352	1,243,156	1,403,734	1,435,655
General	529,557	344,593	573,343	366,918
Debt Service	851,096	879,318	968,393	897,421
Total Expenditures	\$ 5,011,655	\$ 5,212,717	\$ 5,916,684	\$ 5,683,422

Fund Balance

Beginning reserve and fund balances	\$ 832,498	\$ 1,407,252
- Prior period adj. for reclassification of charges	170,435	-
+ Prior period adj. for hydro-electric charges	-	(203,857)
+ Revenues	5,415,974	5,377,508
- Expenses	(5,011,655)	(5,212,717)
Ending reserve and fund balances	\$ 1,407,252	\$ 1,368,186
Fund balance reserved for encumbrances	(29,299)	(18,295)
Fund balance reserved for debt	-	(32,505)
Fund balance appropriated to subsequent fiscal year	-	(115,950)
Unreserved un-appropriated fund balance	<u>\$ 1,377,953</u>	<u>\$ 1,201,436</u>

City of Watertown
Fiscal Year 2019-20 Adopted Budget
Water Fund Revenue Summary

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	Actual	Actual	Adopted Budget	Adopted Budget
F.0000.2140 Water Rents	\$ 3,488,909	\$ 3,708,425	\$ 3,782,919	\$ 3,718,000
F.0000.2142 Unmetered Water Sales	12,756	4,728	10,000	10,000
F.0000.2143 Outside User Fees	1,541,172	1,313,038	1,386,000	1,412,000
F.0000.2144 Water Service Charges	46,945	40,338	60,000	60,000
F.0000.2148 Interest and Penalties on Water Rents	49,485	55,780	55,000	55,000
F.0000.2401 Interest and Earnings	2,359	12,868	15,000	46,000
F.0000.2650 Sale of Scrap	3,743	4,476	3,000	4,000
F.0000.2665 Sale of Equipment	-	6,134	-	-
F.0000.2680 Insurance Recoveries	1,001	79	1,000	1,000
F.0000.2701 Refund of Prior Year Expenses	-	24,655	-	-
F.0000.2710 Premium on Obligations	5,220	-	-	-
F.0000.2770 Unclassified Revenues	2,795	1,899	1,000	1,000
F.0000.2773 Payment Processing Fees	5,323	5,972	6,000	7,000
F.0000.2830 Metered Water Sales - Other Funds	180,308	137,493	176,000	180,000
F.0000.3989 State Aid - Home & Community	15,958	17,081	303,815	100,000
F.0000.5031 Interfund Transfers	60,000	44,542	1,000	1,000
Sub-Total	5,415,974	5,377,508	5,800,734	5,595,000
Appropriated Debt Reserve	-	-	-	11,638
Appropriated Fund Balance	-	-	115,950	76,784
Total Revenues	\$ 5,415,974	\$ 5,377,508	\$ 5,916,684	\$ 5,683,422

City of Watertown

Fiscal Year: 2019-20
Department: Water Fund
Account Code: Revenues
Function: Revenue Descriptions

F.0000.2140 – Water Rents - Sales of water to residential, commercial, industrial, educational and governmental users located within the City.

F.0000.2142 - Unmetered Water Sales - Sales of bulk water at the Water Treatment Plant.

F.0000.2143 - Outside User Fees - Sales of water to residential, commercial, industrial, educational and governmental users located outside of the City.

F.0000.2144 - Water Service Charges - Charges for frozen meters, meter replacements, connection fees shut-off fees, repairs and line renewals.

F.0000.2148 - Interest and Penalties on Water Rents - Charges of 10% penalties for late water payments.

F.0000.2401 - Interest and Earnings - Earnings derived from the investment of water funds through certificates of deposit, savings accounts and the purchase of government securities.

F.0000.2650 - Sale of Scrap – Sales of excess scrap.

F.0000.2665 – Sale of Equipment – Sales of equipment.

F.0000.2680 – Insurance Recoveries – Reimbursements from insurance companies for damages to property, equipment and vehicles.

F.0000.2710 - Premiums on Obligations - Premiums received on the issuance of debt.

F.0000.2770 - Unclassified Revenues - Revenues from sources for which a specific code has not been provided.

F.0000.2773 – Payment Processing Fees - Fees charged in connection with accepting on-line payments.

F.0000.2830 - Metered Water Sales - Other Funds – Sales of water to other City funds.

F.0000.3989 - State Aid, Home and Community Services - Grant proceeds from the New York State Department of Health for the Lead Service Line Replacement Program.

F.0000.5301 – Interfund Transfers – Transfers from other funds.

City of Watertown**Fiscal Year: 2019-20****Department: Administration****Account Code: F8310****Function: Administration**

Description: The Water Department administrative staff is responsible for processing water and sewer bills for over 8,942 residential, commercial, and industrial accounts and approximately 300 bills for the sale of bulk water, labor and material bills for water service work, and billing for tanker hauled leachate processed at the Wastewater Treatment Plant. Staffing currently includes the Superintendent, a Principal Account Clerk, a Supervisory Control and Data Acquisition (SCADA) Technician, a Senior Account Clerk/Typist and one Account Clerk Typist. Staff collects, compiles and maintains data to produce the water and sewer bills; processes all paperwork associated with departmental personnel, payroll and purchases, permits and billings for water service installations, repairs and renewals. Further, the office coordinates services with other City departments, other Water Fund personnel, and with outside agencies including the NYS Dept. of Health, NYSDEC, NYSDOT, DANC, and civilian personnel at Fort Drum. The Superintendent oversees Water Administration, Water Treatment, Water Transmission and Distribution, Wastewater Treatment and Hydroelectric Generation, and coordinates with engineers, architects, and developers in the development of new construction throughout the City.

2018-19 Accomplishments:

- ✓ Continued to expand Cartegraph implementation to further connect department sections.
- ✓ Expanded SCADA and video monitoring systems.
- ✓ Worked to complete radio read data collection process.
- ✓ Prepared for personnel changes due to retirement and ever changing computer system procedures.

2019-20 Goals and Objectives:

- Further develop and enhance Cartegraph implementation throughout all departments.
- Expand and modernize SCADA and video monitoring systems.
- Complete radio read data collection process.
- Complete relocation of all administrative personnel from City Hall to the Water Treatment Plant. Water & sewer services will continue to be provided at City Hall but support staff and management will be housed at the Water Treatment Plant.
- Initiate a cost study to allocate indirect/overhead costs appropriately
- Develop a FAQ sheet available to customers and on the department website
- Install dedicated phone at City Hall to Water Administration personnel (if needed) to answer customer questions
- Investigate Energy Performance Contract (EPC) opportunities

City of Watertown**Fiscal Year: 2019-20****Department: Administration****Account Code: F8310****Function: Administration**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
Budget Summary	Actual	Actual	Adopted Budget	Adopted Budget
Personal Services				
110 Salaries	\$ 43,746	\$ 40,392	\$ 41,200	\$ 42,230
120 Clerical	48,106	49,024	52,632	63,052
130 Wages	39,873	41,382	31,882	22,413
140 Temporary	3,334	1,512	1,000	1,000
150 Overtime	7,075	425	1,500	1,500
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	\$ 142,134	\$ 132,735	\$ 128,214	\$ 130,195
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	\$ -	\$ -	\$ -	\$ -
Operating Expenses				
410 Utilities	\$ 1,834	\$ 1,361	\$ 630	\$ 630
420 Insurance	318	318	325	335
430 Contracted Services	17,338	19,489	59,225	31,115
440 Fees Non Employees	2,500	3,480	3,200	4,480
450 Miscellaneous	14,493	13,307	24,000	23,500
455 Vehicle Expenses	1,263	1,337	1,425	960
460 Materials and Supplies	1,717	2,676	3,225	3,100
465 Equipment < \$5,000	2,091	860	1,050	1,250
Total Operating Expenses	\$ 41,554	\$ 42,828	\$ 93,080	\$ 65,370
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 21,181	\$ 19,924	\$ 18,075	\$ 18,287
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	10,379	9,612	9,810	9,962
840 Workers' Compensation	-	-	-	-
850 Health Insurance	26,476	31,901	34,536	34,995
Total Fringe Benefits	\$ 58,036	\$ 61,437	\$ 62,421	\$ 63,244
Department Total	\$ 241,724	\$ 237,000	\$ 283,715	\$ 258,809

City of Watertown**Fiscal Year: 2019-20****Department: Administration****Account Code: F8310****Function: Administration****FY 2019-20 Adopted Budget****Personal Services**

F.8310.0110	Salaries		
	Superintendent of Water (.45) (a)	\$	42,230
F.8310.0120	Clerical		
	Principal Account Clerk (.50) (b)	\$	23,893
	Senior Account Clerk Typist (.50) (b)		23,017
	Account Clerk Typist (.50) (b)	<u>16,142</u>	63,052
F.8310.0130	Wages		
	SCADA Technician (.40) (c)		22,413
F.8310.0140	Temporary **		1,000
F.8310.0150	Overtime **		<u>1,500</u>
	Total Personal Services	\$	<u>130,195</u>

Operating Expenses

F.8310.0410	Utilities		
	Cell Phones	\$	630
F.8310.0420	Insurance		335
F.8310.0430	Contracted Services		
	Software Support Fees	\$	3,900
	Merchant Fees		10,750
	Debt Disclosure Filing Fees		275
	Equipment Repairs		300
	Meter Reading Equipment Repairs		500
	Consumer Confidence Report		2,700
	Federally Mandated Training and Employee Assistance Program		2,190
	Safety Consultant		9,600
	Equipment Maintenance Contracts	<u>900</u>	31,115
F.8310.0440	Fees, Non Employees		
	Audit Services		2,760
	Allocated Indirect Cost Plan		1,500
	Actuarial Services	<u>220</u>	4,480

(a) Split between A.5184 (10%), F.8310 (45%) and G.8110 (45%).

(b) Split between F.8310 (50%) and G.8110 (50%).

(c) Split between A.5184 (20%), F.8310 (40%) and G.8110 (40%).

City of Watertown**Fiscal Year: 2019-20****Department: Administration****Account Code: F8310****Function: Administration****FY 2019-20 Adopted Budget**

F.8310.0450	Miscellaneous		
	Membership AWWA	1,900	
	Travel and Training	500	
	Postage For Billing	11,000	
	Postage For Annual Report	100	
	Postage for Lead Copper Rule and Disinfectant By-products	10,000	23,500
F.8310.0455	Vehicle Expenses		
	Fuel	400	
	Maintenance and Repairs	300	
	Insurance	260	960
F.8310.0460	Materials and Supplies		
	Printed Forms, Bills	2,500	
	Office Supplies	600	3,100
F.8310.0465	Equipment < \$5,000		
	Computer (b)	850	
	Sit Stand Desk (b)	250	
	Office Chairs (b)	150	1,250
	Total Operating Expenses		\$ 65,370
Fringe Benefits			
F.8310.0810	New York State Employees' Retirement System	\$	18,287
F.8310.0830	Social Security		9,962
F.8310.0850	Health Insurance		34,995
	Total Fringe Benefits	\$	63,244
	TOTAL BUDGET	\$	258,809

(b) Split between F.8310 (50%) and G.8110 (50%).

City of Watertown**Fiscal Year: 2019-20****Department: Source of Supply, Power and Pumping****Account Code: F8320****Function: Water Operations**

Description: Primary facilities supported by this account include the Dosing Station, Coagulation Basin and Low Lift Pump Station, all of which are located adjacent to NYS Rte. 3, east of the City, and the Main Pump Station on Huntington Street. Raw river water flows through the Dosing Station where chemicals are added to settle out organic matter and silt in the 66,000,000 gallon Coagulation Basin. The settled water is then pumped through the Low Lift Station to the Water Treatment Plant. The Main Pump Station pumps the finished potable water through the distribution system to the customers. The cost of power for the treatment facilities is covered under this account.

The pre-treatment facilities provide settled water to the Water Treatment Plant that can be treated and polished more readily than raw river water to provide a high quality finished product. The Main Pump Station transfers quality potable water to the distribution system.

2018-19 Accomplishments:

- ✓ Completed fiber optic cable connections to outlying assets
- ✓ Site security improvements
- ✓ Continued monitoring of source water upstream of intake
- ✓ pH adjustment of raw water permanently installed

2019-20 Goals and Objectives (see also F8330):

- Dredge the coagulation basin
- Continue to monitor raw water quality upstream of Dosing Station Intake
- Resume the use of Soda Ash to increase finished water alkalinity

City of Watertown

Fiscal Year: 2019-20

Department: Source of Supply, Power and Pumping

Account Code: F8320

Function: Water Operations

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Budget Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
Personal Services				
110 Salaries	\$ -	\$ -	\$ -	\$ -
120 Clerical	-	-	-	-
130 Wages	-	-	-	-
140 Temporary	-	-	-	-
150 Overtime	-	-	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	\$ -	\$ -	\$ -	\$ -
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	\$ -	\$ -	\$ -	\$ -
Operating Expenses				
410 Utilities	\$ 506,557	\$ 544,649	\$ 596,130	\$ 509,700
420 Insurance	5,303	5,468	3,600	4,200
430 Contracted Services	3,633	11,034	36,575	37,900
440 Fees Non Employees	-	-	-	-
450 Miscellaneous	-	-	-	-
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	2,814	9,805	25,700	12,000
465 Equipment < \$5,000	8,070	13,554	7,500	14,500
Total Operating Expenses	\$ 526,377	\$ 584,510	\$ 669,505	\$ 578,300
Fringe Benefits				
810 NYS Employees' Retirement System	\$ -	\$ -	\$ -	\$ -
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	-	-	-	-
840 Workers' Compensation	-	-	-	-
850 Health Insurance	-	-	-	-
Total Fringe Benefits	\$ -	\$ -	\$ -	\$ -
Department Total	<u>\$ 526,377</u>	<u>\$ 584,510</u>	<u>\$ 669,505</u>	<u>\$ 578,300</u>

City of Watertown**Fiscal Year: 2019-20****Department: Source of Supply, Power and Pumping****Account Code: F8320****Function: Water Operations**

		<u>FY 2019-20 Adopted Budget</u>	
Operating Expenses			
F.8320.0410	Utilities		
	Electric	\$ 504,000	
	Natural Gas	4,500	
	Phone	200	
	Water and Sewer (Town of Pamela)	<u>1,000</u>	\$ 509,700
F.8320.0420	Insurance		4,200
F.8320.0430	Contracted Services		
	Maintenance Contracts Generators	3,000	
	Pump Repairs	3,000	
	Electric Repairs and Service	3,000	
	Boiler Repairs, Maintenance and Service	3,000	
	Miscellaneous Repairs and Services	1,000	
	Propane Tank Rental	200	
	Portable Toilet Rental	700	
	Service High Voltage Transformers/Breakers	15,000	
	Tank Inspection	5,500	
	Fence Repairs	2,500	
	Hoist Inspection	<u>1,000</u>	37,900
F.8320.0460	Materials and Supplies		
	Grease and Oil	1,800	
	Fuel Oil, Generator	2,500	
	Diesel for Dredge	2,500	
	Dredge Equipment Parts	1,000	
	Propane, Small Generator	1,200	
	Mechanical Equipment Parts and Repairs	2,000	
	Miscellaneous Repairs and Services	<u>1,000</u>	12,000
F.8320.0465	Equipment < \$5,000		
	Process Controllers	1,000	
	Mechanical Repair Parts	1,000	
	Electrical Repair Parts	1,000	
	HVAC Repair Parts	1,000	
	Chemical Metering Pump	3,000	
	Communication System	1,000	
	Turbidity Curtain for Dredge	2,500	
	SCADA Equipment	1,000	
	Fencing Materials	<u>3,000</u>	14,500
	Total Operating Expenses		<u>\$ 578,300</u>
	TOTAL BUDGET		<u><u>\$ 578,300</u></u>

City of Watertown

Fiscal Year: 2019-20
Department: Water Purification
Account Code: F8330
Function: Water Operations



Description: The City's 15 MGD Water Plant purified and delivered more than 1.89 billion gallons of high quality potable water last year. An average of 5.19 million gallons per day (MGD) was processed for domestic and industrial use by the citizens of the City of Watertown, neighbors in the Towns of Watertown, Pamela, Leray, Champion, and personnel at Fort Drum in 2016. The plant is staffed with a Chief Operator, five WTP operators, two Operator trainees, a Lab Technician, and a four-member maintenance crew. This is a 24-hour a day operation, requiring at least one operator on duty at all times. All but two staff members are certified and licensed by NYS Dept of Health to operate a community water system.

A strong emphasis on maintenance training enables the staff to perform the majority of maintenance tasks required to keep the high tech equipment functioning properly. In addition to the main plant, staff maintains several off-site facilities. The goal of the Water Treatment Plant staff is to provide the highest quality potable water, meeting all applicable standards of the NYSDOH and the USEPA, at the lowest reasonable cost, and to properly maintain the plant, service the equipment and improve plant processes.

2018-19 Accomplishments:

- ✓ Operator trainees successfully completed IIA school in Fall of 2018 and received their license
- ✓ Began the systematic implementation of recommendations from the engineering evaluation to control disinfection by-product formation
- ✓ Completed fiber optic cable connections to outlying assets
- ✓ Site security improvements

2019-20 Goals and Objectives:

- Continue to implement recommendations from the engineering evaluation to control disinfection by-product formation
- Continue to work on reducing disinfection by-products in the distribution system
- Begin Soda Ash Project to improve water quality
- Continue and improve safety awareness
- Improve information on department website
- Create weekly Status and Information Update, shared publicly, to report on current projects and actions of the department
- Renew department infrastructure per engineering master schedule
- Offer public tours of facilities to interested parties
- Improve/update the Supervisory Control and Data Acquisition (SCADA) for better control and improved efficiency
- Continue to work with Towns/DANC/Fort Drum to improve water quality
- Continue to work with DANC and surrounding towns relative to meeting the needs for new development
- Replace retiring personnel (3) and begin training procedures

City of Watertown

Fiscal Year: 2019-20

Department: Purification

Account Code: F8330

Function: Water Operations

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Budget Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
Personal Services				
110 Salaries	\$ 61,195	\$ 61,496	\$ 62,726	\$ 65,759
120 Clerical	-	-	-	-
130 Wages	535,762	570,795	600,030	630,670
140 Temporary	-	-	-	-
150 Overtime	24,893	25,945	26,000	26,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	5,600	8,400	8,400	8,400
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 627,450</u>	<u>\$ 666,636</u>	<u>\$ 697,156</u>	<u>\$ 730,829</u>
Equipment				
230 Motor Vehicle	\$ 26,248	\$ -	\$ -	\$ -
250 Other	6,879	22,338	-	36,800
Total Equipment	<u>\$ 33,127</u>	<u>\$ 22,338</u>	<u>\$ -</u>	<u>\$ 36,800</u>
Operating Expenses				
410 Utilities	\$ 334,109	\$ 438,210	\$ 383,968	\$ 402,500
420 Insurance	13,998	9,978	12,075	12,390
430 Contracted Services	63,717	63,690	50,955	84,000
440 Fees Non Employees	998	634	1,000	1,000
450 Miscellaneous	17,537	26,306	19,800	18,300
455 Vehicle Expenses	6,221	8,899	11,675	10,800
460 Materials and Supplies	380,598	360,042	505,115	519,500
465 Equipment < \$5,000	28,243	54,360	36,500	39,700
Total Operating Expenses	<u>\$ 845,421</u>	<u>\$ 962,119</u>	<u>\$ 1,021,088</u>	<u>\$ 1,088,190</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 86,221	\$ 85,418	\$ 94,669	\$ 101,487
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	46,112	48,950	53,333	55,909
840 Workers' Compensation	-	-	-	-
850 Health Insurance	124,218	138,679	151,748	133,104
Total Fringe Benefits	<u>\$ 256,551</u>	<u>\$ 273,047</u>	<u>\$ 299,750</u>	<u>\$ 290,500</u>
Department Total	<u><u>\$ 1,762,549</u></u>	<u><u>\$ 1,924,140</u></u>	<u><u>\$ 2,017,994</u></u>	<u><u>\$ 2,146,319</u></u>

City of Watertown**Fiscal Year: 2019-20****Department: Purification****Account Code: F8330****Function: Water Operations****FY 2019-20 Adopted Budget****Personal Services**

F.8330.0110	Salaries		
	Chief Water Treatment Plant Operator	\$	65,759
F.8330.0130	Wages		
	Water Treatment Plant Maint. Supervisor	\$	61,431
	Laboratory Technician		56,696
	Water Treatment Plant Maintenance Mechanic (2)		103,666
	Building Maintenance Worker		40,790
	Water Treatment Plant Operator (8)	<u>368,087</u>	630,670
F.8330.0150	Overtime		26,000
F.8330.0175	Health Insurance Buyout		<u>8,400</u>
	Total Personal Services	\$	<u>730,829</u>

Equipment

F.8330.0250	Other Equipment		
	Human-Machine Interface (HMI)		
	/Supervisory Control and Data Acquisition (SCADA) Software	\$	28,800
	Sludge Pump	<u>8,000</u>	<u>\$ 36,800</u>
			<u>\$ 36,800</u>

Operating Expenses

F.8330.0410	Utilities		
	Sewer Charges	\$	392,500
	Natural Gas		7,500
	Telephone	<u>2,500</u>	\$ 402,500
F.8330.0420	Insurance		12,390
F.8330.0430	Contracted Services		
	AC Boiler Repair and Maintenance		2,500
	Electric Repair and Maintenance		2,500
	Equipment Repairs		5,000
	Advertising		1,000
	Analytical Testing		20,500
	Hazardous Material Disposal		2,000
	Equipment Rental		1,000
	Reduced Pressure Zone Valve Inspection		3,000
	Software Licences and Support		10,000
	Clearwell Cleaning Service		20,000
	Backwash Tank Repair		15,000
	Inspection of Fire/Intrusion Alarms	<u>1,500</u>	84,000

City of Watertown**Fiscal Year: 2019-20****Department: Purification****Account Code: F8330****Function: Water Operations**

		<u>FY 2019-20 Adopted Budget</u>	
F.8330.0440	Fees, Non Employee		
	Haz-Mat License Fee	375	
	Tier II Registration	25	
	Lab Accreditation Fee	<u>600</u>	1,000
F.8330.0450	Miscellaneous		
	Operation Credit Courses	4,000	
	Pesticide Training	1,500	
	Travel and Training, C.E.D	3,000	
	Reference Materials and Texts	1,000	
	Safety Training and Equipment	3,000	
	Occupational Tests	2,800	
	Miscellaneous	<u>2,000</u>	18,300
F.8330.0455	Vehicle Expenses		
	Maintenance and Repairs	2,500	
	Fuel	4,600	
	Insurance	<u>3,700</u>	10,800
F.8330.0460	Materials and Supplies		
	Process Chemicals	475,000	
	Boots, Helmets, Goggles	2,500	
	Materials and Supplies	32,000	
	Mechanical Parts and Repair	5,000	
	Electrical Parts and Repair	<u>5,000</u>	519,500
F.8330.0465	Equipment < \$5,000		
	Computers (2)	1,700	
	Electrical Equipment	5,000	
	Mechanical Equipment	5,000	
	Raw Water Sampling Equipment	1,000	
	Chlorine Equipment	5,000	
	Sump Pump	1,000	
	HVAC Equipment	2,500	
	SCADA Equipment	3,000	
	Chemical Metering Pump	5,000	
	Tractor Mounted Snowblower	4,000	
	Exterior Lighting	3,500	
	Process Controllers	<u>3,000</u>	39,700
	Total Operating Expenses		<u>\$ 1,088,190</u>

City of Watertown

Fiscal Year: 2019-20

Department: Purification

Account Code: F8330

Function: Water Operations

FY 2019-20 Adopted Budget

Fringe Benefits

F.8330.0810	New York State Employees' Retirement System	\$	101,487
F.8330.0830	Social Security		55,909
F.8330.0840	Workers' Compensation		-
F.8330.0850	Health Insurance		<u>133,104</u>
	Total Fringe Benefits	\$	<u>290,500</u>
	TOTAL BUDGET	\$	<u><u>2,146,319</u></u>

F8330 – Purification

Fiscal Year 2019-20
Vehicles and Equipment



<u>Human-Machine Interface (HMI) / Supervisory Control and Data Acquisition (SCADA)</u>	
<u>Software</u>	<u>\$28,800</u>

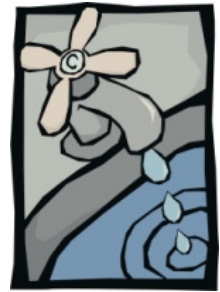
The Water, Wastewater, and Hydroelectric facilities use Human-Machine Interface (HMI)/Supervisory Control and Data Acquisition (SCADA) software to monitor, record, and control their various machinery and systems. This software plays a key role in the safe and efficient operation of the facilities. The current software package is beginning to show its age and is not well supported by its vendor. The last update release was in 2013. The software suffers from performance shortcomings as well as compatibility issues on newer operating systems. No additional features or improvements are expected.

This project aims to replace the current software with a modern, modular package that is both actively developed and well-supported. In keeping with the current configuration, the costs include primary and backup systems at all three locations to ensure uninterrupted operation.

In addition to modernizing the City's software, this upgrade will allow the City to advance its capabilities and further improve efficiency. This project is to be developed in-house using current staff, with the only costs being the software licensing and annual software support.

F8330 – Purification

Fiscal Year 2019-20
Vehicles and Equipment



Sludge Pump

\$8,000

The sludge pump system is comprised of two submersible pumps located in a wet pit with an automatic alignment flange and guiderails. The pumps are used to pump spent filter backwash water to the City sewer. The new pump will be a spare and reduce down time of a critical asset.



City of Watertown**Fiscal Year: 2019-20****Department: Transmission and Distribution****Account Code: F8340****Function: Water Operations**

Description: This departmental unit has 15 employees who are responsible for the operation and maintenance of the water distribution network. The system includes 100 miles of water main piping from 4" to 24", 1054 fire hydrants, 2600+ gate valves and 8,500 service lines. These employees make over 1,000 service calls and respond to a significant number of leaks and water main breaks each year. Departmental employees install, repair and replace many water services and 350 to 500 water meters annually. Additionally, these employees install, replace and extend water mains, maintain the two finished water reservoirs, and the 250,000 gallon elevated water tank. Layout and design assistance, as well as, inspection of water line installation is provided for construction and maintenance projects. An Engineering Technician is responsible for maintaining proper records and maps and for providing layout and locations of water lines for contractors and utility companies. This division also maintains a fleet of service trucks, backhoes and dump trucks used in providing these services.

2018-19 Accomplishments:

- ✓ Staff conducted the annual distribution flushing program.
- ✓ Staff repaired 15 hydrants from the program.
- ✓ Staff replaced 5 fire hydrants in our distribution system.
- ✓ Replaced 430 residential and commercial water meters.
- ✓ Installed 20 new water services and repaired 10 for city customers.
- ✓ Inspected new services and fire services installed by private contractors to insure compliance with health requirements.
- ✓ Repaired 20 water main breaks in our distribution system ranging from 4" to 10".
- ✓ Staff thawed 15 frozen water services for city customers.
- ✓ Repaired 39 frozen water meters for city customers.
- ✓ Replaced 25 lead services under the grant program

2019-20 Goals and Objectives:

- Continue with the Lead Service Line Replacement Program (LSLRP) for City residents.
- Continue with the intensified meter replacement program.
- Conduct the annual hydrant flushing program and repair/replace as required.
- Conduct leak survey on one-fourth of the distribution system.
- Clean out spoils from the freeze dry beds on the Island.
- Participate in the installation of the new pool at Thompson Park (if necessary)
- Install hydrant markers throughout the City where needed.
- Replace at least 5 hydrants
- Complete flow testing on Washington St. from Flower Avenue to the City limits.
- Improve information on department website
- Create weekly Status and Information Update, shared publicly, to report on current projects and actions of the department
- Renew department infrastructure per engineering master schedule
- Continue and improve safety awareness

City of Watertown

Fiscal Year: 2019-20
Department: Transmission and Distribution
Account Code: F8340
Function: Water Operations

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Budget Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
Personal Services				
110 Salaries	\$ 50,624	\$ 70,634	\$ 70,422	\$ 69,700
120 Clerical	-	-	-	-
130 Wages	510,283	511,257	536,037	540,925
140 Temporary	15,532	13,731	20,000	20,000
150 Overtime	19,312	27,872	20,000	25,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	2,800	2,800	2,800	2,800
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 598,551</u>	<u>\$ 626,294</u>	<u>\$ 649,259</u>	<u>\$ 658,425</u>
Equipment				
230 Motor Vehicle	\$ -	\$ 26,482	\$ -	\$ 35,000
250 Other	25,079	-	-	15,000
Total Equipment	<u>\$ 25,079</u>	<u>\$ 26,482</u>	<u>\$ -</u>	<u>\$ 50,000</u>
Operating Expenses				
410 Utilities	\$ 31,223	\$ 30,077	\$ 32,500	\$ 22,700
420 Insurance	5,098	4,480	4,950	5,285
430 Contracted Services	13,114	16,622	15,055	19,855
440 Fees Non Employees	581	515	950	950
450 Miscellaneous	8,245	4,748	12,250	6,400
455 Vehicle Expenses	45,685	45,983	58,700	60,065
460 Materials and Supplies	29,968	39,051	216,376	207,075
465 Equipment < \$5,000	48,406	57,183	15,600	25,850
Total Operating Expenses	<u>\$ 182,320</u>	<u>\$ 198,659</u>	<u>\$ 356,381</u>	<u>\$ 348,180</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 93,335	\$ 87,892	\$ 92,387	\$ 95,303
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	43,511	45,252	49,667	50,368
840 Workers' Compensation	(4,352)	71,437	50,000	60,000
850 Health Insurance	161,908	187,140	206,040	173,379
Total Fringe Benefits	<u>\$ 294,402</u>	<u>\$ 391,721</u>	<u>\$ 398,094</u>	<u>\$ 379,050</u>
Department Total	<u><u>\$ 1,100,352</u></u>	<u><u>\$ 1,243,156</u></u>	<u><u>\$ 1,403,734</u></u>	<u><u>\$ 1,435,655</u></u>

City of Watertown**Fiscal Year: 2019-20****Department: Transmission and Distribution****Account Code: F8340****Function: Water Operations****FY 2019-20 Adopted Budget****Personal Services**

F.8340.0110	Salaries		
	Supervisor Water Distribution System	\$	69,700
F.8340.0130	Wages		
	Crew Chief (2)	\$	94,315
	Engineering Technician		46,694
	Water Meter Service Mechanic (2 @ .50) (a)		47,394
	Stock Attendant		40,790
	Motor Equipment Operator (2)		86,734
	Water Maintenance Mechanic (5)		194,744
	Municipal Worker (b)*		<u>30,254</u>
			540,925
F.8340.0140	Temporary		20,000
F.8340.0150	Overtime		25,000
F.8340.0175	Health Insurance Buy-out		<u>2,800</u>
	Total Personal Services	\$	<u>658,425</u>

Equipment

F.8340.0230	Vehicles		
	Meter Van (2-14)	\$	35,000
F.8340.0250	Other Equipment		
	Hoe Ram Attachment		<u>15,000</u>
	Total Equipment	\$	<u>50,000</u>

Operating Expenses

F.8340.0410	Utilities		
	Natural Gas	\$	4,000
	Electric		15,000
	Telephone		<u>3,700</u>
		\$	22,700
F.8340.0420	Insurance		5,285
F.8340.0430	Contracted Services		
	Equipment Repair and Maintenance		1,500
	Equipment Rental		600
	Maintenance Contract on Copier		350
	Facility Maintenance		6,000
	CAD Maintenance Annual Fee		1,100

(a) Split between F.8340 (50%) and G.8120 (50%).

(b) Municipal Worker position will revert back to a Water Maintenance Mechanic position in the 4th fiscal quarter.

City of Watertown**Fiscal Year: 2019-20****Department: Transmission and Distribution****Account Code: F8340****Function: Water Operations**

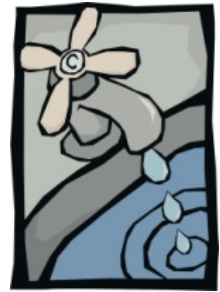
		<u>FY 2019-20 Adopted Budget</u>	
F.8340.0430	Contracted Services continued		
	WaterCad Select Service Fee	2,200	
	Cartegraph Software Maintenance	7,455	
	Annual Crane Hoist Inspection	400	
	Radio Repairs	250	19,855
F.8340.0440	Fees, Non Employee		
	Random Drug Testing for CDLs	600	
	Physicals	350	950
F.8340.0450	Miscellaneous		
	Travel and Training	5,200	
	In-house Training Expenses	300	
	PESH Training	400	
	AWWA Dues and Manuals	500	6,400
F.8340.0455	Vehicle Expenses		
	Fuel and Fluids	37,000	
	Maintenance and Repairs	15,000	
	Insurance	8,065	60,065
F.8340.0460	Materials and Supplies		
	Stationary Stores	600	
	Safety Items	2,500	
	Protective Clothing	3,000	
	Meter Service Uniforms	350	
	Cleaning and Mechanical Supplies	5,800	
	Maintenance Supplies	7,000	
	Fire Hydrant Flagging	15,000	
	Redi-mix Concrete	500	
	Top Soil	2,200	
	Top Soil -Lead Service Line Replacement Program	5,175	
	Crushed Stone	13,000	
	Crushed Stone-Lead Service Line Replacement Program	6,650	
	Black Top - Road Repair and Cold Patch	25,000	
	Black Top - Road Repair and Cold Patch - Lead Service Line Replacement Program	19,000	
	Fire Hydrant Antifreeze	1,000	
	Ductile Iron Pipe and Fittings	8,000	
	Gate Valves and Hydrant Valves	3,500	

City of Watertown**Fiscal Year: 2019-20****Department: Transmission and Distribution****Account Code: F8340****Function: Water Operations**

		<u>FY 2019-20 Adopted Budget</u>	
F.8340.0460	Materials and Supplies continued		
	Repair Sleeves and Pipe Clamps	9,000	
	Copper Pipe	8,000	
	Copper Pipe -Lead Service Line Replacement Program	4,500	
	Brass Fittings	14,000	
	Copper Fittings - Lead Service Line Replacement Program	1,600	
	Curb Boxes, Repair Lids, Extensions	8,500	
	Curb Boxes and Stops - Lead Service Line Replacement Program	7,500	
	Valve Boxes, Covers, Risers	9,500	
	Fire Hydrant Repair Parts	19,000	
	Tapping Sleeves, Valves and Saddles	4,200	
	Facilty Repair Supplies	3,000	207,075
F.8340.0465	Equipment < \$5,000		
	Computer	1,700	
	2" Electric Pump	450	
	Fire Hydrants	12,500	
	PESH Mandated Equipment	1,500	
	LED Tower Light	600	
	Leak Detection Equipment	6,000	
	Portable Work Lights	100	
	Tools and Accessories	3,000	25,850
	Total Operating Expenses		<u>\$ 348,180</u>
Fringe Benefits			
F.8340.0810	New York State Employees' Retirement System	\$	95,303
F.8340.0830	Social Security		50,368
F.8340.0840	Workers' Compensation		60,000
F.8340.0850	Health Insurance		<u>173,379</u>
	Total Fringe Benefits		<u>379,050</u>
	TOTAL BUDGET	\$	<u><u>1,435,655</u></u>

F8340 – Transmission and Distribution

Fiscal Year 2019-20
Vehicles and Equipment



Vehicle Replacement

\$35,000

The 2008 F-250 Meter Van has over 83,000 miles on it and the frame and rocker panels are rusting badly. The van is used daily by meter service and needed repairs exceed the value of the vehicle.



F8340 – Transmission and Distribution

Fiscal Year 2019-20
Vehicles and Equipment



Hoe Ram Attachment

\$15,000

The 2004 Hoe Ram is used extensively year round to break through pavement, hard soils and frozen soils. This piece of equipment is subjected to harsh conditions and last year was inoperable during some emergency repairs in winter. Needed repairs to this equipment exceed its value.



City of Watertown**Fiscal Year: 2019-20****Department: General****Account Code: F1950, F1990, F9010, F9040, F9050, F9060, F9061, F9065, F9070, F9089, F9501, F9950****Function: Government Support**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	Actual	Actual	Adopted Budget	Adopted Budget
F.1950.0430 Taxes on Real Property	\$ 789	\$ 796	\$ 825	\$ 850
F.1990.0430 Contingency	-	-	30,622	32,000
F.9010.0800 State Retirement System Pension Liability	67,447	7,194	-	-
F.9040.0800 Workers' Compensation	7,815	8,870	8,000	8,500
F.9050.0800 Unemployment Claims	-	-	500	500
F.9060.0800 Health Insurance - Retirees	164,059	212,040	280,143	254,268
F.9061.0800 Other Post Employment Benefits (OPEB)	260,379	77,172	-	-
F.9065.0800 Medicare Part B - Retirees	15,796	18,615	24,853	25,400
F.9070.0800 Compensated Absences	(2,082)	3,976	-	-
F.9089.0800 Other Employee Benefits	354	331	400	400
F.9501.0900 Transfer to Risk Retention Fund	15,000	15,000	15,000	15,000
F.9950.0900 Transfer to Capital Fund	-	599	213,000	30,000
Total Budget	<u>\$ 529,557</u>	<u>\$ 344,593</u>	<u>\$ 573,343</u>	<u>\$ 366,918</u>

These accounts represent charges not directly associated with specific operating departments.

City of Watertown

Fiscal Year: 2019-20
Department: Debt Service
Account Code: F9710
Function: Debt Service

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	Actual	Actual	Adopted Budget	Adopted Budget
<u>Serial Bonds</u>				
F.9710.0600 Serial Bond Principal	\$ 672,099	\$ 735,479	\$ 702,090	\$ 746,275
F.9710.0700 Serial Bond Interest	139,997	140,350	122,303	151,146
<u>Bond Anticipation Notes</u>				
F.9730.0600 Bond Anticipation Note Principal	32,500	-	111,000	-
F.9730.0700 Bond Anticipation Note Interest	6,500	3,489	33,000	-
Total Budget	\$ 851,096	\$ 879,318	\$ 968,393	\$ 897,421

These accounts represent the annual principal and interest payments on Water Fund debt.

OUTSTANDING SERIAL BONDS

DATE OF ISSUE / (INTEREST RATE)				PRINCIPAL BALANCE AT END OF FISCAL YEAR
/ MATURITY DATE	PRINCIPAL	INTEREST	TOTAL	
5/15/2002 (4.00 - 5.00%) 5/15/2020	\$ 500	\$ 25	\$ 525	\$ -
2/15/2008 (3.25 - 4.00%) 2/15/2023	128,000	17,040	145,040	306,000
6/15/2010 (3.125 - 4.00%) 12/15/2024	15,000	3,164	18,164	78,000
4/15/2011 B (2.00 - 3.75%) 5/15/2020	11,667	438	12,105	-
6/28/2011 (2.00 - 3.00%) 6/15/2021	34,500	2,070	36,570	34,500
6/12/2013 (3.00 - 3.50%) 10/15/2022	65,200	11,698	76,898	343,600
4/10/2014 A (1.50 - 2.75%) 4/1/2024	36,000	3,555	39,555	120,000
6/18/2014 (1.00 - 2.00%) 11/15/2020	85,846	2,735	88,581	93,846
6/25/2015 (2.00 - 3.125%) 6/15/2030	212,000	61,442	273,442	1,968,000
6/15/2017 (2.00 - 3.00%) 6/15/2027	67,500	9,760	77,260	415,000
3/29/2019 (5.00 - 3.00%) 9/1/2033	90,062	39,219	129,281	905,085
TOTAL	\$ 746,275	\$ 151,146	\$ 897,421	\$ 4,264,031

SEWER FUND

City of Watertown
Fiscal Year 2019-20 Adopted Budget
Sewer Fund Summary

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Revenues</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
Sewer Rents	\$ 2,511,386	\$ 2,411,350	\$ 2,278,103	\$ 2,412,000
Sewer Charges	1,003,841	1,405,594	1,103,000	1,249,000
Interest and Penalties on Sewer Rents	48,727	49,970	55,000	50,000
Sewer Rents - Outside Users	2,132,080	2,198,029	2,320,000	2,193,000
Interest and Earnings	3,505	13,190	30,000	53,000
Permit Fees	18,625	19,625	20,000	20,000
Sale of Scrap	-	587	1,000	1,000
Sale of Equipment	-	2,614	-	1,000
Refund of Prior Year Expenses	-	40,315	-	-
Premium on Obligations	6,340	-	-	-
Payment Processing Fees	5,335	5,975	6,000	7,000
Interfund Revenues	420,177	467,774	451,000	471,000
State Reimbursement - CHIPs	4,068	-	-	-
Federal Aid - Home and Community Services	-	-	5,000	-
Interfund Transfers	-	12,028	1,000	1,000
Sub-Total	\$ 6,154,084	\$ 6,627,051	\$ 6,270,103	\$ 6,458,000
Appropriated Debt Reserves	-	-	-	-
Appropriated Fund Balance	582,913	-	456,547	-
Total Revenues	<u>\$ 6,736,997</u>	<u>\$ 6,627,051</u>	<u>\$ 6,726,650</u>	<u>\$ 6,458,000</u>
<u>Expenditures</u>				
Administration	\$ 216,113	\$ 229,329	\$ 248,690	\$ 246,443
Sanitary Sewer	427,349	515,660	498,023	493,958
Sewage Treatment and Disposal	3,551,424	3,880,178	3,733,053	3,730,656
General	1,429,627	500,704	807,033	740,736
Debt Service	1,112,484	1,133,520	1,439,851	1,246,207
Total Expenditures	<u>\$ 6,736,997</u>	<u>\$ 6,259,391</u>	<u>\$ 6,726,650</u>	<u>\$ 6,458,000</u>
Fund Balance:				
Beginning reserve and fund balances	\$ 2,601,262	\$ 2,179,856		
- Prior period adj. for reclassification of charges	161,507	-		
+ Prior period adj. for hydro-electric charges	-	(327,804)		
+ Revenues	6,154,084	6,627,051		
- Expenses	<u>(6,736,997)</u>	<u>(6,259,391)</u>		
Ending reserve and fund balances	\$ 2,179,856	\$ 2,219,712		
Fund balance reserved for debt	-	-		
Fund balance reserved for encumbrances	(13,084)	(74,174)		
Fund balance appropriated to subsequent fiscal year	<u>(112,971)</u>	<u>(456,547)</u>		
Unreserved un-appropriated fund balance	<u>\$ 2,053,801</u>	<u>\$ 1,688,991</u>		

City of Watertown
Fiscal Year 2019-20 Adopted Budget
Sewer Fund Revenue Summary

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	Actual	Actual	Adopted Budget	Adopted Budget
G.0000.2120 Sewer Rents	\$ 2,511,386	\$ 2,411,350	\$ 2,278,103	\$ 2,412,000
G.0000.2122 Sewer Charges	1,003,841	1,405,594	1,103,000	1,249,000
G.0000.2128 Interest and Penalties on Sewer Rents	48,727	49,970	55,000	50,000
G.0000.2370 Sewer Rents - Outside Users	2,132,080	2,198,029	2,320,000	2,193,000
G.0000.2401 Interest and Earnings	3,505	13,190	30,000	53,000
G.0000.2590 Permit Fees	18,625	19,625	20,000	20,000
G.0000.2650 Sale of Scrap	-	587	1,000	1,000
G.0000.2665 Sale of Equipment	-	2,614	-	1,000
G.0000.2701 Refund of Prior Year Expenses	-	40,315	-	-
G.0000.2710 Premium on Obligations	6,340	-	-	-
G.0000.2773 Payment Processing Fees	5,335	5,975	6,000	7,000
G.0000.2810 Interfund Revenues	420,177	467,774	451,000	471,000
G.0000.3501 State Reimb., CHIPS	4,068	-	-	-
G.0000.4989 Federal Aid - Home and Community Services	-	-	5,000	-
G.0000.5031 Interfund Transfers	-	12,028	1,000	1,000
Sub-Total	6,154,084	6,627,051	6,270,103	6,458,000
Appropriated Fund Balance	582,913	-	456,547	-
Total Revenues	\$ 6,736,997	\$ 6,627,051	\$ 6,726,650	\$ 6,458,000

City of Watertown

Fiscal Year: 2019-20
Department: Sewer Fund
Account Code: Revenue
Function: Revenue Descriptions

G.0000.2120 - Sewer Rents – Fees charged to all users connected to the sewer system based on water consumption.

G.0000.2122 - Sewer Charges - Fees charged for accepting tanker hauled sludge and leachate originating from outside of the City limits.

G.0000.2128 - Interest and Penalties on Sewer Rents - Charges of 10% penalties for late sewer payments.

G.0000.2370 – Sewer Rents - Outside Users - Fees charged to all users located outside of the City limits that are connected to the City’s sewer system such the Town of Watertown, the Development Authority of the North Country and all other governments.

G.0000.2401 - Interest Earnings – Earnings derived from the investment of sewer funds through certificates of deposit, savings accounts and the purchase of government securities.

G.0000.2590 - Permit Fees - Fees charged for the issuance of permits to outside haulers.

G.0000.2650 - Sale of Scrap – Sales of excess scrap.

G.0000.2665 – Sale of Equipment – Sales of equipment.

G.0000.2701 - Refund of Prior Year Expenses – Refunds for expenditures that were paid for in a prior year.

G.0000.2710 - Premium on Obligations - Premiums received on the issuance of debt.

G.0000.2773 – Payment Processing Fees - Fees charged in connection with accepting on-line payments.

G.0000.810 – Interfund Revenues – Reimbursements from other funds for sewer use.

G.0000.3501 - State Reimbursement, CHIPS - Aid received from highway capital program to offset sanitary sewer crews' overtime and materials costs related to assisting with certain road construction projects.

G.0000.4989 - Federal Aid, Home and Community Services - Federal grant proceeds related to sanitary sewers.

G.0000.5031- Interfund Transfers – Transfers from other funds.

City of Watertown**Fiscal Year: 2019-20****Department: Administration****Account Code: G8110****Function: Administration**

Description: The Water Department administrative staff is responsible for processing water and sewer bills for over 8,942 residential, commercial, and industrial accounts and approximately 300 bills for the sale of bulk water, labor and material bills for water service work, and billing for tanker hauled leachate processed at the Wastewater Treatment Plant. Staffing currently includes the Superintendent, a Principal Account Clerk, a Supervisory Control and Data Acquisition (SCADA) Technician, a Senior Account Clerk/Typist and one Account Clerk Typist. Staff collects, compiles and maintains data to produce the water and sewer bills; processes all paperwork associated with departmental personnel, payroll and purchases, permits and billings for water service installations, repairs and renewals. Further, the office coordinates services with other City departments, other Water Fund personnel, and with outside agencies including the NYS Dept. of Health, NYSDEC, NYSDOT, DANC, and civilian personnel at Fort Drum. The Superintendent oversees Water Administration, Water Treatment, Water Transmission and Distribution, Wastewater Treatment and Hydroelectric Generation, and coordinates with engineers, architects, and developers in the development of new construction throughout the City.

2018-19 Accomplishments:

- ✓ Continued to expand Cartegraph implementation to further connect department sections.
- ✓ Expanded SCADA and video monitoring systems.
- ✓ Worked to complete radio read data collection process.
- ✓ Prepared for personnel changes due to retirement and ever changing computer system procedures and job changes.

2019-20 Goals and Objectives:

- Further develop and enhance Cartegraph implementation throughout all department.
- Expand and modernize SCADA and video monitoring systems.
- Complete radio read data collection process.
- Complete relocation of all administrative personnel from City Hall to the Water Treatment Plant. Water & sewer services will continue to be provided at City Hall but support staff and management will be housed at the Water Treatment Plant.
- Initiate a cost study to allocate indirect/overhead costs appropriately
- Initiate a study to evaluate sewer/storm fund allocations
- Develop a FAQ sheet available to customers and on the department website
- Install dedicated phone at City Hall to Water Administration personnel (if needed) to answer water customer questions
- Investigate Energy Performance Contract (EPC) opportunities

City of Watertown

Fiscal Year: 2019-20
Department: Administration
Account Code: G8110
Function: Administration

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Budget Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
Personal Services				
110 Salaries	\$ 22,762	\$ 40,392	\$ 41,200	\$ 42,230
120 Clerical	48,106	49,023	52,632	62,918
130 Wages	39,873	41,382	31,882	22,413
140 Temporary	3,334	1,512	1,000	1,000
150 Overtime	7,075	425	1,500	1,500
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 121,150</u>	<u>\$ 132,734</u>	<u>\$ 128,214</u>	<u>\$ 130,061</u>
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ 193	\$ 223	\$ 630	\$ 630
420 Insurance	318	318	325	335
430 Contracted Services	18,697	19,990	36,700	30,915
440 Fees Non Employees	2,500	3,480	3,200	4,480
450 Miscellaneous	13,909	10,731	11,500	11,500
455 Vehicle Expenses	2,175	1,511	1,425	960
460 Materials and Supplies	1,494	2,583	3,225	3,100
465 Equipment < \$5,000	2,046	220	1,050	1,250
Total Operating Expenses	<u>\$ 41,332</u>	<u>\$ 39,056</u>	<u>\$ 58,055</u>	<u>\$ 53,170</u>
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 19,627	\$ 17,715	\$ 18,075	\$ 18,265
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	8,816	9,613	9,810	9,952
840 Workers' Compensation	-	-	-	-
850 Health Insurance	25,188	30,211	34,536	34,995
Total Fringe Benefits	<u>\$ 53,631</u>	<u>\$ 57,539</u>	<u>\$ 62,421</u>	<u>\$ 63,212</u>
Department Total	<u><u>\$ 216,113</u></u>	<u><u>\$ 229,329</u></u>	<u><u>\$ 248,690</u></u>	<u><u>\$ 246,443</u></u>

City of Watertown

Fiscal Year: 2019-20
Department: Administration
Account Code: G8110
Function: Administration

		FY 2019-20 Adopted Budget	
Personal Services			
G.8110.0110	Salaries		
	Superintendent of Water (.45) (a)	\$	42,230
G.8110.0120	Clerical		
	Principal Account Clerk (.50) (b)	\$	23,759
	Senior Account Clerk Typist (.50) (b)		23,017
	Account Clerk Typist (.50) (b)		<u>16,142</u>
G.8110.0130	Wages		
	SCADA Technician (.40) (c)		22,413
G.8110.0140	Temporary (b)		1,000
G.8110.0150	Overtime (b)		<u>1,500</u>
	Total Personal Services	\$	<u>130,061</u>
Operating Expenses			
G.8110.0410	Utilities		
	Telephone	\$	630
G.8110.0420	Insurance		335
G.8110.0430	Contracted Services		
	Software Support Fees	\$	3,900
	Equipment Repairs		300
	Meter Reading Equipment Repairs		500
	Merchant Fees		10,750
	Debt Disclosure Filing Fees		375
	Federally Mandated Training and Employee Assistance Program		2,190
	Safety Consultant		12,000
	Equipment Maintenance Contracts		<u>900</u>
G.8110.0440	Fees, Non Employee		
	Audit Services		2,760
	Allocated Indirect Cost Plan		1,500
	Actuarial Services		<u>220</u>
G.8110.0450	Miscellaneous		
	Travel and Traiing		500
	Postage		11,000
			11,500

(a) Split between A.5184 (10%), F.8310 (45%) and G.8110 (45%).

(b) Split between F.8310 (50%) and G.8110 (50%).

(c) Split between A.5184 (20%), F.8310 (40%) and G.8110 (40%).

City of Watertown

Fiscal Year: 2019-20
Department: Administration
Account Code: G8110
Function: Administration

		<u>FY 2019-20 Adopted Budget</u>	
G.8110.0455	Vehicle Expenses		
	Fuel	400	
	Maintenance and Repairs	300	
	Insurance	<u>260</u>	960
G.8110.0460	Materials and Supplies		
	Printed Forms, Bills (b)	2,500	
	Office Supplies (b)	<u>600</u>	3,100
G.8110.0465	Equipment < \$5,000		
	Computer (b)	850	
	Office Chairs (b)	150	
	Sit Stand Desk (b)	<u>250</u>	<u>1,250</u>
	Total Operating Expenses		<u>\$ 53,170</u>
Fringe Benefits			
G.8110.0810	New York State Employees' Retirement System	\$	18,265
G.8110.0830	Social Security		9,952
G.8110.0850	Health Insurance		<u>34,995</u>
	Total Fringe Benefits	\$	<u>63,212</u>
	TOTAL BUDGET	\$	<u><u>246,443</u></u>

(b) Split between F.8310 (50%) and G.8110 (50%).

City of Watertown**Fiscal Year: 2019-20****Department: Sanitary Sewers****Account Code: G8120****Function: Sewer Operations**

Description: This department is responsible for the repair and maintenance of the City's 69 miles of sanitary sewer mains, 30 miles of combined sewer mains and 2,300 sewer manholes. This department is lead by a Street and Sewer Maintenance Supervisor who is also responsible for the Storm Sewer's A8140 Account, one Working Crew Chief, three Equipment Operators, and a Municipal Worker I. In 2018, the DPW Sewer Crew responded to 1,052 requests for mandatory underground utility locations. Work activities include the cleaning, inspection and repair of sanitary sewer laterals, mains and manholes, relieving sanitary sewer main blockages, and installing new sanitary sewer infrastructure.

2018-19 Accomplishments:

- ✓ Performed 105 sanitary sewer lateral inspections and completed repairs to 28 laterals with structural deficiencies within the right-of-way.
- ✓ Constructed the sanitary sewer extension to the new Splash Pad facility in Thompson Park. Completed repairs to the sewer lateral servicing the ladies room at the Playground.
- ✓ Conducted follow up inspections to identify any roots re-growing inside the large diameter North Side Trunk Sewer between Mill Street and Leray Street.

2019-20 Goals and Objectives:

The goals & objectives listed below are consistent with the City Infrastructure Goal as detailed in the draft Strategic Plan:

- Assist City Engineering with sewer investigations on the upcoming Western Outfall Trunk Sewer and Flower Avenue Reconstruction projects.
- Replace the damaged sanitary sewer manhole on Sewall's Island adjacent to the failing Pearl Street Bridge south span retaining wall.
- Assist City Engineering with specifications for the inspection of the 3 suspended sanitary sewer mains crossing the Black River. The work will include internal and external pipe inspection, pier evaluation, repairing surface corrosion and replacing damaged/missing pipe insulation and jacketing.
- Installation of a new sanitary manhole on Stone Street, necessary to connect existing sanitary sewer line discovered on north side of Stone Street.
- Installation of new sanitary manhole on Park Avenue to accept grade brake between sanitary main line sewer.

City of Watertown

Fiscal Year: 2019-20
Department: Sanitary Sewers
Account Code: G8120
Function: Sewer Operations

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Budget Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
Personal Services				
110 Salaries	\$ 33,625	\$ 32,890	\$ 34,072	\$ 34,924
120 Clerical	-	-	-	-
130 Wages	164,274	153,629	179,806	177,441
140 Temporary	-	-	-	-
150 Overtime	5,769	9,551	6,000	9,500
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	3,752	1,876	1,876	3,752
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	\$ 207,420	\$ 197,946	\$ 221,754	\$ 225,617
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	19,171	25,000	-
Total Equipment	\$ -	\$ 19,171	\$ 25,000	\$ -
Operating Expenses				
410 Utilities	\$ 5,785	\$ 10,419	\$ 5,180	\$ 4,480
420 Insurance	-	2,521	2,575	3,445
430 Contracted Services	20,610	23,367	26,013	25,713
440 Fees Non Employees	175	640	400	600
450 Miscellaneous	3,432	3,066	6,210	4,460
455 Vehicle Expenses	47,850	61,128	51,075	47,300
460 Materials and Supplies	49,170	38,501	42,800	45,350
465 Equipment < \$5,000	8,740	4,948	7,800	7,100
Total Operating Expenses	\$ 135,762	\$ 144,590	\$ 142,053	\$ 138,448
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 26,244	\$ 26,712	\$ 31,531	\$ 29,843
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	15,241	14,410	16,966	17,261
840 Workers' Compensation	-	66,856	500	35,000
850 Health Insurance	42,682	45,975	60,219	47,789
Total Fringe Benefits	\$ 84,167	\$ 153,953	\$ 109,216	\$ 129,893
Department Total	<u>\$ 427,349</u>	<u>\$ 515,660</u>	<u>\$ 498,023</u>	<u>\$ 493,958</u>

City of Watertown**Fiscal Year: 2019-20****Department: Sanitary Sewers****Account Code: G8120****Function: Sewer Operations****FY 2019-20 Adopted Budget****Personal Services**

G.8120.0110	Salaries		
	Sewer Maintenance Supervisor (.50) (a)	\$	34,924
G.8120.0130	Wages		
	Crew Chief (1 @ .67) (b)	\$	32,735
	Water Meter Service Mechanic (2 @ .50) (c)		47,394
	Motor Equipment Oper. (3 @ .67) (b)		76,366
	Municipal Worker I (1 @ .67) (b)		20,946
			<u>177,441</u>
G.8120.0150	Overtime		9,500
G.8120.0175	Health Insurance Buyout		<u>3,752</u>
	Total Personal Services	\$	<u>225,617</u>

Operating Expenses

G.8120.0410	Utilities		
	Electric	\$	4,000
	Tablet Aircards		400
	Cellular Phone		80
			<u>4,480</u>
G.8120.0420	Insurance		3,445
G.8120.0430	Contracted Services		
	GPS Tracking (4)		713
	Recertify Safety Equipment		500
	Radio Repairs		600
	Chemical Root Control		6,000
	Material Disposal		4,000
	Camera Software Maintenance		900
	Cartograph Software Maintenance		8,500
	Camera Equipment Repair		2,000
	Small Equipment Repair		2,500
			<u>25,713</u>
G.8120.0440	Fees, Non Employee		
	Employment Related Testing		600
G.8120.0450	Miscellaneous		
	Employee Safety Training		1,400
	DEC Permits		1,500
	Postage and Shipping		600
	CSX (4) Pipeline Sewer Easements		960
			<u>4,460</u>

(a) Split between A.8140 (50%) and G.8120 (50%).

(b) Split between G.8120 (67%) and A.5142 (33%).

(c) Split between F.8340 (50%) and G.8120 (50%).

City of Watertown

Fiscal Year: 2019-20
Department: Sanitary Sewers
Account Code: G8120
Function: Sewer Operations

		FY 2019-20 Adopted Budget	
G.8120.0455	Vehicle Expenses		
	Maintenance and Repairs	20,000	
	Preventive Maintenance	2,500	
	Tires	2,000	
	Fuel	16,750	
	Insurance	6,050	47,300
G.8120.0460	Materials and Supplies		
	Safety Apparel, Uniforms and Shoes	1,750	
	Manholes	3,000	
	Manhole Frames and Covers	4,000	
	Radio Batteries	300	
	Piping and Pipe Fittings	10,000	
	Crusher Run and Related Materials	10,000	
	Asphalt Road Patching Products	2,500	
	Sewer Camera Supplies (a)	1,500	
	Sewer Vac Hose, 500LF (a)	1,800	
	Replacement Sewer Cleaning Tools	2,000	
	Residential Lateral Repair Program	4,500	
	Work Zone Safety Devices	1,000	
	Miscellaneous Supplies	3,000	45,350
G.8120.0465	Equipment < \$5,000		
	Sewer Jet Cleaning Heads	2,500	
	Shoring Components Replacement	2,500	
	Gas Detector Replacement	1,000	
	Sewer Pipe Beveling Tool	350	
	Rigid Navitrack Scout Locator	750	7,100
	Total Operating Expenses		\$ 138,448
Fringe Benefits			
G.8120.0810	New York State Employees' Retirement System	\$	29,843
G.8120.0830	Social Security		17,261
G.8120.0840	Workers' Compensation		35,000
G.8120.0850	Health Insurance		47,789
	Total Fringe Benefits	\$	129,893
	TOTAL BUDGET	\$	493,958

(a) Split between A.8140 (50%) and G.8120 (50%).

City of Watertown

Fiscal Year: 2019-20
Department: Sewage Treatment and Disposal
Account Code: G8130
Function: Sewer Operations



Description: The William T. Field Memorial Pollution Control Plant is a regional 16.0 MGD secondary wastewater treatment and sludge disposal facility serving the Greater Watertown Area with an estimated service population of 65,000. The Plant also operates a NYS Department of Health accredited laboratory. During CY 2018 the facility treated an average 10.7 MGD. The facility operates 24 hours per day, 7 days per week, and is staffed with 18 City employees (10 of which are certified by the NYS Department of Environmental Conservation).

2018-19 Accomplishments:

- ✓ Completed the construction of the Sludge Disposal Building Modifications Phase 1A
- ✓ Started our contract with Casella's for land application of the facilities Bio-Solids to local farm fields.
- ✓ Completed the installation of the New Screens along with the new grit system in the plant headworks.
- ✓ Completed the installation 4 new pumps and the removal of the 4 old Diaphragm pumps and air compressor in the Digester Building.
- ✓ The new installation of Filter press control panels in the sludge disposal building.
- ✓ The replacement of the Trickling Filter pump station Roof.

2019-20 Goals and Objectives:

- Start of Phase 1B upgrade for the replacement of the two 100 HP motors to direct drive engines.
- The successful completion of training and certification of 5 new employees.
- Install scales for biosolids
- Complete flow testing on Washington St. from Flower Avenue to the City limits.
- Improve information on department website
- Create weekly Status and Information Update, shared publicly, to report on current projects and actions of the department
- Renew department infrastructure per engineering master schedule
- Offer public tours of facilities to interested parties
- Expand and modernize SCADA and video monitoring systems.
- Continue to work with DANC and surrounding towns relative to meeting the needs for new development
- Continue and improve safety awareness
- Replace retiring personnel (2) and begin training procedures

City of Watertown

Fiscal Year: 2019-20
Department: Sewage Treatment and Disposal
Account Code: G8130
Function: Sewer Operations

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Budget Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
Personal Services				
110 Salaries	\$ 74,252	\$ 75,465	\$ 75,238	\$ 77,119
120 Clerical	-	-	-	-
130 Wages	744,588	715,840	778,604	792,548
140 Temporary	388	12,128	30,000	25,000
150 Overtime	53,718	52,838	50,000	50,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	2,800	5,952	7,100	2,800
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	\$ 875,746	\$ 862,223	\$ 940,942	\$ 947,467
Equipment				
230 Motor Vehicle	\$ -	\$ 35,080	\$ -	\$ 45,000
250 Other	104,595	83,469	71,000	121,700
Total Equipment	\$ 104,595	\$ 118,549	\$ 71,000	\$ 166,700
Operating Expenses				
410 Utilities	\$ 1,093,163	\$ 1,168,661	\$ 1,226,800	\$ 1,073,000
420 Insurance	56,914	75,032	77,000	81,775
430 Contracted Services	454,211	314,862	398,305	349,400
440 Fees Non Employees	18,070	17,232	18,000	18,000
450 Miscellaneous	12,462	25,970	57,088	45,400
455 Vehicle Expenses	18,969	23,308	27,675	27,500
460 Materials and Supplies	507,508	365,928	424,200	512,600
465 Equipment < \$5,000	40,929	53,003	57,875	73,150
Total Operating Expenses	\$ 2,202,226	\$ 2,043,996	\$ 2,286,943	\$ 2,180,825
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 138,910	\$ 117,832	\$ 118,910	\$ 120,833
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	64,594	63,075	71,981	72,484
840 Workers' Compensation	149	492,550	52,000	50,000
850 Health Insurance	165,204	181,953	191,277	192,347
Total Fringe Benefits	\$ 368,857	\$ 855,410	\$ 434,168	\$ 435,664
Department Total	<u>\$ 3,551,424</u>	<u>\$ 3,880,178</u>	<u>\$ 3,733,053</u>	<u>\$ 3,730,656</u>

City of Watertown

Fiscal Year: 2019-20
Department: Sewage Treatment and Disposal
Account Code: G8130
Function: Sewer Operations

FY 2019-20 Adopted Budget**Personnal Services**

G.8130.0110	Salaries		
	Chief WWTP Operator	\$	77,119
G.8130.0130	Wages		
	WWTP Operations and Maintenance Supervisor	\$	69,575
	WWTP Lab. Technician		55,070
	Industrial Pretreatment Laboratory Technician		54,923
	WWTP Process Worker III		60,068
	WWTP Process Worker II (2)		102,266
	WWTP Process Worker I (5)		223,287
	WWTP Process Worker Trainee (4)		154,516
	Municipal Worker I (2)		72,843
			<u>792,548</u>
G.8130.0140	Temporary		
	General Plant		20,000
	Internship		5,000
			<u>25,000</u>
G.8130.0150	Overtime		50,000
G.8130.0175	Health Insurance Buyout		2,800
	Total Personal Services	\$	<u>947,467</u>

Equipment

G.8130.0230	Vehicles		
	Utility Truck with Liftgate and Crane	\$	45,000
G.8130.0250	Other Equipment > \$5,000		
	Human-Machine Interface (HMI)		
	/Supervisory Control and Data Acquisition		
	(SCADA) Software	\$	28,800
	Electric Transfer Pump		17,000
	Backflow Preventers (4)		27,500
	Thickened Sludge Pumps (2)		48,400
			<u>121,700</u>
	Total Equipment	\$	<u>166,700</u>

Operating Expenses

G.8130.0410	Utilities		
	Water		85,000
	Electric		953,000
	Natural Gas		29,000
	Telephone		6,000
		\$	<u>1,073,000</u>
G.8130.0420	Insurance		81,775

City of Watertown

Fiscal Year: 2019-20
Department: Sewage Treatment and Disposal
Account Code: G8130
Function: Sewer Operations

		<u>FY 2019-20 Adopted Budget</u>	
G.8130.0430	Contracted Services		
	Uniform Rental	6,500	
	Contract Lab	26,000	
	Bid Advertising	300	
	HVAC Controllor Maintenance	7,000	
	Backflow / Gas Regulators Inspection	1,300	
	Welding Machine Shop Service	25,000	
	Plant Electrical Plans	10,400	
	Cartegraph Software Maintenance	8,500	
	Factory Repair Service Electrical/Mechanical	20,000	
	Boiler Maint./Contract Maintenance	8,900	
	Biosolid Landfill Disposal	220,000	
	Crane Inspection	1,800	
	Generator/Elect Contract Maintenance	11,600	
	DEC Permits	200	
	Maintenance Contract Copier	<u>1,900</u>	349,400
G.8130.0440	Fees, Non Employee		
	Permit Fees		18,000
G.8130.0450	Miscellaneous		
	Travel and Training	21,400	
	Safety	21,000	
	Books and Periodicals	<u>3,000</u>	45,400
G.8130.0455	Vehicle Expenses		
	Maintenance and Repairs	9,700	
	Gas	4,750	
	Central Garage	10,000	
	Insurance	<u>3,050</u>	27,500
G.8130.0460	Materials and Supplies		
	Process Chemicals	236,000	
	Filter Press Cloths	42,000	
	Electrical Supplies	4,100	
	Mechanical and Control Supplies	120,000	
	Grease and Oil	10,000	
	Office Supplies	3,000	
	Cleaning Supplies	6,000	
	Miscellaneous Supplies	5,000	
	Laborartory Supplies	25,500	
	Paving Materials	30,000	
	Building and Grounds Supplies	30,000	
	Fuel Oil	<u>1,000</u>	512,600

City of Watertown

Fiscal Year: 2019-20
Department: Sewage Treatment and Disposal
Account Code: G8130
Function: Sewer Operations

		<u>FY 2019-20 Adopted Budget</u>	
G.8130.0465	Equipment < \$5,000		
	Computers (3)	2,550	
	Tools - Mechanical, Buildings and Grounds	19,000	
	Equipment - Mechanical, Electrical, Control, Buildings and Grounds	31,600	
	Dissolved Oxygen Meter Sensors (4)	15,000	
	Lab Equipment and Glassware	<u>5,000</u>	<u>73,150</u>
	Total Operating Expenses		<u>\$ 2,180,825</u>
Fringe Benefits			
G.8130.0810	New York State Retirement	\$	120,833
G.8130.0830	Social Security		72,484
G.8130.0840	Workers' Compensation		50,000
G.8130.0850	Health Insurance		<u>192,347</u>
	Total Fringe Benefits	\$	<u>435,664</u>
TOTAL BUDGET		\$	<u><u>3,730,656</u></u>

G8130 Sewage Treatment and Disposal

Fiscal Year 2019-20 Vehicles and Equipment



Utility Truck with Liftgate and Crane

\$45,000

The current truck has reached the end of its' useful life and it is time for its replacement. The truck has received significant wear and tear. It will need significant work in the coming year which is beyond the value of the truck.



G8130 Sewage Treatment and Disposal

Fiscal Year 2019-20 Vehicles and Equipment



<u>Human-Machine Interface (HMI) / Supervisory Control and Data Acquisition (SCADA)</u>	
<u>Software</u>	<u>\$28,800</u>

The Water, Wastewater, and Hydroelectric facilities use Human-Machine Interface (HMI)/Supervisory Control and Data Acquisition (SCADA) software to monitor, record, and control their various machinery and systems. This software plays a key role in the safe and efficient operation of the facilities. The current software package is beginning to show its age and is not well supported by its vendor. The last update release was in 2013. The software suffers from performance shortcomings as well as compatibility issues on newer operating systems. No additional features or improvements are expected.

This project aims to replace the current software with a modern, modular package that is both actively developed and well-supported. In keeping with the current configuration, the costs include primary and backup systems at all three locations to ensure uninterrupted operation.

In addition to modernizing the City's software, this upgrade will allow the City to advance its capabilities and further improve efficiency. This project is to be developed in-house using current staff, with the only costs being the software licensing and annual software support.

G8130 Sewage Treatment and Disposal

Fiscal Year 2019-20 Vehicles and Equipment



Sludge Transfer Pump for The Old Digester

\$17,000



There are currently two pumps in the building one is the original double piston pump from 1965. And the other pump is a single piston pump that was placed in the basement of the building in the 90s. The original pump has not been run in yrs and the other pump is wearing out. The plan is to replace the original pump from 1965 and use the other as a backup pump and use it during Digester Takedowns.

Backflow Preventers (4)

\$27,500



The facility has 9 back flow preventers thru out the plant, which must be inspected annually to insure that they are operating properly. The function is to prevent Non-Potable water from getting into the drinking supply. The facility currently has two that need to be replaced and another two that need to be repaired.

G8130 Sewage Treatment and Disposal

Fiscal Year 2019-20 Vehicles and Equipment



Thickened Sludge Pumps (2)

\$48,400



The current pumps are original to the building in 1980. They have been in constant use since then. They have been rebuilt several times but they are finally to the point of replacement.

City of Watertown

Fiscal Year: 2019-20

Department: General

Account Code: G1990, G9010, G9040, G9050, G9060, G9061, G9065, G9070, G9089, G9501, G9950

Function: Government Support

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	Actual	Actual	Adopted Budget	Adopted Budget
G.1990.0430 Contingency	\$ -	\$ -	\$ 30,000	\$ 143,424
G.9010.0800 State Retirement System Pension Liability	63,894	(10,268)	-	-
G.9040.0800 Workers' Compensation	7,600	8,660	7,000	7,250
G.9050.0800 Unemployment Claims	8,955	-	2,500	500
G.9060.0800 Health Insurance - Retirees	198,144	244,691	234,663	199,612
G9061 Other Post Employment Benefits (OPEB)	225,957	48,917	-	-
G.9065.0800 Medicare Part B - Retirees	11,616	13,527	12,720	9,800
G.9070.0800 Compensated Absences	1,111	(2,306)	-	-
G.9089.0800 Employee Benefits - Other	121	128	150	150
G.9501.0900 Transfer to Risk Retention Fund	15,000	15,000	15,000	15,000
G.9950.0900 Transfer to Capital	<u>897,229</u>	<u>182,355</u>	<u>505,000</u>	<u>365,000</u>
Total Budget	<u>\$ 1,429,627</u>	<u>\$ 500,704</u>	<u>\$ 807,033</u>	<u>\$ 740,736</u>

These accounts represent charges not directly associated with specific operating departments.

City of Watertown

Fiscal Year: 2019-20
Department: Debt Service
Account Code: G9710
Function: Debt Service

	<u>FY 2016-17</u>	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>
	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
Serial Bonds				
G.9710.0600 Serial Bond Principal	\$ 870,029	\$ 901,664	\$ 866,298	\$ 788,594
G.9710.0700 Serial Bond Interest	235,955	230,364	212,553	205,613
<u>Bond Anticipation Notes</u>				
G.9730.0600 Bond Anticipation Note Principal	-	-	346,000	252,000
G.9730.0700 Bond Anticipation Note Interest	<u>6,500</u>	<u>1,492</u>	<u>15,000</u>	<u>-</u>
Total Budget	<u>\$ 1,112,484</u>	<u>\$ 1,133,520</u>	<u>\$ 1,439,851</u>	<u>\$ 1,246,207</u>

These accounts represent the annual principal reduction and interest payments on Sewer Fund debt.

OUTSTANDING SERIAL BONDS

DATE OF ISSUE / (INTEREST RATE)				PRINCIPAL BALANCE AT END OF FISCAL YEAR
/ MATURITY DATE	PRINCIPAL	INTEREST	TOTAL	
2/15/2008 (3.25 - 4.00%) 2/15/2023	\$ 94,000	\$ 14,086	\$ 108,086	\$ 264,000
6/15/2010 (3.125 - 4.00%) 12/15/2024	45,000	2,231	47,231	40,000
4/15/2011 B (2.00 - 3.75%) 5/15/2020	8,333	312	8,645	-
4/10/2014 B (2.00 - 3.25%) 4/1/2029	320,000	107,150	427,150	3,330,000
6/18/2014 (1.00 - 2.625%) 11/15/2023	101,013	3,460	104,473	118,154
6/25/2015 (2.00 - 3.125%) 6/15/2030	134,000	43,242	177,242	1,392,000
6/15/2017 (2.00 - 3.00%) 6/15/2032	50,000	15,313	65,313	600,000
3/29/2019 (5.00 - 3.00%) 9/1/2033	36,248	19,819	56,067	471,211
TOTAL	<u>\$ 788,594</u>	<u>\$ 205,613</u>	<u>\$ 994,207</u>	<u>\$ 6,215,365</u>

LIBRARY FUND

**City of Watertown
Fiscal Year 2019-20 Adopted Budget
Library Fund Summary**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Revenues</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
Fines	\$ 20,808	\$ 14,964	\$ 21,000	\$ 15,000
Refund of Prior Year's Expenditures	-	3,830	-	-
Grants	46,105	46,566	47,027	71,600
Unclassified Revenues	548	-	-	-
State Aid - Libraries	5,333	2,925	-	-
General Fund Transfer	<u>1,148,599</u>	<u>1,409,137</u>	<u>1,375,144</u>	<u>1,446,362</u>
Total Revenues	\$ 1,221,393	\$ 1,477,422	\$ 1,443,171	\$ 1,532,962
Appropriated Fund Balance	<u>38,854</u>	<u>-</u>	<u>50,000</u>	<u>40,000</u>
Total Revenues and Appropriated Reserves/Fund Balance	<u>\$ 1,260,247</u>	<u>\$ 1,477,422</u>	<u>\$ 1,493,171</u>	<u>\$ 1,572,962</u>

Expenditures

Library	\$ 1,084,663	\$ 1,095,536	\$ 1,141,745	\$ 1,191,920
Contingency	-	-	5,000	9,000
Workers' Compensation	3,480	3,929	3,500	3,800
Health Insurance - Retirees	119,962	143,089	159,279	118,344
Medicare Part B - Retirees	12,802	16,159	16,354	18,800
Other Employee Benefits	82	84	100	100
Transfer to Capital Fund	-	-	-	62,500
Debt Service	<u>39,258</u>	<u>165,565</u>	<u>167,193</u>	<u>168,498</u>
Total Expenditures	<u>\$ 1,260,247</u>	<u>\$ 1,424,362</u>	<u>\$ 1,493,171</u>	<u>\$ 1,572,962</u>

Fund Balance

Beginning reserves and fund balance	\$ 87,487	\$ 48,633
+ Revenues	1,221,393	1,477,422
- Expenses	<u>(1,260,247)</u>	<u>(1,424,362)</u>
Ending reserve and fund balances	48,633	101,693
- Reserve for encumbrances	(7,749)	-
- Fund balance appropriated to subsequent fiscal year	<u>(50,000)</u>	<u>(50,000)</u>
Unreserved un-appropriated fund balance	<u>\$ (9,116)</u>	<u>\$ 51,693</u>

City of Watertown
Fiscal Year 2019-20 Adopted Budget
Library Fund Revenue Summary

<u>Revenues</u>	<u>FY 2016-17 Actual</u>	<u>FY 2017-18 Actual</u>	<u>FY 2018-19 Adopted Budget</u>	<u>FY 2019-20 Adopted Budget</u>
L.0000.2082 Fines	\$ 20,808	\$ 14,964	\$ 21,000	\$ 15,000
L.0000.2701 Refund of Prior Year's Expenditures	-	3,830	-	-
L.0000.2760 Grant	46,105	46,566	47,027	71,600
L.0000.2770 Unclassified Revenues	548	-	-	-
L.0000.3840 State Aid - Libraries	5,333	2,925	-	-
L.0000.5031 General Fund Transfer	<u>1,148,599</u>	<u>1,409,137</u>	<u>1,375,144</u>	<u>1,446,362</u>
Total Revenues	\$ 1,221,393	\$ 1,477,422	\$ 1,443,171	\$ 1,532,962
Appropriated Fund Balance	<u>38,854</u>	<u>-</u>	<u>50,000</u>	<u>40,000</u>
Total Revenues and Appropriated Reserves/Fund Balance	<u>\$ 1,260,247</u>	<u>\$ 1,477,422</u>	<u>\$ 1,493,171</u>	<u>\$ 1,572,962</u>

L.0000.2082 - Fines - Fees charged for overdue and lost books.

L.0000.2701 - Refund of Prior Year's Expenditures - Refunds received for a prior year expenditure.

L.0000.2760 - Grant - Funding received from the North Country Library System for general operations and one part-time clerk.

L.0000.2770 - Unclassified Revenues - Revenues for which a specific code has not been provided.

L.0000.3840 - State Aid, Libraries - Grants received from NYS for construction projects.

L.0000.5031 - General Fund Transfer - The contribution from the General Fund that is needed to fund the expenditures of the Library.

City of Watertown**Fiscal Year: 2019-2020****Department: Library****Account Code: L7410****Function: Culture and Recreation**

Description: The Roswell P. Flower Memorial is the chartered public library for the City of Watertown. As the Central Library for the North Country Library System, it receives a significant amount of NY State Aid, in return for which it must meet certain expanded minimum standards of services, and provide open access to the residents of the NCLS service area. The Library provides the community with a wide variety of services by building and maintaining a collection of carefully selected materials, print and otherwise, for the use of the general public. As a repository of culture and a locus for information, instruction and personal and public improvement efforts, the library is a dynamic force for members of this generation and future generations. It is committed to the expansion and improvement of its services and facility for the community of the future.

2018-19 Accomplishments:

- Surveyed the patrons and community to determine best times, types and number of library programs.
- Work with the Friends of the Roswell P. Flower Memorial Library to increase fundraising efforts for special library projects and programs.
- Created Family Computing Area for families to use public computers while remaining with their children.
- Installed new camera server and software on all PC's.
- With funding and support from several local agencies and city departments, three "little libraries" were installed at local city playgrounds. Almost 600 books from these libraries found homes in the community.

2019-2020 Goals and Objectives:

- To ensure the best customer service possible, create a customer service policy as described in the City's Customer Service strategic goal.
- Review hours, traffic and circulation data to offer library hours that best serve the needs of the community.
- As part of the City's strategic goals of Pride in City Appearance and City Infrastructure, apply for a construction grant for replacement of historic windows.
- As part of the City's strategic goal of Fiscal Sustainability, investigate and pursue additional alternate funding sources such as school ballot, school district, etc.
- Review and update all library policies, Bylaws and Long Range Plan to meet new NYS Education Minimum Standards for libraries.
- Continue stocking "little libraries" in the city playgrounds.
- As part of the City's Partnership strategic goal, continue to find new partnerships and maintain existing partnerships with city and county non-profit organizations.
- Start planning and phase 1 of Family Floor project.
- As part of the City's strategic goal of Improved Communication, research and implement new ways to inform patrons of events and ways to receive feedback from patrons including Instagram, webpage communication, etc.

City of Watertown

Fiscal Year: 2019-20
Department: Library
Account Code: L7410
Function: Library

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Budget Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
Personal Services				
110 Salaries	\$ 71,529	\$ 72,691	\$ 74,145	\$ 75,999
120 Clerical	238,438	248,767	251,755	282,223
130 Wages	271,721	266,996	291,179	295,032
140 Temporary	13,027	22,111	15,000	23,000
150 Overtime	3,403	4,254	4,000	4,000
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	4,200	4,672	7,000	4,200
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	<u>\$ 602,318</u>	<u>\$ 619,491</u>	<u>\$ 643,079</u>	<u>\$ 684,454</u>
Equipment				
210 Furniture and Furnishings	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	7,000	-
Total Equipment	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,000</u>	<u>\$ -</u>
Operating Expenses				
410 Utilities	\$ 80,349	\$ 86,813	\$ 82,300	\$ 76,275
420 Insurance	36,734	16,581	16,925	21,050
430 Contracted Services	99,913	89,021	78,160	93,035
440 Fees Non Employees	1,000	1,000	1,000	1,000
450 Miscellaneous	5,127	5,010	6,000	4,000
455 Vehicle Expense	-	-	-	-
460 Materials and Supplies	12,477	13,469	11,600	15,600
465 Equipment < \$5,000	15,404	13,081	13,000	13,000
Total Operating Expenses	<u>\$ 251,004</u>	<u>\$ 224,975</u>	<u>\$ 208,985</u>	<u>\$ 223,960</u>
Fringe Benefits				
810 New York State Retirement	\$ 79,119	\$ 79,738	\$ 80,559	\$ 87,488
820 Police/Fire Retirement	-	-	-	-
830 Social Security	44,236	45,279	49,198	52,364
840 Workers' Compensation	-	790	10,500	1,000
850 Health Insurance	107,986	125,263	142,424	142,654
Total Fringe Benefits	<u>\$ 231,341</u>	<u>\$ 251,070</u>	<u>\$ 282,681</u>	<u>\$ 283,506</u>
Department Total	<u><u>\$ 1,084,663</u></u>	<u><u>\$ 1,095,536</u></u>	<u><u>\$ 1,141,745</u></u>	<u><u>\$ 1,191,920</u></u>

City of Watertown

Fiscal Year: 2019-20
Department: Library
Account Code: L7410
Function: Library

FY 2019-20 Adopted Budget**Personal Services**

L.7410.0110	Salaries		
	Library Director	\$	75,999
L.7410.0120	Clerical		
	Secretary	\$	37,643
	Senior Library Clerk		40,401
	Library Clerk (4)		141,278
	Library Clerk - Part-time (3 @ .70) (b)		<u>62,901</u>
			282,223
L.7410.0130	Wages		
	Librarian II (2)		128,678
	Librarian I (2)		106,192
	Custodial and Maintenance Supervisor (a)		25,567
	Facilities Maintenance Worker (2 @ .50) (a)		<u>34,595</u>
			295,032
L.7410.0140	Temporary		23,000
L.7410.0150	Overtime		4,000
L.7410.0175	Health Insurance Buyout		<u>4,200</u>
	Total Personal Services	\$	<u>684,454</u>

Operating Expenses

L.7410.0410	Utilities		
	Water and Sewer	\$	1,800
	Electric		68,000
	Telephone		2,225
	Natural Gas		<u>4,250</u>
			76,275
L.7410.0420	Insurance		21,050
L.7410.0430	Contracted Services		
	Otis Elevator		2,000
	Fire Alarm System		1,500
	iTeam Reservation System (NCLS)		3,000
	Self Check System (NCLS)		225
	ASA Router (NCLS)		240
	Access Points (NCLS)		120
	Joint Automation Board Fee (NCLS)		7,500
	Overdrive Fee (Ebooks and Audiobooks) (NCLS)		7,200
	Security Services		50,250
	Fire Extinguisher Inspection		500
	Siemens Industry		4,700

(a) Split between A.1620 (50%) and L.7410 (50%)

(b) One part-time Clerk is contingent upon grant funding from the North Country Library System

City of Watertown**Fiscal Year: 2019-20****Department: Library****Account Code: L7410****Function: Library**

		<u>FY 2019-20 Adopted Budget</u>	
L.7410.0430	Contracted Services continued:		
	Federally Mandated Training and Employee Assistance Program	375	
	Safety Consultant	1,200	
	HVAC, Fountains and Other Maintenance	<u>14,225</u>	93,035
L.7410.0440	Miscellaneous		
	Board of Trustees Audit		1,000
L.7410.0450	Miscellaneous		
	Postage	2,000	
	Travel and Training	<u>2,000</u>	4,000
L.7410.0460	Materials and Supplies		
	Office and Library Supplies	7,000	
	Sidewalk Salt	2,600	
	Maintenance Supplies	<u>6,000</u>	15,600
L.7410.0465	Equipment < \$5,000		
	Books, DVDs, Magazines, CDs and Audiobooks		<u>13,000</u>
	Total Operating Expenses		<u>\$ 223,960</u>
Fringe Benefits			
L.7410.0810	New York State Employees' Retirement System	\$	87,488
L.7410.0830	Social Security		52,364
L.7410.0840	Workers' Compensation		1,000
L.7410.0850	Health Insurance		<u>142,654</u>
	Total Fringe Benefits	\$	<u>283,506</u>
	TOTAL BUDGET	\$	<u><u>1,191,920</u></u>

City of Watertown

Fiscal Year: 2019-20

Department: General

Account Code: L1990, L9040, L9050, L9060, L9065, L9070, L9089, L9710, L9950

Function: Government Support and Debt Service

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2019-20 Adopted Budget
L.1990.0430 Contingency	\$ -	\$ -	\$ 5,000	\$ 9,000
L.9040.0800 Workers' Compensation	3,480	3,929	3,500	3,800
L.9060.0800 Health Insurance - Retirees	119,962	143,089	159,279	118,344
L.9065.0800 Medicare Part B - Retirees	12,802	16,159	16,354	18,800
L.9070.0800 Compensated Absences	-	-	-	-
L.9089.0800 Other Employee Benefits	82	84	100	100
L.9950.0900 Transfer to Capital Fund	-	-	-	62,500
General Expenses Total	<u>\$ 136,326</u>	<u>\$ 163,261</u>	<u>\$ 184,233</u>	<u>\$ 212,544</u>

	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2019-20 Adopted Budget
L.9710.0600 Serial Bond Principal	\$ 36,000	\$ 140,657	\$ 145,149	\$ 148,043
L.9710.0700 Serial Bond Interest	<u>3,258</u>	<u>24,908</u>	<u>22,044</u>	<u>20,455</u>
Debt Expenses Total	<u>\$ 39,258</u>	<u>\$ 165,565</u>	<u>\$ 167,193</u>	<u>\$ 168,498</u>

OUTSTANDING SERIAL BONDS

DATE OF ISSUE / (INTEREST RATE) / MATURITY DATE		PRINCIPAL	INTEREST	TOTAL	PRINCIPAL BALANCE AT END OF FISCAL YEAR
6/18/2014 (1.00 - 2.00%)	11/15/2020	\$ 33,385	\$ 990	\$ 34,375	\$ 32,846
6/15/2017 (2.00 - 3.00%)	6/15/2027	110,649	18,086	128,735	773,045
3/29/2019 (5.00 - 3.00%)	9/1/2033	4,009	1,379	5,388	28,057
TOTAL		<u>\$ 148,043</u>	<u>\$ 20,455</u>	<u>\$ 168,498</u>	<u>\$ 833,948</u>

COMMUNITY DEVELOPMENT FUND

City of Watertown**Fiscal Year: 2019-20****Department: Community Development****Account Code: CD8668****Function: Home and Community Services**

Description: The City participated in the Community Development Block Grant (CDBG) Small Cities Program from 1979 to 2013. Grants obtained during this time period funded a variety of housing programs, infrastructure and economic development programs. Beginning in 2014, the City became an entitlement community under the CDBG program, making it eligible to receive an annual allocation of CDBG funds rather than applying for funding through the State. The CDBG funds can be utilized for a wide variety of community development projects that benefit low to moderate income persons such as housing rehabilitation, infrastructure improvements and public services. The Planning & Community Development Department is responsible for the administration of the CDBG funds, including the writing of 5-Year Consolidated Plans, Annual Action Plans, Consolidated Annual Performance Evaluation Reports and general program administration. Staff is also responsible for the oversight of other community development projects such as housing and historic preservation projects associated with grant funding.

2018-19 Accomplishments:

- ✓ Wrote the City's 2019 CDBG Annual Action Plan.
- ✓ Completed the remaining projects associated with the CDBG Program Year 2014 and 2015 grants.
- ✓ Completed numerous CDBG projects from various program years including several housing rehabilitation programs, the Huntington Street Sidewalk Project, the North Hamilton Street Playground Project, the ADA Accessible Sidewalk Ramp Construction Project, the demolition of the houses at 715-717-719 State Street and 549 Leray Street, the Fair Housing Education Project and the Watertown City School District Food 4 Families Project.
- ✓ Completed the Central Street Sidewalk Project utilizing Small Cities CDBG Program Income.
- ✓ Completed the administration and final reporting for a NY Main Street grant for Phase 2 of the Lincoln Building Rehabilitation Project that provided for a restored rear façade, a new roof and other interior improvements.
- ✓ Began the administration of the Court Street Commons Project to complete the Restore NY grant funded improvements at 138, 150 and 170 Court Street.
- ✓ Continued to work with our partners in the NDC program to rehabilitate 825 Academy Street and other vacant homes in the City using various funding sources.

2019-20 Goals and Objectives:

- Continue to implement projects from the 2016, 2017 and 2018 CDBG annual action plans and close out the grants from program years 2016 and 2017.
- Complete the grant agreement with HUD and begin implementing the various projects in the 2019 CDBG Annual Action Plan.
- Write the City's 2020 CDBG Annual Action Plan and begin preparing to develop the City's 5-Year Consolidated Plan in 2021, with infrastructure, housing rehabilitation and demolition projects as priorities.
- Continue to implement rental and owner occupied housing rehabilitation programs and promote homeownership through the homebuyer program.
- Complete the CDBG Consolidated Annual Performance Evaluation Report.

City of Watertown
Fiscal Year: 2019-20
Department: Community Development
Account Code: CD8668
Function: Home and Community Services



2019-20 Goals and Objectives continued:

- Complete the redevelopment of both 1101 Bronson Street and 214 Hoard Street East through the NDC Program and continue to identify other properties suitable for rehabilitation through the program.
- Partner with the Thousand Islands Area Habitat for Humanity, Neighbors of Watertown, Inc. and others to develop volunteer programs to assist homeowners with minor repairs, painting, and beautification of their homes and properties.
- Work with developers to complete the Restore NY grant for Phase 2 of the rehabilitation of the Masonic Temple.
- Work with developers to complete the Restore NY grant for the Court Street Commons Project.
- Work with the NYSDEC to finish the environmental remediation on Sewall's Island and complete the redevelopment plan for Sewall's Island and Factory Square.

City of Watertown

Fiscal Year: 2019-20

Department: Community Development

Account Code: CD8668

Function: Home and Community Services

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Revenues</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
CD.0000.2170 Program Income	\$ 36,158	\$ 62,845	\$ 74,000	\$ 57,000
CD.0000.2401 Interest Revenue	64	60	-	100
CD.0000.4940.8600 CDBG Program Income	29,534	-	-	-
CD.0000.4940.8605 Restore NY/Main Street	-	422,450	1,490,000	1,490,000
CD.0000.4940.8607 CDBG Entitlement - 2014	16,583	300,906	17,946	-
CD.0000.4940.8609 CDBG Entitlement - 2015	85,577	235,241	148,409	-
CD.0000.4940.8610 CDBG Entitlement - 2016	235,447	297,709	378,306	25,000
CD.0000.4940.8611 CDBG Entitlement - 2017	-	52,876	472,400	228,000
CD.0000.4940.8612 CDBG Entitlement - 2018	-	-	458,409	400,000
CD.0000.4940.8613 CDBG Entitlement - 2019	-	-	-	566,252
Total Revenues	\$ 403,363	\$ 1,372,087	\$ 3,039,470	\$ 2,766,352
<u>Appropriated Reserves and Fund Balance</u>				
Appropriated Fund Balance	-	-	(74,000)	(56,638)
Total Revenues and Appropriated Reserves / Fund Balance	\$ 403,363	\$ 1,372,087	\$ 2,965,470	\$ 2,709,714

<u>Expenditures</u>				
CD.8668.0110 Salaries	\$ 46,565	\$ 44,829	\$ 52,335	\$ 53,644
CD.8668.0130 Wages	22,533	18,249	9,052	-
CD.8668.0140 Temporary	-	440	-	-
CD.8668.0150 Overtime	157	425	400	500
CD.8668.0250 Equipment	-	19,123	34,526	20,000
CD.8668.0430 Contracted Services	184,036	1,167,450	2,407,631	2,372,500
CD.8668.0450 Miscellaneous	-	163	-	-
CD.8668.0460 Materials and Supplies	12,656	4,488	-	-
CD.8668.0810 NYS Retirement System	9,890	9,083	8,705	7,921
CD.8668.0830 Social Security	5,321	4,890	5,141	4,517
CD.8668.0850 Health Insurance	13,556	16,002	13,965	10,632
CD.9950.0900 Transfer to Capital Fund	78,150	78,435	433,715	240,000
Total Expenditures	\$ 372,864	\$ 1,363,577	\$ 2,965,470	\$ 2,709,714

<u>Fund Balance</u>		
Beginning reserves and fund balance	\$ 272,980	\$ 303,479
+ Revenues	403,363	1,372,087
- Expenses	(372,864)	(1,363,577)
Ending reserve and fund balances	\$ 303,479	\$ 311,989
- Fund balance appropriated to subsequent fiscal year	-	-
Unreserved un-appropriated fund balance	\$ 303,479	\$ 311,989

City of Watertown

Fiscal Year: 2019-20
Department: Community Development
Account Code: CD
Function: Home and Community Services

FY 2019-20 Adopted Budget**Personal Services**

CD.8668.0110	Salaries		
	Planning and Community Development		
	Director (1 @ .20) (a)	\$ 14,888	
	Senior Planner (1 @ .25) (b)	15,467	
	Planner (2 @ .25) (b)	<u>23,289</u>	\$ 53,644
CD.8668.0150	Overtime		<u>500</u>
	Total Personal Services		<u>\$ 54,144</u>

Equipment

CD.8668.0250	Other Equipment		
	Bus Shelter Replacement		<u>20,000</u>
	Total Equipment		<u>\$ 20,000</u>

Operating Expenses

CD.8668.0430	Contracted Services		
	Masonic Temple Revitalization Project	\$ 500,000	
	Restore NY - Court Street Commons	990,000	
	ADA Ramps	90,000	
	Food for Families Program	6,000	
	Point-in-Time Outreach and Education	9,000	
	Fair Housing Education	5,000	
	Fair Housing - Analysis of Impediments	7,500	
	Zoning Ordinance Rewrite	25,000	
	Demolition - 428 Maple Avenue	40,000	
	Housing Programs	<u>700,000</u>	<u>2,372,500</u>
	Total Operating Expenses		<u>\$ 2,372,500</u>

Fringe Benefits

CD.8668.0810	New York State Employees' Retirement System	\$ 7,921	
CD.8668.0830	Social Security	4,517	
CD.8668.0850	Health Insurance	<u>10,632</u>	
	Total Fringe Benefits		<u>\$ 23,070</u>

TOTAL OPERATING BUDGET \$ 2,469,714

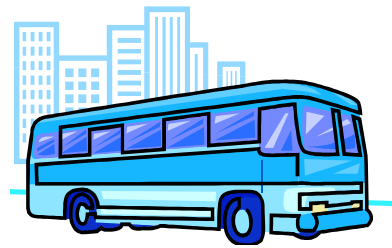
CD.9950.0900	Transfer to Capital Fund		
	Sidewalk Program - N. Rutland Street	\$ 240,000	
	TOTAL BUDGET	<u><u>\$ 240,000</u></u>	

(a) Split between A.8020 (80%) and CD.8668 (20%).

(b) Split between A.8020 (75%) and CD.8668 (25%).

CD8668 – Community Development

Fiscal Year 2019-20 Vehicles and Equipment



Bus Shelter Installation

\$20,000

This project consists of installing a new bus shelter on a small, City-owned parcel at 322 Franklin Street, along the Watertown CitiBus System's A-1 route. This particular bus route stops at several multifamily apartment complexes, community nonprofits, shopping destinations and religious institutions within the East and Near East Target Areas. It also connects these Target areas to downtown Watertown.

The shelter location itself is in a primarily residential area, but is immediately across the street from Asbury United Methodist Church and approximately 400 feet away from the Franklin Street Dairy & Market.



TOURISM FUND

City of Watertown**Fiscal Year: 2019-20****Department: Tourism Fund****Account Code: CT6410****Function: Economic Development**

Description: In 1988, the County implemented legislation enacting a 3% Bed Tax. Based on revenue generated from hotel rooms in the City, the County receives 2% for administration and the City and County each receive 50% of the remaining balance. Funds must be used to promote and develop tourism in the City of Watertown.

2018-19 Accomplishments:

- ✓ Transferred hotel occupancy taxes to the General Fund to partially finance the Municipal Arena debt service for renovations that will significantly improve the visitor and participant experience. The Arena serves as a destination location for North Country ice, entertainment and recreational activities.

2019-20 Goals and Objectives:

- Continue transferring hotel occupancy taxes to the General Fund to partially fund the debt service on the newly renovated Municipal Arena.

City of Watertown**Fiscal Year:****2019-20****Department:****Tourism Fund****Account Code:****CT****Function:****Culture and Recreation**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Revenues</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
CT.0000.1113 Occupancy Tax	\$ 206,055	\$ 213,470	\$ 210,000	\$ 215,000
CT.0000.2401 Interest and Earnings	-	-	-	-
Sub-Total	206,055	213,470	210,000	215,000
Appropriated Fund Balance	-	-	-	32,000
Total Revenues	\$ 206,055	\$ 213,470	\$ 210,000	\$ 247,000

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Expenditures</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
CT.6410.0430 Publicity	\$ -	\$ -	\$ -	\$ 15,000
CT.9510.0900 Transfer to General Fund	200,000	200,000	210,000	215,000
CT.9950.0900 Transfer to Capital Fund	-	-	-	17,000
Total Expenditures	\$ 200,000	\$ 200,000	\$ 210,000	\$ 247,000

Fund Balance

Beginning reserves and fund balance	\$ 13,458	\$ 19,513
+ Revenues	206,055	213,470
- Expenses	(200,000)	(200,000)
Ending reserve and fund balances	\$ 19,513	\$ 32,983
- Fund balance appropriated to subsequent fiscal year	-	-
Unreserved un-appropriated fund balance	\$ 19,513	\$ 32,983

RESERVE FUNDS

City of Watertown**Fiscal Year: 2019-20****Department: Mandatory Reserve Fund****Account Code: CM****Function: Debt Service**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Revenues</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
CM.0000.2401 Interest and Earnings	\$ 714	\$ 548	\$ 327	\$ 178
Sub-Total	714	548	327	178
Appropriated Fund Balance	4,149	5,115	3,836	4,697
Total Revenues	\$ 4,863	\$ 5,663	\$ 4,163	\$ 4,875

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Expenditures</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
CM.9710.0600 Serial Bond Principal	\$ 4,000	\$ 5,000	\$ 3,750	\$ 4,500
CM.9710.0700 Serial Bond Interest	863	663	413	225
CM.9510.0900 Transfer to General Fund	-	-	-	150
Total Expenditures	\$ 4,863	\$ 5,663	\$ 4,163	\$ 4,875

Fund Balance

Beginning reserves and fund balance	\$ 17,621	\$ 13,472
+ Revenues	714	548
- Expenses	(4,863)	(5,663)
Ending reserve and fund balances	\$ 13,472	\$ 8,357
- Fund balance appropriated to subsequent fiscal year	(5,714)	(3,836)
Unreserved un-appropriated fund balance	<u>\$ 7,758</u>	<u>\$ 4,521</u>

On March 1, 2006 the City transferred ownership of the Watertown International Airport to Jefferson County. At the time of transfer, the City had various serial bonds outstanding related to past airport capital projects. The total principal and interest outstanding was \$414,136. The principal and interest outstanding at the end of the fiscal year ending June 30, 2019 will be \$4,500. An amount equal to the present value of the principal and interest was paid by the County to the City. The City then purchased State and Local Government Series securities to provide for the future debt service payments. Debt related to the airport will be retired in the fiscal year ending June 30, 2020.

City of Watertown**Fiscal Year: 2019-20****Department: Workers' Compensation Reserve Fund****Account Code: CR****Function: Employee Fringe Benefits**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Revenues</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
CR.0000.2401 Interest and Earnings	\$ 349	\$ 1,137	\$ 3,500	\$ 5,900
Sub-Total	349	1,137	3,500	5,900
Appropriated Fund Balance	-	-	-	-
Total Revenues	\$ 349	\$ 1,137	\$ 3,500	\$ 5,900

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Expenditures</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
CR.9510.0900 Transfer to General Fund	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -

Fund Balance

Beginning reserves and fund balance	\$ 230,310	\$ 230,659
+ Revenues	349	1,137
- Expenses	-	-
Ending reserve and fund balances	\$ 230,659	\$ 231,796
- Fund balance appropriated to subsequent fiscal year	(60,000)	-
Unreserved un-appropriated fund balance	<u>\$ 170,659</u>	<u>\$ 231,796</u>

In accordance with New York State guidelines, the City has established this reserve fund for Workers' Compensation claims. As of June 30, 2018 the balance in the fund was \$231,796.

City of Watertown**Fiscal Year: 2019-20****Department: Risk Retention****Account Code: CS****Function: Self-Funded Liability**

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Revenues</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
CS.0000.2401 Interest and Earnings	\$ 647	\$ 3,223	\$ 11,000	\$ 19,000
CS.0000.5031 Interfund Transfers	<u>105,000</u>	<u>105,000</u>	<u>75,000</u>	<u>70,000</u>
Sub-Total	105,647	108,223	86,000	89,000
Appropriated Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>\$ 105,647</u>	<u>\$ 108,223</u>	<u>\$ 86,000</u>	<u>\$ 89,000</u>

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Expenditures</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
CS.1740.0430 Administration	\$ 22,674	\$ 26,623	\$ 25,000	\$ 40,000
CS.1930.0430 Judgments and Claims	<u>2,702</u>	<u>5,217</u>	<u>5,000</u>	<u>5,000</u>
Total Expenditures	<u>\$ 25,376</u>	<u>\$ 31,840</u>	<u>\$ 30,000</u>	<u>\$ 45,000</u>

Fund Balance

Beginning reserves and fund balance	\$ 571,315	\$ 651,586
+ Revenues	105,647	108,223
- Expenses	<u>(25,376)</u>	<u>(31,840)</u>
Ending reserve and fund balances	\$ 651,586	\$ 727,969
- Fund balance appropriated to subsequent fiscal year	<u>-</u>	<u>-</u>
Unreserved un-appropriated fund balance	<u>\$ 651,586</u>	<u>\$ 727,969</u>

In accordance with New York State guidelines, the City has established this reserve fund to pay claims and judgments for the City's general liability. At June 30, 2018 the balance in the reserve fund was \$727,969.

City of Watertown

Fiscal Year: 2019-20
Department: Debt Service
Account Code: V
Function: Debt Service

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Revenues</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
V.0000.2710 Premium and Accrued Interest on Obligations	\$ 31,805	\$ 18,510	\$ -	\$ -
Sub-Total	31,805	18,510	-	-
Appropriated Fund Balance	-	-	-	-
Total Revenues	\$ 31,805	\$ 18,510	\$ -	\$ -

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Expenditures</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
V.9991.0430 Payment to Escrow Agent and Professionals	\$ 8,248	\$ 31,805	\$ -	\$ -
Total Expenditures	\$ 8,248	\$ 31,805	\$ -	\$ -

<u>Fund Balance</u>		
Beginning reserves and fund balance	\$ 8,248	\$ 31,805
+ Revenues	31,805	18,510
- Expenses	(8,248)	(31,805)
Ending reserve and fund balances	\$ 31,805	\$ 18,510
- Fund balance appropriated to subsequent fiscal year	-	-
Unreserved un-appropriated fund balance	\$ 31,805	\$ 18,510

The Debt Service Fund is used to record unexpended proceeds of long-term debt and premiums received from the issuance of bond anticipation notes and serial bonds for capital projects. The revenue credited to this fund is then transferred to the fund ultimately responsible for paying the debt borrowed to finance the capital project.

SELF- FUNDED HEALTH INSURANCE FUND

City of Watertown**Fiscal Year: 2019-20****Department: Self Funded Health Insurance****Account Code: MS1710****Function: Employee Fringe Benefits**

Description: The City self insures its Health Insurance benefits for its eligible active and retired employees. A third party administrator, UMR, administers the program for a fee. To insure against catastrophic losses, the City purchases "stop-loss" insurance for losses exceeding \$175,000.

2018-19 Accomplishments:

- ✓ Implemented a smooth transition from POMCO to UMR.
- ✓ Worked with broker and health insurance committee to complete a RFP for Health and Prescription Insurance Administrators.
- ✓ Conducted a RFP for the Dental, Vision and Flex Spending programs.
- ✓ Held a Flu Shot Clinic in which 95 full-time employees participated.

2019-20 Goals and Objectives:

- Continue to monitor the Federal Health Care Reform Act and assess its impact on the City's Health Insurance plan.
- Work to improve efficiency and data collection within the department.

City of Watertown
Fiscal Year: 2019-20
Department: Self-Funded Health Insurance
Account Code: MS
Function: Employee Fringe Benefits

	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<u>Revenues</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Adopted Budget</u>
MS.0000.1270 Shared Service Charges (a)	\$ 7,563,799	\$ 8,779,216	\$ 9,543,195	\$ 8,452,789
MS.0000.2401 Interest and Earnings	1,640	325	300	25,000
MS.0000.2680 Insurance Recovery	645,174	1,658,878	150,000	75,000
MS.0000.2700 Medicare Part D Reimbursement	210,908	246,673	220,000	223,000
MS.0000.2701 Refund of Prior Year Expenditures	20,103	48,046	-	-
MS.0000.2708 Employee Contribution (a)	541,828	595,474	672,520	606,277
MS.0000.2709 Retirees' Contribution (a)	164,800	187,411	210,115	223,734
MS.0000.2771 Prescription Reimbursement	310,616	395,856	300,000	500,000
Sub-Total	9,458,868	11,911,879	11,096,130	10,105,800
Appropriated Fund Balance	1,338,851	(408,005)	-	-
Total Revenues and Appropriated Fund Balance	\$ 10,797,719	\$ 11,503,874	\$ 11,096,130	\$ 10,105,800

<u>Expenditures</u>				
MS.1710 Administration	\$ 506,837	\$ 493,352	\$ 541,130	\$ 567,800
MS 9060.0430.0020 Medical Claims	7,078,067	7,782,599	7,230,000	5,968,000
MS 9060.0430.0030 Prescriptions	3,212,815	3,227,923	3,325,000	3,570,000
Total Expenditures	\$ 10,797,719	\$ 11,503,874	\$ 11,096,130	\$ 10,105,800

<u>Fund Balance</u>		
Beginning reserves and fund balance	\$ 1,662,704	\$ 323,853
+ Revenues	9,458,868	11,911,879
- Expenses	(10,797,719)	(11,503,874)
Ending reserve and fund balances	\$ 323,853	\$ 731,858
- Fund balance appropriated to subsequent fiscal year	(225,000)	-
Unreserved un-appropriated fund balance	<u>\$ 98,853</u>	<u>\$ 731,858</u>

(a) Fiscal Year 2019-20 monthly health insurance premiums will be \$729.50 per month for an individual plan and \$1,634.08 per month for a family plan.

City of Watertown

Fiscal Year: 2019-20
Department: Self-Funded Health Insurance
Account Code: MS1710
Function: Employee Fringe Benefits

Budget Summary	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Adopted Budget	FY 2019-20 Adopted Budget
Personal Services				
110 Salaries	\$ 40,650	\$ 41,589	\$ 42,070	\$ 43,121
120 Clerical	-	-	-	-
130 Wages	-	-	-	-
140 Temporary	-	-	-	-
150 Overtime	-	-	-	-
155 Holiday Pay	-	-	-	-
160 Out of Rank	-	-	-	-
170 Out of Code	-	-	-	-
175 Health Insurance Buyout	-	-	-	-
180 Roll Call Pay	-	-	-	-
185 On Call Pay	-	-	-	-
190 EMT Incentive	-	-	-	-
195 Clothing/Cleaning Allowance	-	-	-	-
Total Personal Services	\$ 40,650	\$ 41,589	\$ 42,070	\$ 43,121
Equipment				
230 Motor Vehicle	\$ -	\$ -	\$ -	\$ -
250 Other	-	-	-	-
Total Equipment	\$ -	\$ -	\$ -	\$ -
Operating Expenses				
410 Utilities	\$ -	\$ -	\$ -	\$ -
420 Insurance	232,188	241,637	265,000	273,500
430 Contracted Services	184,828	179,687	203,522	220,000
440 Fees Non Employees	30,694	8,368	5,000	5,000
450 Miscellaneous	-	28	1,200	1,475
455 Vehicle Expenses	-	-	-	-
460 Materials and Supplies	289	194	400	400
465 Equipment < \$5,000	-	251	300	500
Total Operating Expenses	\$ 447,999	\$ 430,165	\$ 475,422	\$ 500,875
Fringe Benefits				
810 NYS Employees' Retirement System	\$ 3,128	\$ 4,136	\$ 4,326	\$ 4,596
820 NYS Police/Fire Retirement System	-	-	-	-
830 Social Security	2,735	2,739	3,218	3,299
840 Workers' Compensation	-	-	-	-
850 Health Insurance	12,325	14,723	16,094	15,909
Total Fringe Benefits	\$ 18,188	\$ 21,598	\$ 23,638	\$ 23,804
Department Total	\$ 506,837	\$ 493,352	\$ 541,130	\$ 567,800

City of Watertown

Fiscal Year: 2019-20
Department: Self-Funded Health Insurance
Account Code: MS
Function: Employee Fringe Benefits

FY 2019-20 Adopted Budget**Personal Services**

MS.1710.0110	Salaries		
	Human Resources Manager (.10) (a)	\$ 7,358	
	Benefits Administrator (.80) (b)	<u>35,763</u>	\$ 43,121
	Total Personal Services		<u>\$ 43,121</u>

Operating Expenses

MS.1710.0420	Insurance		
	Stop Loss Insurance		\$ 273,500
MS.1710.0430	Contracted Services		
	POMCO Administration Fees	\$ 218,000	
	Affordable Care Act Program / IRS Forms Printing	<u>2,000</u>	220,000
MS.1710.0440	Fees, Non Employee		
	Attestation	1,750	
	Patient Protection and Affordable Care Act Transitional Reinsurance Fee	<u>3,250</u>	5,000
MS.1710.0450	Miscellaneous		
	Training		1,475
MS.1710.0460	Materials and Supplies		
	Supplies		400
MS.1710.0465	Equipment < \$5,000		
	Monitor		<u>500</u>
	Total Operating Expenses		<u>\$ 500,875</u>

Fringe Benefits

MS.1710.0810	New York State Employees' Retirement System	\$ 4,596
MS.1710.0830	Social Security	3,299
MS.1710.0850	Health Insurance	<u>15,909</u>
	Total Fringe Benefits	<u>\$ 23,804</u>

TOTAL BUDGET	<u><u>\$ 567,800</u></u>
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(a) Split between A.1435 (90%) and MS.1710 (10%).

(b) Split between A.1435 (20%) and MS.1710 (80%).

CAPITAL PROJECTS FUND

**CITY OF WATERTOWN
FISCAL YEAR 2018-19 BUDGET
COMPUTATION OF DEBT LIMIT
As of June 30, 2019**

Five Year Average Full Valuation of Taxable Real Property	\$ 1,160,658,251
Debt Limit - 7% thereof	\$ 81,246,078

Inclusions:

Outstanding Bonds	\$ 34,728,249
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Exclusions:

Self-liquidating Debt	\$ 2,615,000
Water Debt	5,010,306
Sewer Debt	7,866,459
Cash on Hand in Mandatory Reserve	4,500
Appropriations	<u>-</u>
	\$ <u>15,496,265</u>

Total Net Indebtedness	\$ <u>19,231,984</u>
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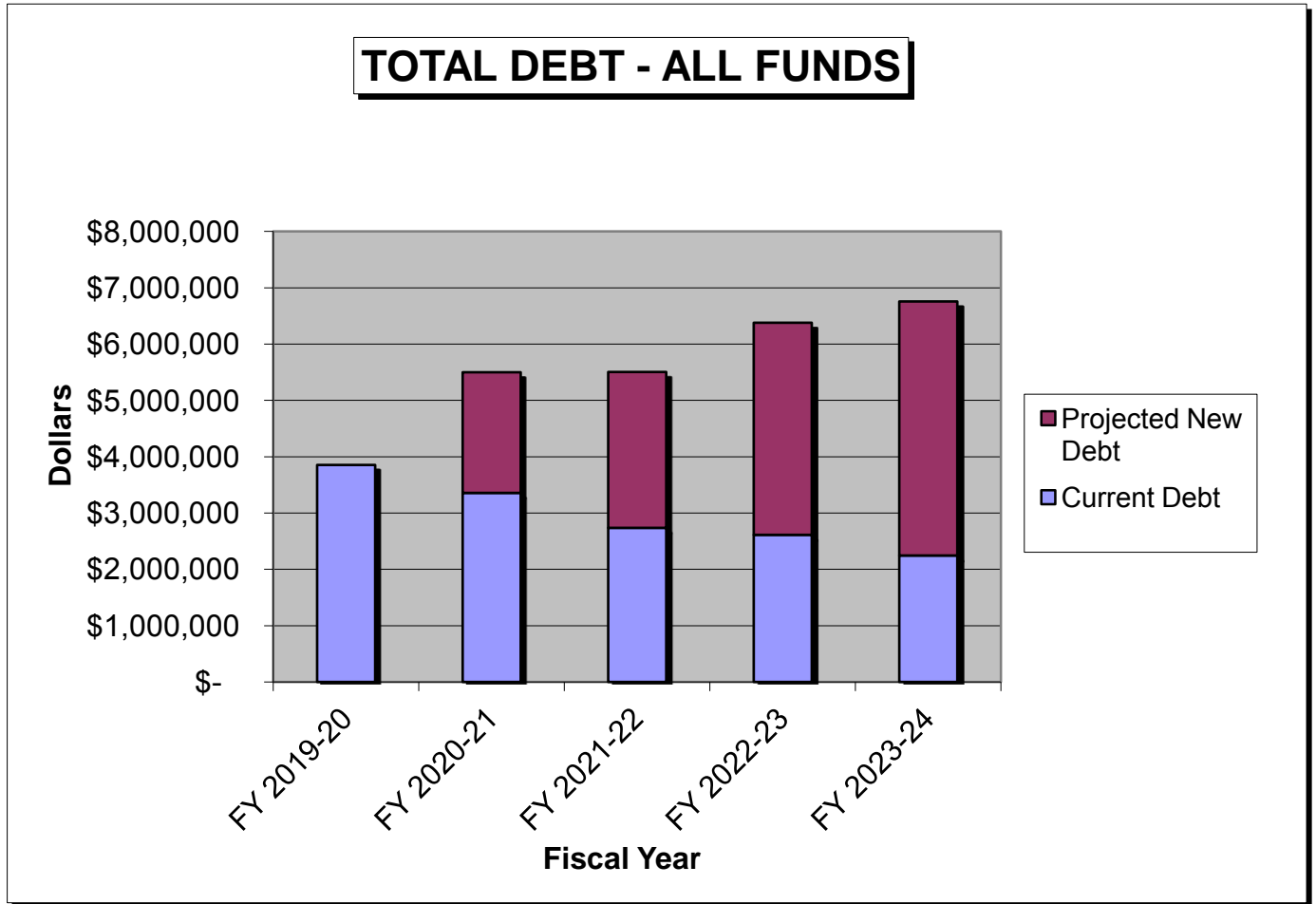
Net Debt Contracting Margin	\$ <u><u>62,014,094</u></u>
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The percent of debt contracting power exhausted is	<u><u>23.67%</u></u>
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DEBT

ALL FUNDS

		<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>
Current Debt	(1)	\$ 3,852,950	\$ 3,357,537	\$ 2,739,262	\$ 2,610,950	\$ 2,243,522
Projected New Debt		<u>-</u>	<u>2,142,021</u>	<u>2,765,324</u>	<u>3,766,806</u>	<u>4,513,854</u>
TOTAL		<u>\$ 3,852,950</u>	<u>\$ 5,499,559</u>	<u>\$ 5,504,587</u>	<u>\$ 6,377,756</u>	<u>\$ 6,757,377</u>



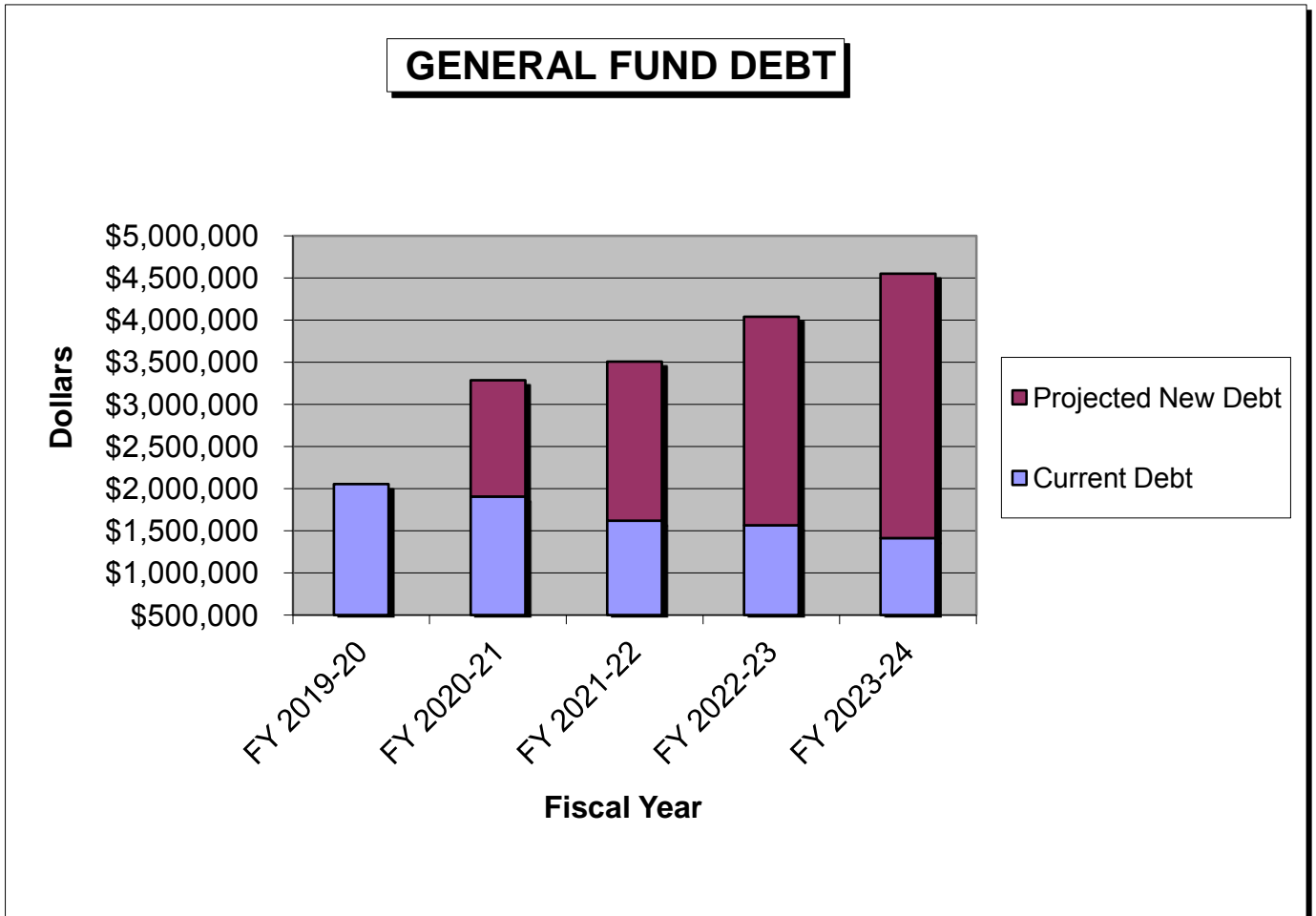
(1) Current debt is net of the following debt that will have offsetting revenues:

	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>
Hydro-electric Plant debt	\$ 822,426	\$ 826,310	\$ 811,770	\$ 809,583	\$ 387,971
Water Treatment Plant debt	\$ 36,126	\$ 60,426	\$ 59,517	\$ 57,789	\$ 40,451
Wastewater Treatment Plant debt	\$ 223,436	\$ 464,692	\$ 478,588	\$ 473,206	\$ 469,359

DEBT

GENERAL FUND

	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>
Current Debt	(1) \$ 2,052,388	\$ 1,906,375	\$ 1,620,383	\$ 1,566,009	\$ 1,412,992
Projected New Debt	<u>-</u>	<u>1,378,808</u>	<u>1,886,881</u>	<u>2,473,524</u>	<u>3,134,800</u>
TOTAL	<u>\$ 2,052,388</u>	<u>\$ 3,285,183</u>	<u>\$ 3,507,264</u>	<u>\$ 4,039,533</u>	<u>\$ 4,547,792</u>

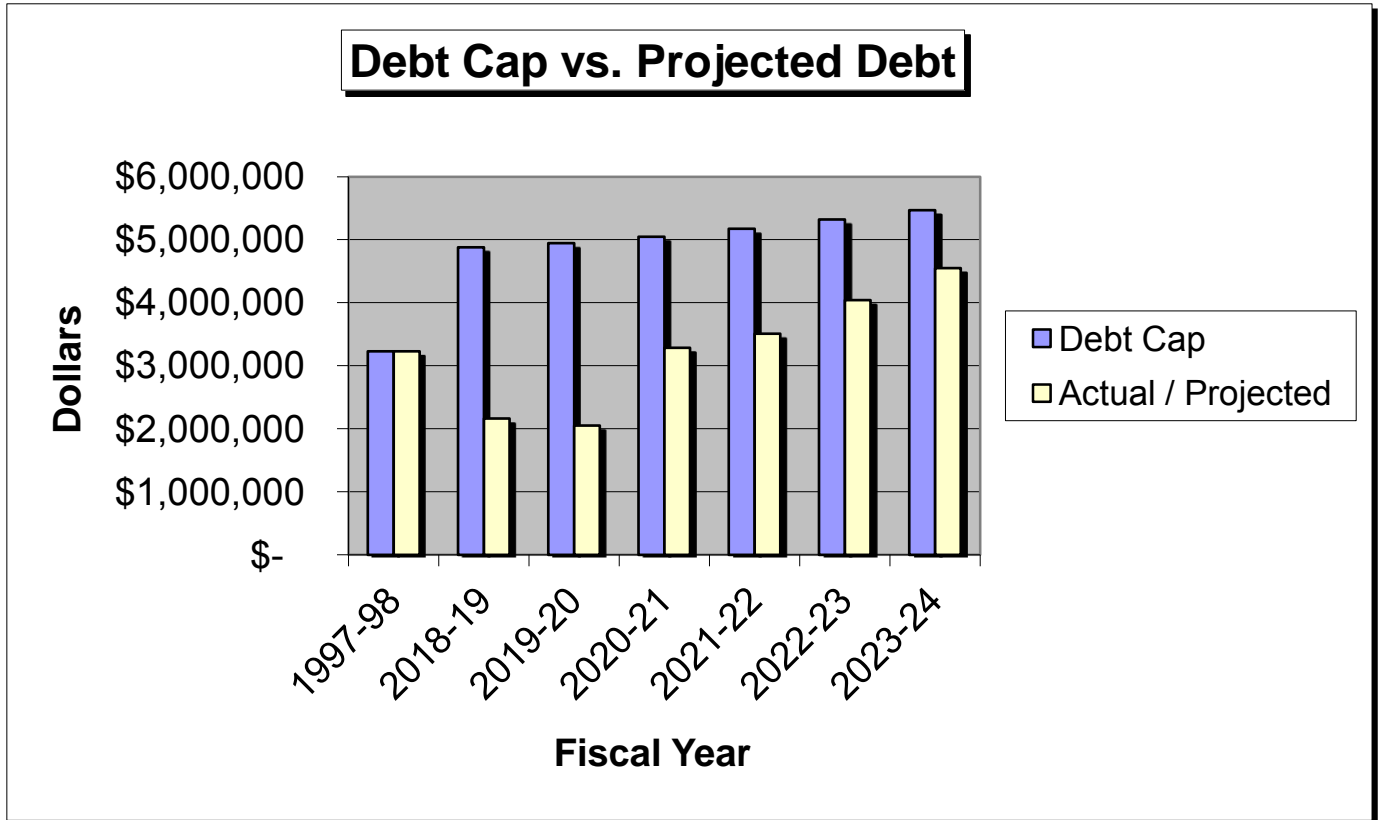


(1) Current debt is net of the following debt that will have offsetting revenues:

	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>
Hydro-electric Plant debt	\$ 822,426	\$ 826,310	\$ 811,770	\$ 809,583	\$ 387,971

GENERAL FUND DEBT CAP

<u>Fiscal Year</u>		<u>Debt Cap</u>	<u>Actual / Projected</u> <u>Debt (1)</u>
1997-98	base year	\$ 3,231,475	\$ 3,231,475
2018-19	actual	\$ 4,881,546	\$ 2,162,604
2019-20	actual	\$ 4,942,983	\$ 2,052,388
2020-21	projected	\$ 5,048,433	\$ 3,285,183
2021-22	projected	\$ 5,171,740	\$ 3,507,264
2022-23	projected	\$ 5,318,605	\$ 4,039,533
2023-24	projected	\$ 5,469,641	\$ 4,547,792



The general fund has a self-imposed debt cap established by City Council. The base year for the cap is FY 1997-98 and the base amount represents FY 1997-98's principal and interest payment. The base amount has been increased each year by the Consumer Price Index - All Urban Consumers (1982-84 = 100). Part of the City's capital budget process is to project the self-imposed debt cap for the next 4 fiscal years and compare the actual and projected debt amounts for those years to the self-imposed limit and develop a plan that stays under the debt cap limit.

(1) The City excludes the debt payments (actual and projected) related to the hydro-electric facility from the self-imposed debt cap calculation as the hydro-electric plant generates revenue significant enough to cover the related debt payments.

Debt excluded from the debt cap calculation:

	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>
Hydro-electric Plant debt	\$ 822,426	\$ 826,310	\$ 811,770	\$ 809,583	\$ 387,971

	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25 - FY 2028/29	FY 2029/30 - FY 2033/34	FY 2034/35 - FY 2038/39	FY 2039/40 - FY 2043/44	FY 2044/45 - FY 2048/49	FY 2049/50 - FY 2050/51	TOTAL
<u>GENERAL FUND - Existing Debt Service</u>												
Hydro-electric facility improvements	\$ 186,963	\$ 191,713	\$ 185,900	\$ 189,500	\$ 187,800	\$ 374,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,316,276
Hydro-electric facility improvements	409,675	410,690	409,875	412,000	-	-	-	-	-	-	-	1,642,240
Fire truck	28,930	34,350	29,715	29,068	28,368	-	-	-	-	-	-	150,431
DPW administration building roof	7,878	-	-	-	-	-	-	-	-	-	-	7,878
DPW central garage roof	4,376	-	-	-	-	-	-	-	-	-	-	4,376
Flynn Pool bathhouse roof	3,502	-	-	-	-	-	-	-	-	-	-	3,502
Mill Street fire station roof	1,750	-	-	-	-	-	-	-	-	-	-	1,750
Vehicles and equipment	6,565	-	-	-	-	-	-	-	-	-	-	6,565
State Street reconstruction	45,139	8,532	-	-	-	-	-	-	-	-	-	53,671
Fire truck	25,536	24,644	-	-	-	-	-	-	-	-	-	50,180
Main Avenue reconstruction	39,286	37,913	-	-	-	-	-	-	-	-	-	77,199
Rotary snowblower	19,643	18,957	-	-	-	-	-	-	-	-	-	38,600
Ten Eyck Street reconstruction	147,000	142,200	117,080	123,760	-	-	-	-	-	-	-	530,040
Storm Sewer Upgrade-Iroquois Ave W; Knowlton Ave; Cosgrove St	27,938	27,000	26,000	-	-	-	-	-	-	-	-	80,938
Sidewalks - District 4	6,606	-	-	-	-	-	-	-	-	-	-	6,606
Mill Street storm sewer	22,358	-	-	-	-	-	-	-	-	-	-	22,358
Breen Avenue reconstruction	50,292	59,815	58,093	56,180	55,120	53,040	-	-	-	-	-	332,540
JB Wise parking lot	145,538	141,419	-	-	-	-	-	-	-	-	-	286,957
Sidewalks-District 5	1,590	1,545	-	-	-	-	-	-	-	-	-	3,135
Sidewalks-District 6	1,802	1,751	-	-	-	-	-	-	-	-	-	3,553
Clinton Street reconstruction	96,563	94,453	93,290	90,484	76,354	192,349	-	-	-	-	-	643,493
Sidewalks - District #7	6,450	6,270	6,090	-	-	-	-	-	-	-	-	18,810
Sidewalks - District #8	4,199	4,085	3,971	3,857	-	-	-	-	-	-	-	16,112
Fairgrounds storage building	30,356	29,806	29,221	22,103	21,578	-	-	-	-	-	-	133,064
Sidewalks - District #9	6,698	6,578	6,450	6,315	6,165	-	-	-	-	-	-	32,206
Arena rehabilitation	586,638	593,088	594,088	594,788	600,188	3,014,989	3,048,575	3,072,175	615,825	-	-	12,720,354
Ogilvie site remediation	42,840	-	-	-	-	-	-	-	-	-	-	42,840
Factory Street reconstruction	165,412	157,469	154,580	151,376	148,169	691,755	127,857	-	-	-	-	1,596,618
Arena rehabilitation	48,424	47,678	46,933	46,188	45,442	212,552	112,092	-	-	-	-	559,309
Fire Pumper Truck	61,057	59,987	58,917	57,847	56,777	110,344	-	-	-	-	-	404,929
City Hall boiler	19,972	19,622	19,272	18,922	18,572	36,094	-	-	-	-	-	132,454
Sidewalks -District #10	6,226	6,119	6,012	5,905	5,798	16,745	-	-	-	-	-	46,805
Sidewalks - District #11	6,401	6,291	6,181	6,071	5,961	17,216	-	-	-	-	-	48,121
Thompson Park playground	38,983	38,311	37,644	36,972	36,304	104,849	-	-	-	-	-	293,063
Flower Avenue East reconstruction	168,295	161,531	156,337	152,118	150,591	657,427	451,234	-	-	-	-	1,897,533
Massey Street Fire Station HVAC	48,962	48,434	46,673	44,911	43,149	154,986	-	-	-	-	-	387,115
Hydro-electric facility improvements	225,788	223,907	215,995	208,083	200,171	882,967	-	-	-	-	-	1,956,911
Western Boulevard extention	45,265	46,067	44,605	43,143	41,681	186,624	158,142	-	-	-	-	565,527
Sidewalks - District #12	5,993	5,943	5,733	5,523	5,313	23,436	-	-	-	-	-	51,941
Thompson Park North Down Drive retaining wall	33,242	32,965	31,799	30,634	29,469	129,992	-	-	-	-	-	288,101
Flynn Pool improvements	44,684	43,551	41,698	39,845	37,992	-	-	-	-	-	-	207,770
GENERAL FUND - Existing Debt Service	\$ 2,874,815	\$ 2,732,684	\$ 2,432,152	\$ 2,375,593	\$ 1,800,962	\$ 6,859,765	\$ 3,897,900	\$ 3,072,175	\$ 615,825	\$ -	\$ -	\$ 26,661,871

GENERAL FUND - Projected Debt Service

FY 18-19 and past years' outstanding projects

City Court renovations	-	312,375	305,550	298,725	291,900	1,357,125	1,186,500	216,825	-	-	-	3,969,000
City Court - parking lot expansion	-	66,250	64,625	63,000	61,375	282,500	51,625	-	-	-	-	589,375
Thompson Park pool and bathhouse	-	318,000	310,200	302,400	294,600	1,356,000	247,800	-	-	-	-	2,829,000
Massey St. - Coffeen St. - Court St Bridge Design (MPO project)	-	7,140	6,984	6,828	6,672	31,020	27,120	4,956	-	-	-	90,720
Mill Street Bridge reconstruction (north span)	-	8,925	8,730	8,535	8,340	38,775	33,900	6,195	-	-	-	113,400
Pearl Street Bridge reconstruction (north span)	-	49,583	48,500	47,417	46,333	215,417	188,333	34,417	-	-	-	630,000
Hydro-electric facility improvements	-	13,250	12,925	12,600	12,275	56,500	10,325	-	-	-	-	117,875
Cooper Street Outfall replacement	-	27,271	26,675	26,079	25,483	118,479	103,583	18,929	-	-	-	346,500
Demolitions - non-City owned properties	-	174,375	169,500	164,625	159,750	154,875	-	-	-	-	-	823,125

	<u>FY 2019/20</u>	<u>FY 2020/21</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>	<u>FY 2023/24</u>	<u>FY 2024/25 - FY</u> <u>2028/29</u>	<u>FY 2029/30 - FY</u> <u>2033/34</u>	<u>FY 2034/35 - FY</u> <u>2038/39</u>	<u>FY 2039/40 - FY</u> <u>2043/44</u>	<u>FY 2044/45 -</u> <u>FY 2048/49</u>	<u>FY 2049/50 -</u> <u>FY 2050/51</u>	<u>TOTAL</u>
FY 19-20 Projects												
DPW Storm sewer - sewer cleaner/vac truck (1-71)	-	25,838	25,204	24,570	23,936	110,175	20,134	-	-	-	-	229,856
(split 50% wG8120)	-	29,150	28,435	27,720	27,005	124,300	22,715	-	-	-	-	259,325
Fire - Ladder Truck 1 Refurbishment	-											
Massey Street - Coffeen Street - Court St Bridge	-	300,277	293,716	287,155	280,595	1,304,563	1,140,547	208,427	-	-	-	3,815,280
(MPO project)	-											
Municipal Building - City Court Air Handler	-	23,188	22,619	22,050	21,481	98,875	18,069	-	-	-	-	206,281
replacement	-											
Municipal Building - Air Handler replacement	-	23,188	22,619	22,050	21,481	98,875	18,069	-	-	-	-	206,281
(2)	-											
FY 20-21 Projects												
Fire - Storage Building	-	-	60,750	59,175	57,600	264,375	94,725	-	-	-	-	536,625
Thompson Park - Pinnacle Wood Walk wall	-	-	35,250	34,200	33,150	63,150	-	-	-	-	-	165,750
rehabilitation	-	-										
East Down Improvements (restrooms, parking and	-	-	33,750	32,875	32,000	146,875	52,625	-	-	-	-	298,125
trail development)	-	-										
DPW Road Maintenance - Regenerative air street	-	-	26,325	25,643	24,960	114,563	41,048	-	-	-	-	232,538
sweeper (1-61)	-	-										
DPW Snow Removal - Tandem axle dump truck (1-	-	-	23,625	23,013	22,400	102,813	36,838	-	-	-	-	208,688
14)	-	-										
Fire - Replacement of Ladder Truck 2	-	-	135,725	132,610	129,495	600,750	522,875	187,345	-	-	-	1,708,800
Fire - Engine 4 replacement	-	-	56,425	55,130	53,835	249,750	217,375	77,885	-	-	-	710,400
Fire - Heavy rescue unit replacement	-	-	33,750	32,875	32,000	146,875	52,625	-	-	-	-	298,125
Information Technology - Financial Management	-	-										
Software	-	-	135,000	131,500	128,000	587,500	210,500	-	-	-	-	1,192,500
Newell St. reconstruction (Engine St. to Arch St) -	-	-	-	52,083	50,833	235,417	204,167	107,500	-	-	-	650,000
design	-	-										
FY 21-22 Projects												
DPW Newell St Facilities - salt storage facility	-	-	-	37,813	36,781	168,438	88,688	-	-	-	-	331,719
Thompson Park - Academy Street repair	-	-	-	156,250	152,500	706,250	612,500	322,500	-	-	-	1,950,000
DPW Road Maintenance - 2.5yd3 Front-end Loader	-	-	-	24,063	23,406	107,188	56,438	-	-	-	-	211,094
(1-76)	-	-										
DPW Snow removal - 4x4 snowplow w/wing,	-	-	-	37,125	36,113	165,375	87,075	-	-	-	-	325,688
underbody scraper and spreader (1-15)	-	-	-									
Engineering - GPS receiver and base station	-	-	-	11,875	11,500	32,250	-	-	-	-	-	55,625
Public Square Synthetic Asphalt milling and filling	-	-	-	52,083	50,833	235,417	204,167	107,500	-	-	-	650,000
Newell St. reconstruction (Engine St. to Arch St)	-	-	-	261,458	255,183	1,181,792	1,024,917	539,650	-	-	-	3,263,000
FY 22-23 Projects												
DPW Newell St. Facility - 337 Engine St. Electric	-	-	-	-	21,000	96,000	66,000	-	-	-	-	183,000
Building Envelope Rehab	-	-										
DPW Newell St. Facility - 337 Engine St. Property	-	-	-	-	53,333	246,667	213,333	146,667	-	-	-	660,000
Acquisition / Employee Parking / Storage Area	-	-	-	-								
Sewall's Island Redevelopment (Park and Trail P	-	-	-	-	29,750	136,000	93,500	-	-	-	-	259,250
Municipal Building - window replacements	-	-	-	-	350,000	1,600,000	1,100,000	-	-	-	-	3,050,000
DPW Refuse - Green waste vehicle (1-8)	-	-	-	-	39,600	145,200	-	-	-	-	-	184,800
DPW Road Maintenance - Water flusher truck (1-56)	-	-	-	-	36,000	132,000	-	-	-	-	-	168,000
DPW Road Maintenance - 2.5yd3 Front-end Loader	-	-	-	-	25,900	118,400	81,400	-	-	-	-	225,700
(1-74)	-	-										
DPW Snow Removal - Single axle dump truck with	-	-	-	-	42,000	154,000	-	-	-	-	-	196,000
angle plow, spreader and controls (1-97)	-	-	-	-								
Fire - Engine 8-2 refurbishment	-	-	-	-	29,400	134,400	92,400	-	-	-	-	256,200
Cooper Street Outfall Replacement Phase 2	-	-	-	-	29,333	135,667	117,333	80,667	-	-	-	363,000
Burlington Street recinstruction	-	-	-	-	66,667	308,333	266,667	183,333	-	-	-	825,000
FY 23-24 Projects												
DPW 521 Newell St. Building Envelope	-	-	-	-	-	990,000	840,000	-	-	-	-	1,830,000
Stabilization, Employee Stations, Materials Lift	-	-	-	-	-							
Thompson Park - Visitor Center	-	-	-	-	-	330,000	280,000	-	-	-	-	610,000
DPW Refuse - Green waste vehicle (1-6)	-	-	-	-	-	112,200	95,200	-	-	-	-	207,400
DPW Snow Removal - 4x4 snowplow w/double	-	-	-	-	-							
wing, spreader, underbody scraper (1-21)	-	-	-	-	-	184,800	156,800	-	-	-	-	341,600

	<u>FY 2019/20</u>	<u>FY 2020/21</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>	<u>FY 2023/24</u>	<u>FY 2024/25 - FY</u> <u>2028/29</u>	<u>FY 2029/30 - FY</u> <u>2033/34</u>	<u>FY 2034/35 - FY</u> <u>2038/39</u>	<u>FY 2039/40 - FY</u> <u>2043/44</u>	<u>FY 2044/45 -</u> <u>FY 2048/49</u>	<u>FY 2049/50 -</u> <u>FY 2050/51</u>	<u>TOTAL</u>
DPW Snow Removal - Single axle dump truck with angle plow, spreader and controls (1-42)	-	-	-	-	-	115,500	98,000	-	-	-	-	213,500
Bronson Street reconstruction (800 - 900 blocks)	-	-	-	-	-	456,000	396,000	336,000	-	-	-	1,188,000
	<u>\$ -</u>	<u>\$ 1,378,808</u>	<u>\$ 1,886,881</u>	<u>\$ 2,473,524</u>	<u>\$ 3,134,800</u>	<u>\$ 15,851,421</u>	<u>\$ 10,471,913</u>	<u>\$ 2,578,796</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 37,776,144</u>
<u>GENERAL FUND - Existing and Projected Debt</u>												
<u>Service</u>	<u>\$ 2,874,815</u>	<u>\$ 4,111,492</u>	<u>\$ 4,319,033</u>	<u>\$ 4,849,117</u>	<u>\$ 4,935,762</u>	<u>\$ 22,711,186</u>	<u>\$ 14,369,813</u>	<u>\$ 5,650,971</u>	<u>\$ 615,825</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 64,438,015</u>

**CITY OF WATERTOWN
CAPITAL BUDGET
FY 2019/20 - FY 2023/24**

**Funding
Source**

FY 2019-20

FY 2020-21

FY 2021-22

FY 2022-23

FY 2023-24

GENERAL FUND - Facility Improvements

Downtown						
Franklin Street, Court Street and Coffeen Street Streetscape Enhancement Project	Downtown Re-vitalization Initiative (DRI) Grant	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -
Public Art Project	DRI Grant	\$ 155,000	\$ -	\$ -	\$ -	\$ -
Public Square Fountain Enhancement Project	DRI Grant	\$ 55,000	\$ -	\$ -	\$ -	\$ -
Strauss Memorial Walkway Beautification and Public Art Project	DRI Grant	\$ 375,000	\$ -	\$ -	\$ -	\$ -
Wayfinding Signage and Branding Initiative	DRI Grant	\$ 320,000	\$ -	\$ -	\$ -	\$ -
Total Downtown		\$ 2,405,000	\$ -	\$ -	\$ -	\$ -

DPW Newell Street Facilities						
Newell Street Facilities Assessment	Operating Transfer	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Marble Street Building Demolition	Operating Transfer	\$ -	\$ 30,000	\$ -	\$ -	\$ -
Old Bus Storage Roof Improvements	Operating Transfer	\$ -	\$ -	\$ 35,000	\$ -	\$ -
Salt Storage Facility	Debt	\$ -	\$ -	\$ 275,000	\$ -	\$ -
337 Engine St. Electric Building Envelope Rehabilitation	Debt	\$ -	\$ -	\$ -	\$ 150,000	\$ -
337 Engine St. Property Acquisition / Employee Parking / Storage Area	Debt	\$ -	\$ -	\$ -	\$ 500,000	\$ -
521 Newell St. Building Envelope Stabilization, Employee Stations, Materials Lift	Debt	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000
Total DPW Newell Street Facilities		\$ 50,000	\$ 30,000	\$ 310,000	\$ 650,000	\$ 1,500,000

Fire						
Driveway Apron and sidewalk - State Street Station	Operating Transfer	\$ 40,000	\$ -	\$ -	\$ -	\$ -
Storage Building	Debt	\$ -	\$ 450,000	\$ -	\$ -	\$ -
Driveway Apron and sidewalk - Mill Street Station	Operating Transfer	\$ -	\$ -	\$ -	\$ 40,000	\$ -
Front Apron - Massey Street Station	Operating Transfer	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Total Fire		\$ 40,000	\$ 450,000	\$ -	\$ 40,000	\$ 100,000

**CITY OF WATERTOWN
CAPITAL BUDGET
FY 2019/20 - FY 2023/24**

<u>Funding</u>		<u>Source</u>	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>
Hydro-Electric Facility							
Canal and Forebay Safety Stairs	Operating Transfer		\$ 30,000	\$ -	\$ -	\$ -	\$ -
Canal Debris Removal	Operating Transfer		\$ 35,000	\$ -	\$ -	\$ -	\$ -
Trash / Safety Rack Replacement	Operating Transfer		\$ 45,000	\$ -	\$ -	\$ -	\$ -
Front Sliding Door Replacement	Operating Transfer		\$ 35,000	\$ -	\$ -	\$ -	\$ -
Turbine Roller Bearings	Operating Transfer		\$ -	\$ 120,000	\$ -	\$ -	\$ -
Building Windows	Operating Transfer		\$ -	\$ 35,000	\$ -	\$ -	\$ -
Building Concrete Repairs	Operating Transfer		\$ -	\$ 30,000	\$ -	\$ -	\$ -
Canal Dewater and Maintenance	Operating Transfer		\$ -	\$ -	\$ -	\$ -	\$ 100,000
Total Hydro-electric Facility			\$ 145,000	\$ 185,000	\$ -	\$ -	\$ 100,000

Municipal Building							
HVAC and Building Envelope Evaluation	Operating Transfer		\$ 30,000	\$ -	\$ -	\$ -	\$ -
Air Handling Unit Replacement - City Court	Debt		\$ 175,000	\$ -	\$ -	\$ -	\$ -
Air Handling Unit Replacements (2)	Debt		\$ 175,000	\$ -	\$ -	\$ -	\$ -
Flooring Replacement - 2nd Floor	Operating Transfer		\$ -	\$ 75,000	\$ -	\$ -	\$ -
Penthouse Metal Siding Refinishing	Operating Transfer		\$ -	\$ 25,000	\$ -	\$ -	\$ -
Window Replacements	Debt		\$ -	\$ -	\$ -	\$ 2,500,000	\$ -
Total Municipal Building			\$ 380,000	\$ 100,000	\$ -	\$ 2,500,000	\$ -

Outdoor Recreation							
Clubhouse renovations	Operating Transfer		\$ 35,000	\$ -	\$ -	\$ -	\$ -
Stadium Fence	Operating Transfer		\$ -	\$ 50,000	\$ -	\$ -	\$ -
Scoreboard - Baseball Stadium	Operating Transfer		\$ -	\$ 79,000	\$ -	\$ -	\$ -
Scoreboard - Football Stadium	Operating Transfer		\$ -	\$ -	\$ 25,000	\$ -	\$ -
Total Outdoor Recreation			\$ 35,000	\$ 129,000	\$ 25,000	\$ -	\$ -

Parking Lots							
JB Wise/Court Street Lot Retaining Wall Repair	Operating Transfer		\$ 75,000	\$ -	\$ -	\$ -	\$ -
Total Parking Lots			\$ 75,000	\$ -	\$ -	\$ -	\$ -

**CITY OF WATERTOWN
CAPITAL BUDGET
FY 2019/20 - FY 2023/24**

<u>Funding</u>		<u>Source</u>	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>
Playgrounds							
Portage Street Playground	Operating Transfer	\$ -	\$ 50,000	\$ -	\$ -	\$ -	
Taylor Street Playground	Operating Transfer	\$ -	\$ -	\$ 45,000	\$ -	\$ -	
Total Playgrounds		\$ -	\$ 50,000	\$ 45,000	\$ -	\$ -	

Pools						
Alteri Pool Filter Replacement	Operating Transfer	\$ -	\$ -	\$ -	\$ 125,000	\$ -
Total Pools		\$ -	\$ -	\$ -	\$ 125,000	\$ -

River Parks Development						
Black River Trail Extension	Black River Reserve Fund	\$ 57,000	\$ -	\$ -	\$ -	\$ -
Downtown Riverfront Connection Project (J.B. Wise Parking Lot to Newell Street)	Grant (75%) / Operating Transfer (25%)	\$ -	\$ 400,000	\$ -	\$ -	\$ -
Factory Square Park - Trail Connection to Factory Street	Black River Reserve Fund	\$ -	\$ 60,000	\$ -	\$ -	\$ -
Veterans Memorial Riverwalk and Whitewater Park Pedestrian Connection / Newell St. Streetscape Enhancement Project	Grant (75%) / Operating Transfer (25%)	\$ -	\$ -	\$ 500,000	\$ -	\$ -
Veteran's Memorial Walkway Pavillion Roof Replacement	Operating Funds	\$ -	\$ -	\$ 30,000	\$ -	\$ -
Sewall's Island Park and Trail Project	Grant (75%) / Debt (25%)	\$ -	\$ -	\$ -	\$ 850,000	\$ -
Newell Street Riverfront District Gateway Improvements & Hawk Street Enhancement	Grant (75%) / Operating Transfer (25%)	\$ -	\$ -	\$ -	\$ 250,000	\$ -
Black River Trail - Water Street Rail Trail	Grant (75%) / Operating Transfer (25%)	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Riverfront Parks Surface Enhancement Project (Whitewater Park & Fairgrounds Trail)	Grant (75%) / Operating Transfer (25%)	\$ -	\$ -	\$ -	\$ -	\$ 350,000
Total River Parks Development		\$ 57,000	\$ 460,000	\$ 530,000	\$ 1,100,000	\$ 600,000

**CITY OF WATERTOWN
CAPITAL BUDGET
FY 2019/20 - FY 2023/24**

**Funding
Source**

FY 2019-20

FY 2020-21

FY 2021-22

FY 2022-23

FY 2023-24

Thompson Park						
Pinnacle Wood Walk Wall Rehabilitation	Debt	\$ -	\$ 150,000	\$ -	\$ -	\$ -
Quonset Hut Building Improvements	Operating Transfer	\$ -	\$ 25,000	\$ -	\$ -	\$ -
East Down Improvements (restrooms, parking and trail development) (Project is contingent upon Friends of Thompson Park fundraising efforts)	Grant (50%)/ Donations (50%)	\$ -	\$ 500,000	\$ -	\$ -	\$ -
North Down Drive Wall Repair	Operating Transfer	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Street Repair - Academy Street Entrance	Debt	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -
Vistor Center (Project is contingent upon Friends of Thompson Park fundraising efforts)	Grant (50%)/ Donations (50%)	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
Total Thompson Park		\$ -	\$ 675,000	\$ 1,600,000	\$ -	\$ 1,000,000

Total Facility Improvements	\$ 3,187,000	\$ 2,079,000	\$ 2,510,000	\$ 4,415,000	\$ 3,300,000
Debt	\$ 350,000	\$ 600,000	\$ 1,775,000	\$ 3,362,500	\$ 1,500,000
Operating Fund Transfer	\$ 375,000	\$ 619,000	\$ 360,000	\$ 227,500	\$ 350,000
Grant	\$ 2,462,000	\$ 860,000	\$ 375,000	\$ 825,000	\$ 1,450,000
Reserve Fund Transfer	\$ -	\$ -	\$ -	\$ -	\$ -
Total Facility Improvements By Funding Sources	\$ 3,187,000	\$ 2,079,000	\$ 2,510,000	\$ 4,415,000	\$ 3,300,000

**CITY OF WATERTOWN
CAPITAL BUDGET
FY 2019/20 - FY 2023/24**

Funding

Source

FY 2019-20

FY 2020-21

FY 2021-22

FY 2022-23

FY 2023-24

GENERAL FUND - Vehicles and Equipment

Arena						
Zamboni (3-15)	Operating Transfer	\$ -	\$ 110,000	\$ -	\$ -	\$ -
Total Arena		\$ -	\$ 110,000	\$ -	\$ -	\$ -

Bus						
Shuttle Bus	Grant (90%)/ Operating Transfer (10%)	\$ 185,000	\$ -	\$ -	\$ -	\$ -
Transit Bus (30 - 35 ft.)	Grant (90%)/ Operating Transfer (10%)	\$ -	\$ 450,000	\$ -	\$ -	\$ -
Pickup Truck with Plow and Lift Gate (B-1)	Grant (90%)/ Operating Transfer (10%)	\$ -	\$ -	\$ 45,000	\$ -	\$ -
Para-transit Bus	Grant (90%)/ Operating Transfer (10%)	\$ -	\$ -	\$ 70,000	\$ -	\$ -
Total Bus		\$ 185,000	\$ 450,000	\$ 115,000	\$ -	\$ -

Electric						
Aerial Service Truck (6-1)	Capital Reserve Fund	\$ -	\$ 140,000	\$ -	\$ -	\$ -
Digger and Pole Setting Truck (used) (6-06)	Operating Transfer	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Total Electric		\$ -	\$ 140,000	\$ -	\$ -	\$ 75,000

Engineering						
GPS Receiver and Base Station	Operating Transfer	\$ -	\$ -	\$ 50,000	\$ -	\$ -
Total Engineering		\$ -	\$ -	\$ 50,000	\$ -	\$ -

**CITY OF WATERTOWN
CAPITAL BUDGET
FY 2019/20 - FY 2023/24**

<u>Funding</u>		<u>Source</u>	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>
Fire							
Ladder Truck 1 Refurbishment	Debt	\$	220,000	\$ -	\$ -	\$ -	\$ -
Ladder Truck 2 Replacement	Debt	\$	-	\$ 1,335,000	\$ -	\$ -	\$ -
Engine 4 Replacement	Debt	\$	-	\$ 555,000	\$ -	\$ -	\$ -
Crew Cab Pickup Truck (8-14)	Operating Transfer	\$	-	\$ 50,000	\$ -	\$ -	\$ -
Heavy Rescue Vehicle	Debt	\$	-	\$ 250,000	\$ -	\$ -	\$ -
Vehicle Replacement (8-16)	Operating Transfer	\$	-	\$ 46,000	\$ -	\$ -	\$ -
Vehicle Replacement (8-13)	Operating Transfer	\$	-	\$ 42,000			
Vehicle Replacement (8-12)	Operating Transfer	\$	-	\$ -	\$ 48,000	\$ -	\$ -
RIT Vehicle Replacement (8-17)	Operating Transfer	\$	-	\$ -	\$ 56,000	\$ -	\$ -
Engine 2 Refurbishment	Debt	\$	-	\$ -	\$ -	\$ 210,000	\$ -
Total Fire		\$	220,000	\$ 2,278,000	\$ 104,000	\$ 210,000	\$ -
Information Technology							
Financial Management Software	Debt	\$	-	\$ 1,000,000	\$ -	\$ -	\$ -
Telephone System	Operating Transfer	\$	-	\$ -	\$ 100,000	\$ -	\$ -
Total Information Technology		\$	-	\$ 1,000,000	\$ 100,000	\$ -	\$ -
Maintenance of Roads							
Regenerative Air Street Sweeper (1-61)	Debt	\$	-	\$ 195,000	\$ -	\$ -	\$ -
Double Drum Roller (1-63), (1-62)	Operating Transfer	\$	-	\$ 55,000	\$ -	\$ -	\$ 55,000
Semi-tractor (Used) (1-48)	Operating Transfer	\$	-	\$ 75,000	\$ -	\$ -	\$ -
Lowboy Trailer (35T) (1-48T)	Operating Transfer	\$	-	\$ -	\$ 55,000	\$ -	\$ -
Skid Steer Loader (1-92)	Operating Transfer	\$	-	\$ -	\$ 50,000	\$ -	\$ -
Dual Wheel Pickup Truck with Service Body (1-25), (1-89)	Operating Transfer	\$	-	\$ -	\$ 45,000	\$ 45,000	\$ -
Front-end Loader (2.5yd3) (1-74), (1-76)	Debt	\$	-	\$ -	\$ 175,000	\$ 185,000	\$ -
Water flusher truck (1-56)	Debt	\$	-	\$ -	\$ -	\$ 150,000	\$ -
Total Maintenance of Roads		\$	-	\$ 325,000	\$ 325,000	\$ 380,000	\$ 55,000

**CITY OF WATERTOWN
CAPITAL BUDGET
FY 2019/20 - FY 2023/24**

Funding

Source

FY 2019-20

FY 2020-21

FY 2021-22

FY 2022-23

FY 2023-24

Municipal Maintenance						
Stump Grinder (used) (1-106)	Operating Transfer	\$ -	\$ 40,000	\$ -	\$ -	\$ -
Pickup Truck with Service Body (1-46)	Operating Transfer	\$ -	\$ 45,000	\$ -	\$ -	\$ -
Brush Chipper (1-105)	Operating Transfer	\$ -	\$ -	\$ 65,000	\$ -	\$ -
Total Municipal Maintenance		\$ -	\$ 85,000	\$ 65,000	\$ -	\$ -

Outdoor Recreation						
Utility Cart	Operating Transfer	\$ -	\$ 25,000	\$ -	\$ -	\$ -
Mower (3-03)	Operating Transfer	\$ -	\$ 101,000	\$ -	\$ -	\$ -
Total Outdoor Recreation		\$ -	\$ 126,000	\$ -	\$ -	\$ -

Police						
Marked Patrol Vehicles	Operating Transfer	\$ -	\$ 175,000	\$ 177,000	\$ 179,000	\$ 181,000
Un-marked Vehicles	Operating Transfer	\$ -	\$ 82,000	\$ 42,000	\$ 43,000	\$ 44,000
License Plate Reader System	Operating Transfer	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 25,000
Body Worn Cameras	Operating Transfer	\$ -	\$ 30,000	\$ -	\$ -	\$ -
K9 Vehicle and new Dog	Operating Transfer	\$ -	\$ -	\$ 61,000	\$ -	\$ -
SRT Transport Van	Operating Transfer	\$ -	\$ -	\$ -	\$ 75,000	\$ -
Total Police		\$ -	\$ 312,000	\$ 280,000	\$ 322,000	\$ 250,000

Pools						
Pickup Truck (3-07)	Operating Transfer	\$ -	\$ 34,000	\$ -	\$ -	\$ -
		\$ -	\$ 34,000	\$ -	\$ -	\$ -

Refuse and Recycle						
Green Waste Vehicle (1-8), (1-6)	Debt	\$ -	\$ -	\$ -	\$ 165,000	\$ 170,000
Total Refuse and Recycle		\$ -	\$ -	\$ -	\$ 165,000	\$ 170,000

**CITY OF WATERTOWN
CAPITAL BUDGET
FY 2019/20 - FY 2023/24**

Funding

Source

FY 2019-20

FY 2020-21

FY 2021-22

FY 2022-23

FY 2023-24

Snow Removal						
4x4 Snow Plow with Wing, Underbody Scraper and Sander (1-17), (1-15), (1-21)	Capital Reserve Fund / Debt	\$ 260,000	\$ -	\$ 270,000	\$ -	\$ 280,000
4x4 Pickup with Plow and Liftgate (1-79)	Operating Transfer	\$ -	\$ 42,000	\$ -	\$ -	\$ -
Tandem Axle Dump truck (1-14)	Debt	\$ -	\$ 175,000	\$ -	\$ -	\$ -
Dual wheel pickup truck w/service body (1-26)	Operating Transfer	\$ -	\$ -	\$ 45,000	\$ -	\$ -
Single Axle Dump Truck with Angle Plow, Spreader and Controls (1-97), (1-42)	Debt	\$ -	\$ -	\$ -	\$ 175,000	\$ 175,000
Total Snow Removal		\$ 260,000	\$ 217,000	\$ 315,000	\$ 175,000	\$ 455,000

Storm Sewers						
Sewer Cleaner/Vac Truck (split 50% with Sewer Fund)	Debt	\$ 195,000	\$ -	\$ -	\$ -	\$ -
Dual Wheel Pickup Truck with Service Body (1-28)	Operating Transfer	\$ -	\$ 45,000	\$ -	\$ -	\$ -
Hydraulic Excavator (Used) (split 50% with Sewer Fund) (1-10)	Operating Transfer	\$ -	\$ -	\$ -	\$ 90,000	\$ -
Total Storm Sewers		\$ 195,000	\$ 45,000	\$ -	\$ 90,000	\$ -

Thompson Park						
Mower (4-03)	Operating Transfer	\$ -	\$ 61,000	\$ -	\$ -	\$ -
Trash Packer (4-07)	Operating Transfer	\$ -	\$ 100,000	\$ -	\$ -	\$ -
Pickup truck with plow and liftgate	Operating Transfer	\$ -	\$ -	\$ 45,000	\$ -	\$ -
Multi-Purpose Utility Vehicle (New)	Operating Transfer	\$ -	\$ -	\$ -	\$ 28,000	\$ -
Total Thompson Park		\$ -	\$ 161,000	\$ 45,000	\$ 28,000	\$ -

Total Vehicles and Equipment		\$ 860,000	\$ 5,283,000	\$ 1,399,000	\$ 1,370,000	\$ 1,005,000
Debt		\$ 415,000	\$ 3,510,000	\$ 445,000	\$ 885,000	\$ 625,000
Operating Fund Transfer		\$ 37,000	\$ 1,273,000	\$ 862,000	\$ 485,000	\$ 380,000
Grant		\$ 148,000	\$ 360,000	\$ 92,000	\$ -	\$ -
Reserve Fund Transfer		\$ 260,000	\$ 140,000	\$ -	\$ -	\$ -
Total Vehicles and Equipment By Funding Sources		\$ 860,000	\$ 5,283,000	\$ 1,399,000	\$ 1,370,000	\$ 1,005,000

**CITY OF WATERTOWN
CAPITAL BUDGET
FY 2019/20 - FY 2023/24**

**Funding
Source**

FY 2019-20

FY 2020-21

FY 2021-22

FY 2022-23

FY 2023-24

GENERAL FUND - Infrastructure

Maintenance of Bridges						
Vanduzee Street Bridge Rehabilitation	Operating Transfer	\$ 100,000	\$ -	\$ -	\$ -	\$ -
Mill Street Bridge (South span) Rehabilitation	Operating Transfer	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Total Maintenance of Bridges		\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -

Traffic Signals						
Massey Street South / Stone Street Upgrade	Grant (CHIPS)	\$ 70,000	\$ -	\$ -	\$ -	\$ -
Downtown Public Square Traffic Signal Coordination	Grant (80%) Operating Transfer (20%)	\$ 135,000	\$ 370,000	\$ -	\$ -	\$ -
Massey Street North / Coffeen Street Upgrade	Grant (CHIPS)	\$ -	\$ 75,000	\$ -	\$ -	\$ -
Coffeen Street / Bellew Avenue Upgrade	Grant (CHIPS)	\$ -	\$ 60,000	\$ -	\$ -	\$ -
Pearl Street/East Main Street/Starbuck Avenue Rebuild	Grant (CHIPS)	\$ -	\$ -	\$ 190,000	\$ -	\$ -
Main Street West / Leray Street Upgrade	Grant (CHIPS)	\$ -	\$ -	\$ -	\$ 90,000	\$ -
Total Traffic Signals		\$ 205,000	\$ 505,000	\$ 190,000	\$ 90,000	\$ -

Sidewalk Construction						
Sidewalk Program - Special Assessment Districts	Property Owner (75%) / Operating Transfer (25%)	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Sidewalk Program - Community Development Block Grant Districts	Grant	\$ 240,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
ADA Ramps (CHIPS)	Grant	\$ 280,000	\$ -	\$ -	\$ -	\$ -
ADA Ramps (CDBG)	Grant	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Newell Street (Engine Street to Arch Street)	Debt	\$ -	\$ -	\$ 300,000	\$ -	\$ -
Burlington Street	Debt	\$ -	\$ -	\$ -	\$ 135,000	\$ -
Bronson Street (800-900 blocks)	Debt	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Total Sidewalk Construction		\$ 820,000	\$ 650,000	\$ 950,000	\$ 785,000	\$ 800,000

Storm Sewers						
Newell Street (Engine Street to Arch Street)	Debt	\$ -	\$ -	\$ 410,000	\$ -	\$ -
Cooper Street Outfall Phase 2	Debt	\$ -	\$ -	\$ -	\$ 275,000	\$ -
Burlington Street	Debt	\$ -	\$ -	\$ -	\$ 90,000	\$ -
Bronson Street (800-900 blocks)	Debt	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Total Storm Sewers		\$ -	\$ -	\$ 410,000	\$ 365,000	\$ 300,000

**CITY OF WATERTOWN
CAPITAL BUDGET
FY 2019/20 - FY 2023/24**

Funding Source		FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
Street Construction						
CHIPS Streets	Grant	\$ 550,750	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Massey Street - Coffeen Street - Court Street Bridge	Grant (80%) / Debt (20%)	\$ 6,740,000	\$ -	\$ -	\$ -	\$ -
Huntington Street Wall Repair	Operating Transfer	\$ -	\$ 60,000	\$ -	\$ -	\$ -
Newell Street (Engine Street to Arch Street)	Debt	\$ -	\$ 500,000	\$ 1,800,000	\$ -	\$ -
Public Square Synthetic Asphalt	Debt	\$ -	\$ -	\$ 500,000	\$ -	\$ -
Burlington Street	Debt	\$ -	\$ -	\$ -	\$ 400,000	\$ -
Bronson Street (800-900 blocks)	Debt	\$ -	\$ -	\$ -	\$ -	\$ 450,000
Total Street Construction		\$ 7,290,750	\$ 1,060,000	\$ 2,800,000	\$ 900,000	\$ 950,000

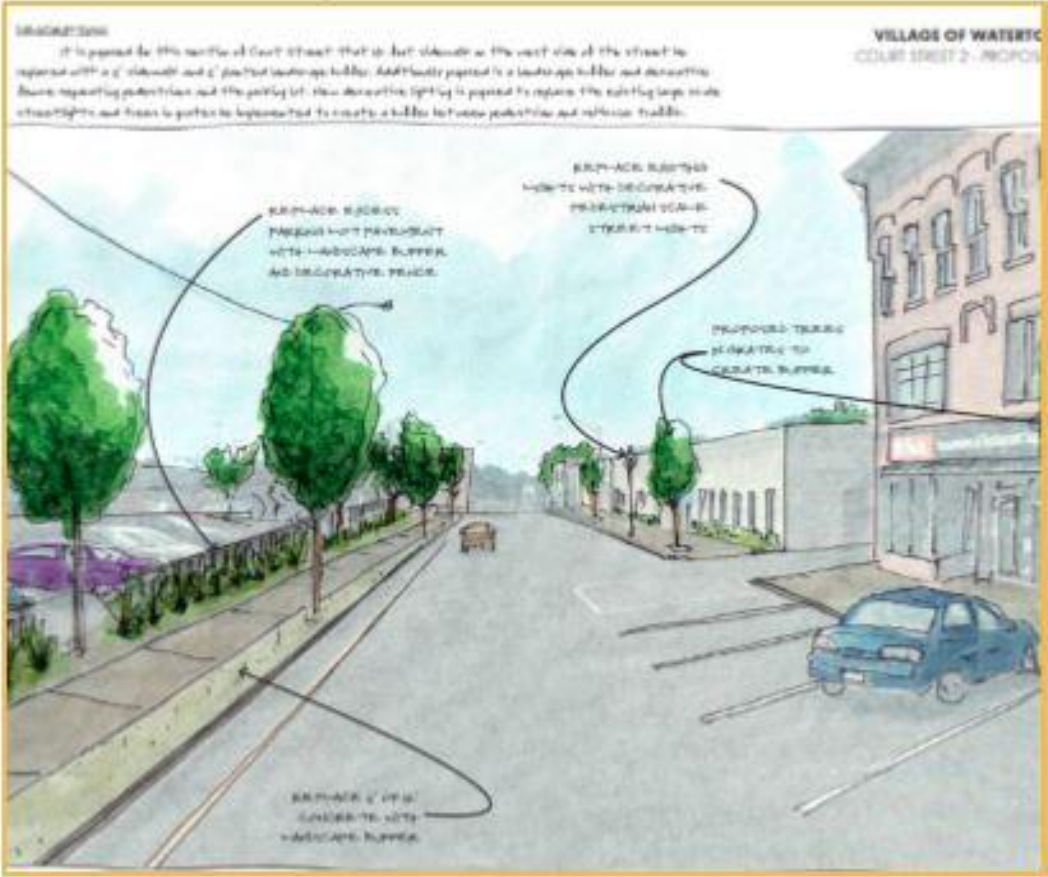
Debt	\$ 1,348,000	\$ 500,000	\$ 3,010,000	\$ 900,000	\$ 900,000
Operating Fund Transfer	\$ 202,000	\$ 209,000	\$ 175,000	\$ 75,000	\$ 75,000
Grant	\$ 6,705,750	\$ 1,281,000	\$ 1,040,000	\$ 940,000	\$ 850,000
Reserve Fund Transfer	\$ -	\$ -	\$ -	\$ -	\$ -
Property Owner	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000
Total Infrastructure By Funding Sources	\$ 8,480,750	\$ 2,215,000	\$ 4,450,000	\$ 2,140,000	\$ 2,050,000

GENERAL FUND GRAND TOTAL	\$ 12,462,750	\$ 9,577,000	\$ 8,359,000	\$ 7,925,000	\$ 6,355,000
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Facility Improvements	\$ 3,187,000	\$ 2,079,000	\$ 2,510,000	\$ 4,415,000	\$ 3,300,000
Vehicles and Equipment	\$ 860,000	\$ 5,283,000	\$ 1,399,000	\$ 1,370,000	\$ 1,005,000
Maintenance of Bridges	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -
Traffic Signals	\$ 205,000	\$ 505,000	\$ 190,000	\$ 90,000	\$ -
Sidewalk Reconstruction	\$ 820,000	\$ 650,000	\$ 950,000	\$ 785,000	\$ 800,000
Storm Sewers	\$ -	\$ -	\$ 410,000	\$ 365,000	\$ 300,000
Street Reconstruction	\$ 7,290,750	\$ 1,060,000	\$ 2,800,000	\$ 900,000	\$ 950,000
General Fund Grand Total by Category	\$ 12,462,750	\$ 9,577,000	\$ 8,359,000	\$ 7,925,000	\$ 6,355,000

Debt	\$ 2,113,000	\$ 4,610,000	\$ 5,230,000	\$ 5,147,500	\$ 3,025,000
Operating Fund transfer	\$ 614,000	\$ 2,101,000	\$ 1,397,000	\$ 787,500	\$ 805,000
Grant	\$ 9,315,750	\$ 2,501,000	\$ 1,507,000	\$ 1,765,000	\$ 2,300,000
Reserve Fund Transfer	\$ 260,000	\$ 140,000	\$ -	\$ -	\$ -
Property Owner	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000
General Fund Grand Total By Funding Sources	\$ 12,527,750	\$ 9,577,000	\$ 8,359,000	\$ 7,925,000	\$ 6,355,000


FISCAL YEAR 2019-2020 CAPITAL BUDGET FACILITY IMPROVEMENTS DOWNTOWN

PROJECT DESCRIPTION	COST
<p>Franklin Street, Court Street and Coffeen Street Streetscape Enhancement Project</p> <p>This project will involve the design and construction of streetscape enhancements to the 200 Block of Franklin St., 100-400 Blocks of Court St. and the 200 Block of Coffeen St. to make the public realm more inviting to pedestrians and strengthen the downtown business environment. Improvements in these areas will include site preparation, drainage, sidewalks, curbing, walkway paving, railings, lighting, landscaping and plantings.</p>  <p>Funding to support this project will be through a Downtown Revitalization Initiative Grant through the NYS Department of State.</p>	<p>\$1,500,000</p>
TOTAL	\$1,500,000


**FISCAL YEAR 2019-2020
CAPITAL BUDGET
FACILITY IMPROVEMENTS
DOWNTOWN**

PROJECT DESCRIPTION	COST
<p>Public Art Project</p> <p>This project will involve the creation and installation of a cohesive group of art and sculptures strategically placed around Downtown that will highlight the beauty of Watertown and engage visitors. The project aims to bring new life to the public realm in Downtown through the placement of strategically placed and designed public art installations.</p>  <p>Funding to support this project will be through a Downtown Revitalization Initiative Grant through NYS Homes and Community Renewal.</p>	<p>\$155,000</p>
TOTAL	\$155,000

**FISCAL YEAR 2019-2020
CAPITAL BUDGET
FACILITY IMPROVEMENTS
DOWNTOWN**

PROJECT DESCRIPTION	COST
<p>Public Square Fountain Enhancement Project</p> <p>This project will involve the design and construction of enhancements to the Public Square Fountain. Improvements will include repainting of the fountain and the installation of a replica of the decorative wrought-iron fence that once surrounded the fountain.</p>  <p>Funding to support this project will be through a Downtown Revitalization Initiative Grant through the NYS Department of State.</p>	<p>\$55,000</p>
TOTAL	\$55,000

FISCAL YEAR 2019-2020
CAPITAL BUDGET
FACILITY IMPROVEMENTS
DOWNTOWN

PROJECT DESCRIPTION	COST
<p data-bbox="159 438 1136 478">Strauss Memorial Walkway Beautification and Public Art Project</p> <p data-bbox="159 516 1234 697">This project will involve the design and construction of enhancements to the Strauss Memorial Walkway to provide a more inviting and safe pedestrian connection between Public Square, the JB Wise Parking Lot, and JB Wise Place. Improvements will include site preparation, upgrades to sidewalks, railings, lighting, landscaping, repairs to building walls, entrance archways, and a painted mural or other public art.</p>  <p data-bbox="159 1812 1234 1881">Funding to support this project will be through a Downtown Revitalization Initiative Grant through the NYS Department of State.</p>	<p data-bbox="1284 438 1446 478">\$375,000</p>
TOTAL	\$375,000



**FISCAL YEAR 2019-2020
CAPITAL BUDGET
FACILITY IMPROVEMENTS
DOWNTOWN**

PROJECT DESCRIPTION	COST
<p>Wayfinding Signage and Branding Initiative</p> <p>This project will involve the creation of a branded and coordinated wayfinding signage system to provide direction to downtown attractions and parking facilities. The project includes brand development, location strategizing, fabrication and installation of the signage. It will also include a Downtown website/app to allow users to locate key locations and obtain information on electronic devices. Signage types may include directional, gateway, and interpretive signs and kiosks.</p>  <p>Funding to support this project will be through a Downtown Revitalization Initiative Grant through the NYS Department of State.</p>	<p>\$320,000</p>
TOTAL	\$320,000

**FISCAL YEAR 2018-2019
CAPITAL BUDGET
FACILITY IMPROVEMENTS
DEPARTMENT OF PUBLIC WORKS**

PROJECT DESCRIPTION	COST
<p>Facilities Assessment</p> <p>This request is to conduct an assessment of the current Public Works facility on Newell St. The administration building which dates back to the 1800s, is generally sound, but the building envelop is rapidly deteriorating requiring significant yearly expenditures to stabilize. As a Public Works facility, the current structure does not lend itself to an efficient operation. Employee facilities are poor at best and in some cases lacking entirely. Issues with material storage areas, salt storage & containment as well as limited employee/public parking will require additional capital resources in the near future. Before making any further capital expenditures on the existing structure, this assessment is required to provide a plan moving forward and will include recommendations on the feasibility of staying in our current location vs moving to a new site, the optimum space requirements for the operation, preliminary cost estimates and a schedule for implementation of the plan.</p>  <p>Funding to support this project will be from a transfer from the General Fund (A.9950.0900).</p>	<p>\$50,000</p>
TOTAL	\$50,000



**FISCAL YEAR 2018-2019
CAPITAL BUDGET
FACILITY IMPROVEMENTS
FIRE**

PROJECT DESCRIPTION	COST
<p>Station #2 – Driveway Apron</p> <p>The front apron and sidewalk at Station 2 is in need of replacement. The Engineering Department has looked at the project and estimates that the existing pavement needs to be replaced and the sidewalk that is buckled will be lowered to enhance snow removal. The project is estimated to have a general contractor do the work as DPW may not have time in their normal street work project schedule.</p>   <p>Funding to support this project will be from a transfer from the General Fund (A.9950.0900).</p>	<p>\$40,000</p>
TOTAL	\$40,000


**FISCAL YEAR 2019-2020
CAPITAL BUDGET
FACILITY IMPROVEMENTS
HYDRO-ELECTRIC FACILITY**

PROJECT DESCRIPTION	COST
<p>Canal and Forebay Safety Stairs Project:</p> <p>During the 2018 construction season the hydro plant's crew, along with crew members from various contractors, had to get down into the canal and forebay areas. In the construction season of 2019, there will also be a need for various crews to get into the canal and forebay area to perform repairs. The current ladders and other ways to gain access to these areas are a serious safety issue. The plan is to install retractable safety stairs in both areas.</p> <div data-bbox="280 774 1117 1247" data-label="Image"> </div> <div data-bbox="370 1278 1027 1772" data-label="Image"> </div> <p>Funding to support this project will be through a transfer from the General Fund (A.9950.0900).</p>	<p>\$30,000</p>
TOTAL	\$30,000


**FISCAL YEAR 2019-2020
CAPITAL BUDGET
FACILITY IMPROVEMENTS
HYDRO-ELECTRIC FACILITY**

PROJECT DESCRIPTION	COST
<p>Canal Debris Removal Project:</p> <p>In 2018 the canal had to be dewatered for various projects. When this was done it was discovered that the canal has a large amount of debris in it. This debris consists of sand, stones, small branches, large branches, and different forms of trash. The largest pile is in front of the trash racks, and is over 5 feet high. It is estimated that there is around 300 CY of material that needs to be removed. Removal of this material should cut down on the production of frazzle ice, which is a major contributor to the loss of production in the winter.</p>   <p>Funding to support this project will be through a transfer from the General Fund (A.9950.0900).</p>	<p>\$35,000</p>
TOTAL	\$35,000


**FISCAL YEAR 2019-2020
CAPITAL BUDGET
FACILITY IMPROVEMENTS
HYDRO-ELECTRIC FACILITY**

PROJECT DESCRIPTION	COST
<p>Trash / Safety Rack Replacement Project:</p> <p>During the 2017 – 2018 winter, the ice that formed in the forebay area damaged the trash rack in front of the Unit 2 intake. A section of the rack had to be cut out to allow the sluice gated to be closed for a repair project. Because the I-beams were also damaged, the entire rack needs to be replaced.</p>  <p>Funding to support this project will be through a transfer from the General Fund (A.9950.0900).</p>	<p>\$45,000</p>
TOTAL	\$45,000



**FISCAL YEAR 2019-2020
CAPITAL BUDGET
FACILITY IMPROVEMENTS
HYDRO-ELECTRIC FACILITY**

PROJECT DESCRIPTION	COST
<p>Hydro Plant Front Sliding Door Replacement Project:</p> <p>In 2018 the hydro plant's sliding front door had to be used on a daily basis. The door is almost ninety years old and has begun to fall apart. At least one glass panel has broken, and a few wooden sections of the door have started to break down. Sheets of particle board were attached to the door to keep it from falling apart. The door will be needed for upcoming projects.</p>   <p>Funding to support this project will be through a transfer from the General Fund (A.9950.0900).</p>	<p>\$35,000</p>
TOTAL	\$35,000


**FISCAL YEAR 2019-2020
CAPITAL BUDGET
FACILITY IMPROVEMENTS
MUNICIPAL BUILDING**

PROJECT DESCRIPTION	COST
<p>HVAC and Building Envelope Evaluation</p> <p>This project will evaluate deficiencies of the existing building envelope of City Hall, including poor insulation, leaky and drafty windows and doors, baseboard heating loop replacement, lighting, and other energy efficiency opportunities. Preliminary design options and cost estimates will be provided in a Design Report, to establish a funding baseline for final design and construction.</p>  <p>Funding to support this project will be from a transfer from the General Fund (A.9950.0900).</p>	<p>\$30,000</p>
TOTAL	\$30,000


**FISCAL YEAR 2019-2020
CAPITAL BUDGET
FACILITY IMPROVEMENTS
FAIRGROUNDS**

PROJECT DESCRIPTION	COST
<p>Main Baseball Field – Clubhouse Renovations</p> <p>The Parks and Recreation Department is proposing new shower surface upgrades to the clubhouse at the main ball field. These renovations will include new tile surfacing to the floor and a portion of the walls. By adding new tile, it not only will help aesthetically, but will make it easier to maintain cleanliness. As seen the photo below, mold is a problem. In present condition, the showers require regular scraping and painting to maintain cleanliness and to uphold their appearance.</p>   <p>Funding to support this project will be from a transfer from the General Fund (A.9950.0900 - \$18,000) and the Tourism Fund (\$17,000).</p>	<p>\$35,000</p>
TOTAL	\$35,000

**FISCAL YEAR 2019-2020
CAPITAL BUDGET
FACILITY IMPROVEMENTS
PARKING LOTS**

PROJECT DESCRIPTION	COST
<p>J.B. Wise / Court Street Retaining Wall Repair</p> <p>This project includes restoration work to the existing Stone Retaining Wall due to severely deteriorated mortar and now is reverted back to sand composite. The mortar deterioration is causing the Stone Retaining Wall structure to be compromised and therefore mortar repointing is critically necessary.</p> <p>Restoration Project includes removal of plant life, mortar repointing, replacing missing stone, and cleaning the Stone Wall.</p>  <p>Funding to support this project will be from a transfer from the General Fund (A.9950.0900).</p>	<p>\$75,000</p>
TOTAL	\$75,000


**FISCAL YEAR 2019-2020
CAPITAL BUDGET
FACILITY IMPROVEMENTS
RIVER PARKS DEVELOPMENT**

PROJECT DESCRIPTION	COST
<p>Black River Trail Connection to Waterworks Park – Construction</p> <p>This project involves constructing approximately 2,700 linear feet of asphalt trail to extend the Black River Trail from its current terminus at Walker Ave. to Waterworks Park via Eastern Blvd. and Huntington St. In April 2017, the NYS Office of Parks, Recreation and Historic Preservation, Thousand Islands Region was awarded a \$760,000 Transportation Alternatives Program grant for the project. The City was a co-applicant for the project and the City's share of the local match is \$57,000, which will be met using funds set aside for riverfront improvements in the City's Black River Fund.</p>  <p>Funding to support this project will be through a transfer from the Black River Fund.</p>	<p>\$57,000</p>
TOTAL	\$57,000

**FISCAL YEAR 2019-2020
CAPITAL BUDGET
VEHICLES AND EQUIPMENT
BUS**

PROJECT DESCRIPTION	COST
<p>Shuttle Bus</p> <p>This request is to purchase a 17 passenger, low floor, fully ADA accessible Shuttle Bus to augment the existing CitiBus Fleet providing extra capacity on high demand routes. This will be the same type of unit as purchased in 2018 for fixed route service. This bus will serve additional routes for special events over the Holiday Season as well as during events requiring shuttle service from remote parking facilities. It is anticipated this vehicle may serve as the first unit to be deployed on a future Fort Drum Shuttle Service.</p> <p>Funding for this purchase will be through a 2018 New York State Modernization and Enhancement Program Grant with a 10% local match.</p>  <p>Funding to support this project will be from Federal reimbursements (\$148,000), NYS reimbursements (\$18,500) and through a transfer from the General Fund (\$18,500) (A.9950.0900).</p>	<p>\$185,000</p>
TOTAL	\$185,000

**FISCAL YEAR 2019-2020
CAPITAL BUDGET
VEHICLES AND EQUIPMENT
FIRE**

PROJECT DESCRIPTION	COST
<p>Refurbishment of Ladder Truck 1(8-1)</p> <p>Truck 1 is a 2004 Pierce aerial platform with a 2000 gpm pump and 300 gallon water tank. It is able to reach an elevation of 100' above ground level and is able to extend to 7 degrees below the level of the turn table. This vehicle currently is on its second speedometer recording 389 road miles and 155 engine hours. It currently has issues with bedding the ladder, air conditioner not functioning and has had the flex plate between the motor and transmission replaced. This vehicle has independent front suspension and having the vehicle refurbished would include an in depth look into its front end. As the ladder is constructed of steel and is painted, the refurbishment would also include an aerial inspection, surface prep and new paint for not only the ladder, but the other outward surfaces. This was moved to this fiscal year so that the new aerial could be placed in service prior to this vehicle being refurbished. We currently do not know the effects of corrosion on this vehicles frame. It is not recommended that we rely on the 1986 ladder truck as our primary ladder when this vehicle is out being refurbished, as it is likely to take up to 6 months for this project and Truck 2 is becoming less reliable and is less safe due to its age</p>  <p>Funding to support this project will be through the issuance of a 10 year serial bond with projected FY 2020-21 debt service of \$28,600.</p>	<p>\$220,000</p>
TOTAL	\$220,000


**FISCAL YEAR 2019-2020
CAPITAL BUDGET
VEHICLES AND EQUIPMENT
SNOW REMOVAL**

PROJECT DESCRIPTION	COST
<p>4x4 Snow Plow with Wing, Underbody Scraper and Spreader (1-17)</p> <p>Vehicle 1-17 is a 1987 Mack all wheel drive snow plow with a single right hand wing and underbody scraper. Parts are becoming very difficult to source, especially specific OEM parts. The hour meter reads approximately 4700 hours. It is not a true total time on the unit. It was a main line plow until three years ago. It has reached the end of its life cycle. The unit will be replaced with a year around use vehicle. A dump body will be installed for general construction use in the non-winter months. The dump box will have an under the floor built-in spreader unit. The chassis will be an all wheel drive unit and be equipped with a right hand wing that can be removed in the non-winter season. An underbody scraper will also be installed. The spreader will have ground speed material spreading capability for applying the proper level of de-icing material as conditions warrant along with the provision for pre-wetting salt. The truck will also be equipped with a safety back up camera system.</p>  <p>Funding to support this project will be from a transfer from the General Fund Capital Reserve Fund (A.9950.0900).</p>	<p>\$260,000</p>
TOTAL	\$260,000

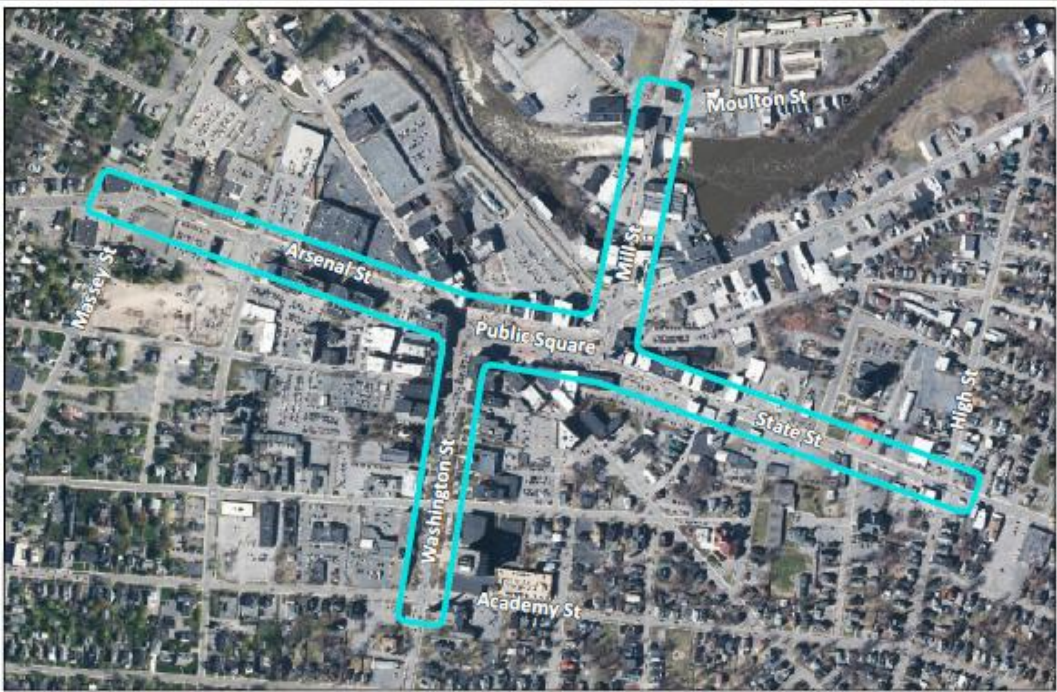
**FISCAL YEAR 2019-2020
CAPITAL BUDGET
VEHICLES AND EQUIPMENT
STORM SEWER**

PROJECT DESCRIPTION	COST
<p>Sewer Cleaner/Vac Truck (1-071)</p> <p>This request is to replace the Departments 2009 Vac-Con Combination Sewer Cleaner. We consider this as an indispensable asset to insure proper operation of the Cities sewer collection system. This truck is equipped with a high pressure sewer jetting pump and 500 feet of hose for cleaning sanitary and storm sewer pipes. The unit is also equipped with a 3 stage centrifugal compressor and tubing which vacuums debris from sanitary manholes and storm sewer drains. The unit also functions as a hydro-excavator to assist with sewer main repair work and lift station maintenance. The current units has had numerous repairs to the compressor unit as well as the water system. The debris tank is showing signs of wear and will require repairs in the near future.</p>  <p>Funding to support this project will be through the issuance of a 10 year serial bond with projected FY 2020-21 debt service of \$25,350 for the General Fund and a transfer from the Sewer Fund for \$195,000 (G.9950.0900).</p>	<p>\$390,000</p>
TOTAL	\$390,000


**FISCAL YEAR 2019-2020
CAPITAL BUDGET
INFRASTRUCTURE
BRIDGES**

PROJECT DESCRIPTION	COST
<p>Vanduzee Street Bridge Rehabilitation</p> <p>The Van Duzee Street Bridge is located between Main Street West and Coffeen Street. It was constructed in 1993 and spans approximately 450 ft, across the Black River, with a curb to curb width of 28 feet. Bridge rehabilitation work would include cleaning joints, abutments, painting beam ends, grouting and sealing curb and sidewalk joints.</p>  <p>Funding to support this project will be from a transfer from the General Fund (A.9950.0900).</p>	<p>\$100,000</p>
TOTAL	\$100,000


FISCAL YEAR 2019-2020
CAPITAL BUDGET
INFRASTRUCTURE
TRAFFIC SIGNALS

PROJECT DESCRIPTION	COST
<p data-bbox="164 438 971 478">Downtown Public Square Traffic Signal Coordination</p> <p data-bbox="159 522 1219 667">This project will involve the extensive traffic data collection, modeling, and design for construction and modifications to coordinate traffic signals in the downtown core and main arterials. Improvements will include traffic signal hardware upgrades, wireless communication between signals, as well as vehicle detection.</p>  <p data-bbox="440 1417 1003 1440" style="text-align: center;">Public Square Area Traffic Signal Optimization and Coordination Project</p> <p data-bbox="159 1493 646 1602"> Design: \$135,000 (FY 2019/20) Inspection: \$56,000 (FY 2020/21) Construction \$314,000 (FY 2020/21) </p> <p data-bbox="164 1787 1235 1927">Funding to support this project will be through the Federal Congestion Mitigation and Air Quality Program administered by NYSDOT 80% federal and the 20% local match to support this project will be from a transfer from the General Fund (A.9950.0900).</p>	<p data-bbox="1284 438 1446 478">\$135,000</p>
TOTAL	\$135,000


**FISCAL YEAR 2019-2020
CAPITAL BUDGET
INFRASTRUCTURE
TRAFFIC SIGNALS**

PROJECT DESCRIPTION	COST
<p>Massey Street South / Stone Street Traffic Signal</p> <p>The City Public Works Department Electric Division operates and maintains traffic signals at 43 intersections throughout the City. This request is for funding to complete upgrades to Traffic Signal #17 at the intersection of Massey Street South and Stone Street. This project will address environmental degradation of the control wiring as well as replacement of the traffic signal heads. In addition, crews will be installing controlled pedestrian crossing hardware on all four corners which will greatly increase the level of safety at this intersection. Other improvements will include an upgraded traffic control cabinet that will support the new hardware.</p> <p>It is the Departments intent to complete this work in advance of the Massey Street South pavement mill/fill project scheduled for the 2020 construction season.</p>  <p>Funding to support this project will be from CHIPS.</p>	<p>\$70,000</p>
TOTAL	\$70,000


FISCAL YEAR 2019-2020
CAPITAL BUDGET
INFRASTRUCTURE
SIDEWALKS

PROJECT DESCRIPTION	COST
<p>Annual City Sidewalk Replacement Program</p> <p>This funding supports the City's Sidewalk Improvement Special Assessment District #14, which will be evaluated and selected in the Summer/Fall 2019 to install approximately 1.25 miles of 4' wide sidewalk.</p>  <p>Funding to support this project will be through special assessment billings (\$225,000) and a transfer from the General Fund (A 9950.0900- \$75,000).</p>	<p>\$300,000</p>
TOTAL	\$300,000

**FISCAL YEAR 2019-2020
CAPITAL BUDGET
INFRASTRUCTURE
SIDEWALKS**

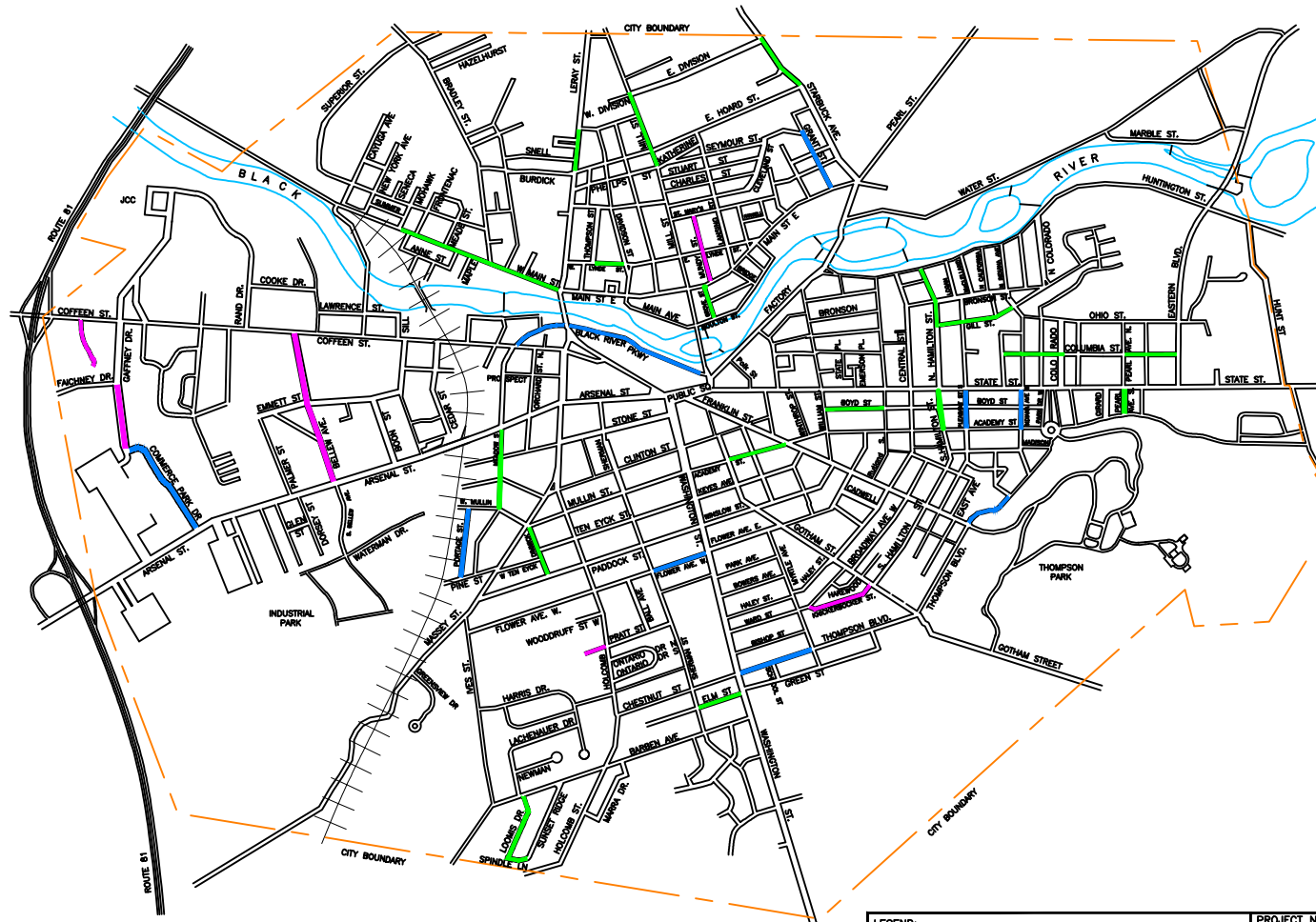
PROJECT DESCRIPTION	COST
<p>Community Development Block Grant (CDBG) Sidewalk Project – North Rutland Street</p> <p>The CDBG Sidewalk Construction Project involves the construction of approximately 2,700 linear feet of new sidewalks on North Rutland Street between State Street and Huntington Street using CDBG grant funding provided by HUD. The project is located in the City’s CDBG Near East Target Area and is eligible for CDBG funding because it meets HUD’s primary national objective of benefiting low and moderate income persons. This sidewalk will continue the recent improvements that have been made in the Near East Target Area including sidewalk and trail improvements on Huntington Street and sidewalks on Central Street.</p>  <p>Funding to support this project will be a transfer from the Community Development Fund (CD.9950.0900).</p>	<p>\$240,000</p>
TOTAL	\$240,000

**FISCAL YEAR 2019-2020
CAPITAL BUDGET
INFRASTRUCTURE
STREETS**

PROJECT DESCRIPTION	COST
<p>Court Street Bridge Rehabilitation, Massey Street and Coffeen Street Resurfacing</p> <p>This \$7.1 Million bridge and street preservation project is a Locally Administered Federal Aid Project (LAFAP), programmed into the Metropolitan Planning Organization (MPO) and NYS Transportation Improvement Plan (TIP), and slated for construction in 2020. Preservation work includes deck repair, cleaning and sealing of the Court Street Bridge, as well as milling and repaving of Massey Street (Clinton Street to Court Bridge) and Coffeen Street (Massey Street North to City Limits). This phase covers preliminary design services, required as part of the LAFAP process. Both design and construction is anticipated to be funded 80% by federal dollars and up to a 20% match from the City.</p>  <p>Funding to support this project after anticipated Federal reimbursement of 80% of the project will be through the issuance of a 15 year serial bond with projected FY 2021-22 debt service of \$113,843.</p>	<p>\$6,740,000</p>
TOTAL	\$6,740,000

**FISCAL YEAR 2019-2020
CAPITAL BUDGET
INFRASTRUCTURE
STREETS – CHIPS PROGRAM**

STANDARD STREET PAVING			
STREET	FROM	TO	COST
Portage Street	Pine Street	West Mullin Street	\$48,250
SURFACE MILL, CURBING AND PAVING BY CITY CREWS			
STREET	FROM	TO	COST
Flower Avenue West	Washington Street	Sherman Street	\$43,500
Pleasant Street South	State Street	Academy Street	\$41,250
Indiana Avenue Street	State Street	Academy Street	\$41,250
Thompson Boulevard	Washington Street	Myrtle Street	\$59,500
Thompson Boulevard	Franklin Street	Wight Drive	\$47,000
Grant Street	East Main Street	Lincoln Street	\$44,000
SURFACE MILL AND PAVING BY CONTRACTOR			
STREET	FROM	TO	COST
Commerce Park Drive	Arsenal Street	Gaffney Drive	\$ 91,000
Black River Parkway	Coffeen Street	Mill Street	\$135,000
CHIPS Funded Street Improvement Projects \$550,750			
ADA Curb Ramps			
CHIPS Funded ADA Ramps by City Crews (46 Ramps)			\$105,000
CHIPS Funded ADA Ramps by Contractor (35 Ramps)			\$175,000
CHIPS Funded ADA Curb Ramp Projects			\$280,000



MAP NUMBER:	PROJECT NAME:
	CITY OF WATERTOWN PUBLIC WORKS DEPARTMENT

TITLE:
2015-2020 STREET OVERLAY AND RECONSTRUCTION PROJECTS

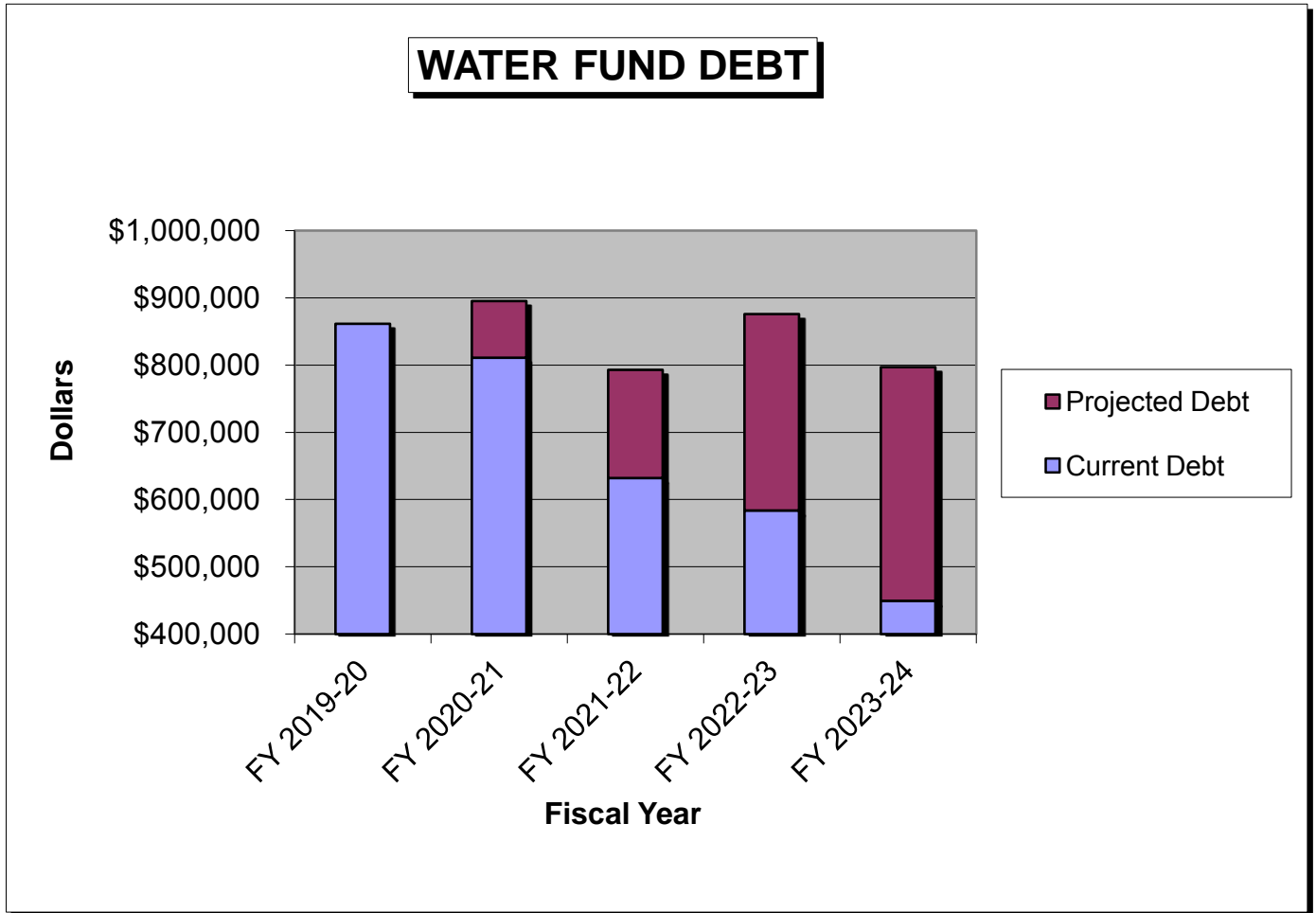
LEGEND:			
	PROJECTS COMPLETED 2015-2017		
	PROJECTS COMPLETED FY 2018-19		
	PROJECTS TO BE COMPLETED FY 2019-20		
REVISION:	DESCRIPTION OF REVISION:	DATE:	BY:

PROJECT NAME:		CITY OF WATERTOWN PUBLIC WORKS DEPARTMENT	
DESIGNED BY:	FG	APPROVED BY:	
DRAWN BY:	FG	DATE:	
DATE:	04/12/19	SCALE:	N.T.S.
TITLE:	2014-2019 STREET OVERLAY PROJECTS		MAP NUMBER:
CITY OF WATERTOWN, NEW YORK DEPARTMENT OF PUBLIC WORKS ROOM 206, MUNICIPAL BUILDING 245 WASHINGTON STREET WATERTOWN, NEW YORK 13601			
TEL: (315) 785-7770 FAX: (315) 785-7752			

DEBT

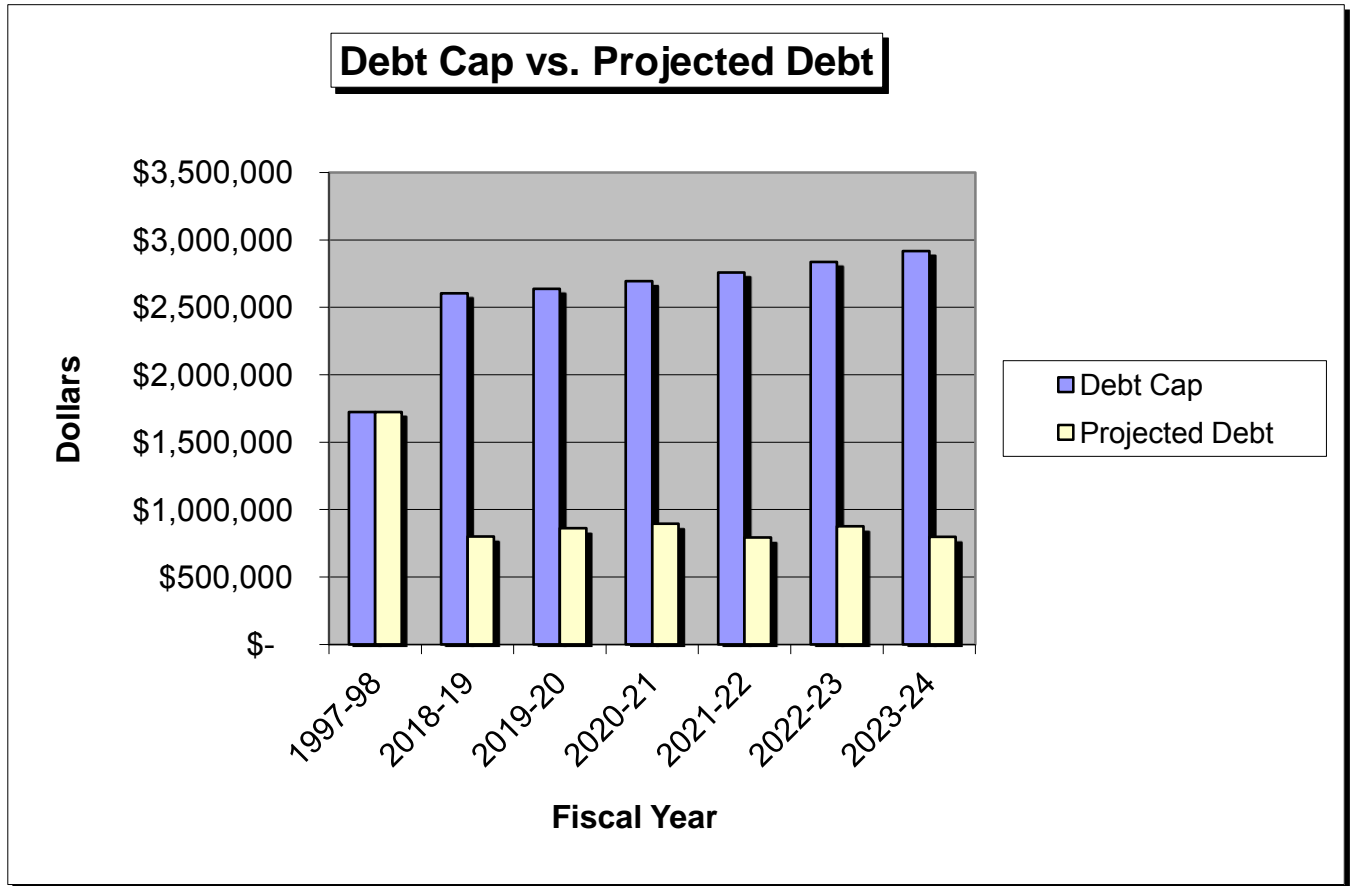
WATER FUND

	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>
Current Debt	\$ 861,295	\$ 810,958	\$ 632,187	\$ 583,621	\$ 449,570
Projected New Debt	-	84,138	160,693	291,982	347,538
TOTAL	<u>\$ 861,295</u>	<u>\$ 895,096</u>	<u>\$ 792,880</u>	<u>\$ 875,603</u>	<u>\$ 797,107</u>



WATER FUND DEBT CAP

<u>Fiscal Year</u>		<u>Debt Cap</u>	<u>Actual / Projected Debt</u>
1997-98	base year	\$ 1,724,127	\$ 1,724,127
2018-19	actual	\$ 2,604,509	\$ 801,458
2019-20	actual	\$ 2,637,288	\$ 861,295
2020-21	projected	\$ 2,693,550	\$ 895,096
2021-22	projected	\$ 2,759,339	\$ 792,880
2022-23	projected	\$ 2,837,698	\$ 875,603
2023-24	projected	\$ 2,918,282	\$ 797,107



The water fund has a self-imposed debt cap established by City Council. The base year for the cap is FY 1997-98. The City excludes the debt payments (actual and projected) related to the water service contract with the

Debt excluded from the debt cap calculation:

	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>
Water Treatment Plant debt	\$ 36,126	\$ 60,426	\$ 59,517	\$ 57,789	\$ 40,451

	<u>FY 2019/20</u>	<u>FY 2020/21</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>	<u>FY 2023/24</u>	<u>FY 2024/25 - FY</u> <u>2028/29</u>	<u>FY 2029/30 - FY</u> <u>2033/34</u>	<u>FY 2034/35 - FY</u> <u>2038/39</u>	<u>FY 2039/40 - FY</u> <u>2043/44</u>	<u>FY 2044/45 -</u> <u>FY 2048/49</u>	<u>FY 2049/50 -</u> <u>FY 2050/51</u>	<u>TOTAL</u>
<u>WATER FUND - Existing Debt Service</u>												
Coffeen Street water main	6,917	-	-	-	-	-	-	-	-	-	-	6,917
N. Orchard Street water main	525	-	-	-	-	-	-	-	-	-	-	525
N. Orchard Street water main	5,188	-	-	-	-	-	-	-	-	-	-	5,188
State Street water main	88,581	94,784	-	-	-	-	-	-	-	-	-	183,365
Ten Eyck Street water main	57,875	56,000	54,000	52,000	-	-	-	-	-	-	-	219,875
Ontario Drive water main	34,725	33,600	32,400	31,200	-	-	-	-	-	-	-	131,925
Arsenal Street water main	20,115	19,440	18,720	-	-	-	-	-	-	-	-	58,275
Thompson Park pump station	32,325	31,200	-	-	-	-	-	-	-	-	-	63,525
Breen Avenue - water main	18,164	18,660	18,120	17,520	15,900	15,300	-	-	-	-	-	103,664
Dosing station dam rehabilitation	36,570	35,535	-	-	-	-	-	-	-	-	-	72,105
Clinton Street - water main	38,063	37,163	36,263	35,363	34,463	128,232	-	-	-	-	-	309,547
Filter media	38,836	37,780	35,739	34,713	-	-	-	-	-	-	-	147,068
Meter replacements	105,177	103,307	101,392	87,432	85,682	118,594	-	-	-	-	-	601,584
Thompson Park parallel main	83,775	77,475	76,275	74,475	72,675	336,375	61,875	-	-	-	-	782,925
Thompson Park water tank rehabilitation	85,231	83,931	82,631	80,681	78,731	364,405	67,031	-	-	-	-	842,641
Dosing station dam rehabilitation (phase II)	23,200	22,800	22,400	21,800	21,200	20,600	-	-	-	-	-	132,000
Factory Street Reconstruction - water main	91,755	90,452	88,853	86,633	84,414	388,816	69,206	-	-	-	-	900,129
Knickerbocker Drive water main	11,637	11,438	11,237	11,037	10,837	31,295	-	-	-	-	-	87,481
Flower Avenue East reconstruction - water main	89,806	89,702	86,799	83,896	80,993	361,708	246,460	-	-	-	-	1,039,364
Water Treatment Plant pump house and valve shack roofs	21,815	21,167	20,225	19,284	-	-	-	-	-	-	-	82,491
Western Boulevard extention - water main	7,141	6,950	6,650	5,375	5,125	-	-	-	-	-	-	31,241
WATER FUND - Existing Debt Service	\$ 897,421	\$ 871,384	\$ 691,704	\$ 641,409	\$ 490,020	\$ 1,765,325	\$ 444,572	\$ -	\$ -	\$ -	\$ -	\$ 5,801,835
<u>WATER FUND - Projected Debt Service</u>												
<u>FY 18-19 and past years' outstanding projects</u>												
Soda ash system rebuild	-	49,688	48,469	47,250	46,031	211,875	38,719	-	-	-	-	442,031
<u>FY 19-20 Projects</u>												
Water storage tank rehabilitation	-	34,450	33,605	32,760	31,915	146,900	26,845	-	-	-	-	306,475
<u>FY 20-21 Projects</u>												
Repoint masonry - pumphouse building	-	-	37,953	36,822	35,692	67,992	-	-	-	-	-	178,458
Seward Street (Starbuck Avenue - Tilden Street) water main	-	-	40,667	39,733	38,800	180,000	156,667	56,133	-	-	-	512,000
<u>FY 21-22 Projects</u>												
Henry Street (Starbuck Avenue - Lincoln Street) water main	-	-	-	10,417	10,167	47,083	40,833	21,500	-	-	-	130,000
Eastern Boulevard - (Gill Street to High Street) water main	-	-	-	36,458	35,583	164,792	142,917	75,250	-	-	-	455,000
Newell Street reconstruction (Engin Street to Arch Street)	-	-	-	88,542	86,417	400,208	347,083	182,750	-	-	-	1,105,000
<u>FY 22-23 Projects</u>												
Dump truck (2-17)	-	-	-	-	38,400	140,800	-	-	-	-	-	179,200
Burlington Street water main	-	-	-	-	24,533	113,467	98,133	67,467	-	-	-	303,600
<u>FY 23-24 Projects</u>												
Bronson Street (800 - 900 blocks) water main	-	-	-	-	-	152,000	132,000	112,000	-	-	-	396,000
Lansing Street (E.Hoard Street - Katherine Street) water main	-	-	-	-	-	50,667	44,000	37,333	-	-	-	132,000
WATER FUND - Projected Debt Service	\$ -	\$ 84,138	\$ 160,693	\$ 291,982	\$ 347,538	\$ 1,675,783	\$ 1,027,197	\$ 552,433	\$ -	\$ -	\$ -	\$ 4,139,764
WATER FUND - Existing and Projected Debt Service	\$ 897,421	\$ 955,522	\$ 852,397	\$ 933,391	\$ 837,558	\$ 3,441,108	\$ 1,471,769	\$ 552,433	\$ -	\$ -	\$ -	\$ 9,941,599

**CITY OF WATERTOWN
CAPITAL BUDGET
FY 2019/20 - FY 2023/24**

**Funding
Source**

FY 2019-20

FY 2020-21

FY 2021-22

FY 2022-23

FY 2023-24

WATER FUND

Facility Improvements						
Water Storage Tank Rehabilitation	Grant (80%) / Debt (20%)	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -
Repoint Masonry - Maintenance & Administration Buildings	Operating Transfer	\$ -	\$ 65,000	\$ -	\$ -	\$ -
Thompson Park Reservoir Fence	Operating Transfer	\$ -	\$ 25,000	\$ -	\$ -	\$ -
Repoint Masonry - Pumphouse Building	Debt	\$ -	\$ 161,500	\$ -	\$ -	\$ -
Parking Lot / Driveway Paving	Operating Transfer	\$ -	\$ 70,000	\$ -	\$ -	\$ -
Total Facility Improvements		\$ 1,300,000	\$ 321,500	\$ -	\$ -	\$ -


Vehicles and Equipment						
Process Complex Generator Auto Transfer Switch	Operating Transfer	\$ -	\$ 150,000	\$ -	\$ -	\$ -
Pickup Truck (2-4)	Operating Transfer	\$ -	\$ 30,000	\$ -	\$ -	\$ -
VFD Replacements at Low and High Lift Stations	Operating Transfer	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ -
Pickup Truck (2-11)	Operating Transfer	\$ -	\$ -	\$ 30,000	\$ -	\$ -
SUV Truck (2-30)	Operating Transfer	\$ -	\$ -	\$ -	\$ 30,000	\$ -
Dumptruck (2-17)	Debt	\$ -	\$ -	\$ -	\$ 160,000	\$ -
Total Vehicles and Equipment		\$ -	\$ 210,000	\$ 60,000	\$ 190,000	\$ -

Water Mains						
Pearl Street Bridge Pipe	Operating Transfer	\$ 30,000	\$ -	\$ -	\$ -	\$ -
Woodruff Street West	Operating Transfer	\$ -	\$ 60,000	\$ -	\$ -	\$ -
Seward Street (Starbuck Ave.- Tilden St.)	Debt	\$ -	\$ 400,000	\$ -	\$ -	\$ -
Newell Street (Engine Street to Arch Street)	Debt	\$ -	\$ -	\$ 850,000	\$ -	\$ -
Henry Street (Starbuck Ave. - Lincoln St.)	Debt	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Eastern Boulevard (Gill St. to High St.)	Debt	\$ -	\$ -	\$ 350,000	\$ -	\$ -
Burlington Street	Debt	\$ -	\$ -	\$ -	\$ 230,000	\$ -
East Street (Main St. E - Moulton St.)	Operating Transfer	\$ -	\$ -	\$ -	\$ 60,000	\$ -
Lansing Street (E. Hoard St. - Katherine St.)	Debt	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Bronson Street (800-900 blocks)	Debt	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Total Water Mains		\$ 30,000	\$ 460,000	\$ 1,300,000	\$ 290,000	\$ 400,000


**CITY OF WATERTOWN
CAPITAL BUDGET
FY 2019/20 - FY 2023/24**

<u>Funding</u>	<u>Source</u>	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>
WATER FUND GRAND TOTAL		\$ 1,330,000	\$ 991,500	\$ 1,360,000	\$ 480,000	\$ 400,000
Facility Improvements		\$ 1,300,000	\$ 321,500	\$ -	\$ -	\$ -
Vehicles and Equipment		\$ -	\$ 210,000	\$ 60,000	\$ 190,000	\$ -
Water Main Replacement		\$ 30,000	\$ 460,000	\$ 1,300,000	\$ 290,000	\$ 400,000
Water Fund Grand Total By Type		\$ 1,330,000	\$ 991,500	\$ 1,360,000	\$ 480,000	\$ 400,000
Debt		\$ 260,000	\$ 561,500	\$ 1,300,000	\$ 390,000	\$ 400,000
Operating Fund Transfer		\$ 30,000	\$ 430,000	\$ 60,000	\$ 90,000	\$ -
Grant		\$ 1,040,000	\$ -	\$ -	\$ -	\$ -
Water Fund Grand Total By Funding Sources		\$ 1,330,000	\$ 991,500	\$ 1,360,000	\$ 480,000	\$ 400,000
- - - - -						

**FISCAL YEAR 2019-2020
CAPITAL BUDGET
FACILITY IMPROVEMENTS
TRANSMISSION AND DISTRIBUTION**

PROJECT DESCRIPTION	COST
<p>Water Storage Tank Rehabilitation</p> <p>The 540,000 gallon water storage tank provides process water utilized during filter backwashes. The tank acts as a pressure and supply vessel allowing the filters to be backwashed with a gravity fed supply. The leak shown in the photo has developed over the past two months. There are other similar rust spots developing that are not leaking yet. The recommend project will include sandblasting of the exterior and interior, 100% solid coating inside, epoxy coating exterior and any steel repairs. In addition to the repairs, it is recommended the cathodic protection that is currently in place be re-evaluated.</p>  <p>Funding to support this project will be through a grant application.</p>	<p>\$1,300,000</p>
TOTAL	\$1,300,000

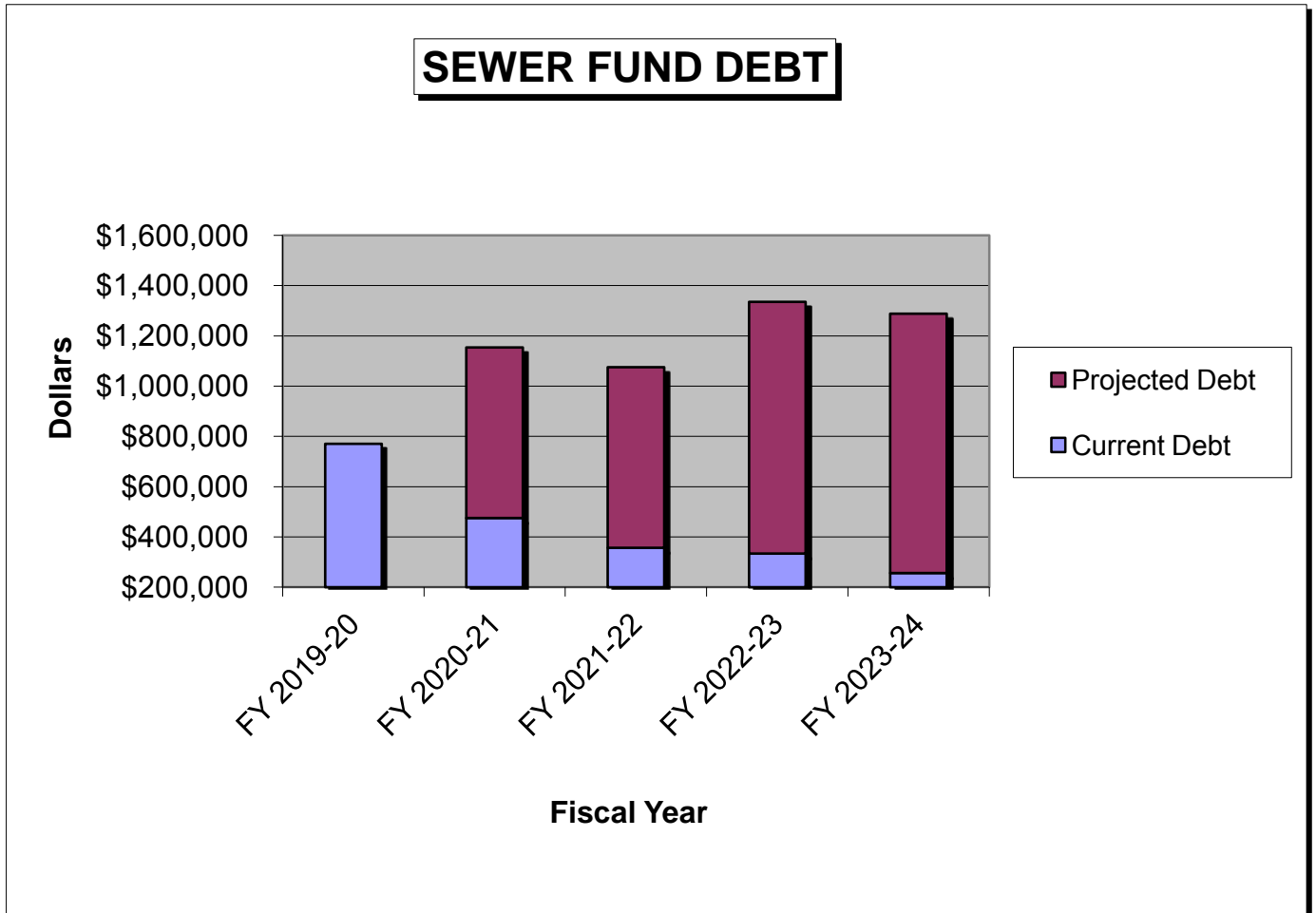
FISCAL YEAR 2019-2020
CAPITAL BUDGET
INFRASTRUCTURE
WATER MAIN

PROJECT DESCRIPTION	COST
<p data-bbox="159 438 516 478">Pearl Street Bridge Pipe</p> <p data-bbox="159 522 1235 625">The Pearl Street bridge water main insulation has deteriorated and is unable to provide the insulation needed to keep the main from freezing during the winter months in Watertown.</p>  <p data-bbox="159 1845 1122 1915">Funding to support this project will be from a transfer from the Water Fund (F.9950.0900).</p>	<p data-bbox="1295 438 1438 478">\$30,000</p>
TOTAL	\$30,000

DEBT

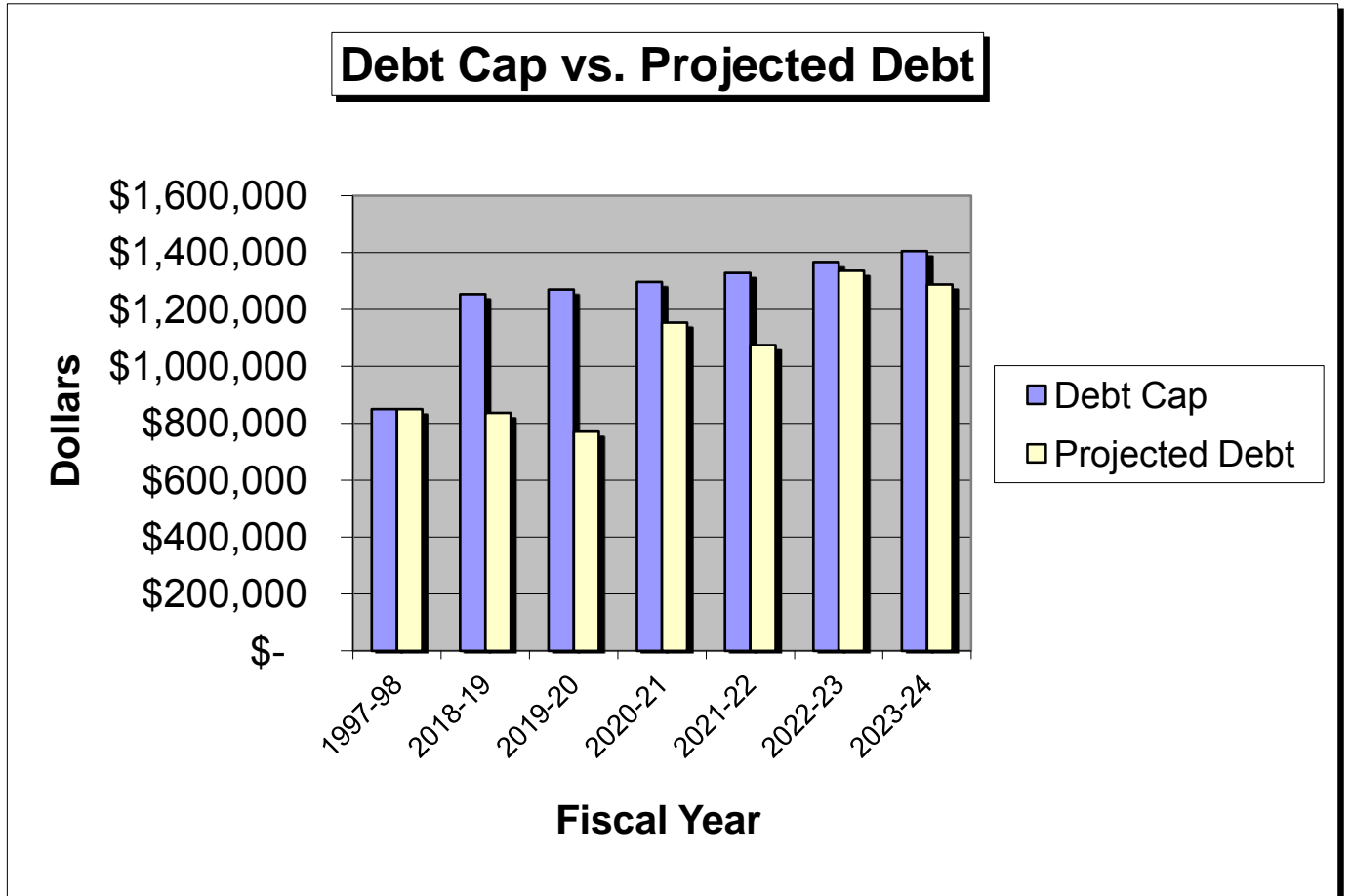
SEWER FUND

	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>
Current Debt	\$ 770,771	\$ 475,197	\$ 357,274	\$ 334,315	\$ 256,369
Projected New Debt	<u>-</u>	<u>679,075</u>	<u>717,750</u>	<u>1,001,300</u>	<u>1,031,516</u>
TOTAL	<u>\$ 770,771</u>	<u>\$ 1,154,273</u>	<u>\$ 1,075,024</u>	<u>\$ 1,335,615</u>	<u>\$ 1,287,885</u>



SEWER FUND DEBT CAP

<u>Fiscal Year</u>		<u>Debt Cap</u>	<u>Actual / Projected Debt</u>
1997-98	base year	\$ 849,245	\$ 849,245
2018-19	actual	\$ 1,254,115	\$ 836,098
2019-20	actual	\$ 1,269,899	\$ 770,771
2020-21	projected	\$ 1,296,990	\$ 1,154,273
2021-22	projected	\$ 1,328,669	\$ 1,075,024
2022-23	projected	\$ 1,366,400	\$ 1,335,615
2023-24	projected	\$ 1,405,203	\$ 1,287,885



The sewer fund has a self-imposed debt cap established by City Council. The base year for the cap is FY 1997-98. The City excludes the debt payments (actual and projected) related to the sewer service contract with the

	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>
Wastewater Treatment Plant debt	\$ 223,436	\$ 464,692	\$ 478,588	\$ 473,206	\$ 469,359

	<u>FY 2019/20</u>	<u>FY 2020/21</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>	<u>FY 2023/24</u>	<u>FY 2024/25 - FY</u> <u>2028/29</u>	<u>FY 2029/30 - FY</u> <u>2033/34</u>	<u>FY 2034/35 - FY</u> <u>2038/39</u>	<u>FY 2039/40 - FY</u> <u>2043/44</u>	<u>FY 2044/45 -</u> <u>FY 2048/49</u>	<u>FY 2049/50 -</u> <u>FY 2050/51</u>	<u>TOTAL</u>
<u>SEWER FUND - Existing Debt Service</u>												
Arsenal Street sanitary sewer	5,533	-	-	-	-	-	-	-	-	-	-	5,533
S. Rutland Street sanitary sewer	3,113	-	-	-	-	-	-	-	-	-	-	3,113
Eastern Boulevard sanitary sewer	9,421	8,588	7,429	7,267	7,092	-	-	-	-	-	-	39,797
Excavator	6,565	-	-	-	-	-	-	-	-	-	-	6,565
State Street sanitary sewer	88,488	90,046	-	-	-	-	-	-	-	-	-	178,534
Sanitary Sewer Upgrade-Iroquois Ave W; Knowlton Ave; Cosgrove St	20,115	19,440	18,720	-	-	-	-	-	-	-	-	58,275
Greensview / Ives Hills sanitary sewer	24,308	23,520	22,680	21,840	-	-	-	-	-	-	-	92,348
Ten Eyck Street sanitary sewer	63,663	61,600	59,400	57,200	-	-	-	-	-	-	-	241,863
Chestnut Street and Holcomb Street sanitary sewer	17,276	-	-	-	-	-	-	-	-	-	-	17,276
Breen Avenue - sanitary sewer	8,614	9,370	9,100	8,800	8,480	8,160	-	-	-	-	-	52,524
North Side trunk sewer relining	21,341	-	-	-	-	-	-	-	-	-	-	21,341
Disinfection system	444,342	447,382	443,862	444,245	448,490	2,226,237	13,922	-	-	-	-	4,468,480
Trickling filter distributors	52,450	51,650	50,850	49,650	48,450	224,250	41,250	-	-	-	-	518,550
Factory Street sanitary sewer	107,600	107,980	106,320	103,830	101,340	496,500	82,500	-	-	-	-	1,106,070
Bar screens	65,311	64,311	63,312	62,312	61,312	290,872	159,000	-	-	-	-	766,430
Flower Avenue East reconstruction - sanitary sewer main	56,067	56,002	54,189	52,377	50,565	225,819	153,869	-	-	-	-	648,888
SEWER FUND - Existing Debt Service	<u>\$ 994,207</u>	<u>\$ 939,889</u>	<u>\$ 835,862</u>	<u>\$ 807,521</u>	<u>\$ 725,729</u>	<u>\$ 3,471,838</u>	<u>\$ 450,541</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,225,587</u>
<u>SEWER FUND - Projected Debt Service</u>												
<u>FY 18-19 and past years' outstanding projects</u>												
Sludge disposal process modification program phase 1a- (conveyor upgrade and HVAC)	-	192,647	189,477	186,307	183,137	868,133	788,879	709,625	630,372	551,118	100,713	3,748,577
Sludge disposal process modification program phase 1b - (Dewatered biosolids storage)	-	303,961	298,959	293,958	288,956	1,369,750	1,244,703	1,119,655	994,608	869,560	158,906	5,914,550
Bar screens	-	34,708	33,950	33,192	32,433	150,792	131,833	24,092	-	-	-	441,000
Grit removal conveyors	-	74,375	72,750	71,125	69,500	323,125	282,500	51,625	-	-	-	945,000
Harrison Street (Riggs Avenue Phase II)- sanitary sewer	-	73,383	71,780	70,177	68,573	318,817	278,733	50,937	-	-	-	932,400
<u>FY 19-20 Projects</u>												
None	-	-	-	-	-	-	-	-	-	-	-	-
<u>FY 20-21 Projects</u>												
Trickling filter dome reconditioning	-	-	50,833	49,667	48,500	225,000	195,833	70,167	-	-	-	640,000
Western Outfall trunk sewer rehabilitation design	-	-	-	15,625	15,250	70,625	61,250	32,250	-	-	-	195,000
<u>FY 21-22 Projects</u>												
Western Outfall trunk sewer rehabilitation	-	-	-	156,250	152,500	706,250	612,500	322,500	-	-	-	1,950,000
Newell Street reconstruction (Engine Street to Arch Street)	-	-	-	125,000	122,000	565,000	490,000	258,000	-	-	-	1,560,000
<u>FY 22-23 Projects</u>												
Cooper Street Outfall replacement Phase 2	-	-	-	-	29,333	135,667	117,333	80,667	-	-	-	363,000
Burlington Street	-	-	-	-	21,333	98,667	85,333	58,667	-	-	-	264,000
<u>FY 23-24 Projects</u>												
Bronson Street (800 - 900 blocks) - sanitary sewer	-	-	-	-	-	152,000	132,000	112,000	-	-	-	396,000
Western Outfall trunk sewer rehabilitation	-	-	-	-	-	760,000	660,000	560,000	-	-	-	1,980,000
SEWER FUND - Projected Debt Service	<u>\$ -</u>	<u>\$ 679,075</u>	<u>\$ 717,750</u>	<u>\$ 1,001,300</u>	<u>\$ 1,031,516</u>	<u>\$ 5,743,824</u>	<u>\$ 5,080,898</u>	<u>\$ 3,450,184</u>	<u>\$ 1,624,979</u>	<u>\$ 1,420,678</u>	<u>\$ 259,620</u>	<u>\$ 19,329,527</u>
SEWER FUND - Existing and Projected Debt Service	<u>\$ 994,207</u>	<u>\$ 1,618,964</u>	<u>\$ 1,553,612</u>	<u>\$ 1,808,821</u>	<u>\$ 1,757,245</u>	<u>\$ 9,215,662</u>	<u>\$ 5,531,439</u>	<u>\$ 3,450,184</u>	<u>\$ 1,624,979</u>	<u>\$ 1,420,678</u>	<u>\$ 259,620</u>	<u>\$ 27,555,114</u>

**CITY OF WATERTOWN
CAPITAL BUDGET
FY 2019/20 - FY 2023/24**

	<u>Funding</u>		<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>
	<u>Source</u>						
SEWER FUND							

Facility Improvements						
Pump Station Rebuild - Lachenauer Drive	Operating Transfer	\$ -	\$ 100,000	\$ -	\$ -	\$ -
Trickling Filter Domes Reconditioning	Debt	\$ -	\$ 500,000	\$ -	\$ -	\$ -
Polymer System	Operating Transfer	\$ -	\$ -	\$ -	\$ 100,000	\$ -
Aerated Grit Chambers (PST) Replace Sprockets and Chains	Operating Transfer	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Cloth Washer Replace/Rebuild	Operating Transfer	\$ -	\$ -	\$ -	\$ -	\$ 70,000
Total Facility Improvements		\$ -	\$ 600,000	\$ -	\$ 100,000	\$ 110,000

Vehicles and Equipment						
Front end loader (Biosolid Operations)	Operating Transfer	\$ 170,000	\$ -	\$ -	\$ -	\$ -
Sewer Cleaner/Vac Truck (split 50% with General Fund)	Operating Transfer	\$ 195,000	\$ -	\$ -	\$ -	\$ -
Bobcat and Accessories (Grit and screenings)	Operating Transfer	\$ -	\$ 70,000	\$ -	\$ -	\$ -
Maintenance Truck (11-19)	Operating Transfer	\$ -	\$ 40,000	\$ -	\$ -	\$ -
Maintenance Truck	Operating Transfer	\$ -	\$ -	\$ 30,000	\$ -	\$ -
Hydraulic Excavator (Used) (split 50% with General Fund) (1-10)	Operating Transfer	\$ -	\$ -	\$ -	\$ 90,000	\$ -
Chief's Vehicle	Operating Transfer	\$ -	\$ -	\$ -	\$ 30,000	\$ -
Gator Utility Vehicle	Operating Transfer	\$ -	\$ -	\$ -	\$ 25,000	\$ -
Total Vehicles and Equipment		\$ 365,000	\$ 110,000	\$ 30,000	\$ 145,000	\$ -

Sanitary Sewers						
Seward Street (Starbuck Ave.-Tilden St.)	Operating Transfer	\$ -	\$ 100,000	\$ -	\$ -	\$ -
Western Outfall Trunk Sewer Rehabilitation	Debt	\$ -	\$ 150,000	\$ 1,500,000	\$ -	\$ 1,500,000
Newell Street (Engine Street to Arch St)	Debt	\$ -	\$ -	\$ 1,200,000	\$ -	\$ -
River Crossing Pipeline	Operating Transfer	\$ -	\$ -	\$ 200,000	\$ -	\$ -
Cooper Street Outfall Phase 2	Debt	\$ -	\$ -	\$ -	\$ 275,000	\$ -
Burlington Street	Debt	\$ -	\$ -	\$ -	\$ 200,000	\$ -
Bronson Street (800-900 blocks)	Debt	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Total Sanitary Sewers		\$ -	\$ 250,000	\$ 2,900,000	\$ 475,000	\$ 1,800,000

**CITY OF WATERTOWN
CAPITAL BUDGET
FY 2019/20 - FY 2023/24**

**Funding
Source**

FY 2019-20

FY 2020-21


FY 2021-22

FY 2022-23

FY 2023-24

SEWER FUND GRAND TOTAL	\$ 365,000	\$ 960,000	\$ 2,930,000	\$ 720,000	\$ 1,910,000
Facility Improvements	\$ -	\$ 600,000	\$ -	\$ 100,000	\$ 110,000
Vehicles and Equipment	\$ 365,000	\$ 110,000	\$ 30,000	\$ 145,000	\$ -
Sanitary Sewers	\$ -	\$ 250,000	\$ 2,900,000	\$ 475,000	\$ 1,800,000
Sewer Fund Grand Total by Category	\$ 365,000	\$ 960,000	\$ 2,930,000	\$ 720,000	\$ 1,910,000
Debt	\$ -	\$ 650,000	\$ 2,700,000	\$ 475,000	\$ 1,800,000
Operating Fund Transfer	\$ 365,000	\$ 310,000	\$ 230,000	\$ 245,000	\$ 110,000
Grant	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer Fund Grand Total By Funding Sources	\$ 365,000	\$ 960,000	\$ 2,930,000	\$ 720,000	\$ 1,910,000
	-	-	-	-	-

**FISCAL YEAR 2019-2020
CAPITAL BUDGET
VEHICLES AND EQUIPMENT
WASTEWATER TREATMENT PLANT**

PROJECT DESCRIPTION	COST
<p>Front-end Loader (Biosolid Operations)</p> <p>The current loader 11-2 is a 2000 DaWoo and is becoming a maintenance issue since replacement parts must come from Korea, are expensive and take months for delivery. This loader is the “Back Bone” for the facility. It is used for daily screening along with loading trucks for the land application of biosolids. The understructure of the chassis is showing signs of corrosion. When this loader goes out for repairs the Plant operations are stalled or equipment must be rented.</p>  <p>Funding to support this project will be from a transfer from the Sewer Fund (G.9950.0900).</p>	<p>\$170,000</p>
TOTAL	\$170,000

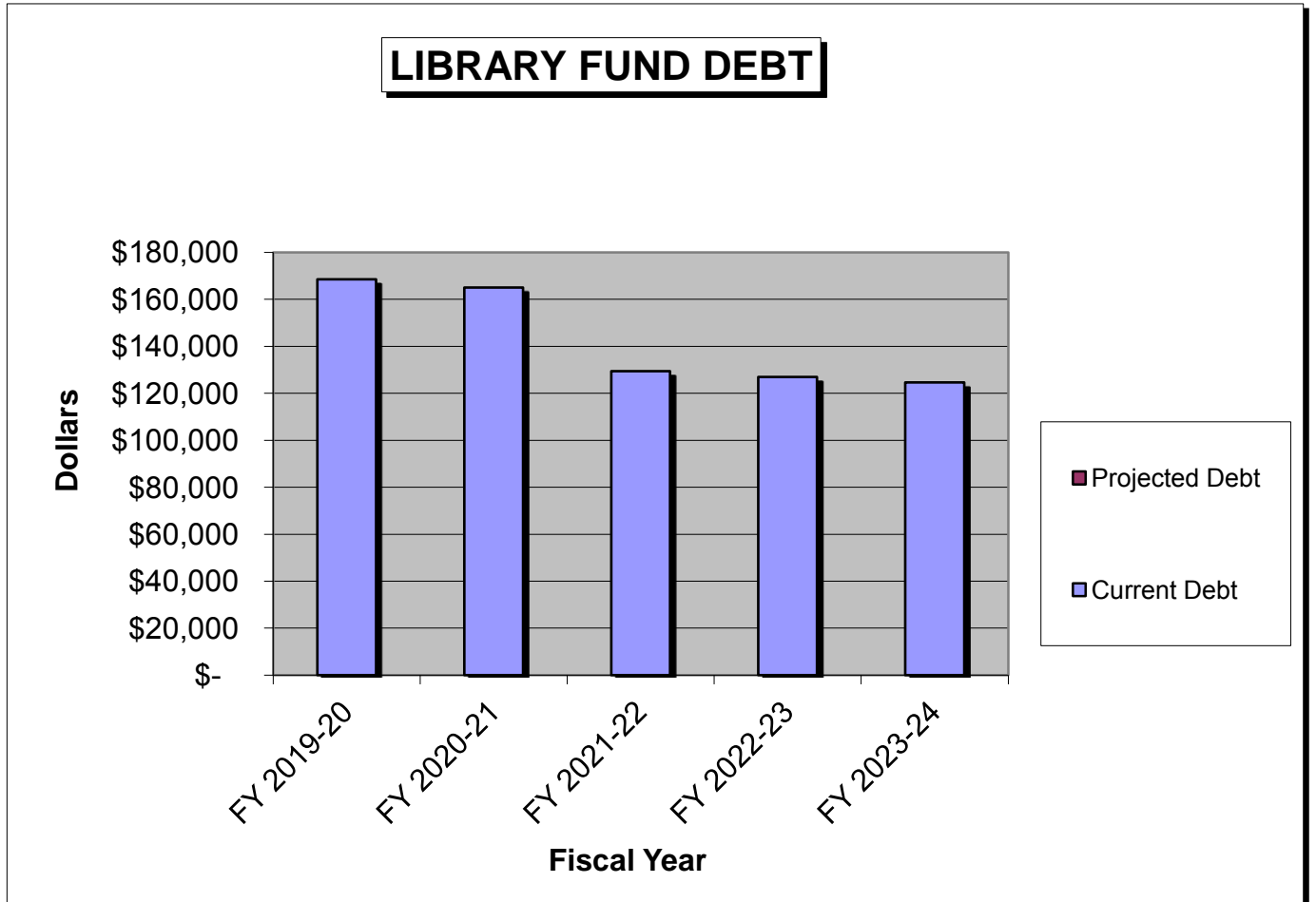
**FISCAL YEAR 2019-2020
CAPITAL BUDGET
VEHICLES AND EQUIPMENT
SANITARY SEWER**

PROJECT DESCRIPTION	COST
<p>Sewer Cleaner/Vac Truck (1-071)</p> <p>This request is to replace the Departments 2009 Vac-Con Combination Sewer Cleaner. We consider this as an indispensable asset to insure proper operation of the Cities sewer collection system. This truck is equipped with a high pressure sewer jetting pump and 500 feet of hose for cleaning sanitary and storm sewer pipes. The unit is also equipped with a 3 stage centrifugal compressor and tubing which vacuums debris from sanitary manholes and storm sewer drains. The unit also functions as a hydro-excavator to assist with sewer main repair work and lift station maintenance. The current units has had numerous repairs to the compressor unit as well as the water system. The debris tank is showing signs of wear and will require repairs in the near future.</p>  <p>Funding to support this project will be through the issuance of a 10 year serial bond with projected FY 2020-21 debt service of \$25,350 for the General Fund and a transfer from the Sewer Fund for \$195,000 (G.9950.0900).</p>	<p>\$390,000</p>
TOTAL	\$390,000

DEBT

LIBRARY FUND

	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>
Current Debt	\$ 168,497	\$ 165,007	\$ 129,418	\$ 127,005	\$ 124,592
Projected New Debt	-	-	-	-	-
TOTAL	<u>\$ 168,497</u>	<u>\$ 165,007</u>	<u>\$ 129,418</u>	<u>\$ 127,005</u>	<u>\$ 124,592</u>



	<u>FY 2019/20</u>	<u>FY 2020/21</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>	<u>FY 2023/24</u>	<u>FY 2024/25 - FY</u> <u>2028/29</u>	<u>FY 2029/30 - FY</u> <u>2033/34</u>	<u>FY 2034/35 - FY</u> <u>2038/39</u>	<u>FY 2039/40 - FY</u> <u>2043/44</u>	<u>FY 2044/45 -</u> <u>FY 2048/49</u>	<u>FY 2049/50 -</u> <u>FY 2050/51</u>	<u>TOTAL</u>
LIBRARY FUND												
Restorations and renovations	\$ 34,376	\$ 33,174	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,550
HVAC system	<u>134,121</u>	<u>131,834</u>	<u>129,418</u>	<u>127,005</u>	<u>124,591</u>	<u>357,658</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,004,627</u>
TOTAL LIBRARY FUND	<u>\$ 168,497</u>	<u>\$ 165,008</u>	<u>\$ 129,418</u>	<u>\$ 127,005</u>	<u>\$ 124,591</u>	<u>\$ 357,658</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,072,177</u>



**CITY OF WATERTOWN
CAPITAL BUDGET
FY 2019/20 - FY 2023/24**

	<u>Funding</u>	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>
	<u>Source</u>					
LIBRARY FUND						

Facility Improvements						
	Grant (50%) / Debt (50%)					
Window Replacements		\$ 125,000	\$ 125,000	\$ -	\$ -	\$ -
Window and Carpet Replacement - Main Floor	Operating Transfer	\$ -	\$ 130,000	\$ -	\$ -	\$ -
Window and Carpet Replacement - Top Floor	Operating Transfer	\$ -	\$ -	\$ 150,000	\$ -	\$ -
Façade Repair	Operating Transfer	\$ -	\$ -	\$ -	\$ 25,000	\$ -
Total Facility Improvements		\$ 125,000	\$ 255,000	\$ 150,000	\$ 25,000	\$ -

LIBRARY FUND GRAND TOTAL	\$ 125,000	\$ 255,000	\$ 150,000	\$ 25,000	\$ -
Facility Improvements	\$ 125,000	\$ 255,000	\$ 150,000	\$ 25,000	\$ -
Library Fund Grand Total by Category	\$ 125,000	\$ 255,000	\$ 150,000	\$ 25,000	\$ -
Debt	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Fund Transfer	62,500	192,500	150,000	25,000	-
Grant	\$ 62,500	\$ 62,500	-	-	-
Library Fund Grand Total By Funding Sources	\$ 125,000	\$ 255,000	\$ 150,000	\$ 25,000	\$ -

**FISCAL YEAR 2019-2020
CAPITAL BUDGET
FACILITY IMPROVEMENTS
LIBRARY**

PROJECT DESCRIPTION	COST
<p>Window Replacements</p> <p>There are twelve large domed windows in the historic part of the library that are in need of replacement. The windows are single pane and there is an immense amount of energy loss occurring because the existing windows are incredibly outdated and inefficient. Significant amounts of ice and frost builds up on the glass during the winter months which melts throughout each day and is continuously destroying the wood moldings and flooring below. This cost includes design, labor and materials.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p>Funding to support this project will be from a transfer from the Library Fund (L.9950.0900).</p>	<p>\$125,000</p>
TOTAL	\$125,000

MULTI YEAR FINANCIAL PLAN

Disclaimer

Although this document was prepared under the highest professional standards, the City of Watertown, New York, including its officers, employees, and agents, does not guarantee the accuracy or completeness of any information contained herein and as such specifically disclaims all warranties, expressed or implied, with respect to the use of this information or any results with respect thereto.

This multi-year financial plan consists of management's assumptions, estimates, forecasts, and analyses. Management makes no representation to the fitness, merchantability, or use of such information for any purpose.

The information contained herein shall in no way be construed to represent an offer, ability, or willingness on the part of the City of Watertown, including its officers, employees, and agents, to enter into or provide funding for a contract with any person or organization including but not limited to, vendors and employees.

The information contained herein shall in no way be construed to constitute a recommendation, or be relied upon, with respect to any personal or business decision, including but not limited to, the purchase or sale of debt issued by the City.

Introduction

Although the City's distribution from New York State's Aid and Incentives for Municipalities (AIM) program is no longer contingent upon the City preparing a multi-year financial plan the City continues to prepare the multi-year financial plan as it is a critical component to its financial planning for the future of the City.

This plan uses the 2019-20 Proposed Budget as the base year from which forecasts were calculated. The report also includes actual financial data for the four prior fiscal years (2015-16 through estimated 2018-19). This financial forecast was developed using the General, Water, and Sewer funds as the major funds of the City. In addition, information was obtained relative to future capital projects from the five year Capital budget included in the 2019-20 Proposed Budget.

It is important to note that forecasted information contained in this report cannot be relied upon for accuracy and/or as a projection of the City's fiscal well being and in no event should it be used in making investment decisions. It is also important to note the following limitations with forecasting:

- There will always be uncertainty about the future
- There will always be factors unknown at the time the forecast is developed that will influence fiscal and operating conditions

- Forecasts are based upon current knowledge, trends, expectations, and policies, any and all of which may change, affecting the accuracy of the forecast

Assumptions

Some of the assumptions made in developing the financial forecast included:

Estimated 2018-19

The amounts presented as the 2018-19 estimated figures were based on the actual revenue and expenditure amounts as of February 28, 2018 projected to June 30, 2019 based upon our current knowledge, trends and expectations.

Cost of Living Increase

Wherever a cost of living increase was calculated into an estimate, the percentage used (1.52%) was the previous five years' average annual change in the consumer price index (CPI), not seasonally adjusted, for all urban consumers, all items, base period 1982-84=100. The same CPI factor was used for all four years. The CPI information was obtained from the U.S. Department of Labor web site.

Property Tax Levy

The property tax levy was held constant at the proposed fiscal year 2019-20 level in the initial surplus/deficit forecast for fiscal years 2020-21 through 2023-24. Only after all of the other revenue and expenditure forecasts were made, did this model then consider increasing the tax levy as a possible solution to any deficit forecasted.

Sales Tax Revenue

Sales tax revenue was increased by **2%** annual growth for fiscal year 2020-21 through 2023-24.

Taxable Assessed Valuation

Based on discussions with the City Assessor taxable assessed values for fiscal years 2020-21 and 2021-22 are expected to increase 0.5% annually and 1.0% annually for fiscal years 2022-23 and 2023-24.

State Aid Revenue Sharing

State Aid revenue sharing for the fiscal years 2020-21 through 2023-24 was held constant at the FY 2019-20 base funding level of \$4,703,208.

Personal Services

For any year in which there was no collective bargaining agreement in place for a union, personal service costs were forecasted at 2%. Otherwise personal service costs for all unions were forecasted at the current collective bargaining agreement rates. No increases or decreases to the proposed Fiscal Year 2019-20 staffing levels are planned at this time.

Employee Benefits

Annually the City Manager and City Comptroller discuss the projected rates for each tier with an actuary of the NYS Retirement System.

The Employees' Retirement System rates used for Tier 4 employees for the forecasted fiscal years were 16.8% for the payment due February 1, 2021; 17.8% for the payment due February 1, 2022, 18.8% for the payment due February 1, 2023, 19.8% for the payment due February 1, 2024 and 20.8% for the payment due February 1, 2025. The Employees' Retirement System rates used for Tier 6 employees for the forecasted fiscal years were 10.3% for the payment due February 1, 2021; 11.3% for the payment due February 1, 2022, 12.3% for the payment due February 1, 2023, 13.3% for the payment due February 1, 2024 and 14.3% for the payment due February 1, 2025.

The Police and Fire Retirement System rates used for Tier 2 employees for the forecasted fiscal years were 25.55% for the payment due February 1, 2021; 26.8% for the payment due February 1, 2022, 28.1% for the payment due February 1, 2023, 29.3% for the payment due February 1, 2024 and 30.6% for the payment due February 1, 2025.

Health insurance costs are forecasted to increase 4.64% for fiscal year 2020-21, 4.96% for fiscal year 2021-22, 4.88% for fiscal year 2022-23 and 4.82% for fiscal year 2023-24.

Debt Service

Debt Service costs were obtained from the City's debt schedules plus projected debt service costs related to the five year capital budget.

City of Watertown
Five Year Financial Plan, Fiscal Years 2019/20 through 2023/24
Major Fund Summary

	Actual				Estimated	Adopted 2019-20	Forecast				
	2015-16	2016-17	2017-18	2018-19	2018-19		2020-21	2021-22	2022-23	2023-24	
General Fund											
Revenues	\$ 39,378,681	\$ 40,845,414	\$ 41,761,335	\$ 42,389,707	\$ 42,389,707	\$ 43,352,605	\$ 44,163,157	\$ 44,697,525	\$ 45,204,342	\$ 45,856,200	
Expenditures by Object	\$ 39,563,904	\$ 40,180,818	\$ 42,657,120	\$ 44,004,814	\$ 44,004,814	\$ 44,147,989	\$ 47,573,920	\$ 48,173,438	\$ 49,538,934	\$ 51,071,805	
Surplus (Deficit)	\$ (185,223)	\$ 664,596	\$ (895,785)	\$ (1,615,106)	\$ (1,615,106)	\$ (795,384)	\$ (3,410,763)	\$ (3,475,913)	\$ (4,334,592)	\$ (5,215,606)	
Unreserved Fund Balance	\$ 10,941,057	\$ 12,102,789	\$ 12,145,999	\$ 10,467,143	\$ 10,467,143	\$ 9,967,185	\$ 6,752,398	\$ 3,302,866	\$ (1,010,527)	\$ (6,208,386)	
Water Fund											
Revenues	\$ 5,007,958	\$ 5,415,975	\$ 5,377,509	\$ 5,548,082	\$ 5,548,082	\$ 5,595,000	\$ 5,624,698	\$ 5,493,068	\$ 5,501,139	\$ 5,497,566	
Expenditures by Object	\$ 5,155,589	\$ 5,011,658	\$ 5,212,716	\$ 5,310,879	\$ 5,310,879	\$ 5,683,422	\$ 6,198,962	\$ 5,770,688	\$ 6,017,714	\$ 5,964,375	
Surplus (Deficit)	\$ (147,631)	\$ 404,317	\$ 164,792	\$ 237,203	\$ 237,203	\$ (88,422)	\$ (574,264)	\$ (277,620)	\$ (516,574)	\$ (466,809)	
Unreserved Fund Balance	\$ 827,769	\$ 1,377,951	\$ 1,317,386	\$ 1,605,388	\$ 1,605,388	\$ 1,516,966	\$ 942,702	\$ 665,081	\$ 148,507	\$ (318,302)	
Sewer Fund											
Revenues	\$ 6,527,155	\$ 6,154,083	\$ 6,627,051	\$ 5,999,203	\$ 5,999,203	\$ 6,458,000	\$ 6,349,937	\$ 6,365,983	\$ 6,403,725	\$ 6,416,899	
Expenditures by Object	\$ 5,676,034	\$ 6,736,996	\$ 6,259,391	\$ 6,177,378	\$ 6,177,378	\$ 6,458,000	\$ 6,524,381	\$ 6,490,757	\$ 6,883,291	\$ 6,817,155	
Surplus (Deficit)	\$ 851,121	\$ (582,914)	\$ 367,661	\$ (178,175)	\$ (178,175)	\$ -	\$ (174,444)	\$ (124,774)	\$ (479,566)	\$ (400,257)	
Unreserved Fund Balance	\$ 2,584,282	\$ 2,166,771	\$ 2,145,538	\$ 2,041,537	\$ 2,041,537	\$ 2,041,537	\$ 1,867,093	\$ 1,742,319	\$ 1,262,753	\$ 862,496	
All Major Funds											
Revenues	\$ 50,913,794	\$ 52,415,472	\$ 53,765,896	\$ 53,936,992	\$ 53,936,992	\$ 55,405,605	\$ 56,137,792	\$ 56,556,576	\$ 57,109,206	\$ 57,770,664	
Expenditures by Object	\$ 50,395,527	\$ 51,929,472	\$ 54,129,227	\$ 55,493,070	\$ 55,493,070	\$ 56,289,411	\$ 60,297,263	\$ 60,434,883	\$ 62,439,939	\$ 63,853,336	
Surplus (Deficit)	\$ 518,267	\$ 486,000	\$ (363,332)	\$ (1,556,078)	\$ (1,556,078)	\$ (883,806)	\$ (4,159,471)	\$ (3,878,307)	\$ (5,330,732)	\$ (6,082,671)	
Unreserved Fund Balance	\$ 14,353,107	\$ 15,647,512	\$ 15,608,922	\$ 14,114,068	\$ 14,114,068	\$ 13,525,688	\$ 9,562,193	\$ 5,710,267	\$ 400,733	\$ (5,664,192)	

City of Watertown
Five Year Financial Plan, Fiscal Years 2019/20 through 2023/24
Property Tax Worksheet

	Actual				Adopted 2019-20	Projected				Avg. Annual Increase 2010- present	Assumptions 2018/19 - 2021/22				Description
	2015-16	2016-17	2017-18	2018-19		2020-21	2021-22	2022-23	2023-24		2020-21	2021-22	2022-23	2023-24	
Levy and Assessed Value / Rate															
Levy (excluding sidewalk special assessments, DPW relieves, water/sewer relieves and omitted taxes)	\$ 8,403,871	\$ 8,737,403	\$ 9,095,429	\$ 9,303,466	\$ 9,514,963	\$9,514,963	\$9,514,963	\$9,514,963	\$9,514,963	3%	0%	0%	0%	0%	Levy held constant to 0% determine financial effect
Assessed Value of Taxable Property	\$ 1,037,297,177	\$ 1,062,382,815	\$ 1,068,353,552	\$ 1,076,727,691	\$ 1,081,841,045	\$1,087,250,250	\$1,092,686,501	\$1,103,613,366	\$1,114,649,500	1%	0.5%	0.5%	1.0%	1.0%	Per City Assessor
Tax Rate per \$1,000 of Assessed Value	\$ 8.1017	\$ 8.2219	\$ 8.5135	\$ 8.6405	\$ 8.7835	\$8.751	\$8.708	\$8.622	\$8.536	2%	0%	0%	-1%	-1%	Calculated from levy and -1% assessed value
Full Value and FV Rate															
Equalization Rate (available from ORPS)	88.00	92.00	92.00	95.00	92.00	90.00	88.00	88.00	86.00	1%	-2%	-2%	0%	-2%	Per City Assessor
Full Market Value of Taxable Property (000's)	\$ 1,178,746,792	\$ 1,154,763,929	\$ 1,161,253,861	\$ 1,133,397,569	1,175,914,179	\$ 1,208,055,833	\$ 1,241,689,206	\$ 1,254,106,098	\$ 1,296,104,070	0%	3%	3%	1%	3%	Calculated from assessed value and equalization rate
Tax Rate per \$1000 of Full Value	\$ 7.129	\$ 7.566	\$ 7.832	\$ 8.208	\$ 8.092	\$ 7.876	\$ 7.663	\$ 7.587	\$ 7.341	3%	-3%	-3%	-1%	-3%	Calculated from levy and full -3% value
Tax Limit															
Property Tax Limit	\$ 22,924,689	\$ 22,924,689	\$ 23,294,274	\$ 23,354,314	\$ 23,294,320	\$ 23,216,305	\$ 23,333,541	\$ 23,681,243	\$ 24,052,652	0%	0%	1%	1%	2%	2% of full value - 5-yr rolling avg
Exclusions to Tax Limit	\$ 4,558,402	\$ 5,044,026	\$ 5,161,570	\$ 5,631,900	\$ 4,931,569	\$ 7,098,356	\$ 4,586,030	\$ 4,378,201	\$ 4,087,067	2%	44%	-35%	-5%	-7%	Estimated amount of -7% exclusions
Tax Levy Subject to Limit	\$ 3,856,262	\$ 3,707,225	\$ 3,943,474	\$ 3,680,282	\$ 4,583,394	\$ 2,416,607	\$ 4,928,933	\$ 5,136,762	\$ 5,427,896	4%	-47%	104%	4%	6%	Calculated from levy minus 6% exclusions
Percent of Tax Limit Exhausted	16.82%	16.17%	16.93%	15.76%	19.68%	10.41%	21.12%	21.69%	22.57%	4%	-47%	103%	3%	4%	Calculated from tax levy subject to limit / limit

City of Watertown
Five Year Financial Plan, Fiscal Years 2019/20 through 2023/24
General Fund Revenues

Revenues					Adopted 2019-20					Avg. Annual Increase 2010- present	Assumptions 2018/19 - 2021/22				Description
	2015-16	Actual 2016-17	2017-18	Estimate 2018-19		2020-21	2021-22	2022-23	2023-24		2020-21	2021-22	2022-23	2023-24	
Real Property Taxes	\$8,440,657	\$8,687,919	\$8,998,253	\$9,315,643	\$9,519,359	\$9,519,359	\$9,519,359	\$9,519,359	\$9,519,359	3%	0%	0%	0%	0%	Held constant
Real Property Tax Items	309,967	331,240	337,063	361,797	362,500	367,136	371,842	376,620	381,470	4%	1%	1%	1%	1%	Projected PILOT payments based 1% on agreements
Sales and Use Tax	17,068,193	17,816,807	18,424,974	18,796,828	19,315,000	19,701,300	20,095,326	20,497,233	20,907,177	3%	2%	2%	2%	2%	Projected annual increases of 2%
Other Non-Property Taxes	643,872	639,662	657,113	630,187	632,000	636,303	640,671	645,105	649,606	0%	1%	1%	1%	1%	CPI
Departmental Income	5,367,002	6,493,238	6,665,001	5,533,995	5,755,185	6,327,388	6,526,702	6,734,476	6,951,073	3%	10%	3%	3%	3%	CPI or held constant depending 3% on revenue item
Other Local Revenue	1,324,407	590,869	587,793	958,305	820,807	830,461	840,261	850,209	860,308	-2%	1%	1%	1%	1%	CPI or held constant depending 1% on revenue item
State Aid - AIM	4,703,208	4,703,208	4,703,208	4,703,208	4,703,208	4,703,208	4,703,208	4,703,208	4,703,208	0%	0%	0%	0%	0%	Held constant
State Aid - Mortgage Tax	294,932	263,961	303,280	249,570	250,000	253,788	257,633	261,536	265,498	-3%	2%	2%	2%	2%	CPI
State Aid Other	662,332	647,144	649,337	780,696	781,582	635,505	646,447	657,582	668,913	5%	-19%	2%	2%	2%	CPI or held constant depending 2% on revenue item
Federal Aid	233,090	331,154	7,261	617,846	912,464	883,658	786,403	644,649	630,458	2100%	-3%	-11%	-18%	-2%	CPI
Interfund Transfers	331,021	340,213	428,051	441,632	300,500	305,053	309,674	314,366	319,129	0%	2%	2%	2%	2%	Decreasing transfers from Debt 2% Service Fund
Total Revenues	\$39,378,681	\$40,845,414	\$41,761,335	\$42,389,707	\$43,352,605	\$44,163,157	\$44,697,525	\$45,204,342	\$45,856,200	2%	2%	1%	1%	1%	
	-	-	-	-	-	-	-	-	-						
Nonrecurring Revenues Included in Revenue, Above (List):															
Fed Aid, Public Safety Grants	226,687	323,351	4,004	161,046	355,320	309,026	193,734	33,378	-						
Nonrecurring Revenues	\$226,687	\$323,351	\$4,004	\$161,046	\$355,320	\$309,026	\$193,734	\$33,378	\$0						
Recurring Revenues	\$39,151,994	\$40,522,063	\$41,757,331	\$42,228,661	\$42,997,285	\$43,854,131	\$44,503,791	\$45,170,964	\$45,856,200						

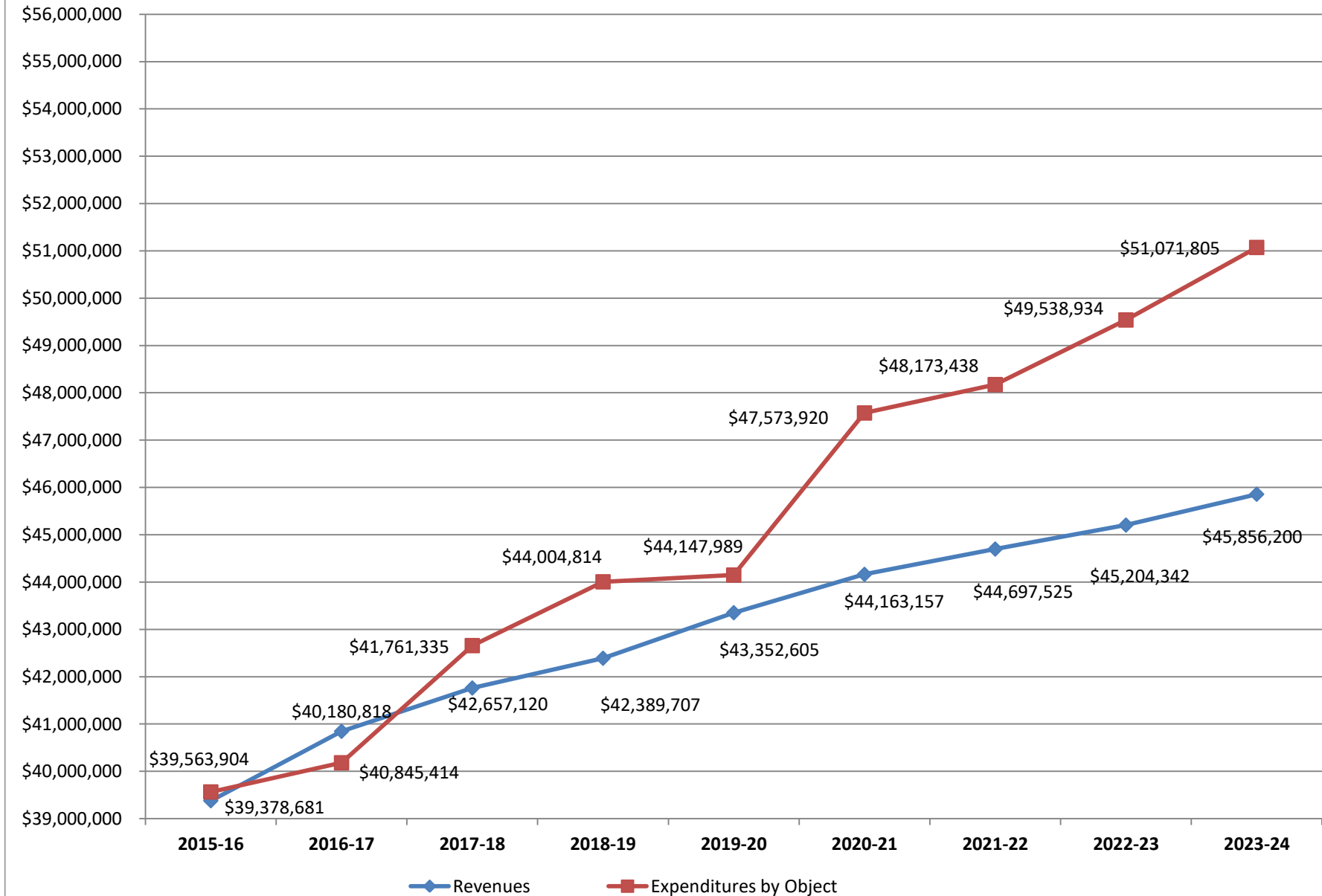
City of Watertown
Five Year Financial Plan, Fiscal Years 2019/20 through 2023/24
General Fund Expenditures

Expenditures by Object	Actual				Adopted 2019-20	Forecast				Avg. Annual Increase 2010- present	Assumptions 2018/19 - 2021/22				Description
	2015-16	2016-17	2017-18	Estimate 2018-19		2020-21	2021-22	2022-23	2023-24		2020-21	2021-22	2022-23	2023-24	
Personal Services	\$16,240,176	\$16,921,758	\$17,405,395	\$17,009,385	\$17,488,253	\$18,235,112	\$18,676,154	\$19,195,303	\$19,674,956	2%	4%	2%	3%	2%	Known and estimated collective bargaining agreements
Equipment and Capital Outlay	1,144,951	1,337,677	1,782,469	1,163,960	1,466,900	2,256,000	1,335,500	787,500	805,000	10%	54%	-41%	-41%	2%	Per 5 year capital plan
Contractual	6,051,100	5,711,025	5,638,237	7,802,676	7,835,317	7,823,340	7,933,358	7,993,177	8,121,040	8%	0%	1%	1%	2%	CPI
Debt (Principal and Interest)	3,058,700	2,979,644	2,996,516	3,041,059	2,874,815	4,111,493	4,319,034	4,849,116	4,935,763	-1%	43%	5%	12%	2%	Per actual debt schedule + projected capital projects
Employee Benefits	11,779,280	11,997,115	13,349,666	13,557,590	12,986,319	13,630,009	14,369,473	15,151,690	15,950,341	3%	5%	5%	5%	5%	Projected increases for retirement and health insurance
Interfund Transfers to Other Funds	1,289,698	1,233,599	1,484,839	1,430,144	1,496,362	1,518,275	1,540,520	1,563,102	1,586,027	4%	1%	1%	1%	1%	CPI
Total Expenditures (by Object)	\$39,563,904	\$40,180,818	\$42,657,120	\$44,004,814	\$44,147,966	\$47,574,230	\$48,174,039	\$49,539,889	\$51,073,127	3%	8%	1%	3%	3%	
Expenditures By Function	-	-	-	-	-	-	-	-	-						
General Governmental Support	\$4,767,995	\$3,993,871	\$4,220,608	\$4,192,881	\$4,229,663	\$4,311,074	\$4,414,561	\$4,476,788	\$4,607,167	-3%	2%	2%	1%	3%	Result of analysis of expenditures by object
Public Safety	17,806,726	18,330,764	18,745,292	18,360,443	18,227,618	18,718,564	19,374,255	20,075,325	20,758,326	1%	3%	4%	4%	3%	Result of analysis of expenditures by object
Transportation	5,147,382	5,323,100	5,736,088	6,199,582	6,534,616	6,561,324	6,746,872	6,969,343	7,178,239	6%	0%	3%	3%	3%	Result of analysis of expenditures by object
Economic Opportunity and Development	49,438	19,378	19,789	16,686	16,425	16,454	16,484	16,514	16,544	-19%	0%	0%	0%	0%	Result of analysis of expenditures by object
Culture and Recreation	1,653,947	1,945,388	1,932,369	2,046,046	2,171,004	2,107,174	2,145,832	2,198,626	2,252,740	7%	-3%	2%	2%	2%	Result of analysis of expenditures by object
Home and Community Services	1,129,583	1,369,555	1,463,636	1,532,032	1,618,399	1,599,604	1,648,751	1,705,435	1,760,334	10%	-1%	3%	3%	3%	Result of analysis of expenditures by object
Employee Benefits (retirees only)	4,029,036	4,102,035	4,808,370	5,311,841	4,783,976	4,990,546	5,220,837	5,458,518	5,704,573	5%	4%	5%	5%	5%	Result of analysis of expenditures by object
Debt Service	3,058,700	2,979,644	2,996,516	3,041,059	2,874,815	4,111,493	4,319,034	4,849,116	4,935,763	-1%	43%	5%	12%	2%	Result of analysis of expenditures by object
Interfund Transfers to Other Funds	1,921,096	2,117,083	2,734,453	1,986,244	2,334,862	3,774,275	2,876,020	2,350,602	2,391,027	7%	62%	-24%	-18%	2%	Result of analysis of expenditures by object
Other (Contingency)	-	-	-	1,318,000	1,356,588	1,383,720	1,411,394	1,439,622	1,468,414	#DIV/0!	2%	2%	2%	2%	Includes contingency
Total Expenditures (by Function)	\$39,563,904	\$40,180,818	\$42,657,120	\$44,004,814	\$44,147,966	\$47,574,230	\$48,174,039	\$49,539,889	\$51,073,127	3%					
Nonrecurring Expenditures Included Above (List):	-	-	-	-	-	-	-	-	-						
Fire / Police grant expenditures	251,875	359,279	4,449	178,940	-	-	-	-	-						
Nonrecurring Expenditures	\$251,875	\$359,279	\$4,449	\$178,940	\$0	\$0	\$0	\$0	\$0						

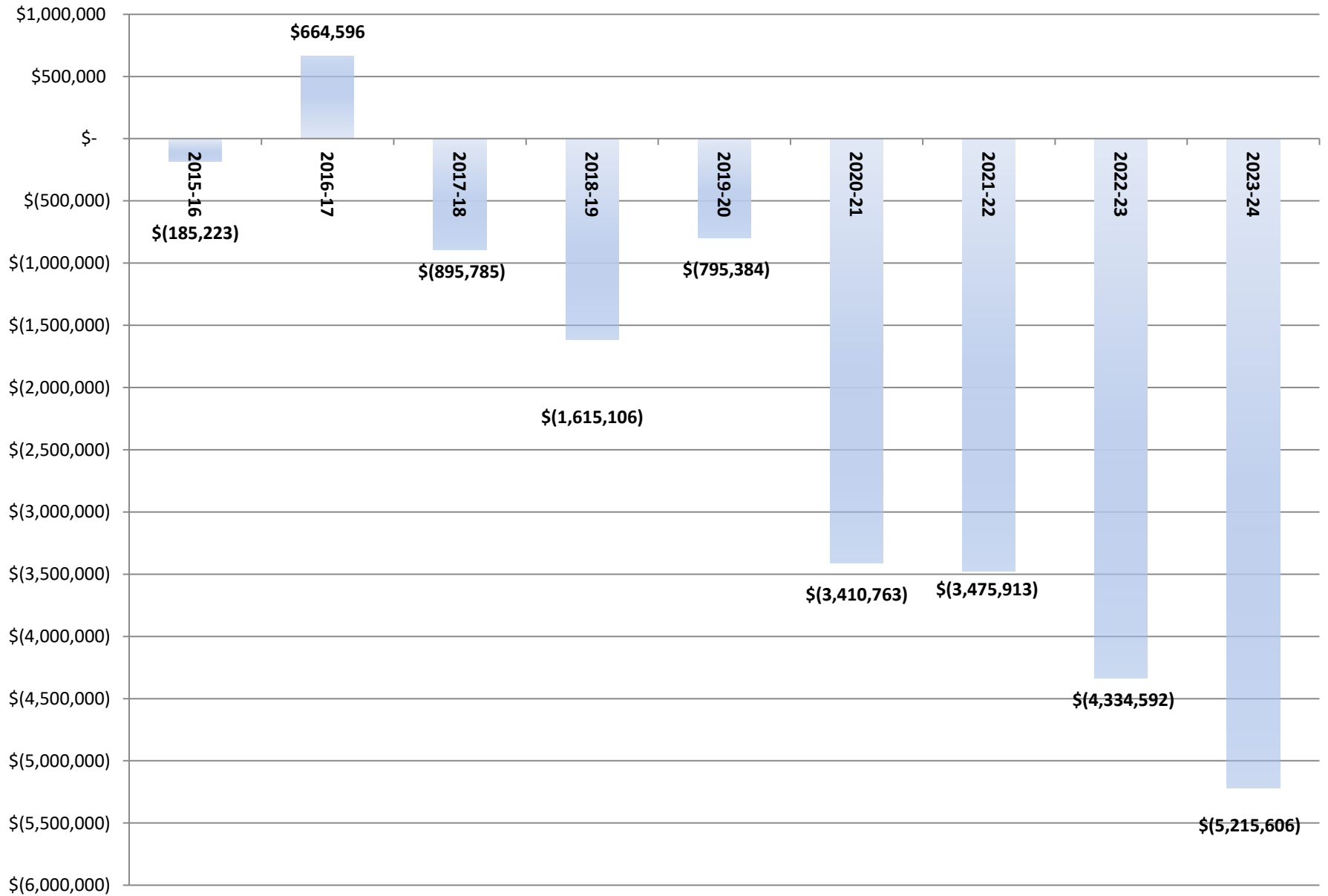
City of Watertown
Five Year Financial Plan, Fiscal Years 2019/20 through 2023/24
General Fund Surplus (Deficit), Reserves, and Impact of Local Actions

	Actual		Estimate		Adopted	Forecast			
	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Surplus (Deficit)	\$ (185,223)	\$ 664,596	\$ (895,785)	\$ (1,615,106)	\$ (795,384)	\$ (3,410,763)	\$ (3,475,913)	\$ (4,334,592)	\$ (5,215,606)
Budgetary Reserves and Other Net Assets									
Fund Equity, Beg. of Year	\$ 13,421,749	\$ 12,773,565	\$ 13,542,170	\$ 13,037,389	\$ 11,422,283	\$ 10,626,899	\$ 7,216,136	\$ 3,740,224	\$ (594,368)
Prior Period Adjustment	\$ (462,961)	\$ -	\$ 391,004	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Assessment Sidewalk Program Debt Issued	\$ -	\$ 104,008	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Equity, End of Year	\$ 12,773,566	\$ 13,542,170	\$ 13,037,389	\$ 11,422,283	\$ 10,626,899	\$ 7,216,136	\$ 3,740,224	\$ (594,368)	\$ (5,809,974)
Reserved Fund Balance - Encumbrances	\$ 310,646	\$ 386,963	\$ 167,452	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
Reserved Fund Balance-Sidewalk Program Debt	\$ 166,773	\$ 216,122	\$ 173,140	\$ 178,707	\$ 143,281	\$ 113,738	\$ 87,357	\$ 66,158	\$ 48,412
Reserved Fund Balance-Tax Stabilization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reserved Fund Balance - Capital Reserve	\$ 1,334,993	\$ 833,280	\$ 547,782	\$ 426,433	\$ 166,433	\$ -	\$ -	\$ -	\$ -
Reserved Fund Balance - Fairgrounds Stadium	\$ 20,097	\$ 3,016	\$ 3,016	\$ 0	\$ 0	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance - Appropriated	\$ 646,218	\$ 1,000,000	\$ 2,000,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance - Unappropriated	\$ 10,294,839	\$ 11,102,789	\$ 10,145,999	\$ 9,967,143	\$ 9,967,185	\$ 6,752,398	\$ 3,302,866	\$ (1,010,527)	\$ (6,208,386)
Unreserved Fund Balance as a Percentage of Subsequent Year's Revenue	26.79%	28.98%	28.65%	24.14%	22.57%	15.11%	7.31%	-2.20%	-13.27%
Potential Strategies to Promote Fiscal Balance									
<i>Describe Recurring Local Actions:</i>									
Increase FY 20/21 property tax levy by: 12.00%						\$ 1,141,796	\$ 1,141,796	\$ 1,141,796	\$ 1,141,796
Increase FY 21/22 property tax levy by: 24.00%						\$ -	\$ 2,557,622	\$ 2,557,622	\$ 2,557,622
Increase FY 22/23 property tax levy by: 8.00%						\$ -	\$ -	\$ 1,057,150	\$ 1,057,150
Increase FY 23/24 property tax levy by: 7.00%						\$ -	\$ -	\$ -	\$ 999,007
<i>Describe Nonrecurring Local Actions:</i>									
Appropriate unreserved fund balance					\$ 500,000	\$ 2,072,992	\$ -	\$ -	\$ -
Appropriate debt reserve fund balance (sidewalk program)					\$ 35,426	\$ 29,543	\$ 26,381	\$ 21,199	\$ 17,746
Appropriate Fairgrounds capital reserve fund balance					\$ -	\$ -	\$ -	\$ -	\$ -
Appropriate capital reserve fund balance					\$ 260,000	\$ 166,433	\$ -	\$ -	\$ -
Total Effect of Potential Strategies to Promote Fiscal Balance					\$ 795,426	\$ 3,410,763	\$ 3,725,799	\$ 4,777,767	\$ 5,773,321
Fiscal Condition AFTER Adjusting for Effects of All Strategies to Promote Fiscal Balance									
New Surplus (Deficit)	\$ (185,223)	\$ 664,596	\$ (895,785)	\$ (1,615,106)	\$ (795,384)	\$ -	\$ 249,886	\$ 443,175	\$ 557,716
Fund Equity, Beg. of Year	\$ 13,421,749	\$ 12,773,565	\$ 13,542,170	\$ 13,037,389	\$ 11,422,283	\$ 10,626,899	\$ 8,357,932	\$ 8,581,437	\$ 9,003,413
Prior Period Adjustment	\$ (462,961)	\$ -	\$ 391,004	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Equity, End of Year	\$ 12,773,566	\$ 13,542,170	\$ 13,037,389	\$ 11,422,283	\$ 10,626,899	\$ 8,357,932	\$ 8,581,437	\$ 9,003,413	\$ 9,543,382
Reserved Fund Balance - Encumbrances	\$ 310,646	\$ 386,963	\$ 167,452	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
Reserved Fund Balance-Sidewalk Program Debt	\$ 166,773	\$ 216,122	\$ 173,140	\$ 178,707	\$ 143,281	\$ 113,738	\$ 87,357	\$ 66,158	\$ 48,412
Reserved Fund Balance - Capital Reserve	\$ 1,334,993	\$ 833,280	\$ 547,782	\$ 426,433	\$ 166,433	\$ -	\$ -	\$ -	\$ -
Reserved Fund Balance - Fairgrounds Stadium	\$ 20,097	\$ 3,016	\$ 3,016	\$ 0	\$ 0	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance - Appropriated	\$ 646,218	\$ 1,000,000	\$ 2,000,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 10,294,839	\$ 11,102,789	\$ 10,145,999	\$ 9,967,143	\$ 9,967,185	\$ 7,894,193	\$ 8,144,079	\$ 8,587,255	\$ 9,144,970
Percentage of Subsequent Year's Revenue	26.79%	28.98%	28.65%	24.14%	22.57%	17.66%	18.02%	18.73%	19.55%

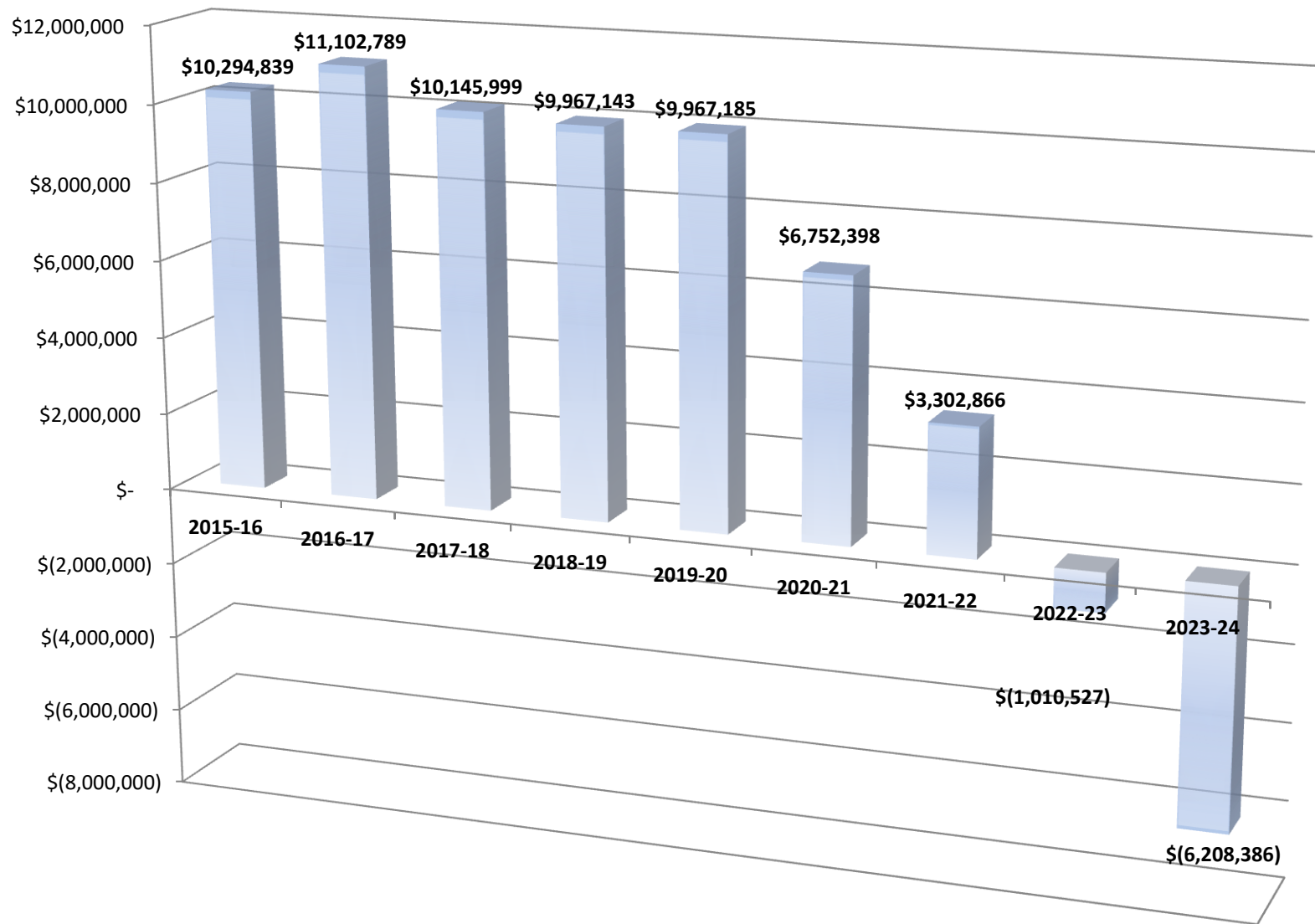
General Fund: Revenues and Expenditures



General Fund: Surplus (Deficit) (Actual/Projected)



General Fund Unreserved - Unappropriated Ending Fund Balance (Actual and Projected)



City of Watertown
Five Year Financial Plan, Fiscal Years 2019/20 through 2023/24
Water Fund

					Adopted 2019-20	Forecast				Avg. Annual Increase 2010- present	Assumptions 2018/19 - 2021/22				Description
	2015-16	Actual 2016-17	2017-18	Estimate 2018-19		2020-21	2021-22	2022-23	2023-24		2020-21	2021-22	2022-23	2023-24	
Revenues															
Water Rents and Charges	\$ 4,899,140	\$ 5,270,092	\$ 5,204,022	\$ 5,366,871	\$ 5,380,000	\$ 5,412,986	\$ 5,380,633	\$ 5,387,971	\$ 5,383,653	2%	1%	-1%	0%	0%	Water rents held constant, adjusted DANC for debt service
Other (Interest, Penalties, Misc.)	\$ 79,808	\$ 85,884	\$ 128,945	\$ 181,211	\$ 214,000	\$ 210,712	\$ 111,435	\$ 112,169	\$ 112,914	29%	-2%	-47%	1%	1%	Incremental increases
Interfund Transfers	\$ 29,010	\$ 60,000	\$ 44,542	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	#DIV/0!	0%	0%	0%	0%	Decreasing transfers from Debt Service Fund
Total Revenues	\$ 5,007,958	\$ 5,415,975	\$ 5,377,509	\$ 5,548,082	\$ 5,595,000	\$ 5,624,698	\$ 5,493,068	\$ 5,501,139	\$ 5,497,566	3%	1%	1%	0%	0%	
Expenditures															
Personal Services	\$ 1,395,078	\$ 1,368,135	\$ 1,425,665	\$ 1,457,734	\$ 1,519,449	\$ 1,573,018	\$ 1,602,628	\$ 1,644,115	\$ 1,680,530	2%	4%	2%	3%	2%	Known and estimated collective bargaining agreements
Equipment and Capital Outlay	\$ 84,973	\$ 58,207	\$ 48,820	\$ 5,777	\$ 86,800	\$ -	\$ -	\$ -	\$ -	N/A	N/A	N/A	N/A	N/A	CPI
Contractual	\$ 1,571,074	\$ 1,596,463	\$ 1,788,912	\$ 1,750,024	\$ 2,112,890	\$ 2,144,901	\$ 2,102,199	\$ 2,134,049	\$ 2,166,381	8%	2%	-2%	2%	2%	CPI
Debt Service (Principal and Interest)	\$ 825,021	\$ 851,096	\$ 879,318	\$ 968,393	\$ 897,421	\$ 955,522	\$ 852,397	\$ 933,392	\$ 837,559	2%	6%	-11%	10%	-10%	Per debt schedules plus projected new debt
Employee Benefits	\$ 1,188,943	\$ 1,122,756	\$ 1,054,402	\$ 988,951	\$ 1,021,862	\$ 1,080,522	\$ 1,138,464	\$ 1,201,158	\$ 1,264,906	-4%	6%	5%	6%	5%	Projected increases for retirement and health insurance
Interfund Transfers to Other Funds	\$ 90,500	\$ 15,000	\$ 15,599	\$ 140,000	\$ 45,000	\$ 445,000	\$ 75,000	\$ 105,000	\$ 15,000	163%	889%	-83%	40%	-86%	Projected capital project transfers
Total Expenditures	\$ 5,155,589	\$ 5,011,658	\$ 5,212,716	\$ 5,310,879	\$ 5,683,422	\$ 6,198,962	\$ 5,770,688	\$ 6,017,714	\$ 5,964,375	3%	5%	3%	3%	1%	
	0	0	(0)	-	-	-	(0)	0	-						
Surplus (Deficit)	\$ (147,631)	\$ 404,317	\$ 164,792	\$ 237,203	\$ (88,422)	\$ (574,264)	\$ (277,620)	\$ (516,574)	\$ (466,809)						
Potential Strategies to Promote Fiscal Balance															
<i>Describe Local Actions</i>															
Increase water rates (FY 19/20) = 0.00%						\$ -	\$ -	\$ -	\$ -						
Increase water rates (FY 20/21) = 7.00%						\$ -	\$ 332,125	\$ 332,125	\$ 332,125						
Increase water rates (FY 21/22) = 4.00%						\$ -	\$ -	\$ 203,070	\$ 203,070						
Increase water rates (FY 22/23) = 0.00%						\$ -	\$ -	\$ -	\$ -						
Appropriate/ (replenish) fund balance					\$ 88,422	\$ 574,264	\$ (54,505)	\$ (18,621)	\$ (68,386)						
<i>Describe Other Actions</i>															
Total Effect of Potential Strategies to Promote Fiscal Balance					\$ 88,422	\$ 574,264	\$ 277,620	\$ 516,574	\$ 466,809						
Budgetary Reserves and Other Net Assets															
Fund Equity, Beg. of Year	\$ 830,820	\$ 832,498	\$ 1,407,250	\$ 1,368,186	\$ 1,605,388	\$ 1,516,966	\$ 942,702	\$ 665,081	\$ 148,507						
Prior Period Adjustment for Pension Liability / Hydro-electric charges	\$ 149,309	\$ 170,435	\$ (203,857)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Fund Equity, End of Year	\$ 832,498	\$ 1,407,250	\$ 1,368,186	\$ 1,605,388	\$ 1,516,966	\$ 942,702	\$ 665,081	\$ 148,507	\$ (318,302)						
Reserved Fund Balance - Debt Service	\$ -	\$ -	\$ 32,505	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Reserved Fund Balance - Encumbrances	\$ 4,729	\$ 29,299	\$ 18,295	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Unreserved Fund Balance - Appropriated	\$ -	\$ -	\$ -	\$ 88,422	\$ -	\$ -	\$ -	\$ -	\$ -						
Unappropriated	\$ 827,769	\$ 1,377,951	\$ 1,317,386	\$ 1,516,966	\$ 1,516,966	\$ 942,702	\$ 665,081	\$ 148,507	\$ (318,302)						
Unreserved Unappropriated Fund Balance as % of next fiscal year revenues BEFORE rate adjustments	15.28%	25.62%	23.74%	27.11%	26.97%	17.16%	12.09%	2.70%	-5.79%						
Fiscal Condition After Adjusting for Effects of All Strategies to Promote Fiscal Balance															
New Surplus (Deficit)					\$ -	\$ (574,264)	\$ 54,505	\$ 18,621	\$ 68,386						
Fund Equity, Beg. of Year					\$ 1,605,388	\$ 1,516,966	\$ 942,702	\$ 997,206	\$ 1,015,827						
Fund Equity, End of Year					\$ 1,516,966	\$ 942,702	\$ 997,206	\$ 1,015,827	\$ 1,084,213						
Reserved Fund Balances					\$ -	\$ -	\$ -	\$ -	\$ -						
Unreserved Fund Balance					\$ 1,516,966	\$ 942,702	\$ 997,206	\$ 1,015,827	\$ 1,084,213						
Unreserved Fund Balance as % of next fiscal year revenues AFTER rate adjustments	15.28%	25.62%	23.74%	27.11%	26.97%	17.16%	18.13%	18.48%	19.72%						

City of Watertown
Five Year Financial Plan, Fiscal Years 2019/20 through 2023/24
Sewer Fund

	Actual				Adopted 2019-20	Forecast				Avg. Annual Increase 2010- present	Assumptions 2018/19 - 2021/22				Description
	2015-16	2016-17	2017-18	2018-19		2020-21	2021-22	2022-23	2023-24		2020-21	2021-22	2022-23	2023-24	
Revenues															
Sewer Rents and Charges	\$ 5,627,600	\$ 6,067,484	\$ 6,482,747	\$ 5,871,058	\$ 6,325,000	\$ 6,217,134	\$ 6,232,365	\$ 6,269,279	\$ 6,281,613	3%	-2%	0%	1%	0%	Sewer rents held constant, adjusted DANC for debt service
Other (Interest, Penalties, Misc.)	\$ 107,854	\$ 86,599	\$ 132,277	\$ 127,800	\$ 132,000	\$ 131,803	\$ 132,618	\$ 133,446	\$ 134,286	8%	0%	1%	1%	1%	Held constant
Interfund Transfers	\$ 791,701	\$ -	\$ 12,028	\$ 345	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	#DIV/0!	0%	0%	0%	0%	0% Decreasing transfers from Debt Service Fund
Total Revenues	\$ 6,527,155	\$ 6,154,083	\$ 6,627,051	\$ 5,999,203	\$ 6,458,000	\$ 6,349,937	\$ 6,365,983	\$ 6,403,725	\$ 6,416,899	0%	-2%	0%	1%	0%	
Expenditures															
Personal Services	\$ 1,214,580	\$ 1,204,316	\$ 1,192,903	\$ 1,184,355	\$ 1,303,145	\$ 1,356,158	\$ 1,393,895	\$ 1,439,256	\$ 1,481,634	2%	4%	3%	3%	3%	Known and estimated collective bargaining agreements
Equipment and Capital Outlay	\$ 245,931	\$ 104,595	\$ 137,720	\$ 156,233	\$ 166,700	\$ -	\$ -	\$ -	\$ -	-1%	-100%	#DIV/0!	#DIV/0!	#DIV/0!	CPI
Contractual	\$ 2,098,093	\$ 2,379,321	\$ 2,227,643	\$ 2,230,330	\$ 2,515,867	\$ 2,327,861	\$ 2,350,519	\$ 2,372,978	\$ 2,395,233	5%	-7%	1%	1%	1%	CPI
Debt Service (Principal and Interest)	\$ 1,145,612	\$ 1,112,484	\$ 1,133,520	\$ 1,155,187	\$ 1,246,207	\$ 1,618,964	\$ 1,553,612	\$ 1,808,821	\$ 1,757,244	2%	30%	-4%	16%	-3%	Per debt schedules plus projected new debt
Employee Benefits	\$ 956,820	\$ 1,024,051	\$ 1,370,250	\$ 931,273	\$ 846,081	\$ 896,397	\$ 947,731	\$ 1,002,237	\$ 1,058,044	0%	6%	6%	6%	6%	Projected increases for retirement and health insurance
Interfund Transfers to Other Funds	\$ 15,000	\$ 912,229	\$ 197,355	\$ 520,000	\$ 380,000	\$ 325,000	\$ 245,000	\$ 260,000	\$ 125,000	1510%	-14%	-25%	6%	-52%	Projected capital project transfers
Total Expenditures	\$ 5,676,034	\$ 6,736,996	\$ 6,259,391	\$ 6,177,378	\$ 6,458,000	\$ 6,524,381	\$ 6,490,757	\$ 6,883,291	\$ 6,817,155	4%	1%	-1%	6%	-1%	
	0	0	(0)	-	-	(0)	-	-	(0)						
Surplus (Deficit)	\$ 851,121	\$ (582,914)	\$ 367,661	\$ (178,175)	\$ -	\$ (174,444)	\$ (124,774)	\$ (479,566)	\$ (400,257)						
Potential Strategies to Promote Fiscal Balance															
<i>Describe Local Actions</i>															
Increase sewer rates (FY 19/20) = 0.00%						\$ -	\$ -	\$ -	\$ -						
Increase sewer rates (FY 20/21) = 0.00%						\$ -	\$ -	\$ -	\$ -						
Increase sewer rates (FY 21/22) = 0.00%						\$ -	\$ -	\$ -	\$ -						
Increase sewer rates (FY 22/23) = 8.00%						\$ -	\$ -	\$ -	\$ 311,200						
Appropriate/ (replenish) fund balance					\$ -	\$ 174,444	\$ 124,774	\$ 479,566	\$ 89,057						
<i>Describe Other Actions</i>															
Total Effect of Strategies to Promote Fiscal Balance					\$ -	\$ 174,444	\$ 124,774	\$ 479,566	\$ 400,257						
Budgetary Reserves and Other Net Assets															
Fund Equity, Beg. of Year	\$ 1,461,378	\$ 2,601,262	\$ 2,179,855	\$ 2,219,712	\$ 2,041,537	\$ 2,041,537	\$ 1,867,093	\$ 1,742,319	\$ 1,262,753						
Prior Period Adjustment for Pension Liability / Hydro-electric charges	\$ 288,763	\$ 161,507	\$ (327,804)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Fund Equity, End of Year	\$ 2,601,262	\$ 2,179,855	\$ 2,219,712	\$ 2,041,537	\$ 2,041,537	\$ 1,867,093	\$ 1,742,319	\$ 1,262,753	\$ 862,496						
Reserved Fund Balance - Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Reserved Fund Balance - Encumbrances	\$ 16,980	\$ 13,084	\$ 74,174	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Unreserved Fund Balance - Appropriated	\$ 140,048	\$ 112,971	\$ 456,547	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Unreserved Fund Balance	\$ 2,444,234	\$ 2,053,800	\$ 1,688,991	\$ 2,041,537	\$ 2,041,537	\$ 1,867,093	\$ 1,742,319	\$ 1,262,753	\$ 862,496						
Unreserved Unappropriated Fund Balance as % of next fiscal year revenues BEFORE rate adjustments	39.72%	30.99%	28.15%	31.61%	32.15%	29.33%	27.21%	19.68%	13.44%						
Fiscal Condition After Adjusting for Effects of All Strategies to Promote Fiscal Balance															
New Surplus (Deficit)					\$ -	\$ (174,444)	\$ (124,774)	\$ (479,566)	\$ (89,057)						
Fund Equity, Beg. of Year					\$ 2,041,537	\$ 2,041,537	\$ 1,867,093	\$ 1,742,319	\$ 1,262,753						
Fund Equity, End of Year					\$ 2,041,537	\$ 1,867,093	\$ 1,742,319	\$ 1,262,753	\$ 1,173,696						
Reserved Fund Balances					\$ -	\$ -	\$ -	\$ -	\$ -						
Unreserved Fund Balance					\$ 2,041,537	\$ 1,867,093	\$ 1,742,319	\$ 1,262,753	\$ 1,173,696						
Unreserved Fund Balance as % of next fiscal year revenues AFTER rate adjustments	39.72%	30.99%	28.15%	31.61%	32.15%	29.33%	27.21%	19.68%	18.29%						

EXEMPTION IMPACT REPORT



**NYS BOARD OF REAL PROPERTY SERVICES
LOCAL GOVERNMENT EXEMPTION IMPACT REPORT**

(for local use only -- not to be filed with NYS Board of Real Property Services)

Date: 04/12/2019

Taxing Jurisdiction: City of Watertown

Fiscal Year Beginning: July 1, 2019

Total equalized value in taxing jurisdiction: \$1,730,481,559

Exemption Code (Column A)	Exemption Description (Column B)	Statutory Authority (Column C)	Number of Exemptions (Column D)	Total Equalized Value (Column E)	Percentage of Value Exempted (Column F)
12100	NYS - GENERALLY	RPTL 404(1)	42	\$22,044,620	1.27%
13100	CO - GENERALLY	RPTL 406(1)	52	\$54,374,696	3.14%
13350	CITY - GENERALLY	RPTL 406(1)	205	\$121,103,641	7.00%
13570	TOWN O/S LIMITS - SPECIFIED USES	RPTL 406(2)	1	\$271,739	0.02%
13800	SCHOOL DISTRICT	RPTL 408	13	\$39,866,087	2.30%
14100	USA - GENERALLY	RPTL 400(1)	1	\$10,085,543	0.58%
18020	MUNICIPAL INDUSTRIAL DEV AGENCY	RPTL 412-a	9	\$13,858,152	0.80%
18080	MUN HSNG AUTH-FEDERAL/MUN AIDED	PUB HSNG L 52(3)&(5)	10	\$21,559,348	1.25%
21600	RES OF CLERGY - RELIG CORP OWNER	RPTL 462	9	\$1,505,109	0.09%
25110	NONPROF CORP - RELIG(CONST PROT)	RPTL 420-a	59	\$51,032,816	2.95%
25120	NONPROF CORP - EDUCL(CONST PROT)	RPTL 420-a	4	\$18,638,043	1.08%
25130	NONPROF CORP - CHAR (CONST PROT)	RPTL 420-a	10	\$9,964,022	0.58%
25210	NONPROF CORP - HOSPITAL	RPTL 420-a	11	\$74,916,685	4.33%
25230	NONPROF CORP - MORAL/MENTAL IMP	RPTL 420-a	22	\$14,017,065	0.81%
25300	NONPROF CORP - SPECIFIED USES	RPTL 420-b	3	\$2,120,109	0.12%
25500	NONPROF MED, DENTAL, HOSP SVCE	RPTL 486	2	\$1,663,913	0.10%
26100	VETERANS ORGANIZATION	RPTL 452	2	\$751,196	0.04%
27350	PRIVATELY OWNED CEMETERY LAND	RPTL 446	1	\$310,326	0.02%
28110	NOT-FOR-PROFIT HOUSING COMPANY	RPTL 422	2	\$2,828,370	0.16%
28520	NOT-FOR-PROFIT NURSING HOME CO	RPTL 422	2	\$23,026,957	1.33%
28540	NOT-FOR-PROFIT HOUS CO - HOSTELS	RPTL 422	19	\$2,577,663	0.15%
41101	VETS EX BASED ON ELIGIBLE FUNDS	RPTL 458(1)	7	\$16,250	0.00%
41111	VET PRO RATA: FULL VALUE ASSMT	RPTL 458(5)	23	\$1,150,757	0.07%
41121	ALT VET EX-WAR PERIOD-NON-COMBAT	RPTL 458-a	327	\$4,541,604	0.26%
41131	ALT VET EX-WAR PERIOD-COMBAT	RPTL 458-a	439	\$10,304,489	0.60%
41141	ALT VET EX-WAR PERIOD-DISABILITY	RPTL 458-a	290	\$9,173,667	0.53%
41800	PERSONS AGE 65 OR OVER	RPTL 467	76	\$2,266,325	0.13%
44213	HOME IMPROVEMENTS	RPTL 421-f	3	\$159,755	0.01%
44216	HOME IMPROVEMENTS	RPTL 421-f	38	\$498,823	0.03%
47200	RAILROAD - PARTIALLY EXEMPT	RPTL 489-d&dd	1	\$3,015,803	0.17%
47611	BUSINESS INVESTMENT PROPERTY POST 8/5/95	RPTL 485-b	35	\$5,921,483	0.34%
47670	PROPERTY IMPRVMT IN EMPIRE ZONE	RPTL 485-e	5	\$436,183	0.03%
48660	HOUSING DEVELOPMENT FUND CO	P H F I L 577,654-a	8	\$22,948,043	1.33%
48670	REDEVELOPMENT HOUSING CO	P H F I L 125 & 127	3	\$7,618,098	0.44%
Totals			1734	\$554,567,380	32.05%

The exempt amounts do not take into consideration any payments for municipal services.

Amount, if any, attributed to payments in lieu of taxes: \$187,481.00

(details contained on RP-495-PILOT)



Date: 04/12/2019

Taxing Jurisdiction: City of Watertown

Fiscal Year Begining: July 1, 2019

Total equalized value in taxing jurisdiction: \$ 1,730,481,559

345

City of Watertown 2019 Exemption Impact Report

The following report has been designed to both meet the requirements of Real Property Tax Law §495 and to provide additional information to gauge the impact of exemptions.

Name - Legal Authority	Description
U.S.A. OWNED - RPTL §400(1) \$9,278,700 - 0.58% # of parcels 1 PILOT Payments \$0 Impact* \$8.06 STATE MANDATED	Real property that is owned by the U.S. Government.
NYS OWNED - RPTL §404(1) \$20,281,050 - 1.27% # of parcels 42 PILOT Payments \$0 Impact* \$17.44 STATE MANDATED	Real property owned by the State of New York or any of its departments or agencies.
CITY OWNED - RPTL §406(1) \$111,415,350 - 7.00% # of parcels 205 PILOT Payments \$0 Impact* \$88.47 STATE MANDATED	Real property that is owned by a city, is located within the boundaries of the owning municipal corporation, and is held for public use.
COUNTY OWNED - RPTL §406(1) \$50,024,720 - 3.14% # of parcels 52 PILOT Payments \$0 Impact* \$41.88 STATE MANDATED	Real property that is owned by a county, is located within the boundaries of the owning municipal corporation, and is held for public use.
SCHOOLPROP - RPTL §408 \$36,676,800 - 2.30% # of parcels 13 PILOT Payments \$0 Impact* \$31.07 STATE MANDATED	Real property owned by a school district or Board of Cooperative Educational Services (BOCES).
Ind Develop Agency - RPTL §412-a & Gen Muny L §874 \$12,749,500 - 0.80% # of parcels 9 PILOT Payments \$70,418 Impact* \$4.11 STATE MANDATED	Real property that is owned or under the control of a municipal industrial development agency (IDA) and is located and used as required.

*The impact is based on the cost of the exemption minus any PILOT payments to the average single family home owner. Calculation assumes the average assessment of \$107,736 and a tax levy of \$9,514,963 (Proposed) .

City of Watertown 2019 Exemption Impact Report

The following report has been designed to both meet the requirements of Real Property Tax Law §495 and to provide additional information to gauge the impact of exemptions.

Name - Legal Authority

Description

NotForProfit-Char - RPTL §420-a \$9,166,900 - 0.58% # of parcels 10 PILOT Payments \$0 Impact* \$7.96 STATE MANDATED	Real property that is owned by a nonprofit corporation or association organized or conducted exclusively for charitable purposes and is used for carrying out this purpose.
NotForProfit-Educ - RPTL §420-a \$17,147,000 - 1.08% # of parcels 4 PILOT Payments \$0 Impact* \$14.78 STATE MANDATED	Real property that is owned by a nonprofit corporation or association organized or conducted exclusively for educational purposes and is used for carrying out this purpose.
NotForProfit-Hosp - RPTL §420-a \$68,923,350 - 4.33% # of parcels 11 PILOT Payments \$0 Impact* \$56.75 STATE MANDATED	Real property that is owned by a nonprofit corporation or association organized or conducted exclusively for hospital purposes and is used for carrying out this purpose.
NotForProfit-Moral - RPTL §420-a \$12,895,700 - 0.81% # of parcels 22 PILOT Payments \$0 Impact* \$11.16 STATE MANDATED	Real property that is owned by a nonprofit corporation or association organized or conducted exclusively for the moral or mental improvement of men, women, or children and is used for carrying out this purpose.
NotForProfit-Relig - RPTL §420-a \$46,950,191 - 2.95% # of parcels 59 PILOT Payments \$0 Impact* \$39.41 STATE MANDATED	Real property that is owned by a nonprofit corporation or association organized or conducted exclusively for religious purposes and is used for carrying out this purpose.
HOSTEL - RPTL §422 \$2,371,450 - 0.15% # of parcels 19 PILOT Payments \$0 Impact* \$2.07 STATE MANDATED	Real property owned by certain private housing companies that is used for a hostel for the mentally ill or retarded.

*The impact is based on the cost of the exemption minus any PILOT payments to the average single family home owner. Calculation assumes the average assessment of \$107,736 and a tax levy of \$9,514,963 (Proposed) .

City of Watertown 2019 Exemption Impact Report

The following report has been designed to both meet the requirements of Real Property Tax Law §495 and to provide additional information to gauge the impact of exemptions.

Name - Legal Authority	Description
NOPROF-HSG - RPTL §422 \$2,602,100 - 0.16% # of parcels 2 PILOT Payments \$0 Impact* \$2.27 STATE MANDATED	This exemption applies to property owned by certain private housing companies that is used for housing and auxiliary facilities for aged persons of low income.
NPROFNURSG - RPTL §422 \$21,184,800 - 1.33% # of parcels 2 PILOT Payments \$0 Impact* \$18.20 STATE MANDATED	Real property owned by certain private housing companies that is used for a nursing home or other health-related facility for low-income persons.
CEMTRYASSC - RPTL §446 \$285,500 - 0.02% # of parcels 1 PILOT Payments \$0 Impact* \$0.25 STATE MANDATED	Real property that is actually and exclusively used for cemetery purposes, or consists of unimproved land in which interments are reasonably and in good faith anticipated.
Veterans Organization - RPTL §452 \$691,100 - 0.04% # of parcels 2 PILOT Payments \$0 Impact* \$0.60 STATE MANDATED	Real property owned by a corporation, association, or post of war veterans of the U.S. Armed Forces (such as the American Legion).
Religious Residence - RPTL §462 \$1,384,700 - 0.09% # of parcels 9 PILOT Payments \$0 Impact* \$1.21 STATE MANDATED	Real property that is owned by a religious corporation and is used by the officiating clergyman of that corporation for residential purposes.
NOPROFMED - RPTL §486 & Ins L §4310(j) \$1,530,800 - 0.10% # of parcels 2 PILOT Payments \$0 Impact* \$1.34 STATE MANDATED	Real property owned by nonprofit medical indemnity corporations, dental indemnity corporations, health service corporations, and hospital service corporations.

*The impact is based on the cost of the exemption minus any PILOT payments to the average single family home owner. Calculation assumes the average assessment of \$107,736 and a tax levy of \$9,514,963 (Proposed) .

City of Watertown 2019 Exemption Impact Report

The following report has been designed to both meet the requirements of Real Property Tax Law §495 and to provide additional information to gauge the impact of exemptions.

Name - Legal Authority	Description
RAILROAD - RPTL §489-d, 489-dd	Transportation property of railroads receiving ceiling values determined by the NYS Board of Real Property Services is exempt from taxation and special ad valorem levies to the extent that its assessed value exceeds the ceiling value.
\$2,774,539 - 0.17%	
# of parcels 1	
PILOT Payments \$0	
Impact* \$2.42	
STATE MANDATED	

Sub Totals for State Mandated Exemptions

Exempt amount \$428,334,250

of parcels 466

% of assessment roll 26.90%

PILOT payments \$70,418.00

Impact* \$349.47

Name - Legal Authority	Description
PHFL Article 5 - PHFL §125, §127	New or rehabilitated dwellings that are located in substandard or insanitary areas, owned by redevelopment companies, and used for low-income or moderate-income housing.
\$7,008,650 - 0.44%	
# of parcels 3	
PILOT Payments \$25,317	
Impact* \$3.59	
LOCAL OPTION	
Housing Dev Fund CTS - PHFL §577(1),(3)	Real property that is owned or under the control of a housing development fund company which is a subsidiary of the NYS Urban Development Corporation (UDC) but is not organized on a not-for-profit basis, and is used for co-op low-income housing.
\$21,112,200 - 1.33%	
# of parcels 8	
PILOT Payments \$35,246	
Impact* \$14.69	
LOCAL OPTION	
Municipal Housing - Pub Hsng L §52(3), 52(5), 52(6)	Real property that is owned or under the control of a municipal housing authority (MHA), financed or aided by a municipality or the federal government, but not by New York State, and used for low-income housing.
\$19,834,600 - 1.25%	
# of parcels 10	
PILOT Payments \$56,500	
Impact* \$11.53	
LOCAL OPTION	

*The impact is based on the cost of the exemption minus any PILOT payments to the average single family home owner. Calculation assumes the average assessment of \$107,736 and a tax levy of \$9,514,963 (Proposed) .

City of Watertown 2019 Exemption Impact Report

The following report has been designed to both meet the requirements of Real Property Tax Law §495 and to provide additional information to gauge the impact of exemptions.

Name - Legal Authority	Description
Town O/S Limits - RPTL §406(2) \$250,000 - 0.02% # of parcels 1 PILOT Payments \$0 Impact* \$0.22 LOCAL OPTION	Two types of property owned by a town outside its boundaries: (1) a sewage disposal plant or system owned by any municipality and (2) a water plant, pumping station, water treatment plant, watershed, or reservoir. The exemption is allowed only if agreed to in writing by the governing board of the taxing jurisdiction in which the property is located.
NotForProfit-Permis - RPTL §420-b \$1,950,500 - 0.12% # of parcels 3 PILOT Payments \$0 Impact* \$1.71 LOCAL OPTION	Real property that is owned by a nonprofit corporation or association organized exclusively for one or more specific purposes (bible, tract, benevolent, missionary, infirmary, public playground, scientific, literary, bar association, medical society, library, patriotic, historical, development of good sportsmanship for persons under age 18 through the conduct of supervised athletic games, or enforcement of laws relating to children or animals) and is used exclusively for carrying out one or more of these purposes. Each of these purposes is exempt unless specifically revoked by local law, ordinance, or resolution (after a public hearing).
Home Imp 421-F City - RPTL §421-f \$146,975 - 0.01% # of parcels 3 PILOT Payments \$0 Impact* \$0.13 LOCAL OPTION	One- and two-family residences that are reconstructed, altered, or improved where the increase in value is greater than \$3,000. Exempt amount is the additional value due to improvements up to \$80,000. This exemption applies only to the City and is given only in the event that the exemption is greater than the \$50,000 School limit.
Home Imp 421-F City &S - RPTL §421-f \$458,917 - 0.03% # of parcels 38 PILOT Payments \$0 Impact* \$0.40 LOCAL OPTION	One- and two-family residences that are reconstructed, altered, or improved where the increase in value is greater than \$3,000. Exempt amount is the additional value due to improvements up to \$50,000.
% VET CT - RPTL §458 \$1,058,696 - 0.07% # of parcels 23 PILOT Payments \$0 Impact* \$0.93 LOCAL OPTION	Real property owned by a veteran (or a qualifying family member) that was purchased with proceeds from certain forms of government compensation known as "eligible funds". Before it's repeal in 1994 this exemption was given to all recipients of the standard eligible fund exemption requiring a change to the exempt amount in proportion to the change in assessed value of the veteran's property resulting from a revaluation.
VETFUNDC/T - RPTL §458 \$14,950 - 0.00% # of parcels 7 PILOT Payments \$0 Impact* \$0.01 LOCAL OPTION	Real property owned by a veteran (or a qualifying family member) that was purchased with proceeds from certain forms of government compensation known as "eligible funds".

*The impact is based on the cost of the exemption minus any PILOT payments to the average single family home owner. Calculation assumes the average assessment of \$107,736 and a tax levy of \$9,514,963 (Proposed).

City of Watertown 2019 Exemption Impact Report

The following report has been designed to both meet the requirements of Real Property Tax Law §495 and to provide additional information to gauge the impact of exemptions.

Name - Legal Authority	Description
VET COM CT - RPTL §458-a \$9,480,130 - 0.60% # of parcels 439 PILOT Payments \$0 Impact* \$8.23 LOCAL OPTION	The primary residence of a veteran of the United States Armed Services who actively served during a period of war and served in a combat zone.
VET DIS CT - RPTL §458-a \$8,439,774 - 0.53% # of parcels 290 PILOT Payments \$0 Impact* \$7.33 LOCAL OPTION	The primary residence of a veteran who sustained service-related disabilities, as evidenced by receipt of disability compensation rating from the Veterans Administration or the Department of Defense are eligible for a percentage exemption equal to one-half of their disability rating.
VET WAR CT - RPTL §458-a \$4,178,276 - 0.26% # of parcels 327 PILOT Payments \$0 Impact* \$3.65 LOCAL OPTION	The primary residence of a veteran of the United States Armed Services who actively served during a period of war.
AGED C/T/S - RPTL §467 \$2,085,019 - 0.13% # of parcels 76 PILOT Payments \$0 Impact* \$1.82 LOCAL OPTION	Real property that is owned by persons 65 years of age or older whose income does not exceed \$18,500.
Bus Improv 485-B - RPTL §485-b \$5,447,764 - 0.34% # of parcels 35 PILOT Payments \$0 Impact* \$4.75 LOCAL OPTION	Newly constructed commercial and industrial facilities at a cost exceeding \$10,000 are exempt for 50% of new construction's value. Exemption decreases each year until fully taxable in year 11.
EDZ 485-E - RPTL §485-e \$401,288 - 0.03% # of parcels 5 PILOT Payments \$0 Impact* \$0.35 LOCAL OPTION	Real property that is located in a designated empire zone and is constructed or improved after the zone is designated is exempt for 100% of new construction value for 7 years. Exemption expires in year 11 after 3 years of partial exemption.

*The impact is based on the cost of the exemption minus any PILOT payments to the average single family home owner. Calculation assumes the average assessment of \$107,736 and a tax levy of \$9,514,963 (Proposed) .

City of Watertown 2019 Exemption Impact Report

The following report has been designed to both meet the requirements of Real Property Tax Law §495 and to provide additional information to gauge the impact of exemptions.

Name - Legal Authority

Description

Sub Totals for Local Option Exemptions

Exempt amount \$81,867,739

of parcels 1268

% of assessment roll 5.14%

PILOT payments \$117,063.00

Impact* \$59.35

Grand Totals for All Exemptions

Exempt amount \$510,201,989

of parcels 1734

% of assessment roll 32.05%

PILOT payments \$187,481.00

Impact* \$408.82

*The impact is based on the cost of the exemption minus any PILOT payments to the average single family home owner. Calculation assumes the average assessment of \$107,736 and a tax levy of \$9,514,963 (Proposed) .

FEES AND CHARGES SCHEDULE



City of Watertown

City Fees and Charges Schedule

Effective for: July 1, 2019

City of Watertown

City Fees and Charges Schedule

City Clerk Fees

Certified Copies

Certified Birth Certificate	\$10.00
Certified Death Certificate	\$10.00
Certified Marriage Certificate	\$10.00
Genealogy Search	\$22.00

Marriage License and Wedding Ceremony

Marriage License	\$40.00
Duplicate Marriage License	\$20.00
Wedding Ceremony	\$70.00

Dog License

Spayed or Neutered, per year	\$15.00
Not Spayed or Neutered, per year	\$25.00

Handicap Parking Permit

Permanent or Temporary	No Fee
Replacement for Lost Permit	\$2.00 processing fee

Racing and Wagering

Bingo, per occasion	\$18.75 + 3% of proceeds
Bell Jar, per year	\$25.00
Casino Nights, per occasion	\$25.00 + 5% of proceeds
Raffle - Category 1	\$25.00 + 2% of proceeds

Commissioner of Deeds

Application Fee	\$25.00
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Business Permits and Licenses

Vending in Public Streets, per year	\$100.00
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Garbage Collector, Private, per year

License Fee	\$250.00
Each Additional Vehicle	\$125.00
Inspection Fee for Each Vehicle	\$45.00

Liquidation Sale, per month

License Fee for 30 Days	\$500.00
Renewal of License for Additional 30 Days	\$50.00
If Sale is completed within 30 days, fee will be refunded all except for \$75	

Copy of City of Watertown Code Book

Current Cost of Publication

Copies

\$0.25 per page

Credit Card Processing Fees (In-Person)

Debit: \$2.50 flat fee per transaction*

Credit: \$2.50 flat fee for transaction up to \$50; 4% of transaction for fee over \$50*

* Based on current merchant agreement

City of Watertown

City Fees and Charges Schedule

City Comptroller Fees

Parking Ticket	\$30.00
15 Days After Issue Date	\$40.00
30 Days After Issue Date	\$45.00
Handicap Parking Ticket	\$50.00
Second or Subsequent Offense Within 2 Years	\$75.00
Returned Check Fee	\$20.00
Tax Certification	\$5.00
Tax Search	\$10.00
Lien Search Fee	\$95.00
Tax Sale Advertising Fee	\$15.00
Tax Sale Certificate Filing Fee	\$50.00
Tax Deed Preparation Fee	\$15.00
Online Bill Payment Processing Fee	
Presently for City Tax Bills, County Tax Bills, Delinquent School	
Tax Bills, Water/Sewer Bills and Sewer Permit Bills	
Debit/Credit	2.85% + \$0.28 per transaction*
eCheck	\$2.50 per transaction*

* Based on current merchant agreement

City of Watertown City Fees and Charges Schedule

Civil Service Fees

Open Competitive and Promotional Exams	\$15.00
Decentralized Exams	\$15.00
Uniformed Service Exams	\$25.00
Uniformed Promotional Exams	\$15.00

City of Watertown

City Fees and Charges Schedule

Code Enforcement Fees

Building Fees for New Construction

Permit Fee Based on Estimated Cost of Work*

\$0 - \$500	\$5.00 (minimum fee)
\$501 - \$2,000	\$34.50
\$2,001 - \$25,000	\$34.50 for the first \$2,000; \$4.50 for each additional \$1,000 or fraction thereof
\$25,001 - \$50,000	\$138.00 for the first \$25,000; \$2.00 for each additional \$1,000 or fraction thereof
\$50,000 - \$100,000	\$188.00 for the first \$50,000; \$2.00 for each additional \$1,000 or fraction thereof
\$100,000 - \$250,000	\$288.00 for the first \$100,000; \$2.00 for each additional \$1,000 or fraction thereof
\$250,001 - \$500,000	\$588.00 for the first \$250,000; \$1.90 for each additional \$1,000 or fraction thereof
\$500,001 - \$1,000,000	\$1,063.00 for the first \$500,000; \$1.80 for each additional \$1,000 or fraction thereof
\$100,001 - \$5,000,000	\$1,963.00 for the first \$1,000,000; \$1.75 for each additional \$1,000 or fraction thereof

* Estimated Cost of Work for New Construction Calculated as Follows

Residential	\$150.00 per sq ft
Commercial	\$300.00 per sq ft
Industrial	\$400.00 per sq ft
Garage/Misc.	\$30.00 per sq ft

Building Fees for Maintenance & Repairs

Permit Fee Based on Estimated Cost of Work**

\$0 - \$500	\$5.00 (minimum fee)
\$501 - \$2,000	\$5.00 for the first \$500; \$2.00 for each additional \$100 or fraction thereof
\$1,001 and above	\$17.00 for the first \$1,000; \$2.00 for each additional \$1,000 or fraction thereof

** Estimated Cost of Work for Maintenance & Repairs Calculated as Follows

Residential	\$50.00 per sq ft
Commercial	\$100.00 per sq ft
Industrial	\$150.00 per sq ft
Garage/Misc.	\$15.00 per sq ft

Penalty Fee (Work Prior To Permit)

\$50.00

City of Watertown

City Fees and Charges Schedule

Code Enforcement Fees (con't)

Various Permits

Sign - Residential	\$10.00
Sign - Business	\$75.00
Sign - Billboard/Sky Sign	\$100.00
Furnace	\$20.00
Woodstove	\$20.00
Hot Water Heater	\$20.00
Plumbing	\$20.00
Propane	\$20.00
Fence	\$20.00
Alarm System	\$20.00
Blasting	\$20.00
Fireworks	\$20.00
Operating Permit	\$20.00

Certificate of Occupancy

Final Certificate of Occupancy	\$0.00
First Provisional Certificate of Occupancy (up to 120 Days)	\$50.00
Extension Beyond the 120 Days From Date of Issuance	\$150.00

Certificate of Compliance

\$20.00

Licensed Master Plumber

Application Fee	\$50.00
Examination Fee (3 Exams)	\$75.00 per exam
Re-Examination Fee After 3 Months (3 Exams)	\$100.00 per exam
License Fee, Annual	\$250.00
Replacement of License Due to Loss	\$5.00

Demolition of Property Surcharge *

\$3,000.00

* in addition to direct costs of demolition

Code Violation Surcharge **

\$250.00

**in addition to actual cost of restraining, correcting or abating such condition (minimum charge of one hour labor and one hour equipment) plus materials [Code Section 120-37]

Miscellaneous Fees

Records Search	\$0.00
Plan Review - Residential 1 & 2 Family	\$0.00
Plan Review - Multifamily/Commercial & Industrial	
Projects costing \$19,999 or less	\$0.00
Projects costing \$20,000 or more w/NYS required stamped plans	\$50.00 per hour plus cost of permit
Black and White Photo Copies	\$0.25 per page
Color Photo Copies	\$1.00 per page

City of Watertown

City Fees and Charges Schedule

Department of Public Works

Refuse and Garbage

Trash Sticker For Bag	\$3.25
Trash Tote Service	
32-Gallon Tote	\$48.10 per quarter
64-Gallon Tote	\$72.15 per quarter
96-Gallon Tote	\$96.20 per quarter

Property Maintenance Violation

Non-Sticker Bag Removal	\$5.00 per bag
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Bulk Drop Off Program (Fall Season)

Fee as contained in seasonal flyer based on availability and local area Municipal Solid Waste disposal fees

On-Demand Bulk Item Curbside Collection Service (Summer Season)

Fee as contained in seasonal flyer based on availability and local area Municipal Solid Waste disposal fees

Bus Fares

Individual Base Fare Adult	\$1.50
Individual Base Fare Adult, Half-Fare *	\$0.75
Children Under 12	\$0.50
Children Under 12, Half-Fare *	\$0.25
Transfer	No Charge
Coupon Book:	
Regular (10 Rides)	\$10.00
Regular (10 Rides), Half-Fare *	\$5.00
Regular (20 Rides)	\$20.00
Regular (20 Rides), Half-Fare *	\$10.00
Monthly Unlimited	\$40.00
Monthly Unlimited, Half-Fare *	\$20.00

* Half-Fare rate applies to senior citizens (65 years of age or older) and persons with disabilities and Medicare cardholders

Paratransit

Individual	\$3.00
(Fee based on two times the cost of standard Individual Base Fare Adult and allows for passenger and one caregiver)	

Snow Dump Permit

Per Truck, Up To Three Trucks Per Business	\$150.00
Flat Fee For Four or More Trucks Per Business	\$600.00

City of Watertown

City Fees and Charges Schedule

Department of Public Works (con't)

Advertising Displays on CitiBus (prices do not include cost of sign)

Street Side Showcase (30" x 88")

Monthly Per Bus	\$55.00
Monthly On All Buses	\$275.00
Yearly On All Buses *	\$3,300.00

Curb Side Showcase (30" x 48")

Monthly Per Bus	\$45.00
Monthly On All Buses	\$225.00
Yearly On All Buses *	\$2,700.00

Front Showcase (12" x 40")

Monthly Per Bus	\$50.00
Monthly On All Buses	\$250.00
Yearly On All Buses *	\$3,000.00

Rear Showcase (12" x 60")

Monthly Per Bus	\$55.00
Monthly On All Buses	\$275.00
Yearly On All Buses *	\$3,300.00

Interior Advertising (11" x 28")

Monthly On All Buses	\$100.00
Yearly On All Buses *	\$1,200.00

* 10% Discount if year is paid in full

Conduit Access

Initial Fee	\$500.00
Monthly Fee, Per Foot of Conduit	\$0.031

Per the Franchise agreement - "If the City is required to be on-site for any request, an hourly rate of \$200 per hour will be assessed."

City of Watertown

City Fees and Charges Schedule

Engineering Fees

Zoning Reviews

Special Use Permit	\$100.00
Site Plan Minor Review *	\$150.00
Site Plan Major Review **	\$250.00
Site Plan Waiver	\$50.00
Variance of Use or Area	\$150.00
Zone Change	\$100.00
Subdivision Review	\$150.00

* Site Plan Minor is defined as neither a Site Plan Waiver nor a Site Plan Major

** Site Plan Major is defined as a site plan approval application which involves the disturbance of 1 acre or more of ground/soil disturbance and/or construction

Floodplain Development Permit***	\$25.00
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***in addition to any costs necessary for the review, inspection and approval of the project

Dumpster Permit	\$50.00
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Sidewalk Permit	\$0.00
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Curbs and Pavement Cuts

Curb Cuts	\$100.00
Pavement Cuts, up to 3 sq yds	\$200.00
Pavement Cuts, each additional sq yd thereafter	\$30.00
Specialty Pavement Cut	\$150.00 + actual cost of repair and replacement

Septic Tanks and Lateral Disconnections

Septic Tank Permit	\$50.00
Disconnect & Plugging of Unused or Abandoned Lateral Sewers	\$50.00
Repair/Renewal of Existing Sanitary	\$0.00

Sewer Permits - Inside the City

Residential Sanitary	\$100.00
Residential Storm	\$100.00
Commercial Sanitary	\$200.00
Commercial Storm	\$200.00
Industrial Sanitary	\$300.00
Industrial Storm	\$300.00

Sewer Permits - Outside the City

Residential Sanitary	\$300.00
Residential Storm	\$300.00
Commercial Sanitary	\$550.00
Commercial Storm	\$550.00
Industrial Sanitary	\$550.00
Industrial Storm	\$550.00

City of Watertown

City Fees and Charges Schedule

Parks and Recreation Fees

Arena - Ice Time for Groups	City Resident	Non City Resident
Minor Hockey & Figure Skating / Student Groups		\$80.00 per hour
Adult and Non City Groups		\$120.00 per hour
Events Where Admission / Donation is Charged	\$150.00	\$188.00 per hour
School Ice Skating (Monday - Friday 12:00 pm - 2:30 pm)	\$2 per student to cover cost of skating and rentals	
 Arena - Ice Time	 City Resident	 Non City Resident
Public Skating	\$3.00	\$4.00 per day
Season Public Skating Pass	\$125.00	\$156.00 season
Family Ice Skating Pass	\$250.00	\$313.00 season
Skate & Shoot	\$5.00	\$6.00 per day
Season Skate & Shoot Pass	\$125.00	\$156.00 season
Season Skate & Shoot Pass and Public Skate	\$200.00	\$250.00 season
Ice Skate Rental	\$3.00	\$4.00 per day
Ice Skate Sharpening	\$5.00	\$6.00 per day
Rock & Skate	\$5.00	\$6.00 per day
Slip Slide & Skate		
Per Season	\$25.00	\$50.00 season
Per Season - With Skate Rental	\$35.00	\$70.00 season
Broomball	\$5.00	\$6.00 per day
Broomball Equipment Rental	\$3.00	\$4.00 per broom
Replacement ID Card	\$5.00	\$6.00 per card
 Arena - Rental of Space	 City Resident	 Non City Resident
Arena Rental / Performances	\$1,000.00	\$1,250.00 per day
Performances - Day Before / After	\$500.00	\$625.00 per day
Arena Rental Non Ice Time	\$100.00	\$125.00 per hour
Multipurpose Room - Daily	\$100.00	\$125.00 per day
Multipurpose Room - Hourly	\$25.00	\$31.00 per hour
Vendor Space	\$100.00	\$125.00 per day
Large Stage Set Up	\$1,000.00	\$1,250.00 per event
Small Stage Set Up	\$500.00	\$625.00 per event
Large Bleacher Set Up	\$500.00	\$625.00 per event
Small Bleacher Set Up	\$250.00	\$313.00 per event
PA System Rental	\$50.00	\$63.00 per event
Hang Signage	\$50.00	\$63.00 per hour
Hospitality Room	\$250.00	\$313.00 per day
Office Rental - Seasonal	\$500.00	\$625.00 per season
Office Rental - Daily	\$50.00	\$63.00 per day
Birthday Party Room	\$50.00	\$63.00 per party
Arena Concession - Per Vendor	\$250.00	\$313.00 per day
Arena Concession - Unlimited Concession Stands	\$1,000.00	\$1,250.00 per day
Craft and Vendor Fairs - Booth w/o Electricity	\$40.00	\$50.00 per day
Craft and Vendor Fairs - Booth w/ Electricity	\$50.00	\$63.00 per day

City of Watertown

City Fees and Charges Schedule

Parks and Recreation Fees (con't)

Miscellaneous Arena Fees	City Resident	Non City Resident
Admission to Events		
Craft and Vendor Fairs	\$3.00	\$3.00 per day
Special Events Sponsored by Parks & Rec	\$5.00	\$5.00 per day
Advertising Fees		
Advertising Signs in Arena	\$400.00	\$500.00 May-Aug
Advertising on TV in Lobby	\$100.00	\$125.00 per month
Chairs and Table Rental	City Resident	Non City Resident
Chair Rental: Up to 500 Chairs	\$1.00	\$1.25 per day
Chair Rental: 501 - 1000	\$0.75	\$1.00 per day
Chair Rental: 1001+	\$0.50	\$0.75 per day
Table Rental: 1 - 20 Tables	\$4.00	\$5.00 per day
Table Rental: 21+ Tables	\$3.00	\$4.00 per day
Bubble Ball	City Resident	Non City Resident
Bubble Ball Rental	\$5.00	\$6.00
Bubble Ball Event Fee	\$100.00	\$125.00
Field Rental	City Resident	Non City Resident
Fairgrounds Main Baseball Field - Grandstand		
Hourly	\$75.00	\$100.00 per hour
Lights	\$75.00	\$100.00 per day
Fairgrounds Main Multipurpose Field - Outdoor Stadium		
Hourly	\$75.00	\$100.00 per hour
Lights	\$75.00	\$100.00 per day
Fairgrounds Horse Ring	\$60.00	\$75.00 per day
Municipal Fairgrounds Rental	\$250.00	\$313.00 per day
Other Athletic Fields		
Hourly	\$20.00	\$25.00 per hour
Lights	\$30.00	\$38.00 per day
Performances	\$1,000.00	\$1,250.00 per day
Day Before / After	\$500.00	\$625.00 per day
Practice - Schools Within City Limits & JCC	50%	N/A per hr
Field Rental For Tournaments	City Resident	Non City Resident
Main Fields - Non-Profit 501C3	\$41.00	\$51.00 per hour
Other Fields - Non-Profit 501C3	\$15.00	\$19.00 per hour
Regular For Profit Events	Hourly rate	Hourly rate per day
Additional Chalk Lining	\$25.00	\$31.00 per lining
Naming Rights - Athletic Fields (5 year term - fields used mid-April through early-October)		
Regular Athletic Fields (11)		\$1,000 per year
Regular Athletic Fields with lights (4)		\$1,500 per year
Main Multi-Purpose Field (1)		\$3,000 per year
Grandstand (1)		\$5,000 per year
Turf	City Resident	Non City Resident
	\$15.00	\$19.00 per bag

City of Watertown

City Fees and Charges Schedule

Parks and Recreation Fees (con't)

Parking	City Resident	Non City Resident
Parking - Arena Concert / Performance / Show	\$1,500.00	\$1,875.00 per event
Parking - Outdoor Events	\$3,000.00	\$3,750.00 per event

RV sites	City Resident	Non City Resident
With Utility Hookup	\$25.00	\$31.00 per night
Without Utility Hookup	\$15.00	\$19.00 per night

Jefferson County Agriculture Society Fair

Arena Rental - Fair	\$3,000.00	fair
RV Sites - Fair Week	\$75.00	per site
Concessions - Jeff Co Ag Society	\$1,000.00	fair

Marquee Advertising	City Resident	Non City Resident
Non Parks and Recreation Events - Daily	\$10.00	\$13.00 per day
Non Parks and Recreation Events - Weekly	\$50.00	\$63.00 per week

Miscellaneous Parks and Recreation Fees	City Resident	Non City Resident
Vendor Fee	\$50.00	\$63.00 per event
Vendor Fee - Large Event	\$300.00	\$375.00 per event
Alcohol Permit Processing Fee	\$10.00	\$13.00 per day

Pavilion Rentals	City Resident	Non City Resident
Mayor Butler Pavilion	\$50.00	\$63.00 per day
Fairgrounds Pavilion	\$50.00	\$63.00 per day
Veterans Memorial Pavilion	\$50.00	\$63.00 per day
Marble Park Pavilion	\$50.00	\$63.00 per day
Thompson Park		
Large Pavilion - One of Four Quarters	\$50.00	\$63.00 per day
Large Pavilion - Full	\$200.00	\$250.00 per day
Picnic Areas	\$10.00	\$13.00 per day
Rotary Pavilion	\$50.00	\$63.00 per day
Pinnacle Pavilion	\$50.00	\$63.00 per day
Band Stand	\$25.00	\$31.00 per day

Team Sports Programs

Men's and Coed Adult Softball	\$300.00	per team
Sunday Softball	\$300.00	per team
Volleyball Team	\$200.00	per team
Kickball Team	\$225.00	per team
Soccer Tournament	\$225.00	per team
Basketball Tournament	\$125.00	per team
Soccer Teams	\$225.00	per team

City of Watertown

City Fees and Charges Schedule

Parks and Recreation Fees (con't)

Baseball and Softball Adult	City Resident	Non City Resident
Athletic Tournaments	\$200.00	\$300.00 per team
 Parks and Recreation Programs	 City Resident	 Non City Resident
Tennis Clinic	\$30.00	\$60.00 per person
Golf Lessons	\$35.00	\$70.00 per person
Youth Baseball & Softball Leagues	\$15.00	\$30.00 per person
Youth Swimming Lessons	\$15.00	\$30.00 per person
Fishing Clinic	\$30.00	\$60.00 per person
Family Yoga	\$10.00	\$20.00 per person
Scuba Diving Lessons	\$30.00	\$60.00 per person
Kid's Zumba	\$15.00	\$30.00 per person
Youth Running Club	\$20.00	\$40.00 per person
Horseback Riding Lessons	\$50.00	\$100.00 per person
Archery Day Camp	\$15.00	\$30.00 per person
Archery Week Camp	\$40.00	\$80.00 per person
Boot Camp Exercise Program	\$25.00	\$50.00 per person
Youth Camps	\$25.00	\$50.00 per person
Parks and Recreation Classes	\$25.00	\$50.00 per person

City of Watertown City Fees and Charges Schedule

Police Fees

Bike License	\$1.00
Copies	\$0.25 per page
Incident Report	\$0.25 per page
Motor Vehicle Report	\$0.25 per page
Records (Background) Check	\$10.00

Police Academy

Tuition	\$1,700.00 per enrollee
Tuition Credits	\$25.00 per instructor hour provided to Academy Training
Books and Supplies	\$300.00